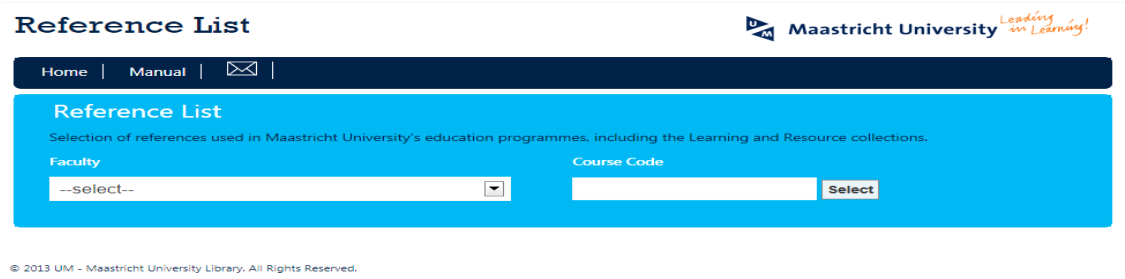
Maastricht University

University Library

Manual Reference List

This manual helps course coordinators and other authorized editors to manage their course literature in the admin environment of Reference List.
This literature includes both Learning resources (L) and Readers (R)



An overview of your options

- ***Do it yourself and make it immediately available for students***
  - find the link to the reference list of a specific course and attach it to Eleum
  - arrange the course references in tasks (groups) or delete tasks
  - mark tasks and references for display in Eleum
  - determine the sort order of tasks in Eleum
- ***Do it yourself and send to the library***
  - make an order for a new Learning resource or Reader
  - update (e.g. the number of books) or delete references
- ***Request per e-mail (via tab envelop)***
  - insert a new course; make an available course display or not in Eleum
  - add a new editor to the course
  - all other changes to be made in the course details
  - send your wishes and comments

Login and get access to Reference List

login: top left on the screen with your UM account	no access? click on the tab and send a mail
the *Admin* tab is open by default edit rights are exclusively for courses to which you are attached to find courses in the window --select--	is your course not in this selection: click on and send a mail
the *Home* tab offers: • an overview of the faculties an option to find your course by code	notice: for editing you have to get access the course via the *Admin* tab

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1. Insert a new order (reference of Learning resources or Reader)

2. Change references (e.g. change the number of copies), display in Eleum, or delete

3. Create tasks or groups (assign references to tasks)

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5. Not in Eleum: what is the reason why it doesn't display?

6. In Progress – what is being executed by the library and its current situation

7. Reports – overview of references per course (view, print, download)

Important

ALWAYS CHECK THE CHANGES YOU HAVE MADE IN ELEUM
You find the Eleum link at the right hand side as part of the course details

ATTACH THE ELEUM LINK TO THE COURSE IN ELEUM
in order to get a secure link:

- click on the Eleum link in the course details
- the link will appear in the address field of your browser
- copy and attach to the course in Eleum

FOR REMARKS, QUESTIONS AND MORE HELP:

Note If you use the Tool RichURL the Course Materials page will be opened within the EleUM Course frame and students do not have to log on twice to open the link. At "Blackboard Data to Add" check the option "username as parameter UID". It is important to use this option to make your EleUM-link work

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1. Insert a new order (reference of Learning resources or Reader)

Tab: Admin select: the appropriate course	select in menu Course code
click on: *New reference* if you want to create a new reference within an existing task: click *New reference* next to the task	
help for completing the form: • select *Learning resource* or *Reader* not sure, select: Learning resource • enter the names according to the pattern: Verhey, L • select the appropriate type from the list of icons • enter in the field *Title, author, etc.* the complete reference preferable in APA style • if the reference is a book or a DVD enter the desired number of copies • in case of electronic documents or websites enter the URL • Comment = room for remarks will not be displayed in Eleum	the corresponding icon will be in Eleum in front of the reference for example: book is displayed as :
• click on: *Send* alternative send button if you wish to add an attach:	the request has been entered in the 'In Progress' list and will be executed by the library Back to help index

