

Course Readings Quick Start Guide

The blue text is hyperlinked to more information in the Quick Reference Guides

Publication status
i DRAFT– completed citations not visible to students until [PUBLISH](#) is clicked even if within 4 weeks of course start date

Reading list name
i Handy if relates to course name

Course association
i Manage through ... [More actions](#)

List status
i Being prepared - Library will not review until you [SEND LIST](#)

EDIT > reading list name; description and visibility dates

... More actions >
[Manage course association](#), [View list as a student](#), Course [permalink](#), Unpublish list, Re-use list (an [active](#) or [inactive](#) list) Export

Toggle section view
i collapse to access [section](#) indent

Refresh page

Filter by section name, tags; material type; other

Compact View
i shows the resource title; tags and availability information only

Section Name

Add tags to section
i choice of Required or Recommended

View list analysis

Search for an item on the list

SEND LIST to start the review process. You can re-send after making changes

PUBLISH students will be able to see all completed readings a few weeks before the course start date

NEW SECTION click to add a new section. It can be dragged to alter its position

Add items Click to build your list use [Search](#), [Create](#) or access [My Collection](#)

... More actions [Edit the section](#) title; edit section description. Add items using [Search](#), [Create](#) or [My Collection](#) to the section. Generate a section [Permalink](#). Export section citations, Print section. [Add a note](#). Delete section

Example of Course Readings List
For Webpage
DRAFT EXP_LEGANTO_0001 (2018-20) Being Prepared Updated 3 days ago 0 items in 12 sections
All items are processed
WEEK 1 (0) Add tags to section
WEEK 2 (0) Add tags to section
Collaborators (4) >
Library Discussion (0) >

Back to Lists

Lists
Add New list, sort, filter, search and perform more actions

Collection
Options: sort, refresh, filter, search, add, batch import, delete selected items

Find Lists
Look-up by title, course information or instructors

Reports
Analysis, Student usage

Notifications
Shows activity on your reading lists

Click drop down arrow
User settings, Help, [Cite it](#), Accessibility menu

Collaborators
View and send invitations

Library discussion
Read and add comments

Resize the right pane
Drag the handle

Search Create My Collection

Search Library Resources

Search In: Everything

Enter search criteria:

Enter title, author, and keyword (etc.)

Include records without full-text access

Advanced Search

Search Create My Collection

Create citation

Title*

Author:

Type*

Source: + Add source

Drag files here to upload them
Or click to browse for a file

Public Note:

Creative Commons License: None

More item details

Add to: List Bag

Section: WEEK 1

CANCEL ADD

Search Create My Collection

My Collection

Date added

OTHER Triumphant Technology and Minimal Man: The Technological Society, Science Fiction Films, and Ridley Scott's Alien - ProQuest

BOOK Qualitative Research Methods
Hennink, M., Hutter, I., & B...
2nd, Thousand Oaks, CA:, SAGE., 2020,
Total Pages xix, 478 p

WEBSITE Decline and Fall of the Roman Empire
Gibbon, E., 1854

Features of a Course Reading List

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The screenshot shows a course reading list interface with several callouts pointing to specific features:

- New [Section](#) created**: Points to the 'NEW SECTION' button in the top right.
- [Section indentation](#)**: Points to the indentation of the 'Books (1)' section header.
- [Tag added](#)**: Points to the 'Text Book' tag for the first book entry.
- Book collection and call number**: Points to the call number '005.1 W645s' for the first book.
- Delete or Add [Tags](#)**: Points to the tag management icons for the first book.
- Reading status**
i Complete means students will be able to see this reading, if the list is [Published](#) and it's not more than 4 weeks before course start date: Points to the 'Complete' status for the first book.
- Access point**: Points to the 'View online' link for the first book.
- Material type**: Points to the 'Text Book' icon for the first book.
- [Section Note](#) added**: Points to the note at the bottom of the list: 'NOTE There will be a short quiz about this week 1 readings time allowed for quiz will be 30 minutes'.
- [Section dates](#)**: Points to the date range 'Jul 13, 2020 - Jul 20, 2020' for the 'WEEK 1' section.