Add videos from BoB (Box of Broadcasts)

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

2. Go to Box of Broadcasts (BoB) and either search or browse for relevant videos. **Please note:** users will need to register when logging in to BoB for the first time, and then complete registration by clicking on the link in the verification email. To add a video to your reading list, click on the title of the video, then bookmark the page by clicking on Add to my Bookmarks from your toolbar (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:

3. The bookmark page will open. The **Resource Type** should be set to Audio-visual document. The Online Resource button will need to be checked. This will prompt the Online Resource Link box to pop up. Click on OK. Then Click on Create & Add to List.
4. 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. Videos (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.

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. Note: This will only be visible in the Edit list (classic) screen.

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.