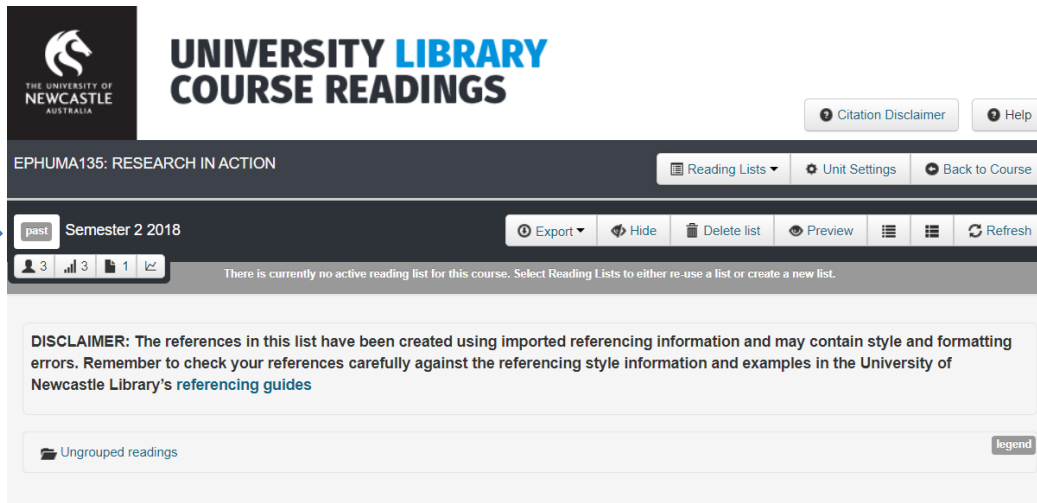


Rolling over a reading list

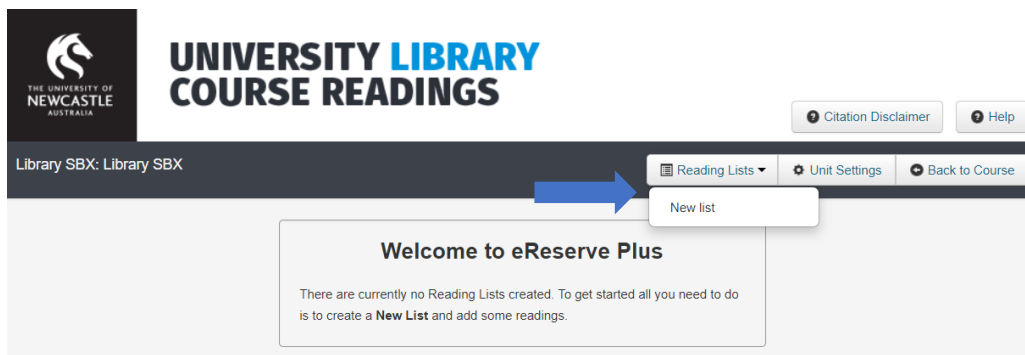
Each time a new Canvas course is created, the previous readings list may be present in the system. Reading lists must be rolled over into the current teaching session to be accessible to your students. If your list is **not current** this will be indicated by the **past** icon on the left of the screen.



The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for the course 'EPHUMA135: RESEARCH IN ACTION'. The current semester is 'Semester 2 2018', which is marked as 'past' with a blue arrow pointing to the 'past' icon. The interface includes a navigation menu with 'Reading Lists', 'Unit Settings', and 'Back to Course'. A message states: 'There is currently no active reading list for this course. Select Reading Lists to either re-use a list or create a new list.' Below this is a disclaimer about imported referencing information and a section for 'Ungrouped readings' with a 'legend' button.

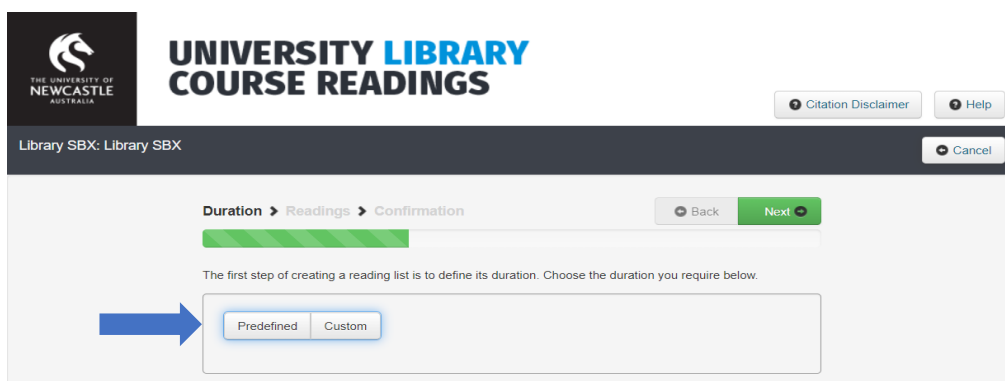
To roll over (re-use) your reading list from a previous teaching period follow these steps:

