iFind Reading
Staff Guide

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If you have any queries about iFind Reading, please contact your Subject Team (http://libguides.swansea.ac.uk) or the Customer Service Team (https://servicedesk.swansea.ac.uk) for additional assistance.

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How to access iFind Reading

To access iFind Reading, go to http://ifindreading.swan.ac.uk/ and log in using your Swansea University username and password.

Alternatively, iFind Reading can be accessed by logging in to Blackboard and clicking on the Reading List tab in the left menu of your required module.

First time log-in

The first time you log in to iFind Reading you will see a Welcome to your reading lists page, the first of a four-step introduction:

- Welcome to your reading lists
- Key features
- Cite It!
- Help (four tabs Workflow, My Collection, Terminology and Configuration)

Please read all four steps and follow the instructions to setup Cite It! in your browser bookmarks.

View in Welsh or English

The iFind Reading interface can be viewed in either Welsh or English. To select your language preference, click on the language option in the top-right corner of the page.
My Lists

Information about lists you manage or collaborate on will appear in My Lists. Adding your reading lists to this page allows you to quickly find and edit them in one place.

Add an existing list

- Click on Find Lists

- Search by list title, course title, course code, or instructor for existing reading lists. Click Add to add a list to your My Lists page.
Add a new list

To add a new reading list to My Lists:

- Click on **New List** in the top right of the **My Lists** page.

- Give your reading list a title. This should be the module code followed by the title of the module (*e.g.*, **ASQ201 Theories and Methods in Social Work**). Add an optional description and click **Create**.

- Select a template. We currently recommend that you use the **Swansea University Reading List Template**, which organises your list into the following sections:
  - Essential reading
  - Recommended reading
  - Background reading
  - Other reading

- Select a **Blank** template if you would prefer to create your own list structure, *e.g.* teaching weeks, subjects, reading priority, etc.

- You must associate your list with its module to make it visible to students in Blackboard. This can be done when prompted, or later by going to the list options and clicking **Manage course association**.
Remove a list

To remove a reading list from My Lists:

- Go to My Lists and click on the reading list to access it.
- Click on the list options and click Remove from My Lists.

- Do not click Delete, as this will permanently delete the list for any collaborators who are still teaching the course.
Create and edit a reading list

Create list sections

- Click on a reading list in My Lists to open it and click New Section.

![Sample Reading List](image)

- Give your section a title and an optional description.
- You can also enter start and end dates for each section. If you only want students to see a section during these dates then you can tick the box for Section visible only during these dates.
- Click Create to finish adding the section.
- You can continue to add more sections as needed. Once added, you can re-arrange the order of sections by using drag and drop.
Add items to a list

Click on the Add Item button to open a side-pane. Here you can use Search to find and add items held by the Library, use Create to manually add an item, or use My Collection (See page 13) to add items saved in your collection.

Add an item using Search

- Select the Search tab to search for books, articles, and more in the iFind catalogue.
• You can drag and drop items from your search results directly into the required section of your reading list. Alternatively, check Add to list, choose a section from the drop-down menu, and click Add. If you need to edit an item’s details first, you can click Add and Edit.
Add an item using Create

Before using Create to add a new item to your list, always use Search to check if the item is already held by the Library.

- Click on the Add Item button to open a side-pane.
- Click on the Create tab, fill in Title and Author, select the item Type, and complete the fields with any additional details.
- If the item has a URL, add this to the Source field.
- Beware of copyright restrictions if choosing to upload content. To request digitisation of a chapter, article, or extract under the terms of the Copyright Licensing Agency HE Licence, tag your citation with ‘Digitisation-Request’.
- Check Add to list, choose a section from the drop-down menu, and click Add.
Edit items

- Click on the item options button and click **Edit item**. This opens a side-pane allowing you to edit the item detail fields.

Add notes

- If you want to add notes to an item, click on the item in the list to open a pop-up window with additional information such as links and item availability. Here you can add notes to the **Public note** and **Private note** fields. **Public notes** are visible to anyone viewing the list and **Private notes** are only visible to you.
**Student view**

To see how your students will view your reading list, go to the list options and click **View as a student**. A blue banner will appear at the bottom of your screen while you are in student view mode. Click the cross in the blue banner to return to list editor mode.
Publish a list

- You must publish your list to take it out of draft status and make it visible to students. To do this, go to list options and click Publish.

Collaborators

To allow other course instructors to add and edit items to your reading list, you will need to add them as a collaborator. To do this, click on the Collaborators tab in the reading list’s side-pane and click Manage collaborators. Here you must enter the name or email address of the instructor before clicking Send invitation to notify them of their list collaborator status.

There are two collaborator levels:

Manager – can edit the list, add collaborators, or delete the list.

Editor – can edit the list, but cannot add collaborators or delete the list.

New collaborators have the default level of Editor, but the list Manager can re-assign levels in Manage collaborators.
My Collection

My Collection is your own personal citation library. You can save items here for quick access to add to reading lists later. These items can be anything from books, journal articles, YouTube videos, webpages etc.

To keep track of the items in your personal collection you can add tags to filter them. Any tags and notes added in My Collection are personal to you and will not be visible when the item is added to a reading list.

Add items to My Collection using Search or Create

- Click on the Add Item button to open a side-pane.
- Use the Search tab to search the iFind catalogue for print and electronic resources held by the library.
- Or use the Create tab to manually create an item to add to your collection.
Additional features

Cite It!

The Cite It! button allows you to add items to your reading lists or My Collection from selected websites.*

- If you have not already added the Cite It! button to your browser bookmarks, click on your username in the top-right of the screen and click Cite it!. Drag the button to your bookmarks bar.
- When you find a relevant item listed on a website, click on the Cite it! button and a pop-up will appear.

- You may need to manually edit some fields if the source data is not complete
- You can add the item to My Collection or directly to a reading list. The drop-down menu allows you to select a reading list to add it to. Click Add & Close to finish.
* To use Cite It!, your browser’s bookmarks bar must be enabled. See the following links for instructions on enabling the bar for your preferred browser.

**Microsoft Edge & IE** [https://support.microsoft.com/en-gb/help/4028699/microsoft-edge-see-your-favorites-bar](https://support.microsoft.com/en-gb/help/4028699/microsoft-edge-see-your-favorites-bar)

**Chrome** [https://support.google.com/chrome/answer/188842?hl=en-GB&co=GENIE.Platform%3DDesktop](https://support.google.com/chrome/answer/188842?hl=en-GB&co=GENIE.Platform%3DDesktop)


**List Advisor**

When you edit a reading list you will see **List Advisor**.

Click on **Make this list better** to display List Advisor’s recommendations for improving your reading list. These are optional, but they will help you to explore some useful features in iFind Reading.
My Bag

Organising your reading list by dragging and dropping individual items may be difficult on smaller screens. To avoid this you can move multiple items to My Bag. Click on the options for a list item you wish to move and click Bag it.

The number of items moved to My Bag is indicated by the bag icon in the top-right corner of the screen.

Click on the bag icon to display all of your bagged items. Simply hover your cursor over a new location in the reading list and an insert bar should appear. Click on this to finish moving your items.