Talis Aspire: course reading lists

Information to help academic staff create course reading material lists and manage copyright compliance.

Welcome

Talis Aspire is the system used at Victoria University of Wellington to create course reading lists and manage copyright compliance.

All courses must use Talis Aspire to create, manage and maintain online course reading lists. It is the responsibility of the Course Coordinator to ensure their course complies with this requirement and up to each school to decide what support is given to the Academic staff to create lists.

The benefits Talis provides are:

- Create and manage lists of the online and physical resources used in teaching courses.
- Directly access online journal articles from Library’s databases, eBooks and digitised chapters or articles from print books or journals.
- Ensure copyright compliant materials are provided to the students.
- Indicate to students the importance of reading materials in the course list.
- Allow students to track their own status of reading and progress through the course list.
- Reuse reading list items easily on several courses or for refreshing the course content for the following year.
- Allow easy real-time access to update and add to reading material for students.
- Collaborate on reading lists with other staff.
- Structure the reading list to allow sections to be displayed in Blackboard content with context and description around activity and function for reading list items.
- Allow effective visibility of course reading list items and their usage to the Library for collection management.

- Talis homepage
- Talis support documents
- Course reading lists
- Copyright at Victoria
- Talis-Aspire Staff Guide
- What do I put in Talis?
- Talis-Aspire-Student-Guide (Using Internet Explorer)

Access

To use Talis contact the Library or your Subject Librarian to arrange access for you. Once access is set up you will receive email invites from Talis to accept the roles of List Creator and List Publisher. Click on the link in the emails to validate your new account and create your profile.

Talk to your school administrators as there may be a school approach to training and support.

Create your profile

You only need to create a profile once.

   Note: remember to bookmark or favourite this page for later easy access!
2. Click on Create a Profile.
3. Complete the form and set your profile to Public. This will enable your students to search for lists you have created and published.
4. Click Save Profile.
5. If you are asked to accept a list publisher role, click Accept.

Install the bookmarklet

The bookmarklet allows you to add resources to your reading lists.

1. Make sure the bookmarks / favourites toolbar is showing on your browser. If you need help see our browser set up instructions or search internet for instructions on opening browser toolbars.
2. From Course Reading Lists, click on My Bookmarks. You can take the tutorial tour or cancel.
3. From the top right corner, click on Install Bookmark Button.
4. Read the information in the pop-up screen and click Next once.
5. Click and drag the Add to My Bookmarks button to your favourites toolbar.
6. The bookmarklet should now appear in your favourites toolbar as Add to My Bookmarks - you can rename this if you want.

If you change computers or use different Internet browsers you will need to install the bookmarklet button again.
Windows Internet Explorer (IE)
Shortcut: Ctrl + Shift + B

1. Place mouse cursor on top panel of browser (green area seen here).
2. Right Click mouse.
3. Select favourites bar.

Google Chrome (GC)
Shortcut: Ctrl + Shift + B

1. Select three bar setting icon top right hand corner.
2. Select Bookmarks,
3. Show Bookmarks Bar
Mozilla Firefox (MF)

1. Place mouse cursor on top panel of browser (grey area seen here).
2. Right Click mouse.
3. Select Bookmarks Toolbar.

Apple Safari (AS) on MAC

Shortcut: Command + Shift + B

1. Go to View
2. Show/Hide Favourites bar.
Create your list

1. Go to My Lists, select Create a New List.
2. In the List name box, type in your course code and course name, eg, EPOL233 – Teaching Science.
3. To link your reading list to the correct course code, click Select Hierarchy (this can be done after the list is created and reviewed).
4. Enter your course code and select the correct course from the menu.
5. Click Save.
6. Complete the additional fields for Term and Anticipated student numbers, this will only determine Library purchase / resources provisioning decisions and therefore only an indicative number is needed (e.g. 10 or 100)
7. Click Create List.
8. When prompted, click I am list owner. Lists can be co-published or reassigned later.

Structure your list

Once you have created your list, a draft page appears, From here you can start structuring your course reading list.

Create sections

1. Click and drag the New Section option to structure your list, e.g., into weeks, topics, modules.
2. Add a title to your section and study notes if required.
3. Click Save Draft.

