Creating a profile in Aspire (the Library’s reading list software)

Why create a profile?

The Aspire Dashboard tool provides useful evidence about your reading list usage to inform your pedagogical approach to teaching your unit and understanding and developing your students’ learning, including:

- Considering new approaches to encouraging students to read important items with low use
- Making decisions about the content of future reading lists

The Dashboard provides:

- Statistics about the number of times your reading list citations have been accessed
- Information about how many of your students have read the individual citation or are intending to read it

If you wish to see the Dashboard, you must first create a profile (see section on page 2 below). You only have to do this once; unless you wish to edit your profile.

Once you have created a profile a ‘Dashboard’ button will be displayed at the top of your reading list.

Clicking on the ‘Dashboard’ button reveals the following:
If you have time, it is worth viewing the Tutorial.

Creating your profile

1. Open your web browser and go to the Library’s reading list home page. Click on the 'Log in' hyperlink at the top of the screen and enter your University account username and password. (You may see a Security Warning; in which case select ‘Continue’ and then re-enter your University account username and password.)

2. An option to ‘Create a Profile’ will be displayed.
3. When you select ‘Create a Profile’ a menu is displayed

4. Select ‘Create a Profile’ again and the following screen is displayed

5. Complete the details of your name and email address
6. At the radio button ‘I’d describe myself as…’, select the drop down menu and choose the appropriate user, ‘academic’, ‘lecturer’ or ‘researcher’, from the options.
7. Ignore the ‘Main discipline’ options unless you really want to choose one
8. Choose the My profile is public option from the ‘Privacy’ radio buttons
9. When you have finished, select ‘Save profile’
10. Please email your reading list contact in the Library when you have completed this

Accessing your reading lists

You can access your reading lists in three ways:
1. From the hyperlink that is given to you by Library staff when they complete a list
   a. Click on the hyperlink and the list will be displayed.
   b. Sign in to see, and select, the button ‘Add to my lists’

2. From your profile symbol. This appears in future whenever you log-in to the reading list home page.

Library staff will add your name to your reading lists as ‘List Owner’ as they complete them for 2016. They can only do this if you have created a profile.
   a. Sign in and select the 'My Lists' tab from the tabs at the top of the page (please note that this is only possible once you have used option 1 above)