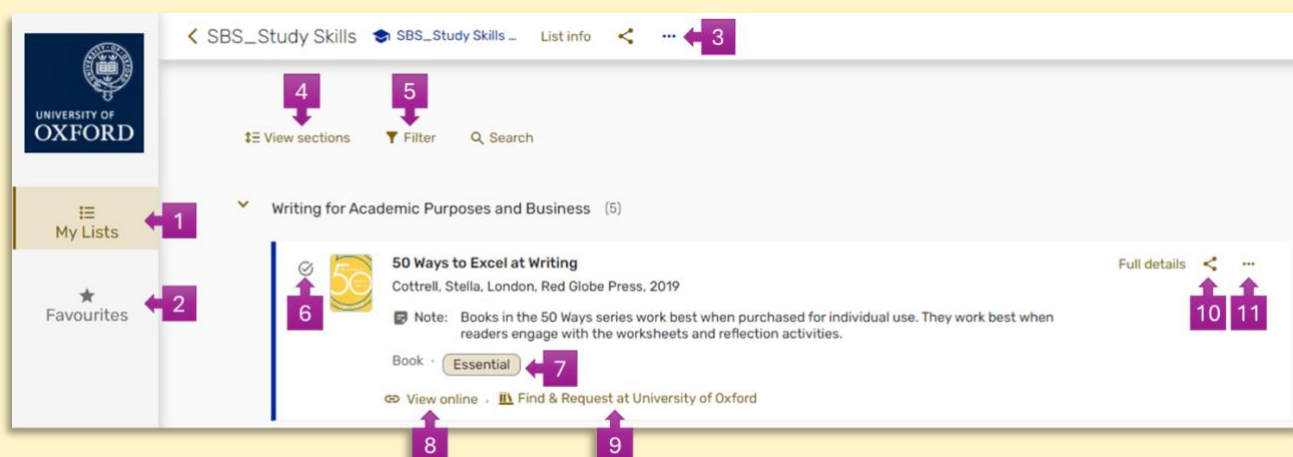


ORLO Top Tips

Getting started?

Here's a quick guide to get you started:



1. Keep track of your reading lists by adding them to your My Lists area (see also 3)
2. Save reading items to your Favourites (see also 11) to find them later and add your own personal notes and tags. Favourites saved from SOLO will also appear here
3. Open the three-dot List menu for Export and Print options, and to add/remove lists from My Lists
4. Toggle 'View items' and 'View sections' to expand and collapse reading list sections
5. Filter your list by item type or tags (e.g. Essential readings)
6. Use the 'Mark as done' circle to track your reading
7. Tags show whether a reading is Essential, Recommended or Further. 'Physical item' denotes materials available in print only.
8. Click 'View online' to access digital resources
9. Click 'Find & Request at University of Oxford' to view print resource availability across Oxford Libraries
10. Use the Share icon to copy a shareable link to a reading, section or list
11. Open the three-dot Item menu to save a reading to your Favourites or use the Quick Cite tool to generate a citation

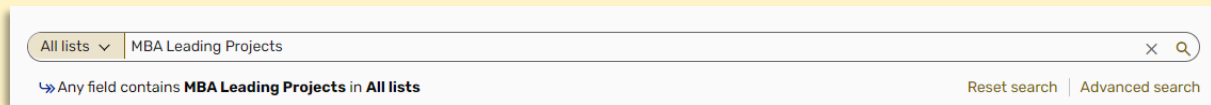
How do I find my reading lists in ORLO?

From Canvas:

Canvas links are updated by Canvas course administrators and you should contact your department if you are not able to find your list as expected. **Please note not all Canvas courses have an accompanying ORLO reading list.**

From ORLO:

Go to the [ORLO homepage](#) and ensure the search bar is set to 'All lists' (not 'My lists'). Search for your list using your programme name and the title of the course.



The screenshot shows a search bar with a dropdown menu set to 'All lists'. The search text is 'MBA Leading Projects'. Below the search bar, a message reads 'Any field contains MBA Leading Projects in All lists'. To the right of the search bar are links for 'Reset search' and 'Advanced search'.

If there are too many search results and you aren't sure which one is your reading list, try using the Advanced search option, and selecting 'List title' in the dropdown next to the search field.

Where can I find further guidance?

The [Bodleian Libraries website](#) has basic information about reading lists. If you have any questions please email orlo@bodleian.ox.ac.uk.

Please contact your tutor and/or department if you would like your reading list to be hosted on the ORLO platform.