Preview list structure

1. Click Table of Contents [show] located at the top of your list. Use this option to reorganise your sections.
2. Click Table of Contents [hide] to exit the view.

Note: bookmarks can be moved around at any point, sections cannot be relocated/reordered.

Save a draft list

If your list is still in progress and you want to view the changes without making it public, click on Save Draft.

If you want to change the structure of your list in the future go to My Lists, click on the title of the list and select Edit then Edit List.

Your list cannot be made available to students in Blackboard and you cannot review list metadata quality in Dashboard mode until list is Published.
**Bookmark resources**

Talis bookmarks are references to resources (e.g., books, websites, videos, and journal articles) that you collect and add to your online course reading list. Use the bookmarklet now installed in your favourites toolbar to collect and bookmark resources. See the Bookmarking examples page in this guide.

When you find a resource that you would like to add to your list:

1. Click the **Add to my Bookmarks** option on your browser toolbar and a new page will load with details about the resource. (This can take a couple of seconds – a new Talis screen will open in your browser tab) If your browser is set to allow non-secure content you will see a preview of the item being bookmarked on the right hand side or screen.

2. Click **Create** or **Create & Add to List**.

   - **Create** adds the resource to My Bookmarks in Talis (where all your bookmarked resources will be stored). Later you can drag and drop the resource into a list. (See Edit a list).
   - **Create & Add to List** adds the resource to My Bookmarks in Talis and allows you to select which reading list and section within the list the resource will appear.

   - ❒ What do I put in Talis?
   - Talis Getting Started video tutorial (7’44’’)

**Complete the Create and Add to List box**

If you choose the **Create & Add to List** option:

1. From the **Add to list** drop-down box, select the reading list that you want to add the resource to.
2. Select where in the list you want the resource to appear. If you are not sure, add it at the top or bottom of the list – you can edit your list later to move it.
3. Set the level of **Importance** to indicate to students how you would like them to focus their reading. You can also add **notes to students**.
4. Add notes to Library when relevant. e.g., to indicate if you want physical books placed on short-term loan (3 day or 2 hour); or you have your own copy that can be used for digitisation.
5. Click OK.

To view the bookmark, return to your list. You may need to refresh your browser or click **Edit** then **Edit List**.

**Bookmarking essentials**

- When bookmarking from within Te Waharoa or a Library database, go to the individual record view of the resource. It is best not to bookmark from the results list or from a PDF.
- You may edit title, author/editor or date information in a bookmark and add any missing information, but you shouldn’t need to modify many other fields.
- For better data, try bookmarking from Te Waharoa or Library databases’ **details** tab where possible.
- For electronic resources check that the ‘Online Resources’ box is ticked. A pop-up box will appear with the correct default option selected, click OK.
- For book chapters, bookmark the book. Then add the **Has part** field in the bookmark and in the Note for Student field, enter the chapter number.
Edit your list

Edit your list to add bookmarks, change the list structure, add notes and importance and request digitisation. Remember to click Save Draft, after making changes if your list is still in progress. Publish your list once complete.

From My Lists:

1. Click on the list title to open the list.
2. Click Edit then Edit List.

Add bookmarks to a list

Your bookmarks will display to the right of your list. Scroll or search for the bookmark you want. Drag and drop the bookmark into the list.

Edit notes and importance

Add notes and/or set the importance for resources to indicate reading intentions to your students.

- Required
- Recommended
- Supplementary

Request digitisation

Some book chapters/sections or journal articles may currently be available in print only. If you want your students to access a digital copy you can request digitisation. The request can be made if the list is draft or published.

1. Find the resource on your list and select Request Digitisation.
2. A form will open. Check and complete the required details. If you want a chapter digitised you must include the chapter number and title. A page range is desirable but not essential.
3. Click Submit request.

This request will be processed by Library staff. You will receive email confirmation when the digital copy is available from your list.

If you wish to bookmark an item you physically have access to (e.g., a book or document on your desk) create a manual bookmark with basic information about the item, and request digitisation. Remember to add a note telling the Library that you have a hard copy.

Also see the printed notes page.

