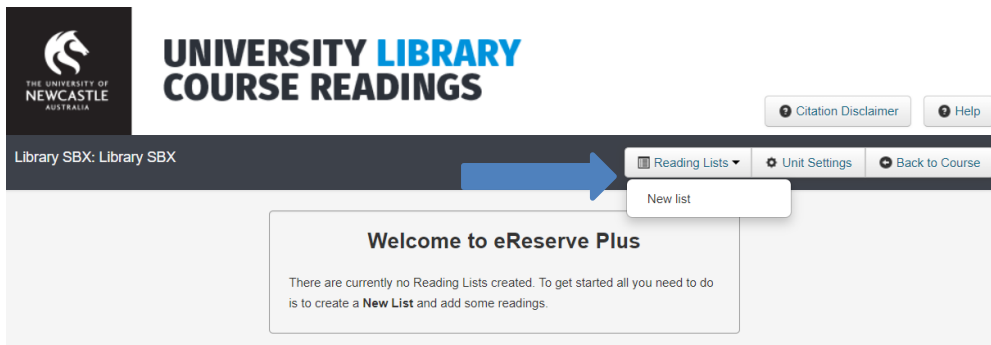


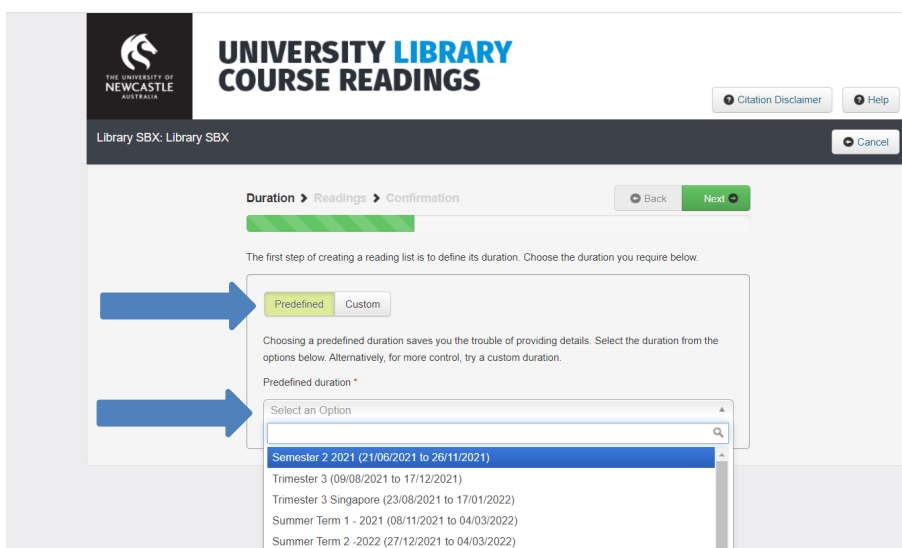
Setting up a new Course Readings list

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

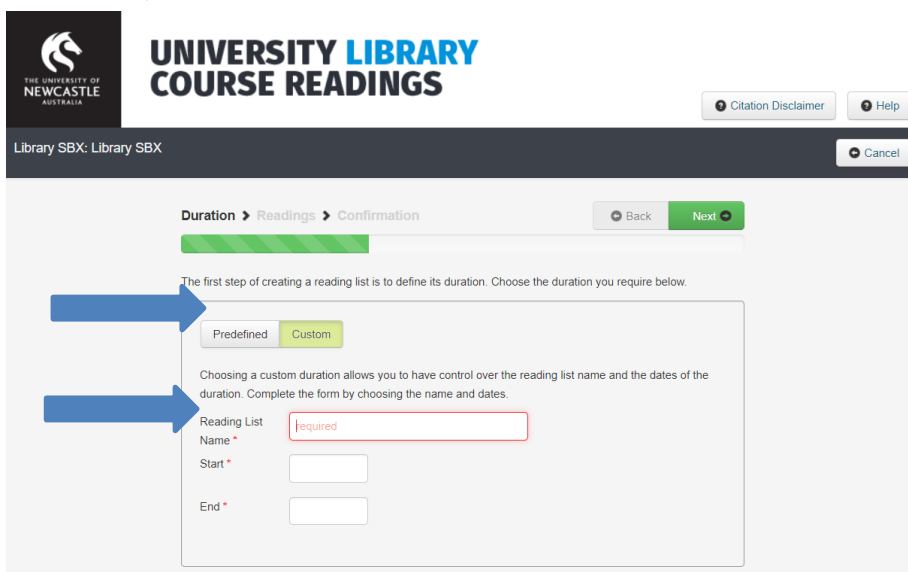
From the top menu select **Reading Lists**, then **New List** before selecting the duration of your course.



Predefined allows you to select a teaching period from the drop-down list (e.g. Semester 2 2021)



Custom allows you to enter a start and end date if your course is runs outside standard sessions. If creating a custom duration, we recommend the following name convention: unit code- teaching session e.g. LAWS6105 Semester 1, 2021



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

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface. At the top left is the University of Newcastle Australia logo. The main header reads 'UNIVERSITY LIBRARY COURSE READINGS'. Below this, there are buttons for 'Citation Disclaimer' and 'Help'. A dark navigation bar contains 'Library SBX: Library SBX' and a 'Cancel' button. The main content area has a progress indicator with three steps: 'Duration', 'Readings', and 'Confirmation'. The 'Confirmation' step is active, and the 'Skip' button is highlighted in orange. A blue arrow points to the 'Skip' button. Below the progress bar, 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**

This screenshot is similar to the previous one, but the 'Create' button is now highlighted in green. A blue arrow points to the 'Create' button. The text below the progress bar reads: 'Below is a preview of your selected readings. You can go Back and change your selection or click Create to schedule your selection.'

You are now ready to add readings.

This screenshot shows the main interface for adding readings. At the top left is the University of Newcastle Australia logo. The main header reads 'UNIVERSITY LIBRARY COURSE READINGS'. Below this, there are buttons for 'Citation Disclaimer' and 'Help'. A dark navigation bar contains 'Library SBX: Library SBX', 'Reading Lists', 'Unit Settings', and 'Back to Course'. Below the navigation bar, there is a toolbar with buttons for 'Add', 'New group', 'Export', 'Hide', 'Delete list', 'Preview', and 'Refresh'. A 'Trimester 3' tab is active. Below the toolbar, there is a disclaimer: 'DISCLAIMER: The references in this list have been created using imported referencing information and may contain style and formatting errors. Remember to check your references carefully against the referencing style information and examples in the University of Newcastle Library's [referencing guides](#)'. Below the disclaimer, there is a section for 'Ungrouped readings' with a 'legend' button.