Reading Lists Online - RLO

Add a webpage/website.

Before you begin it is important that you have installed the bookmarklet tool on to your internet browser. Instructions for this can be found on the Reading Lists Online LibGuide: [http://libguides.tees.ac.uk/RLO/gettingstarted](http://libguides.tees.ac.uk/RLO/gettingstarted)

Go to the webpage/website you want to add to your list, click on **Add to My Bookmarks** on your toolbar.

The bookmark page will open. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type and Title) and edit if necessary. The Resource type should be set to **Webpage** or **Website**. Click on Create & Add to List to add the item to your reading list.
In the pop up box, select the list you wish to add your item to from **Add to list**.

You can also select a position on your list (i.e. top or bottom) or which section it will appear under (if you have already created sections in your list).

You can add a **Note for student**, these notes will appear next to the item in your reading list.

To finish click on **OK**.

If you were working on a Reading List and it is still open in another tab or window, you will need to refresh the page to show your newly added item.

Any additions to your list are automatically saved as a ‘draft’. Once you have finished adding the items you want to your list, you **must publish** it by clicking on the **publish** button on the top right of the screen (visible when you click on **Edit list (classic)**). By publishing the list, the library will be notified and will check it. The list will also be made live for students to view.