Course Readings Quick Start Guide

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

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**

**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.

**View list analysis**
- Filter by section name, tags, material type, and other.

**Compact View**
- Shows the resource title, tags, and availability information only.

**Refresh page**

**Toggle section view**
- Collapse to access section indent.

**Add tags to section**
- Choice of Required or Recommended.

**View list name**
- Handy if relates to course name.

**Course association**
- Manage through ...

**List status**
- Being prepared - Library will not review until you send list.

**Publication status**
- DRAFT - Completed citations not visible to students until publish is clicked even if within 4 weeks of course start date.

**More actions**
- Manage course association, View list as a student, Course permalink, Unpublish list, Re-use list (an active or inactive list) Export.
Features of a Course Reading List

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- Material type
- Reading status
  - 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
- Book collection and call number
- Access point
- Tag added
- Delete or Add Tags
- Section Note added
- Section created
- Section indentation
- Section dates