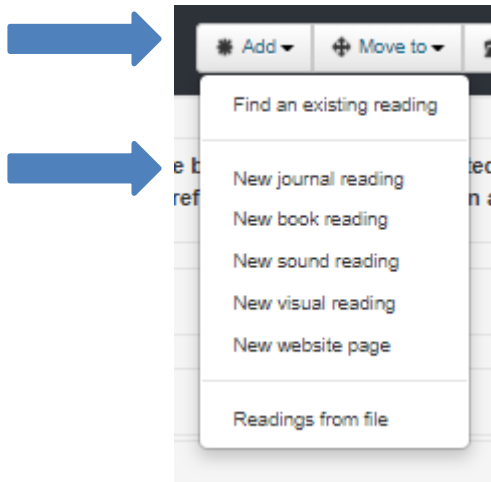


Manually add readings in Canvas

Before creating a NEW record, you should check to see if the Reading already exists in eReserve Plus or another connected repository using [Find an existing reading](#).

To manually create a new reading select *Add* from the icons at the top of the screen and choose the appropriate resource type.



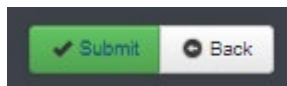
Fill in the *Details* box, including any notes for library staff. Anything added in the *Notes for students* text box will be visible in Canvas.

Complete the details for both the *Source Document* and the *Reading*, ensuring you have filled in all required fields marked with a red asterisk. Hover over the text boxes for more information about each associated field. As these fields make up the reference citation shown to students in Course Readings within Canvas, it is important that they are as accurate as possible.

TIP: Author's names are to be added to the system as "family name, given name" e.g. Brown, Steve

Source Document	Reading
Journal title * <small>required</small>	Reading title * <small>required (except for Whole Journals)</small>
Organisation * <small>required for readings with a file</small>	Genre * <small>Please choose a genre</small>
Volume * <small>required for whole journal readings with a file</small>	Author(s) * <small>required (except for Whole Journals, Legal Cases & Legislation)</small>
Year published * <small>required</small>	Kind * <small>File Link Locate</small>
Publication date	Pages * <small>N/A Unknown Paginated Not Paginated Graphic</small>
Short title	Section * <small></small>
Issue	Article date
Jurisdiction	Editor(s)
Number * <small></small>	Translator
Season	Article number
Quarter	Volume
Place	Issue
Total pages	DOI
DOI	Abstract
Identifier <small>None ISBN EISBN ISSN EISSN</small>	

Once you have filled in these details, select *Submit*:

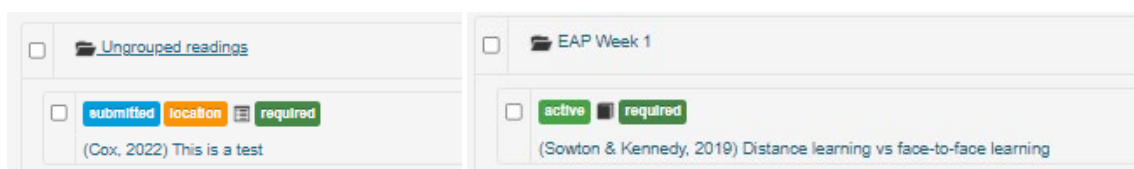


If there are any issues with the record, you will see this message:



Amend the issues and press submit.

The reading will be in your *Ungrouped Readings* and can be moved to any folder. The reading will show as submitted until the library approves it, after which it will turn active and be available for students to access.



If you would like assistance from Library staff, please contact course readings@newcastle.edu.au