# Student guide to OneList

OneList is the university's online reading list system. It links you through to your reading list items whether they are books in the library, e-books, journal articles or websites.
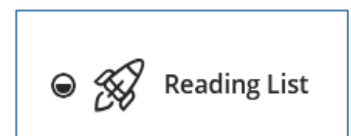
For assistance email skills@cumbria.ac.uk or use the Student Enquiry Point

You can access your reading lists using the following options:

- The main one is the direct link from your **module** Blackboard site. (There won't be a link from a Programme site)
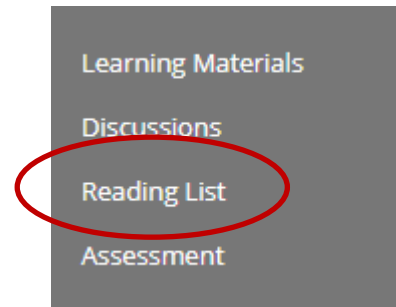
NB For the new Blackboard Ultra modules look for this image

- Use this direct link to OneList
  https://cumbria.alma.exlibrisgroup.com/leganto/login?institute=44UOC_INST&auth=SAML

- Going to OneList from *Useful links* in OneSearch

- If you look up books in Onesearch you will see titles on OneLists have a Module Reading List tag. Click on the title and scroll down to find the link to the reading list.

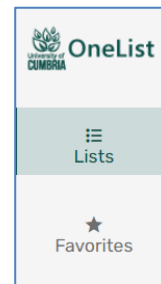This guide will take you through some of the key features of OneLists

Log on

It is possible to view lists without being logged in, but to access some functions you must be logged in. Click on the person icon on the top right menu. Log on with your normal university username and password.
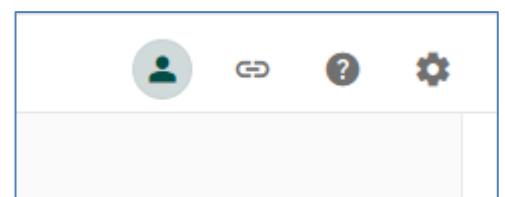
Navigation

All pages include this side bar menu.

If you followed the link from Blackboard you will be in the right list. Any lists that you access this way will be automatically added to LISTS (My lists).

Search for a list

You can also use the search option within OneList to find a specific list. The search defaults to My lists which will contain any lists you have linked to from Blackboard.

Tip: You can also Add lists to My lists yourself.

If you cannot find the list you want change the drop down arrow to All lists.

Tip: The advantage of this is that you can search for other lists on a similar subject or start on next year's reading before the Blackboard module has been made available.
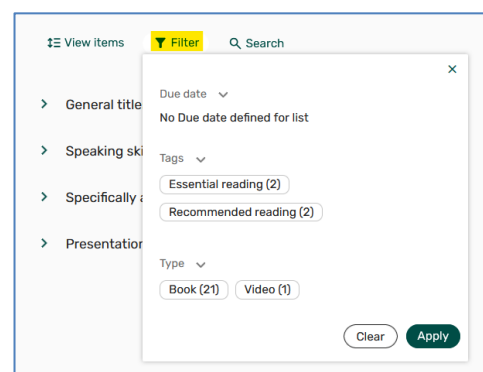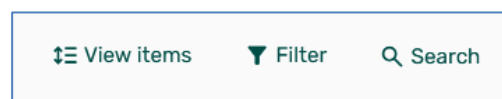
List options - View, Filter, Search

On the top menu bar under the title you will some options.

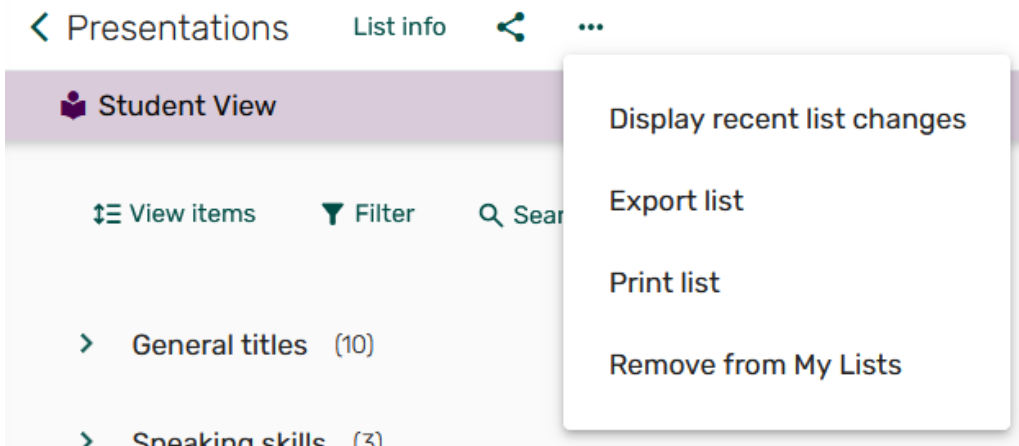View will expand all sections to see titles

