

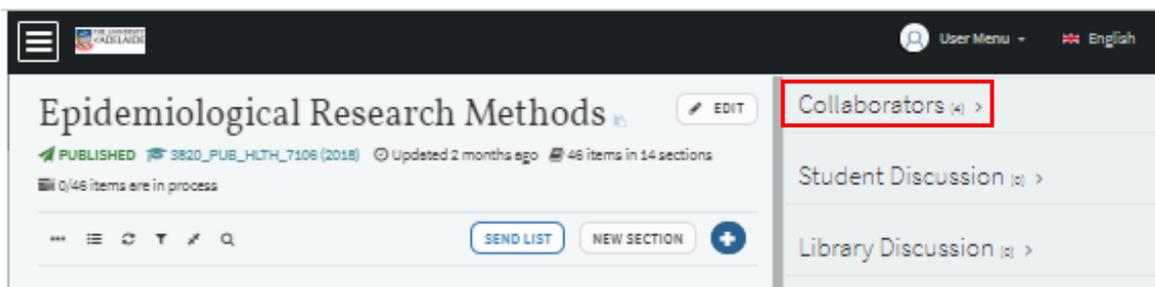
Course Readings: add a collaborator

Introduction

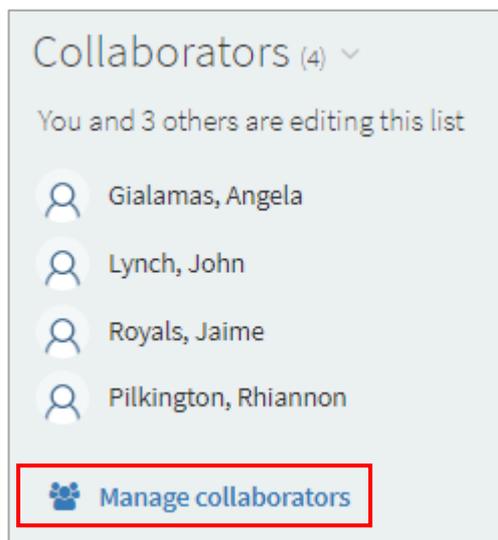
Staff other than the Reading List owner can work on a Reading List. To allow this, staff need to be added as collaborators to the Reading List. Once a staff member has been added as a collaborator they will have the same editing rights as the list owner.

Procedure

1. Open the relevant Reading List
2. Click on the > next to the **Collaborators** heading to expand the list

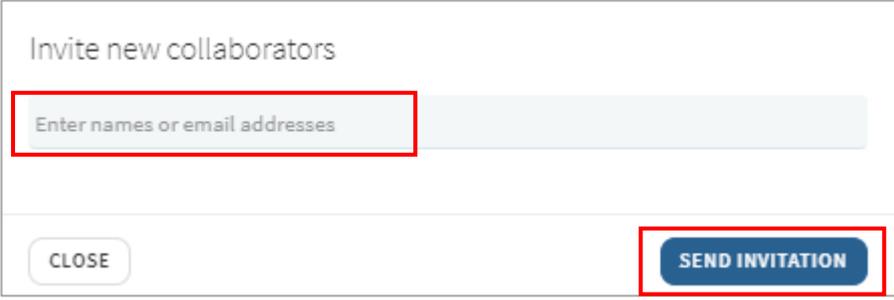


3. The list includes all current collaborators on this Reading List. To add a collaborator not already on the list, click on **Manage Collaborators**



4. Search for the staff member in the **Invite New Collaborators** search box, using either name, staff ID or email address

5. Select the relevant staff member from the drop down list
6. Click on **Send invitation**



Invite new collaborators

Enter names or email addresses

CLOSE

SEND INVITATION

Note: once you have completed this procedure the staff member that has been invited to collaborate will receive an email from course readings@adelaide.edu.au informing them that they are now a collaborator on the Reading List. This will enable the collaborator to edit the list. The staff member will need to have access to the course in MyUni to access any other part of the course.

Contact Us

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