

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

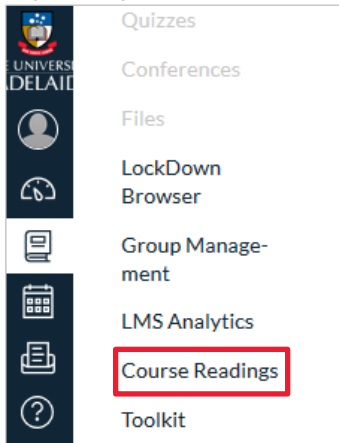
Introduction

If you are rolling your course over for a new teaching period in MyUni, you can re-use a course readings list 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.

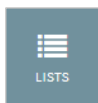
To decrease the impact of this, we recommend holding off this action until after exams in the current teaching period. To assist any students preparing for supplementary exams, direct them to access readings via the **Course Readings** button in MyUni.

Procedure

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



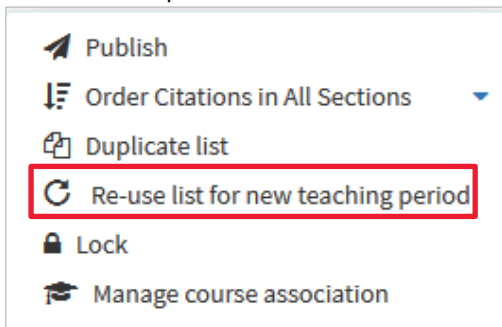
2. Click the **LISTS** icon



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



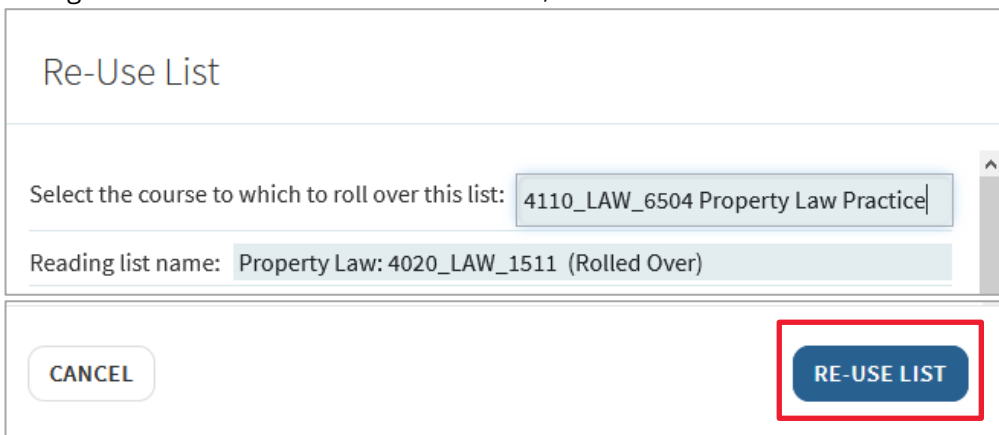
- From the drop-down menu, select **Re-use list for new teaching period**.



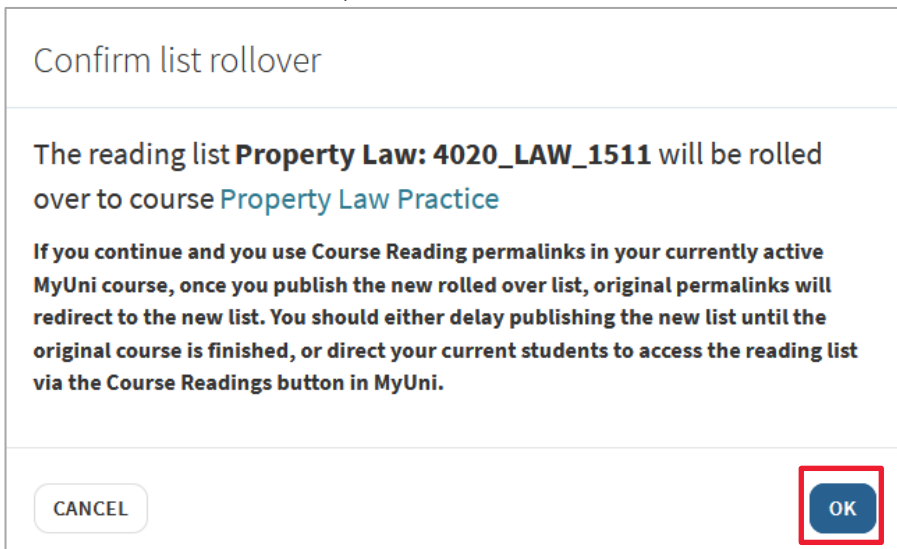
- Start typing the course name or code. When the search auto-completes, select the course name.

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 **OK**.



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

8. 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.
9. Click **PUBLISH**



Note: When you **Publish** the list, it is automatically SENT to the Course Readings Team

Contact Us

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