Add a journal article from Merlot Open Educational Resources

1. 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) (Please note, for this site, when bookmarking from Google Chrome you will need to install the Talis Aspire Reading Lists Bookmarking extension. For other browsers, the ‘Add to my bookmarks’ tool may work).

2. Go to [https://www.merlot.org/merlot/materials.htm](https://www.merlot.org/merlot/materials.htm) and search or browse for relevant journal articles (you can choose to filter the material type to Open (Access) Journal-Article, using the left hand menu).

3. To add a journal article to your list click on the title of the article. Then bookmark the page by clicking on Add to my Bookmarks from your toolbar/clicking on the reading list extension (if you are using a PC or laptop), or by using favourites (if you are using an iPad). The following screenshot is an example using a laptop:
4. The bookmark page will open. The Resource Type should be set to **Webpage** or **Website**. Click on **Create & Add to List**.

![Manually add a new bookmark](image)

5. 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 e.g. Journal Articles (if you have already created sections in your list).

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

To finish click on **OK**.

![Create & Add to List](image)

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 will make it live for students to view.