

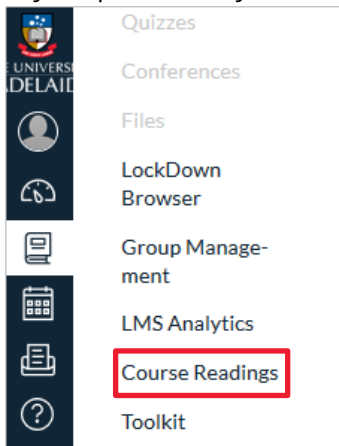
Course Readings: Re-use an old list for a new teaching period

Introduction

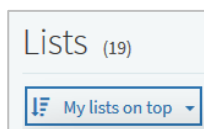
If you are rolling your course over for a new teaching period in MyUni, you can re-use a course readings list that you were previously using. This guide assumes that the course is not currently active (for a currently active course, see the **Course Readings: Re-use a current list for a new teaching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

Procedure

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



2. Click the  icon and sort by

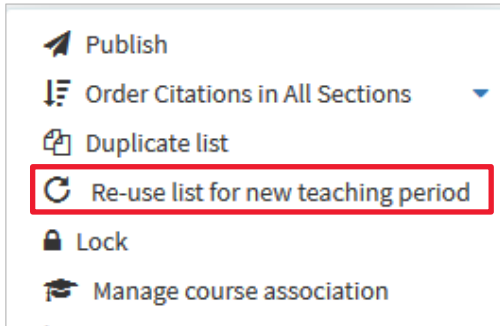


3. Click on the title of the list you wish to re-use.

4. Click on the **•••** icon.



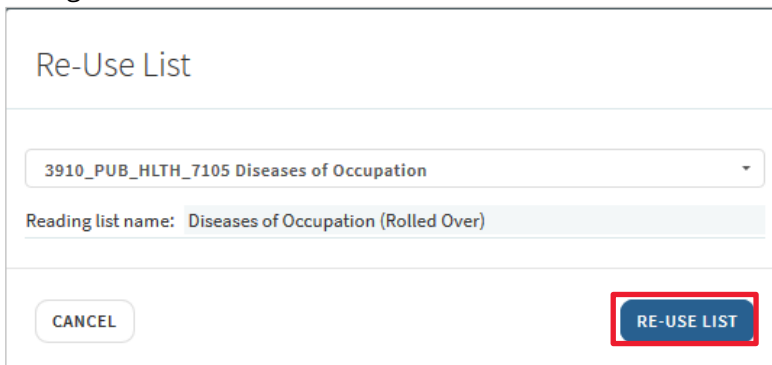
- From the drop-down menu, select **Re-use list for new teaching period**.



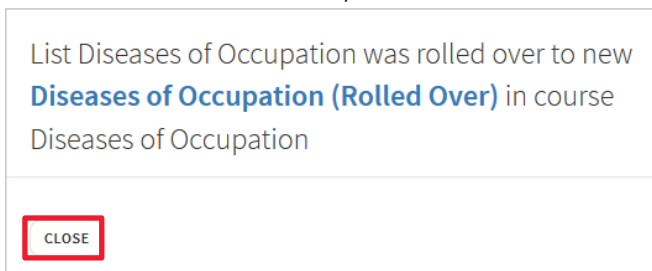
- Start typing the course name or code. When the search auto-completes, select the course name.

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

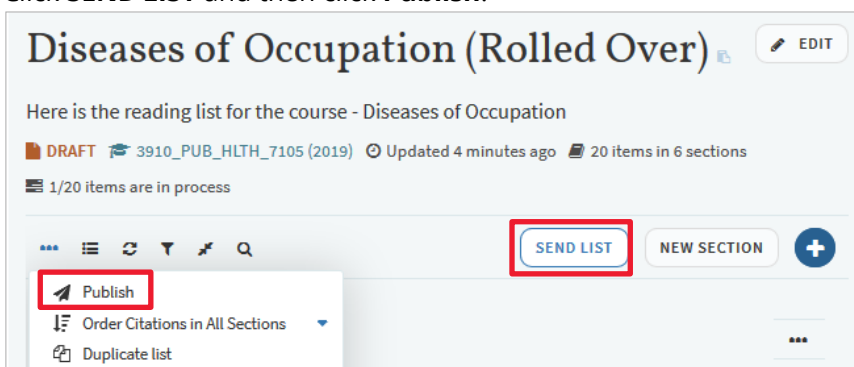
- Change the name of the list if desired. Then, click on **RE-USE LIST**.



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



- 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.
- Click **SEND LIST** and then click **Publish**.



Contact Us

For further support or questions, contact the Library on +61 8 8313 1061 or email course readings@adelaide.edu.au