Note: Being linked to more than 1 hierarchy will prevent you from making digitisation requests. In this case remove all but 1 of the hierarchies and make the digitisation requests. Once the requests are made you may relink the list to the hierarchies.

Publish your list

A list is not available for anyone else to view until you publish it. Two options to publish the list are:

- From Edit List, click Publish in the top right corner.
- From My Lists:
  - Click the check box next to the reading list title.
  - Click the list’s Select action box and select Edit.
  - Click Publish in the top right corner.

Once a list is published:

- The Library will purchase resources based on information in the list.
- The list is live and searchable from the Tails reading lists search box.
- The list can be displayed in Blackboard.

If you edit a list after it is published you need to click Publish again for changes to be visible.
Co-taught courses
You can invite other teaching staff to add items to the course reading list. Use the Edit menu to invite other list publishers.

Printed notes
This section covers the production of printed notes for students. There are many other terms used in the University for printed notes, such as course packs, student notes, course readers, workbooks, and course books.

- Flow Diagram for the production of Printed Notes

Print resources held by the Library
1. Find the item in Te Waharoa and bookmark it in Tails.
2. In Tails, click on the Edit notes and importance link under the item.

3. Add a note for the Library indicating something like Required for printed notes.

4. Click on the Request Digitisation link under the item.

5. Complete the request form by adding the page chapter details.
6. The Library will scan the item, load a pdf of the scanned item on Tails and e-mail you a copy. You can then use this in your printed notes provided to Fuji Xerox.
Print resources not held by the Library

1. Find the item on the web (Google Books is a good place to look for books) and bookmark that page in Talis.

2. In Talis, click on the Edit notes and importance link under the item.

3. Add a Note for Library which says something like Required for Printed Notes.

4. There is no need to add that the Library does not have copy – this will be checked by the Library. You could also say Required for printed notes – I have a personal copy you can use.

5. Click on the Request Digitisation link under the item.

Complete the request form by adding the page / chapter details. 

7. The Library will scan the item, load a pdf of the scanned item on Talis and e-mail you a copy. You can then use this in your printed notes provided to Fuji Xerox.
1. Find the item in Te Waharoa (the Library search engine) click through to the full-text, and bookmark it in Talis.

2. Go back to the Te Waharoa record, and click on the green icon OR arrow icon to the right of the link to the full-text of the article.

3. Check the license to see if it is okay to reproduce the article in a printed notes pack (course pack is the term often used)

4. If you can use it (see the example above with Course Pack Print: Permitted) print out a copy, and provide that copy to Fuji Xerox.

5. If the license doesn’t allow you to use the item for printed notes or it isn’t stated then in Talis, click on the Edit notes and importance link under the item.

6. Add a note for the Library indicating something like Required for printed notes. License does not permit or is unclear. Please advise.

7. Click on the Request Digitisation link under the item.

8. Complete the request form by adding the page / chapter details.

9. The Library will clarify the license permissions or seek a copy that can be permitted for printed notes.

10. Where an item can be supplied, the Library will load a pdf of the item on Talis and e-mail you a copy. You can then use this in your printed notes provided to Fuji Xerox.

11. Note it is possible that a copy can’t be supplied for printed notes. Additional options at that point include:

   - Not including the item in the course readings
   - Linking to the online item in Talis / Blackboard instead of providing it as a printed note
List Dashboard

It is important to review the bookmarks you have added to your list for the quality of data they contain. This will ensure students can successfully and easily link to the specific items you want them to engage with.

1. Once your list is created and Published, click on Dashboard button.
2. Review each bookmark for the quality of the metadata. This view provides some indicators of where improvements can be made.
3. Options for Show me alternatives and Suggested improvements buttons can be clicked to update metadata.
4. The quality of the data is also indicated with Good metadata and Poor metadata labels. It may also indicate where later editions are available or the resource is not available in the Library.

Linking List to the hierarchy

After creating and publishing a list in Tails you can link and display the list within Blackboard.

To view a list in Blackboard you need to link the list to the hierarchy in Tails Aspire.

