Reading intentions and personal notes

You can set up reading intentions and write personal notes in RLO to help you organise your course reading. It makes it easy to scan through your lists and keep track of progress. You need to sign into RLO and create a profile before you can do this.

Sign in to RLO and create your profile

Go to http://readinglists.tees.ac.uk/

Click on Log In

Enter your Teesside email (username@live.tees.ac.uk) and password.

You are now signed into your RLO account and you can now create your profile.

Click on Create a Profile

Enter your details in the following form and click on the Save profile button
Reading intentions

Each item in your reading list, will have a blank circle to the right hand side, this is where you can set your reading intentions.

To set the reading intention, click on the circle and choose one of the options in the menu:

- Undecided
- Will read
- Reading now
- Have read
- Won't read

You can see your reading intentions on your profile page.

Personal notes

You can make personal notes on any of the resources in your reading list. Notes are private to you and will not be shown to other users.

Each resource in your reading list, will have 3 dots to the right hand side, this is where you can add your personal notes.
To write a note, click on the 3 dots and then click on **Personal note**

![Personal note](image)

This will open up a blank box where you can write your note

![Note interface](image)

You can review your personal notes from your profile page in the **My notes** tab.