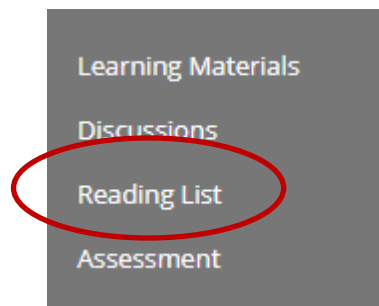


Student guide to OneList

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.

You can access your reading lists using:

- a direct link from your **module** Blackboard site.
(There won't be a link from a Programme site)



- going directly to the Onelist collection from the *Useful links* in OneSearch
- https://cumbria.alma.exlibrisgroup.com/leganto/login?institute=44UOC_INST&auth=SAML

This guide will take you through some of the key features

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Log on

It is possible to view lists without being logged in but to access some functions you must be logged in. Make sure your Initials appear at the top right instead of Guest.

Log on with your normal university username and password.

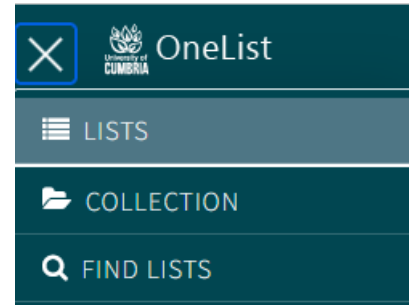


Search for a list

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

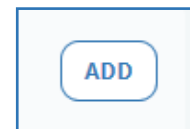
If you went straight to OneList it defaults to LISTS when opened, so you can see which lists you have in your collection. You will need to change it to FIND LIST to search for your module code or title.

- Click on the burger menu (top left) to access the LIST menu
 - LISTS –your bookshelf for **lists**.
 - COLLECTION – is your bookshelf for **items**
 - FIND LISTS – to **search** for a list.
-
- Search in **FIND LISTS** for your module.



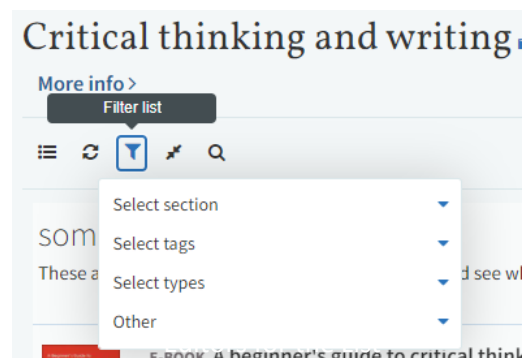
The advantage of this is that you can search for other lists on a similar subject or start on next year's reading before the Blackboard module has been made available.

TIP – You can use the ADD button to add any lists that you find this way to your LISTS. This will give you additional functions. (Button on the right of the list title)



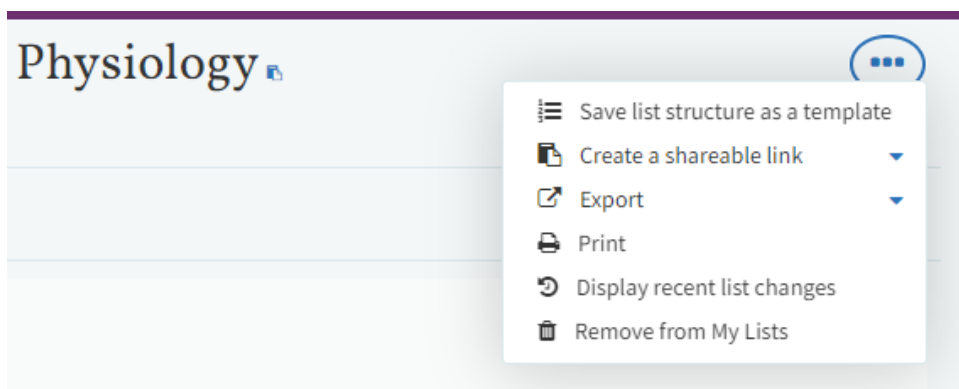
List options (Filter by type)

On the top menu bar under the title you will see the options to see the list sections or filter by resource type, eg. Ebooks



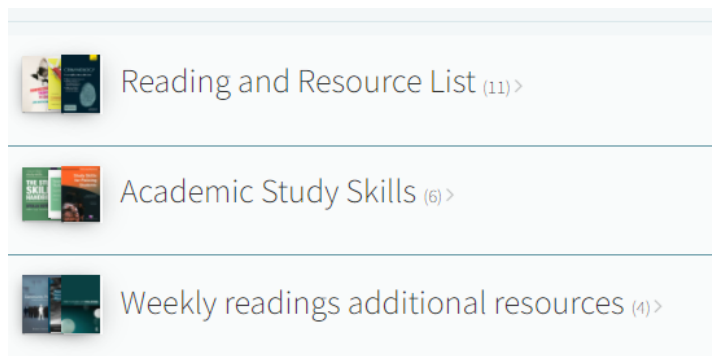
List menu (To print the list)

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 your LISTS.