From My Lists:

1. Click on the list title to open the list,
2. The list must be linked to the hierarchy. Click Edit then Link to Hierarchy,
3. Enter course code and select Blackboard course code.
4. The linked courses will show in My Lists screen.
Display list in Blackboard

You can choose to display sections of the list in specific content areas within Blackboard.

1. Click on Course Resources (you may have renamed this as something else).
2. Click Build Content. (You may need to switch to edit mode)
3. Select Talis Aspire from the drop-down list.
4. Name the content block and change the Name to something meaningful (eg. Week 1 Readings).
5. Add Description if text notes is needed to explain to students what this section of the reading list is or specific information about it. (Ignore the attachments section)
6. Set Options for users to view, track views and date and time restrictions if needed
7. Click Submit.
8. The Content block will have been added to the bottom of the page. This order can be rearranged if necessary).

Note: Talis content
Block will always show this icon:

9. Click on the Name.
10. Login to Talis if not already open (standard University login details).
11. Check the correct list is referenced, if not then search for your list and then select the section of the list you want to display in this content block. Click on Save.

The list section will now display in Blackboard. Return to Content pages and repeat the above steps to add other sections of the list.

If you want to add more readings or sections to your list add these changes through Talis and then re-publish your list (you may need to update the page to see the changes).
Example 1: Bookmarking a print book from Te Waharoa

1. Open a browser tab to search for resources.
2. Search and find the book in Te Waharoa.
3. Click on the title of the book to bring up the individual record.
4. Click on the Details tab to bring up the best metadata for the item.
5. Click the Add to My Bookmarks option on your favourites toolbar.
6. A bookmarking screen will appear including the bibliographic details of the resource.
7. Review the metadata and check for accuracy and completeness. Add extra fields if necessary.
8. Click Create & Add to List.
9. Complete the Create & Add to List options and set the level of Importance.

10. If you require a portion of this book to be digitised, select Request digitisation from Edit List view on the bookmark and complete required fields.
Example 2: Bookmarking a book chapter

1. Search and find the book in Te Waharoa.
2. Click on the title of the book to view the individual record.
3. Click on the Details tab to bring up the best metadata for the item.
4. Click the Add to My Bookmarks option on your favourites toolbar.
5. Add Field Has part (chapter, article etc)
6. Enter chapter information
7. Click Create & Add to List. Specify where in the list the bookmark should be added.
8. Enter the chapter details in the Note for Student field and set the level of Importance.
Example 3: Bookmarking an electronic journal article
1. From a database results screen, click on the title of the article.
2. Bookmark from here, not the PDF.
3. Check that the Online Resource box is ticked in the bookmark record.
4. Accept the default option offered from the pop-up box, eg, DOI.
5. Click on Create & Add to List.
6. Complete the Create & Add to List options and set the level of Importance.

Example 4: Bookmarking a YouTube video (using Viewpure)
1. Find the relevant video on YouTube.
2. Go to Share option and copy the URL for the video.
3. Go to viewpure.com and paste in the URL (this gives you a clean page to view the video).
4. Click the Add to My Bookmarks bookmarklet on your browser toolbar.
5. Check and edit the title if required as YouTube videos may bookmark with insufficient title information and ensure type is Audio-visual document.
6. Check that the Online Resource box is ticked in the bookmark record.
7. Click on Create & Add to List.
8. Complete the Create & Add to List options and set the level of Importance.
Accessing digitised readings

If you can't access digitised readings try the following:

1. Click on the blue "online resources" button in Blackboard.
2. You should be taken to a page which includes the text "to view the digitized content for this item please log in"... The "log in" is actually a link to click on - easy to miss.
3. You are then taken to a login page – log in
4. What looks to be the same page will display, but it will no longer say "to view the digitized content for this item please log in" but will say "view digitisation in a new window" button. Click on that and the item should be available.

Please note: These steps were made on a PC using Internet Explorer. Other browsers and other operating systems may present and may handle downloads differently. The size of your browser window could also be a factor as a small window may not reveal the "View digitisation in a new window" button at the bottom of the screen.

Resolving issues with the read status and notes tools

If the student feature tools are not working correctly it is normally due to browser set up issues.