1. Click the link to Course Readings in your Canvas course menu.
2. Then select **Reading List – New List**



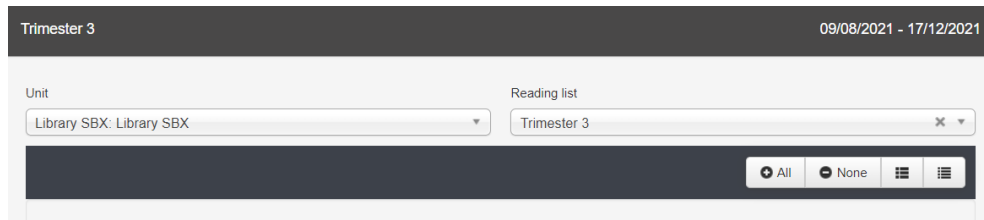
The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for the course 'Library SBX: Library SBX'. The 'Reading Lists' dropdown menu is open, and the 'New list' option is highlighted with a blue arrow. A welcome message reads: 'Welcome to eReserve Plus. There are currently no Reading Lists created. To get started all you need to do is to create a **New List** and add some readings.'

3. Define the **duration** (teaching period) for the new reading list using the **predefined list** or **Custom** (only use **Custom** if none of the predefined options are suitable).

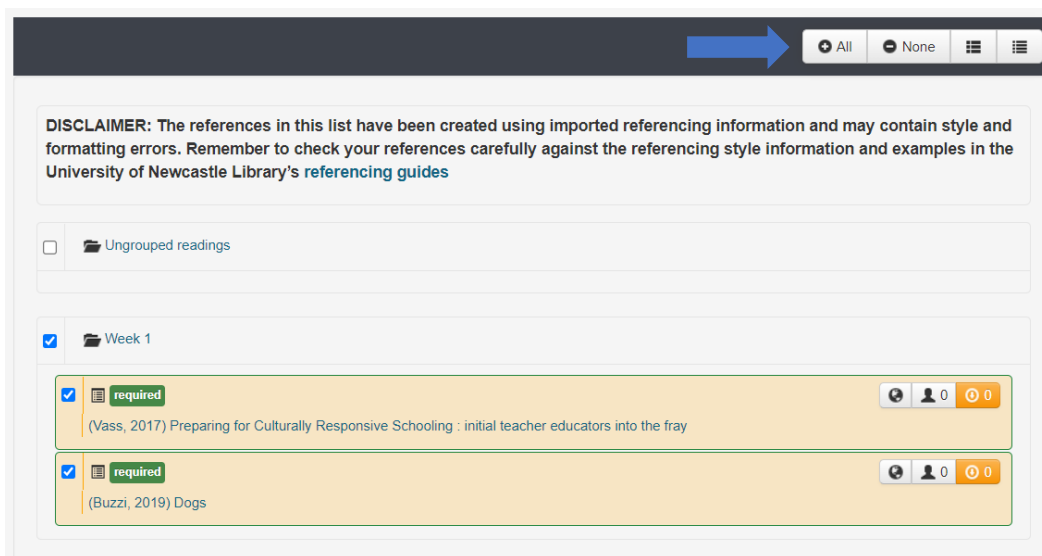


The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for the course 'Library SBX: Library SBX'. The 'Duration' selection step is active, with a blue arrow pointing to the 'Predefined' button. The interface includes a progress bar and navigation buttons for 'Back' and 'Next'. A message states: 'The first step of creating a reading list is to define its duration. Choose the duration you require below.'

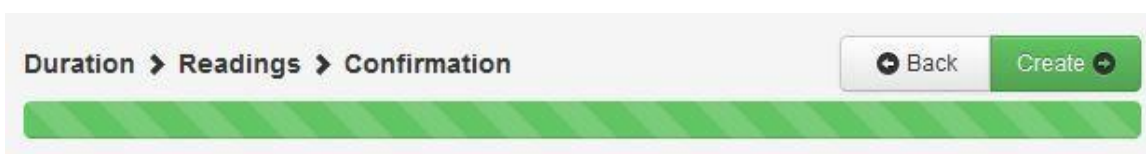
4. Select which reading list you would like to roll over by typing the course code.
5. Select the version of the list to use (Migrated Reading List or teaching period e.g. Trimester 1).



6. Once the reading list has loaded select individual readings or click **All**



7. Click Next and a preview of the reading list you have selected will display.
8. Double check the list and then click Create



Your list may display with **Future** status with readings **pending** until teaching commences.

If the teaching period you have selected is current, the list and all associated readings will be **active**.