

Creating and managing your list

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Create a profile

Before you can create or edit a list, you will need to create a profile on [Resource Lists](#).

- From the Resource Lists homepage (<https://bristol.rl.talis.com/>), click **Log In**, and log in using your University of Bristol username and password.
- Click **Create Profile**.
- Complete the form, and click **Save profile** when you have finished.
 - Please use your University of Bristol email address (it will not be made public on Resource Lists, regardless of which privacy option you choose.)

First name:*

Surname:*

Email address:*

[+ Add another email](#)

I'd describe myself as:*

Main discipline:

Telling us about the discipline area that best describes your work will allow us to personalise the system for you in the future

Privacy My profile is public. Internet users can search and discover me by searching or finding content that I create or manage

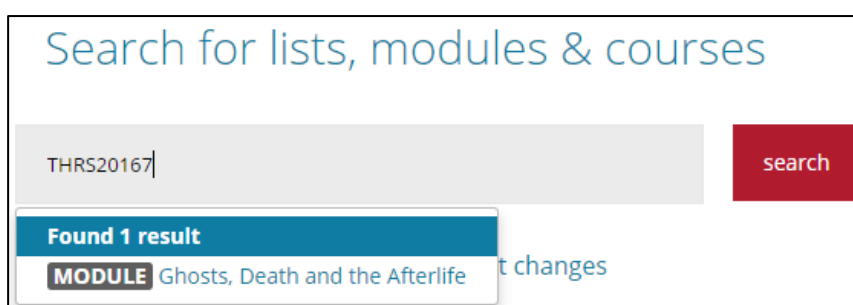
My profile is private. Only administrators can review it

You can edit your profile at any time when you are logged in by clicking your name in the top menu bar, choosing **View Profile**, and clicking **Edit Profile** in the top-right corner of the screen.

Check your unit details on Resource Lists

Details of units taught at the University are regularly added to Resource Lists; however, some new units may not appear immediately. Before creating a list, therefore, you must check what details of the unit are already held on the system.

- Return to the Resource Lists homepage by clicking **Home** in the black bar near the top of the screen (or by navigating to <https://bristol.rl.talis.com/> if you do not already have it open in your browser).
- In the **Search** field, either type the unit code (e.g. THRS20167) or start typing the name of the unit.
 - If the results only contain a result tagged **MODULE** (see image below), you are ready to start creating the list – please move directly to the next section of this document (entitled ‘Creating a list’).



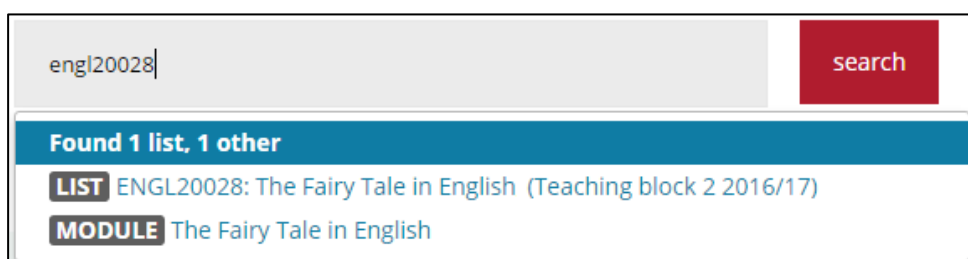
Search for lists, modules & courses

THRS20167 search

Found 1 result

MODULE Ghosts, Death and the Afterlife [Recent changes](#)

- If the results contain a **MODULE** result *and* either a **DRAFT LIST** or a **LIST** result (see image below), a list has already been created for this unit.



engl20028 search

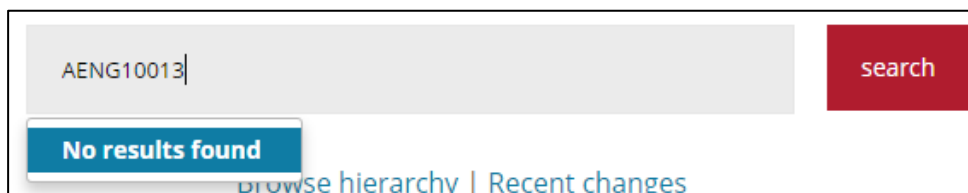
Found 1 list, 1 other

LIST ENGL20028: The Fairy Tale in English (Teaching block 2 2016/17)

MODULE The Fairy Tale in English

If you didn't create the existing list yourself, the most likely explanation is that one was created on your behalf at the request of your department.

- You can now either publish or update the list yourself (using the guidance documents available from the [Resource Lists support page](#)), or contact your [subject librarian](#) for further advice.
- If no results are found (see image below), please contact the Library at lib-resource-lists@bristol.ac.uk before continuing, so that we can add the unit details to the system.