Check the browser is set to allow all cookies, pop-ups and java script.

Browser sign-in failed error

To resolve a log-in error (sign-in failed, please try again) in your browser, ensure 3rd party cookies are enabled and the cache / history is cleared:

Chrome:
- Chrome menu -> Preferences -> Show advanced settings -> Privacy | Content settings or Clear browsing data
- Make sure under 'Cookies' in the Content settings that the 'Block third-party cookies and site data' is not checked.
- Make sure the first four boxes are checked in Clear browsing data and obliterate items "from the beginning of time."

Safari:
- Safari menu -> Preferences
- Privacy -> Cookies and website data: Always allow

Internet Explorer (IE):
- Try clearing the cache in IE -> Tools (cog icon) -> Internet Options
- Privacy -> Advanced
- Click "Override automatic cookie handling" so that it looks like this:

Then click OK to the open dialogue boxes and close and re-open IE.

Frequently asked questions about Talis Aspire reading lists

These FAQs supplement the basic steps for creating and managing reading lists.

Who needs to use Talis reading lists?

At Victoria all course coordinators should be using Talis to manage the reading list in their Blackboard course.

It is the course coordinator's responsibility to ensure their course complies with copyright requirements and Talis assists in managing compliance. It is up to each school what administrative support is provided to the Academic staff in order to create and manage lists.

How do I request training?

In the first instance talk to your school administrators as there may be a school approach to training and support. Otherwise contact your Subject Librarian for help.

I don't understand the need for copyright compliance?

Find more on copyright guidance and who to can help at: Copyright at Victoria
What do staff need to tell students?

As a course coordinator or lecturer you need to inform your students that you are using Talis for their reading list and where in your Blackboard course they will be able to find the links. The following is a standard announcement you can copy and post up in your Blackboard course to alert students to this and a link to a student use video.

**Standard message for you to use**

The reading list for this course is available through Talis. This provides you with direct access links to the suggested and required resources.

You will find a link to the full list in the __________ section of this course.

Relevant sections of the list will be posted in the weekly content areas of this course.

For guidance on how to use Talis to access readings and manage your reading activity see the student guide video.

[https://vstream.victoria.ac.nz/ess/echo/presentation/f14d5ca1-b120-4e3f-8094-0be7ebedb14](https://vstream.victoria.ac.nz/ess/echo/presentation/f14d5ca1-b120-4e3f-8094-0be7ebedb14)

Please make sure your browser allows cookies, pop-ups and java script. You may need to login to Talis using your standard myvuw login details.

How do I make my list appear as a option to link in Blackboard?

When you create the list you must link to the List Hierarchy. You can do this from the Edit List menu. Linking to the Hierarchy means selecting the specific Blackboard course.

What course material needs to be included in the Talis reading list?

Reading resources requiring copying, digitisation and/or reproduction in a printed course pack need to be added to a Talis reading list. It is recommended that all other reading list items are added to Talis, primarily to insure the consistency of the learning experience for students across multiple courses.

- What do I put in Talis?

Can different media types be included in Talis reading lists?

All of the resources on the reading lists are links out to resources online and so all resource types will work. These can be a document (pdf), webpage, image or video.

What do I do if the Library doesn’t have a copy of the item?

If you can find a link to the resource on the internet to bookmark add it to your list and then request digitisation for that item. Make sure in the notes to Library you note that you have a physical copy of the item for them to use. You might like to also contact your Subject Librarian and inform them that you have the required item that you require digitised. If the item is a section of a book for example you may be able to find a reference to the book in amazon to bookmark, and then request digitisation.

Can I include worksheets and past exam papers?

Resources which you create yourself for the course, such as worksheets and example exams do not need to be added to Talis. These can be uploaded directly into Blackboard.

How do I add an item which isn’t digital?

The Library needs to digitise the item (scan). Even if it has previously been digitised the Library will re-digitise the material so that it can be properly uploaded into the new Talis Aspire system for copyright compliance checking, but also so that they can ensure a quality scan is held for future use. Once the item is loaded into Talis it will be much easier for the Library to recall this digitised copy for next time.

How should I name my Talis reading list?

