# Course Readings

## Quick Reference Guide

**This guide will provide an overview of what you need to know to build a reading list in Course Readings. For a more detailed set of steps, please enrol in our <u>Course Readings</u> online course.**

### Step 1: Create a list

- If it is the first time a course has been taught or you are using Course Readings for the first time, you will need to **create a new list.** You can do this by clicking **Course Readings** in the left-hand menu bar in the MyUni course you are preparing, and then selecting **Create a new list from scratch.** To reuse or roll over a reading list from an existing course, select **Create list from an existing list** and navigate to your existing course.
- Add, edit, delete or reorder citations as required. Select **Publish** for your students to access the list immediately. Selecting **Publish** will also send the list to the Library for processing. You only need to publish your list once, even if you add or edit more items afterwards. Your reading list cannot be viewed by students unless you have selected Publish.

### Step 2: Add items

You can add items to your reading list in a number of ways. You can add items available from the Library using the Library Search interface, create custom items for content not held in the Library, and use browser tools to add web material.

- Add items using the Library Search function: Select the **+ADD** button and select **Search the library.** Enter search terms to locate the desired item. Once located, click and drag the item into the relevant section of your reading list or select the + button to add. A dialogue box will appear for physical items. Select the options that apply for your item and add any additional tags you wish to add.

- To add items not held by the Library, begin adding an item using the first two steps above, then select the option **Include records without full-text access**. Proceed to add items using the remaining instructions above. The Course Readings Team will endeavor to purchase or source this material via inter-library loan.

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## Step 3: Add collaborators

If your course has multiple teachers or tutors, it will be useful to add them as collaborators. This will give them the same editing rights as the list owner. To add a collaborator:
- Open the relevant Reading List. Select List info at the top of the page. Select **Manage collaborators.**
- Select **+ Add collaborators** and search for the staff member in the search box, using either name, staff ID or email address. Select the relevant staff member from the drop-down list.

## Step 4: Edit a list

Once your list is created, you can edit your list to revise or reorder any material you have added.
- Deleting an item: Navigate to the citation no longer required. Select the **ellipses [ ...]** to the right-hand side of the item. From the drop down menu, Click on **Delete Item** then select **Delete** to confirm the action.  You can delete a section by navigating to the section's **[...]** and click **Delete section.**
- Adding a section: You can add as many sections as you need to your reading list and name them as you require (e.g. by week/topic/item type). Sections can be added or edited at any time. To create, select **New section** from the **+Add** button. Add a title and description, if required. Add dates for when you want the reading list to be viewable by students (Note: if you don't add dates, or add dates but don't check the **section visibility only box**, the section will be visible for the whole course duration.) Then select **Add.**
- Editing a section: Select the section's **ellipses icon [...]** and select **Edit section** from the drop-down menu. Make your necessary changes (e.g. add text to the Title/ Description fields). Select **Save.**

make history.

## Step 5: Share and export

Course Readings lists can be shared and exported. You can create links or share the list in your course. You can export it in a variety of formats.

- Share a **list**: Click on the **share list** icon on the top of the Course Readings page. Paste the desired link type into your page, document or email.
- Share a **section** of a reading list: Select the **share list** icon next to the section title. Paste the desired link type into your page, document or email.
- Share an individual **item** in a reading list: Select the **share list** icon next to the individual item. Paste the desired link type into your page, document or email.

Contact Us
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