



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

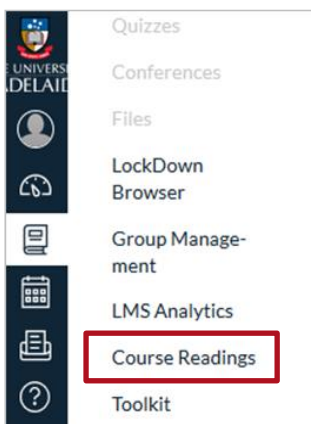
Introduction


If you are rolling your course over for a new teaching period in MyUni, you can re-use a course readings list that you were previously using. This guide assumes that the course is not currently active (for a currently active course, see the **Course Readings: Re-use an active list for a new teaching period** guide).

This quick reference guide will demonstrate how to re-use an old list for a new teaching period.

Procedure

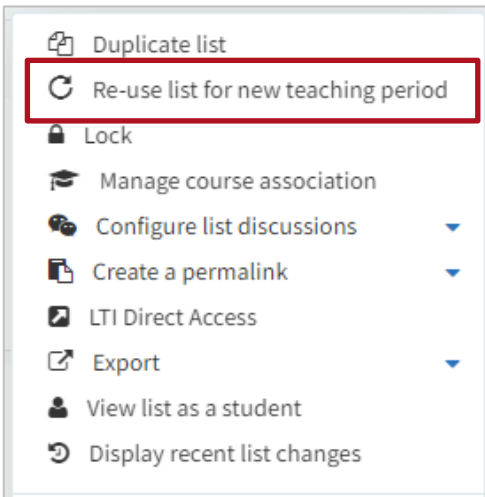
1. In your previous MyUni course, select **Course Readings**.



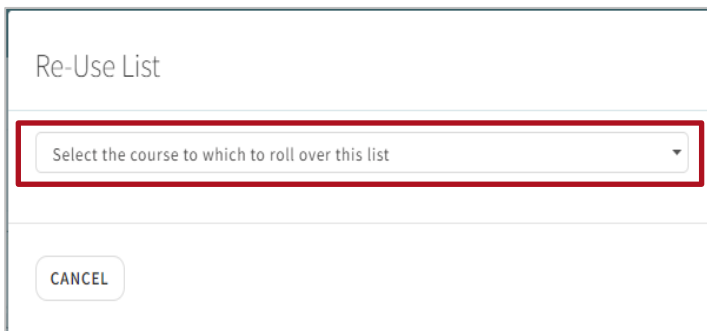
2. Select the  icon of the list you wish to re-use.



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



4. Select the drop-down arrow to look up the desired course. Start typing the course name or code and select it from the auto-complete search.



5. The reading list name will automatically update to add (Rolled Over) after the course name. Change the name of the list if desired. Then, select **RE-USE LIST**.



6. On the confirmation screen select **OK**.



7. 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.

8. Select SEND LIST to send to the library for processing or select PUBLISH if you wish for your students to access it immediately.

Note: Selecting PUBLISH will still send the list to the Library for processing.



Contact Us

For further support or questions, contact the library on +61 8 8313 1061:
coursereadings@adelaide.edu.au