Stephen’s useful tips for managing reading lists in Alma

Some of you will only ever use the customer-facing Leganto interface however I know many of you also use manage reading lists and citations using the Alma interface. Below are some quick tips to ensure you are using the most effective and reliable ways of accessing those lists.

**Tip 1 - Locating a reading list by course code (not by reading list code)**

Although Alma has the useful option to search by reading list name/code etc that isn’t usually the best way to find what you’re looking for. The best way is to go to the Fulfilment Menu at the top and click on Courses. Then type in your course name or code to perform the search. Right clicking on the course and then selecting ‘Reading Lists’ will show you all lists associated with this course.

**Why is this the “best way”?** Searching by course code ensures you find the list attached to the course. Just because a reading list is in the system doesn’t necessarily mean it’s attached to a course or linked to from Blackboard. Searching via the course method means you are always seeing the list which is linked up and showing the correct course data from MOFS.

Tip 2 – Finding the course attached to a reading list

Often we need to go into a reading list via the Tasks menu or via the Citations screen, so Tip 1 above won’t apply. But how do you know which course is associated with this reading list? The reading list codes are no longer very useful!

The reading list screen defaults to the Citations tab, however clicking on the **Courses** tab will show you which course(s) are associated with this list. It can also be changed here if required.
Tip 3 – Always rely on the course code (not the reading list code)

Since the rollover many of you will have noticed that the reading list codes which used to be something like this:

Example: \textit{ACC1000(1)(1)}

...now look more like this:

Example: \textit{0.37581652093916595}

Therefore to avoid any confusion as to which module’s list you’re actually looking at, always rely on the course code rather than the reading list code, referring to Tips 1 and 2.