# Quick start:
# My Unit Readings
### https://murdoch.rl.talis.com/index.html

More information is available at
goto.murdoch.edu.au/MyUnitReadingsHelp

## Set up

**Create your profile** (you only need to do this once)

1. Go to My Unit Readings: https://murdoch.rl.talis.com/index.html
2. Click on **Login.**
3. Click on **Create a profile**. Complete the form and set your profile to **public**.
4. Click **Save profile.**

## Install the Bookmark Button

You only need to do this once for each computer/browser that you use.

1. Make sure the bookmarks/favourites toolbar is showing on your browser.
2. Click **My Bookmarks** then **Install Bookmark Button**.
3. Click **Next.**
4. Click and drag the **Add to My Bookmarks** button to your favourites toolbar.
5. The **Bookmark Button** should now appear as *Add to My Bookmarks* in your toolbar.
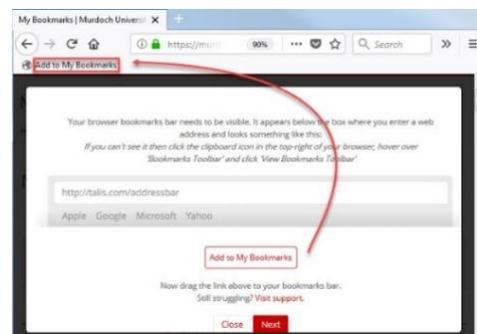
## Create a Unit Reading List

Your reading list can include a range of resources such as books, websites, videos, journal articles.

1. Go to **My Lists**, select **Create new list**.
2. In the **List name** box, enter you unit code and unit name e.g. BRD251 Wellbeing.
3. To link your reading list to the correct unit code, click **Select Hierarchy**.
4. Enter your unit code and select the correct unit from the menu. Click **Save.**
5. Complete the additional fields and click **Create List**.
6. When prompted, click **I am list owner**.

## Structure your List

1. Click **Edit**, then **Edit List (classic)**
2. Create sections to structure your list by clicking and dragging **New Section** (on the right) into the list.
3. Add section titles and study notes if required.
4. Click **Save Draft**. To preview your list structure click **Table of Contents [show].**

## Add resources to your List using Bookmarks

**You can add Bookmarks directly to your List**

Search for a resource using Library Search, databases or anywhere on the web and click **Add to My Bookmarks** on your Favourites toolbar.

1. Click **Create & Add to List**. This will add the item to your reading list and to **My Bookmarks**.
2. Complete the **Create & Add to List** pop-up box, set **Importance** and click **OK**.
3. To view the bookmark, return to your list. You may need to refresh your screen or click **Edit** then **Edit List**.

**You can add Bookmarks to your My Bookmarks list**

1. Click **Create** to save your bookmark directly to **My Bookmarks**. This is useful when you are searching for multiple resources and want to collect them without having to add them to a list or section of a list.
2. Open your List – **Edit List** – Drag and Drop Saved Bookmarks into your list.

**Bookmarking best practice**

- Bookmark books and articles from Library Search or Library databases where possible.
- Bookmark resources from the individual record view. Do not Bookmark from the results list.
- Bookmark the whole book for book chapters. Then add the chapter details using **Add field: Has part (chapter, article, etc)**.
- Bookmark journal articles from the individual record view. Do not Bookmark from the PDF.
- Avoid creating Bookmarks manually.

## Edit and save a draft of your List

The Edit option allows you to make and view changes, add notes, set importance and request digitisation.

1. From **My Lists**, click on the list title to open.
2. Click **Edit** then **Edit list (classic)**.
3. Click on **Edit metadata** to edit the resource details
4. Once you have made changes, refresh your screen to view newly added resources.
5. Click **Save Draft** to save any changes before publishing the list.

## Request digitisation

Some book chapter/sections or journal articles may only be available in print. You can request digital copies of printed material. The request must be made before you publish your list.

1. Find the resource on your list and select **Request Digitisation**.
2. Select the **Resource type** from the drop down menu - Book or Journal Article.
3. Check and complete the details including chapter name and page numbers.
4. Click **Submit request**. My Unit Readings staff will process your request.

## Publish your List

Click **Publish** to make the list available to your students. Once a list is published it is able to be displayed within **LMS**.

## Getting support

Read the Unit Readings User Guide (PDF),  or contact the My Unit Readings Team in the Library.