2. Change references (e.g. change the number of copies), display in Eleum, or delete

Tab: Admin select: the appropriate course	select in menu Course code
make changes ○ click on next to the reference ○ change the reference ○ click on *Send*	 the library will see the changes you have made the change request has been entered in the 'In Progress' list and will be executed by the library
display in Eleum ○ conditions for display: 1. the course has been linked in Eleum; and the course is active in Admin the title of an inactive course is displayed in red letters 2. the task is active in Admin: not active tasks are in red letters (Learning resources or References are task names as well) ○ put a check mark (or remove it) next to the reference ○ **pay attention to the *available* period of Readers**	 attach the Eleum link to Eleum_help course details are at the right hand side if not active, ask the library if task is not active: edit the task and make it active_help **active readers are exclusively available during the *available* period in the course details** if not correct: ask the library
delete ○ click on next to the reference ○ put a check mark in: Delete reference ○ click on Send ○ **stop the display in Eleum: make the reference inactive** see above	 the delete request has been entered in the 'In Progress' list and will be executed by the library Back to help index

3. Create tasks or groups (assign references to tasks)

Tab: Admin select: the appropriate course	select in menu Course code
create a new task maybeaybe there are already existing tasks in this course click on: New task / Edit tasks and again: *New Task / edit task* ○ assign a name to the task ○ determine the sort order of the task with the numbers 10, 20, etc. in the sort field, e.g. Sortering 10 ○ put a check mark Active in the Active field to display the task in Eleum check in Eleum if the task is visible and the sorting is correct	**delete task:** ask the library *Learning resources* and *Readers* as task names can also be changed help with the sort order p.6
Assign references to tasks Assign each reference to its task by using the option - *Move to..-*	
Chalmers, D. J. (1996). Introduction: Taking consciousness seriously. The conscious mind: In search of a fundamental theory (pp. XI-XVII). Oxford: Oxford University Press. Counter Today: 0 Counter: 0 -Move to..-	edit Active R
results are the results being displayed: check with the Eleum link on top or on the bottom of the list you will find the references that are not assigned to tasks	not in Eleum: help order of tasks not correctly: help if this is not intended, create a task (e.g. General) Back to help index

4. Determine the sort order of the tasks in Eleum

Tab: Admin select: the appropriate course	select in menu Course code
the order of tasks is by default alphabetically if the field 'sorting' in the task details is set to 10 HOWEVER... if the order is not meant to be alphabetically or if numbers has been assign to task names the order will not display properly **it is preferable to determine the order with:** **10, 20, 30, 40, etc.** **assign sorting to each task:** click on select the task and enter the number, e.g.:	Now it is possible to place Task 10 in the right order as well by using a number between 20 and 30 e.g.: 21 Back to create tasks Back to help index

5. Not in Eleum: what is the reason why it doesn't display?

○ the course is not in Eleum	○ the link to course materials has not been assigned to the course in Eleum • click on the Eleum link in the course details • the link will appear in the address field of your browser • copy and attach to the course in Eleum ○ the course is not Active its name is displayed in red letters and there is no check mark in the course details (at the right hand) in Admin • send a change request to the library
○ task(s) not in Eleum in Admin: not active tasks are in red letters	the task is not active_help
○ reference(s) not in Eleum in Admin: not active tasks are in red letters ○ **in case the reference is a Reader**	the reference is not active_help the *available* period in the course details limits the availability of the readers (1 year) if this has to be changed, send a request Back to help index

Note If you use the Tool RichURL the Course Materials page will be opened within the EleUM Course frame and students do not have to log on twice to open the link. At "Blackboard Data to Add" check the option "username as parameter UID". It is important to use this option to make your EleUM-link work.

6. In Progress – what is being executed by the library and its current situation

the list offers an overview of your requests and their current situation
an example of a list with one request:

if your list has many requests the options to select only the delete, new, or edit requests may be helpful
select all to get the complete overview

overview of icon options in front of the request

	inserted request		click on the icon to see the complete request
	the request is being executed by the library		
	the library has finished the request **delete the entry from the list**		This check mark has been assigned to your request in the column **From list** ○ click on it to delete it

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7. Reports – overview of references per course (view, print, download)

Tab: *Reports*

- select the report **Learning resources** or **References**
- select: the course by using the arrow in the menu --select--

Report Learning resources

References

search the lists with *all words*
enter your search term in the menu in front of **Find / Next**

print and download
the reports can be printed (the print icon is in the list)
the reports can be downloaded as an Excel, PDF, or Word document

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