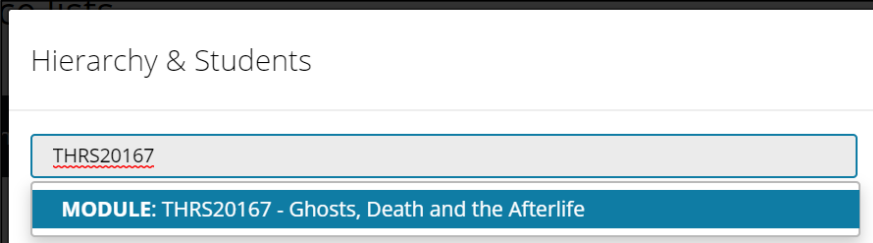
AENG10013 search

No results found

[Browse hierarchy](#) | [Recent changes](#)

Create your list

- From anywhere on [Resource Lists](#), click **My Lists** on the black bar near the top of the screen.
- Click the **Create new list** button, near the top-right of the screen.
- Complete the form as follows:
 - **List name** should contain the unit code and title of the unit in the following format:
ABCD12345: Name of Unit
 - e.g. THRS20167: Ghosts, Death and the Afterlife
 - e.g. PHYS10005: Core Physics II: Oscillations, Waves and Fields
 - The **Description** field can be left blank.
 - The **Hierarchy** field links your list to additional details drawn from the University's unit catalogue. Click **Select Hierarchy**, then:
 - Type the unit code for your course unit into the search box that appears.
 - When the correct unit details are displayed beneath the search box (see image below), click on them.

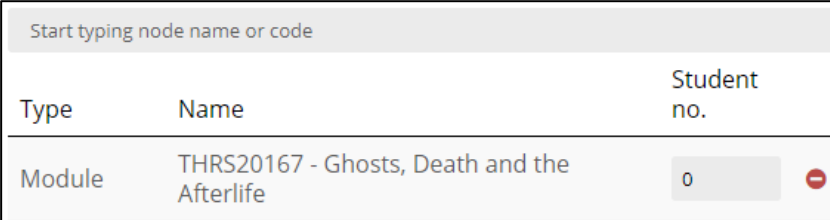



Hierarchy & Students


THRS20167

MODULE: THRS20167 - Ghosts, Death and the Afterlife

- The details of the selected unit will appear in a table below the search box (see image below). If you know roughly how many students will be registered on the unit, you can enter this in the **Student no.** field. Otherwise, simply click **Save** to link your list to this unit code.



Type	Name	Student no.
Module	THRS20167 - Ghosts, Death and the Afterlife	0 

(If you have accidentally chosen the wrong unit, click  and try again.)

- Click on the **Teaching block** field to open a drop-down menu, and click on the appropriate option – ensuring that you have chosen the correct academic year.
- When the form is complete, click **Create list**.
- See the [Resource Lists support page](#) for guidance documents on *Structuring and editing your list* and *Adding resources to your list*.

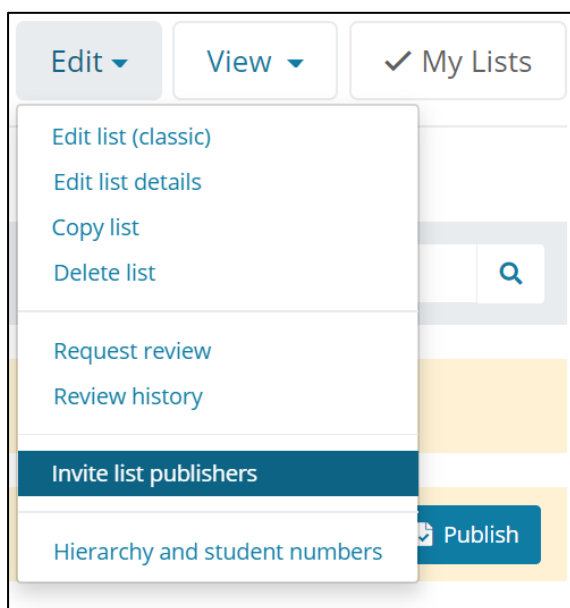
You can access your list(s) at any point by logging into [Resource Lists](#), and clicking **My Lists** in the black bar near the top of the screen.

Invite other people to edit your list

If your unit is jointly taught with colleagues, you can allow them to edit your list by inviting them to become “list publishers”.

You should also invite your [subject librarian](#) to be a “list publisher” for any lists that you create, so that they are aware of new resources that you may be adding for the unit.

- Click the **Edit** button near the top-right of the list, and choose **Invite List Publishers** from the drop-down menu (see image below).



- An invitation form will open. Enter your colleague’s University of Bristol email address in the **To** field.
 - You can also personalise the text in the **Message** field if required.
- Click **Send invites**.

Copy your list

If you are teaching two units with similar resources, you can create a list for the first, and copy it rather than creating the list from scratch.

- Open your list, click on the **Edit** button, and choose **Copy list** from the drop-down menu.
- Complete the onscreen form as follows:
 - Amend the **List name** field, using the format described on page 3 of this document.
 - Adjust the **Teaching block** and field as required.
 - Uncheck the **Copy hierarchy associations** box (unless you are creating a second list for the same unit).
- Click **Create list** when the form is complete

Please note: if you had requested scans from the original list, these will not be carried over. You will need to submit new digitisation requests from the copied list, using the process described in the document ‘Requesting scans’, which you can download from the [staff support page](#).

Change the name of your list

If the unit code or title of your unit changes, you will need to update your list details as follows.

- Open your list, click on the **Edit** button near the top-right of the screen, and choose **Edit list details** from the drop-down menu.
- Amend the **Title** field in the pop-up form, ensuring that you retain the standard format of unit code followed by unit title.
 - e.g. THRS20167: Ghosts, Death and the Afterlife
 - e.g. PHYS10005: Core Physics II: Oscillations, Waves and Fields
- If you wish, you can also use this form to change the list's copyright licence and teaching block details, and to restrict access to the list to viewers with a University of Bristol username.
- Click **Save**.
- If the unit code changes, please also let us know at lib-resource-lists@bristol.ac.uk.