Oxford Reading Lists Online (ORLO):

Adding Content to Reading Lists
In this training we will cover

- Getting started with ORLO
- List structure
- Bookmarking
- Adding items to reading lists
- Student notes and Importances
- Publishing
- Rollover
Requirements for using ORLO

• Strong Internet Connection – Generally more than 15MBPS (Internet speed test: https://broadbandtest.which.co.uk/ )

• Device with keyboard (eg. Laptop, desktop PC or MAC)

• Google Chrome (Installation details: https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DDesktop&hl=en) or Mozilla Firefox installed (https://www.mozilla.org/en-GB/firefox/windows/ See advanced install optins and other platforms for Macs)

• VPN installed (https://help.it.ox.ac.uk/network/vpn/index)

• Microsoft Teams (Information here: https://help.it.ox.ac.uk/nexus365/teams-how-do-i We recommend downloading the desktop version)
Requirements for using ORLO

- You need to know your Single Sign On (SSO)
- https://help.it.ox.ac.uk/webauth/oxfordusername
To get started with ORLO

Email
olishelp@bodleian.ox.ac.uk
To use ORLO go to

https://oxford.rl.talis.com/
To get help with ORLO check our guides and Videos

https://libguides.bodleian.ox.ac.uk/ORLO
If you are unsure of the copyright of something you want to add to a list:

Email

copyright@bodleian.ox.ac.uk
Digitization codes
Contact your library rep. or olishelp@bodleian.ox.ac.uk
Building a name

- **Department Code**
  - Capital Letters
  - Short name
  - Choose from list

- **Degree / Qualification**
  - Name of degree
  - Short name

- **Title of Course**
  - Title of course / paper
  - Name students will know

- **Paper / Part**
  - Add pp. 1, 2, 3 etc
  - Or the name of this part of the list

- **Term**
  - Add term if applicable
  - Shorthand only

Example: OIL_MSc SDS_Foundations of Social Data Science_MT

- **Department Code**
  - OIL

- **Degree / Qualification**
  - MSc SDS

- **Title of Course**
  - Foundations of Social Data Science

- **Paper / Part**
  - n/a

- **Term**
  - MT
College tutorial naming convention

Building a name

- **College Code**
  - Capital Letters
  - Short name
  - Choose from list

- **Tutor Surname**
  - Surname of Tutor
  - Can be more than 1 name
  - Separate with +

- **Title of Course**
  - Title of course / paper
  - Name students will know

- **Term**
  - Add term if applicable
  - Shorthand only

Example: CHC_Carroll_An investigation of Wonderland_MT

- College Code: CHC
- Tutor Surname: Carroll
- Title of Course: An investigation of Wonderland
- Term: MT
The reading list is created in draft. Bookmarks and time periods are added. Digitizations are requested. Students can’t search for the list.

Publish the list before the start of term. Digitizations become visible to students. The list becomes searchable in ORLO.

At Rollover time the list is copied to a new time period. The old list will be available for a short time. The new list will be in draft and have all the same information and Digitizations.

The old list will be archived. Archived lists are not searchable and do not have scans. They are available if you the direct url (aka link).

The new list should be edited and must be published ahead of term. The list and digitizations become visible to students.

Time periods
Time periods are important. They ensure the list will be rolled over correctly and that the scans will be visible for the whole teaching period.

Old to New
The old list will still be available in ORLO for a short period. It will have a link to the new list. The new list will have a new url. The new list will not be visible until it is published.

Talk to your Library
If you have any questions about ORLO contact your Bodleian Libraries rep.
Host Missing from Bodleian Libraries EZproxy Service

The library system needs updating to correctly ensure access to this resource.

Please contact eresources@bodleian.ox.ac.uk and provide the name of the resource you were trying to access and the Host line below and we will resolve this as quickly as possible.

Host pathwayscommission.bsg.ox.ac.uk

Ezproxy Error – sometimes will appear when you are checking your links.
Copy the problem URL and email it to eresources@bodleian.ox.ac.uk or olishelp@bodleian.ox.ac.uk