Introduction

If you are rolling your course over for a new teaching period in MyUni, you can re-use a course readings list that you were previously using. This guide assumes that the course is not currently active (for a currently active course, see the Course Readings: Re-use a current list for a new teaching period guide).

Procedure

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

2. Click the icon and select My Lists.
3. Click on the title of the list you wish to re-use.
4. Click on the ⋮ icon.

5. From the drop-down menu, select **Re-use list for new teaching period**.

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**.

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

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**.