

## Introduction

If you are rolling your course over for a new teaching period in MyUni, you can re-use a course readings list in a currently active course. However, re-using a list for a new teaching period while the course is still being taught will affect current student access to permalinks and some PDF scanned material.

To decrease the impact of this, we recommend holding off this action until after exams in the current teaching period. To assist any students preparing for supplementary exams, direct them to access readings via the **Course Readings** button in MyUni.

## Procedure

1. In your MyUni course, click on Course Readings.



- 2. Click the eicon and select **My Lists**.
- 3. Click on the title of the list you wish to re-use.



4. Click on the ••• icon.

	Diseases of Occupation Here is the reading list for the course - Diseases of Occupation	
5.	From the drop-down menu, select <b>Re-use list for new teaching period</b> .	

- Manage course association
- 6. Start typing the course name or code. When the search auto-completes, select the course name.

**Note**: The reading list name will automatically update to add **(Rolled Over)** after the course name.

7. Change the name of the list if desired. Then, click on **RE-USE LIST**.

Re-Use List
3910_PUB_HLTH_7105 Diseases of Occupation •
Reading list name: Diseases of Occupation (Rolled Over)
CANCEL RE-USE LIST

8. On the confirmation screen, click **OK**.

List Diseases of Occupation will be re-used in course Diseases of Occupation	
This course is currently active. If you continue, new permalinks will be crea the course in the new teaching period. Students in the current teaching pe should be directed to find materials using the Course Readings button in M	ated for riod yUni.
CANCEL	ок

**Note**: this only applies if you have created permalinks (i.e. links to reading list items) in other course pages or modules.

- 9. From the MyUni dashboard, navigate to the course that you are reusing the list in. Check your list and add, delete or reorder citations as required.
- 10. Click SEND LIST and then click Publish.



## **Contact Us**

For further support or questions, contact the Library on +61 8 8313 2963 or email coursereadings@adelaide.edu.au