Filter allows you to choose various options

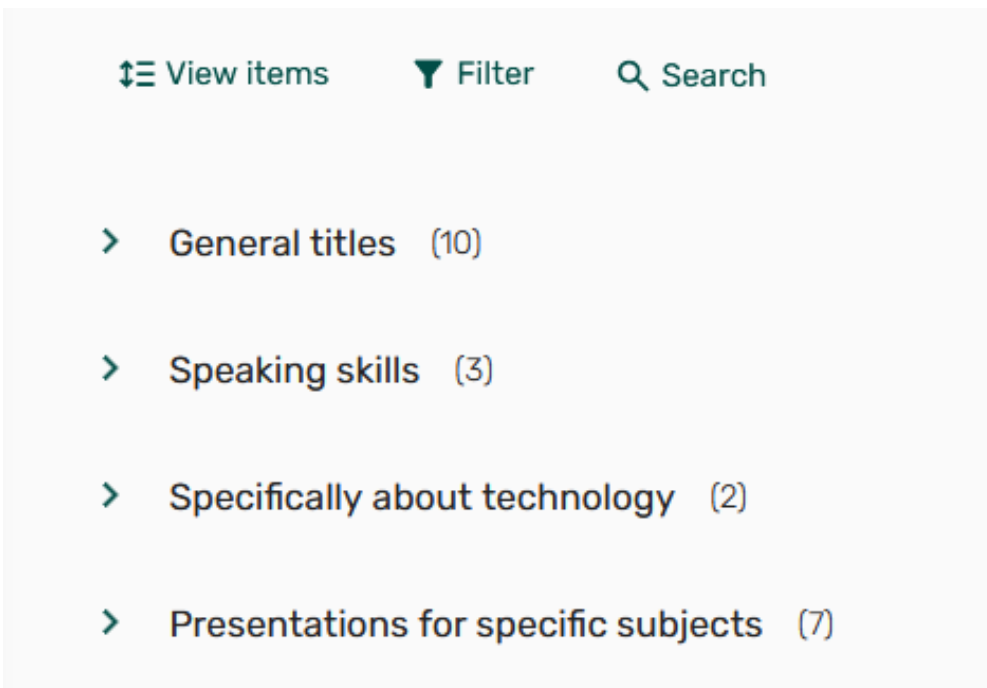Click on Search to look for a specific title or keyword

List menu (To print the list)

Clicking on the three dots by a list title gives you this menu. Not all options will appear if you haven't Added the list to My lists.


Sections

Lists are divided into sections. What they are called will depend on how your lecturer has set up the list. This is just an example.

Open a section to see the list of items or toggle the View Items button above

Item record (View, Request)

The brief record will show if it is available in print or as electronic or both.

The study skills handbook

Book | Cottrell, Stella, Fifth edition., London :, Red Globe Press, 2019., Total pages 1 online resource (vii, 432 pages...

⊖ View online . 📖 Available at Lancaster Library Lending Collection: 378.170281 Cot and more locations

Online access

Print holdings

Click on the item to see the **full details** where you can:
- Follow the online link
- See the number of copies
- Request a print copy (only available if you have signed in).

Request Options Request Get More

Lancaster Library Lending Collection 3
(8 copies, 8 available, 0 requests)

Item menu

By each title are some options. You can:
- Click for full details
- Create a link to send details to another person

Click on the 3 dots to:
- Save the item to your favourites
- Get a reference (check for accuracy though using our Quick Guide)
- Transfer details to Refworks if you have an account

Full details ◄ ...

Save as favorite

Quick Cite

Export to RefWorks

Item tags (Essential or recommended)

To help you identify the key reading your lecturer should have tagged items as:

- Essential
- Recommended
- Additional reading
- Older editions also in stock

Presentation skills for students

Book | Van Emden, Joan,, Becker, Luci

Recommended reading

⊖ View online . 📖 Available at Carlisl