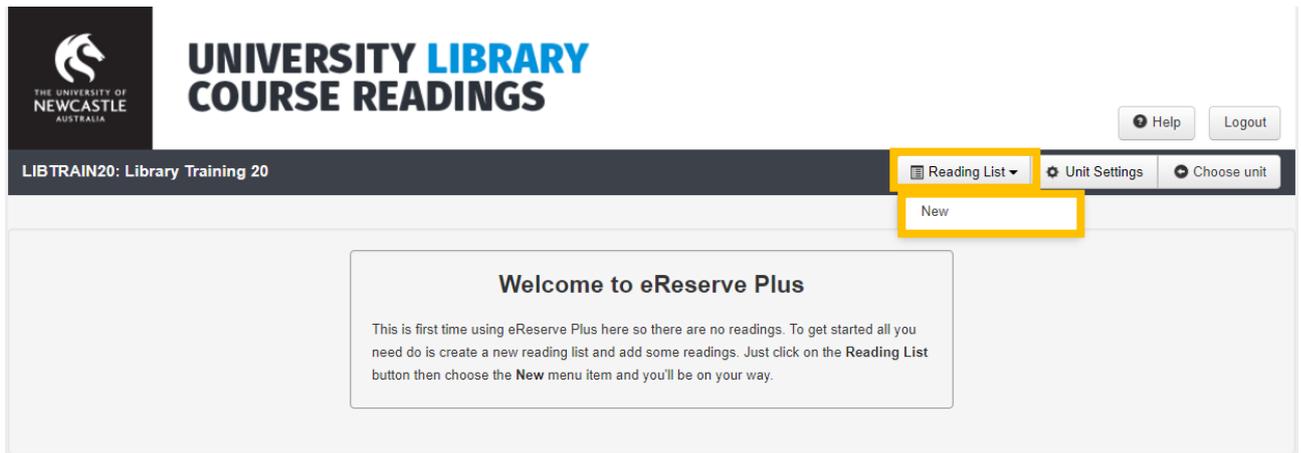


Setting up a new Course Readings list

Follow these instructions when **you do not have a pre-loaded list or wish to create a brand new list.**

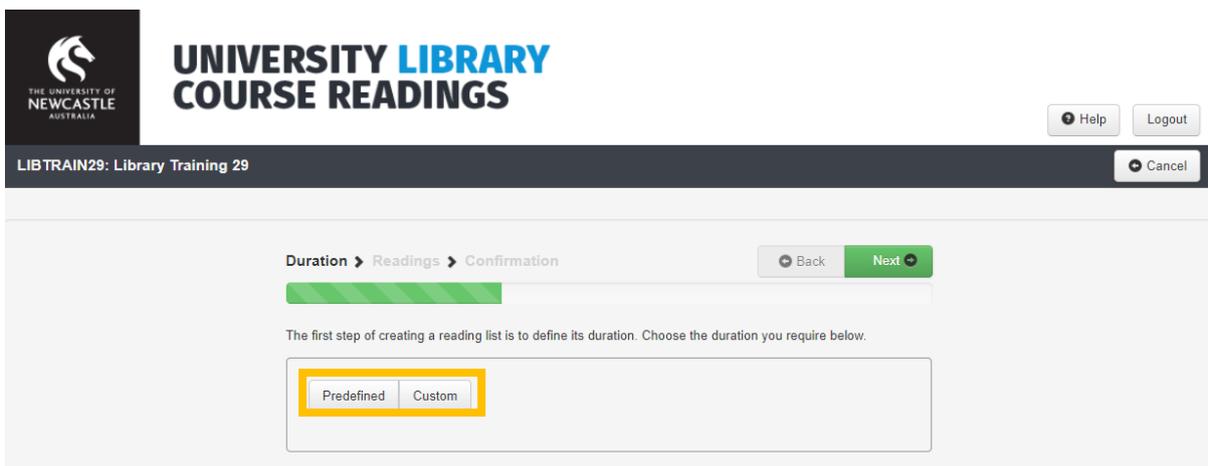
From the top menu select **Reading List**, then **New**.



Select the duration of your course.

Predefined allows you to select a teaching period from the drop down list.

Custom allows you to nominate a custom teaching period defining when this course will be available.



Example of a Predefined session

Choose your teaching session (e.g. Semester 1 2018) and click **Next**

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface. The breadcrumb trail is 'Duration > Readings > Confirmation'. The 'Next' button is highlighted in yellow. Below the breadcrumb, a green progress bar is shown. The text reads: 'The first step of creating a reading list is to define its duration. Choose the duration you require below.' There are two tabs: 'Predefined' (selected) and 'Custom'. Below this, a dropdown menu titled 'Predefined duration *' is open, showing a list of options. The option 'Semester 1 2018 (26/02/2018 to 29/06/2018)' is highlighted in yellow. Other options include Summer 1 2018, Trimester 1 2018 Singapore, Summer 2 2018, Summer 3 2018, Trimester 1 2018, Semester 1 2018 Singapore, Trimester 2 2018 Singapore, Trimester 2 2018, and Semester 2 2018 Singapore. The top navigation bar includes 'LIBTRAIN29: Library Training 29', 'Help', 'Logout', and 'Cancel' buttons.

Example of a Custom session

If your course is running outside of standard teaching sessions, you can choose to set up a **Custom** duration. Fill in the name of the session, start and end dates and select **Next**.

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface. The breadcrumb trail is 'Duration > Readings > Confirmation'. The 'Next' button is highlighted in yellow. Below the breadcrumb, a green progress bar is shown. The text reads: 'The first step of creating a reading list is to define its duration. Choose the duration you require below.' There are two tabs: 'Predefined' and 'Custom' (selected). Below this, a text box explains: 'Choosing a custom duration allows you to have control over the reading list name and the dates of the duration. Complete the form by choosing the name and dates.' There are three input fields: 'Name *' (with a red border and the text 'required'), 'Start *', and 'End *'. The top navigation bar includes 'LIBTRAIN29: Library Training 29', 'Help', 'Logout', and 'Cancel' buttons.

To create a new list of readings – select **Skip**

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for 'LIBTRAIN29: Library Training 29'. The breadcrumb trail is 'Duration > Readings > Confirmation'. A green progress bar is partially filled. The 'Skip' button is highlighted with a yellow box. Below the progress bar, the text reads: 'During this step choose readings for your reading list. The readings can come from any existing reading list. Type in the name or code of the unit then select a reading list.'

Then click **Create**

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for 'LIBTRAIN29: Library Training 29'. The breadcrumb trail is 'Duration > Readings > Confirmation'. A green progress bar is partially filled. The 'Create' button is highlighted with a yellow box. Below the progress bar, the text reads: 'Below is a preview of your selected readings. You can go Back and change your selection or click Create to schedule your selection.'

Summer 2 2018 08/01/2018 - 16/02/2018

You are now ready to add readings.

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for 'LIBTRAIN29: Library Training 29'. The breadcrumb trail is 'Duration > Readings > Confirmation'. A green progress bar is partially filled. The 'Add' button is highlighted with a yellow box. Below the progress bar, the text reads: 'Below is a preview of your selected readings. You can go Back and change your selection or click Create to schedule your selection.'

active Summer 2 2018 Add New group Export Student Legend Refresh

Ungrouped readings Legend