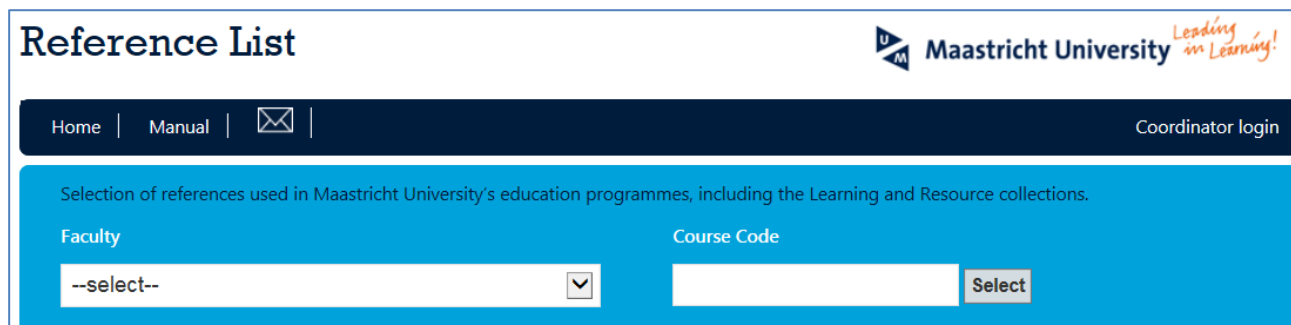


Reference List Manual

Manual for course coordinators and editors to manage their course related literature in [Reference list](#). This literature includes Learning Resources (L) and Reader References (R).

Login to Reference List with your UM account.



The screenshot shows the 'Reference List' interface. At the top left is the title 'Reference List'. At the top right is the Maastricht University logo and the slogan 'Leading in Learning!'. Below the title is a navigation bar with 'Home', 'Manual', and an envelope icon. On the right side of the navigation bar is a 'Coordinator login' link. The main content area has a blue background and contains the text: 'Selection of references used in Maastricht University's education programmes, including the Learning and Resource collections.' Below this text are two input fields: 'Faculty' with a dropdown menu showing '--select--' and a downward arrow, and 'Course Code' with a text input field and a 'Select' button.

Contact & Support

Use the [mail](#) option or contact us by phone: 043-3885007.

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An overview of your options

- **Do it yourself and make it available for students immediately**
 - link your Reference List in your EleUM course (once-only): [How?](#)
 - arrange the course references in tasks (groups) or delete tasks
 - mark tasks and references to display in EleUM
 - change the sort order of tasks in EleUM
- **Do it yourself and send it to the University Library**
 - order, update (e.g. the number of books) or delete references for the Learning Resource
 - request, update or delete reader references

The tab *Home* offers:

- an option to find all courses by faculty
- an option to find all courses by code

The tab *Admin* is open by default:

- edit rights are exclusively for courses to which you are attached to
- find courses by title or code

The tab *Progress* offers:

- an overview of your requests

The tab *Reports* offers:



- an overview of references per course (view, print, download)

The tab *Manual* offers:


- an online manual to help you managing your list
-

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1. Insert a new reference

<p>Tab: <i>Admin</i> Select <i>the appropriate course</i></p>	<p>Select <i>Course Title/Code</i></p>
<p>Click New reference Create a new reference within an existing task</p>	<p>Click <i>New reference</i></p>
<p>For completing the form:</p> <ul style="list-style-type: none"> • Select <i>Learning Resource (L)</i> or <i>Reader (R)</i> • Select the appropriate type from the list of icons • Enter the complete reference in the field, preferable in APA style • If the request is an order for the Learning Resources, enter the desired number of copies, number of students for the course and select Additional or Compulsory Literature • In case of electronic documents or websites enter the URL • Comment = room for remarks (will not be displayed in EleUM) 	<p>The corresponding icon will be in EleUM in front of the reference, e.g.: book is displayed as : </p>
<p>Click <i>Send</i> or, if you wish to add an attachment, click </p>	<p>The request has been entered in the 'Progress' list and will be executed by the library</p> <p style="text-align: right;">Return to help index</p>

2. Change references, display in EleUM or delete





<p>Tab: <i>Admin</i> Select: the appropriate course</p>	<p>In menu: Course Title/Code</p>
<p>Make changes</p> <ul style="list-style-type: none"> ○ Click <input type="button" value="edit"/> next to the reference ○ Change the reference ○ To order more copies for the Learning and Resource Center: use the Comment field to order ○ Click <i>Send</i> 	<p>The library receives the changes you have made</p> <p>The change request has been entered in the 'Progress' list and will be executed by the library</p>
<p>Display in EleUM</p> <ul style="list-style-type: none"> ○ Conditions for display: <ol style="list-style-type: none"> 1. The list has to be linked in EleUM the title of an inactive course/task is displayed in red characters 2. The course/task is active in Admin: not active course/task is in red characters ○ Put a check mark in front of the reference <input checked="" type="checkbox"/> Active ○ If the task is not active: edit task and activate by putting a check mark in the <i>Active</i> field <p><i>Note:</i> active readers are available during the period presented in the <i>Availability Reader</i> field of the course details.</p>	<p>Attach the 'Reference List' link to the course in EleUM. How to?</p> <p>Course details are at the right hand side if not active, ask the library via </p> <p>Remove the checkmark if you don't want to display the reference</p>
<p>Delete</p> <ul style="list-style-type: none"> ○ click <input type="button" value="edit"/> next to the reference ○ put a check mark in front of: <i>Delete reference</i>, click <i>Send</i> <p>Results Are the results being displayed? Check via the EleUM link</p>	<p>The request has been entered in the 'Progress' list and will be executed by the library</p> <p style="text-align: right;">Return to help index</p>

3. Create tasks or groups

Tab: <i>Admin</i> select the appropriate course	In menu <i>Course Title/Code</i>
<p>Create a new task</p> <p>Click on: New task / Edit tasks on top of the list and again: <i>New Task</i></p> <ul style="list-style-type: none"> ○ Assign a name to the task ○ Determine the sort order of the task with the numbers 10, 20 ○ Put a check mark in the Active field to display the task in EleUM 	
<p>Assign references to tasks</p> <ul style="list-style-type: none"> ○ Assign each reference to its task by using the option <i>Move to..</i> 	
<p>Delete task</p> <ul style="list-style-type: none"> ○ Remove all references from the task ○ Click <i>new task /edit task</i> ○ Click <i>delete</i> 	<p>The delete option is attached to the task as soon as the task is empty:</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <ul style="list-style-type: none"> • Task 4 (20) ✕ </div> <p style="text-align: right;">Return to help index</p>

4. Progress – what is the current situation of your requests?

The tab *Progress* offers an overview of your requests and their current situation:

 = inserted request; click on the icon to see the request	 = pending: request is being executed by the library	 = the library has finished the request	 = click to delete this request from this list
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5. Reports – overview of references per course (copy, excel, print)

<p>Tab: Reports</p> <ul style="list-style-type: none"> ○ Select Faculty Learning Resource Totals or Reference Totals ○ Select the course 	
<p>Report: Faculty Learning Resource Totals</p> <ul style="list-style-type: none"> ○ This report shows a faculty overview with number of learning resource references. <p>After selecting your faculty and course, it shows the amount of titles for the Learning and Resource Centre.</p>	<p>Report: Reference Totals</p> <ul style="list-style-type: none"> ○ This report shows an overview reader references per course <p>After selecting the course name, it shows all references per course.</p>
<p>Download or print</p> <p>Reports can be copied, downloaded to Excel or printed.</p> <p style="text-align: right;">Return to help index</p>	