How to create a new list

Go to http://readinglists.tees.ac.uk/ and log in.

Select My Lists from the tool bar.

Click on Create new list.

In the ‘Create a new list’ form enter the name of the list (usually the module title). If your reading list is for a module which is subject to approval then it needs to fulfil certain criteria and conform to a specific format. Please refer to the guidance for approval events on the LibGuide. You will then need to complete the ‘Create a new list’ form remembering to select the current year, enter the module code in the description and identify the anticipated number of students. Click on Create list to finish.
If this list is for a module which has already been through the approval process please contact your Academic Librarian who will need to do some background work to link it in Blackboard.

Once the list has been created a box will pop up asking if you want to be the owner of the list. If you are going to be the owner click on I am list owner. If you are not going to be the list owner then you can assign it to someone else by clicking on Search for list owner. It is important that each list has an owner.

Your list has now been created and is ready to be populated with items.