The standard format is: Course code: title of course

e.g. LAWS344: Law of the Sea

If you are creating a test list to try out features and store resources please ensure the title of the list starts with the word ‘TEST’. These can then be easily filtered out for reporting purposes.

How do I bookmark a resource for my list?

Start by reading the user guide on how to load the bookmarklet tool into your browser favorites bar. You can add bookmarks to your profile in Talis at any time and then add them to lists at a later date as needed. All bookmarks (added to lists or not) show up in your bookmarks tab within Talis once you you login (victoria.r.talis.com).

Why can’t my students see changes I’ve made a change to my list?

If a list is edited you need to re-publish the list for the changes to be visible through any links already created in Blackboard.
How do I change citation information in the list?

Editing the metadata of the bookmark in Talis allows you to add to and clean up the data shown on the list. For example, if the item is a chapter of a book and only the chapter name is showing in the list and no information about the book itself, go into chapter part of the metadata and add fields, such as Author and year.

You can add the name of the book at the end of the chapter title (either after hyphen or in brackets).

How do I ensure my reading list will work for students?

It is very important that course coordinators take the time to test their list out and try every single link to ensure it is actually opening the required resource. You need to actually try all blue online resource buttons and see that they open.

Can I add another staff member to my course list to add resources and edit my list?

Yes, if one of you creates the list then simply select the 'invite list publishers' from the edit list options, this will ask you for the email address of the person you want to share the list with. They will receive an invite to open and edit that list.

You can also reallocate ownership of a list once it has been created. This is helpful where school administrators are starting the list and can transfer ownership to the lecturer to complete and check.

Can my list be reused for another trimester and the old ones deleted?

New lists will be created for each instance of the course (the same as Blackboard). Lists can be created by copying an older list. No lists should be deleted as we have to report annually for Copyright Licensing requirements. Please ensure if you have any contract staff in your school that they know that they must leave the list intact at the end of their contract.

If you have an old test list you can publish and then archive these.

Browser sign-in failed error

To resolve a log-in error (sign-in failed, please try again) in your browser, ensure 3rd party cookies are enabled and the cache / history is cleared:

Chrome:
- Chrome menu -> Preferences -> Show advanced settings -> Privacy | Content settings or Clear browsing data
- Make sure under ‘Cookies’ in the Content settings that the ‘Block third-party cookies and site data’ is not checked.
- Make sure the first four boxes are checked in Clear browsing data and obliterate items “from the beginning of time.”

Safari:
- Safari menu -> Preferences
- Privacy -> Cookies and website data: Always allow

Internet Explorer (IE):
- Try clearing the cache in IE -> Tools (cog icon) -> Internet Options
- Privacy -> Advanced
- Click “Override automatic cookie handling” so that it looks like this:

![Advanced Privacy Settings](image)

- Then click OK to the open dialogue boxes and close and re-open IE.
Error messages when linking to Blackboard

"whoops error 404" messages

When I try and link my Tails Aspire list to Blackboard it get a "whoops error 404", what do I do?

The cause of this is usually one of two things:

1. If you have entered text into the description box of the content block you added to Blackboard you need to edit this to make sure there are no carriage returns in the paragraph, (that means you hit the return key) instead you need to use a soft return by using Shift + return. Don't forget to also check there are no returns at the end of the text either.

2. When you create the content block in Blackboard and then click on the title, you will be asked to select the list in Tails which needs to be linked. The default that comes up in the 'list' box may appear to be the correct code, but you still need to start typing the course list name to bring up the selection panel and select the right option. This will also allow you to select a section of the list to publish into the Blackboard course if you wish.

Error http-401 messages

I have linked my Tails Aspire list to Blackboard and was able to select the correct course and section of list, but now when I click on the link I get Error http-401 messages. What do I need to do?

This usually occurs if there is a return added to the text in the description of the link, if there is these need to be replaced with carriage returns (i.e Shift+Return). Do check if there is one at the end of the text as well.

A colleague cannot log into Tails

If you’re trying to help a colleague with Tails and log in with your details on their machine, it defaults to their login. You need to load a browser tab as incognito / private window. To do this right click on your browser icon in your task-bar and select available option.