Sections

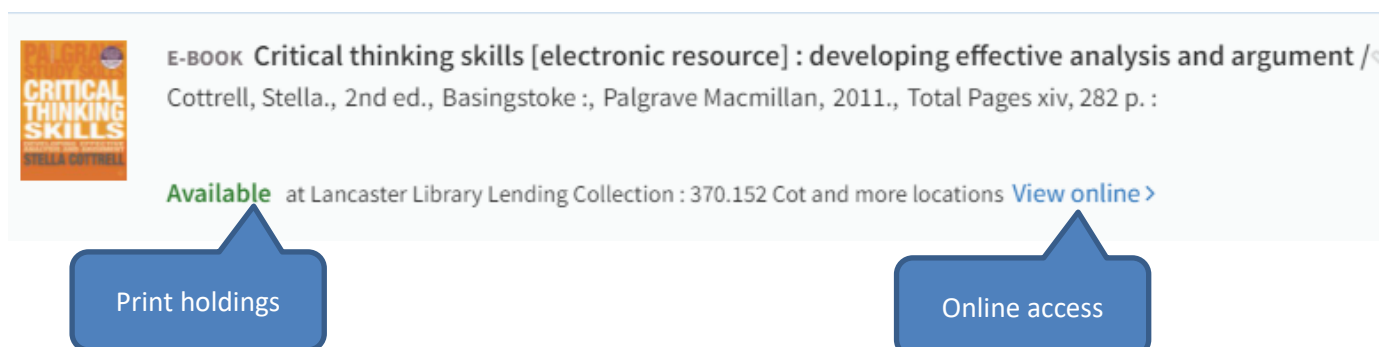
Lists are collected into sections, what they are called will depend on how your lecturer has set up the list. This is just an example.



Open the section to see the list of items

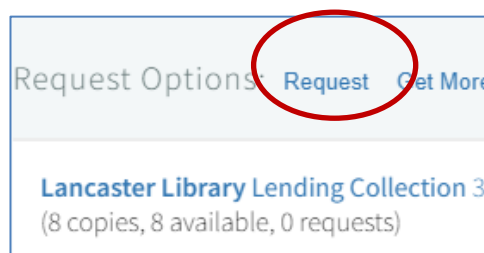
Item record (View, Request or Like)

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

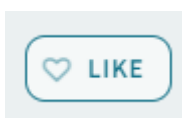


Select the item to see the **full record** where you can:

- Follow the online link
- see the number of copies
- Request a print copy (only available if you have signed in).



You will also get an option to “like” the book.



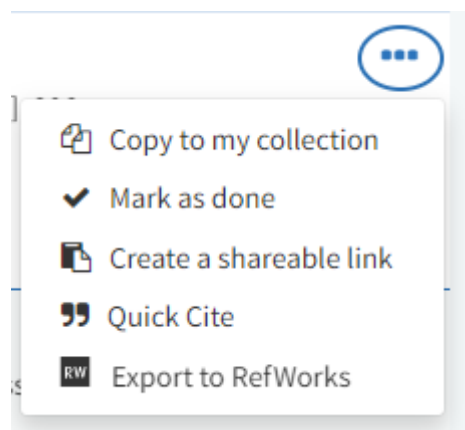
This is a great way to let your peers know that this is a useful book. It also lets the library know that you have found it useful in case we need to buy extra copies.

In the same full record screen, you have an option to contribute to a student discussion.

Item menu (To mark as read or add to COLLECTION)

Clicking on the three dots by an item give you this menu

- Add to your COLLECTION (item bookshelf)
- Tick to show you have read it (This only appears if you have ADDED it to your LISTS)
- Get a direct link to the item
- Get a Reference but this may not be correct you will still need to check it against Cite them right format. Quick guide to referencing.
- Export to Refworks if you have an account



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

