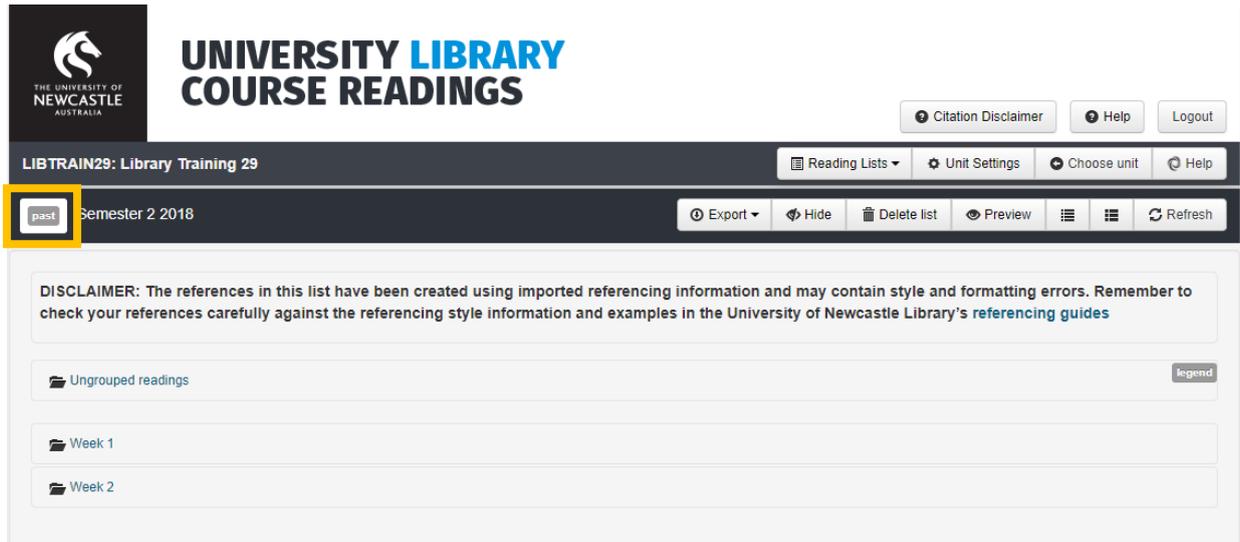


## Rolling over a reading list

Each time a new Blackboard course is created, the previous course readings list may be present in the system.

It is important to 'roll over' the list in to the current teaching session to enable student's access to your readings.

If your list is **not current** this will be indicated by the **past** icon on the left of the screen.

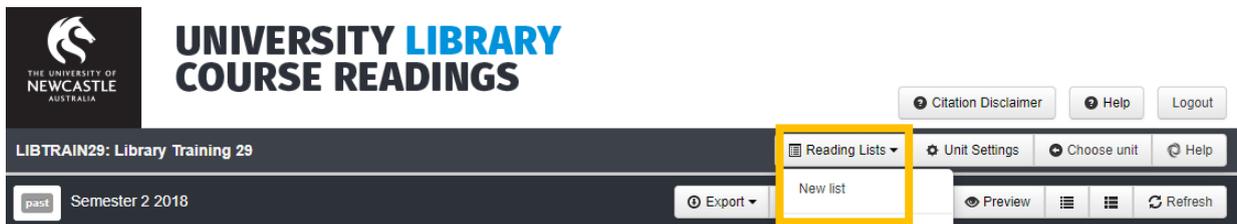


The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface. At the top left is the University of Newcastle Australia logo. The main header reads 'LIBTRAIN29: Library Training 29'. Below this, a dark navigation bar contains a 'past' icon (a square with the word 'past' inside) next to 'Semester 2 2018'. To the right of this bar are buttons for 'Export', 'Hide', 'Delete list', 'Preview', and 'Refresh'. Above the main content area, there are buttons for 'Citation Disclaimer', 'Help', and 'Logout'. The main content area has 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 are three sections: 'Ungrouped readings', 'Week 1', and 'Week 2', each with a folder icon and a 'legend' button.

If you see the "past" icon as above, you will need to roll over your readings list.

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

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



The screenshot shows the same 'UNIVERSITY LIBRARY COURSE READINGS' interface. The 'past' icon is still visible. The 'Reading Lists' dropdown menu is open, and the 'New list' option is highlighted with a yellow box. The rest of the interface, including the disclaimer and the 'Ungrouped readings', 'Week 1', and 'Week 2' sections, remains the same.

3. Next define the **duration** (teaching period) for the new reading list. Select from the **predefined list** or select **Custom** to set your own teaching period (only use **Custom** if none of the predefined options are suitable).

4. Select which reading list you would like to rollover (start typing the course code in the Unit box and select from the drop down list).
5. Then from the Reading List drop down box select which version of the list you would like to use (this may be called Migrated Reading List or the name of the previous teaching period e.g. Trimester 1).

The selected reading list will load.

6. Choose which readings you would like to include in your new list. You can select **individual readings using the check boxes** or click **All** on the top banner if you want to **use all the readings**.

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](#)

Ungrouped readings

Week 1

required  
(Bowes, Keller, Rollins, & Gifford, 2017) The Effect of Ambivalence on On-Leash Dog Walking Compliance Behavior in Parks and Protected Areas.

Week 2

required  
(Crane, Weischedel, & Wardetzky, 2017) The Heat Method for Distance Computation.

Exam

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

Duration > Readings > Confirmation

Back Create

Your list may be display with a **Future** status and all readings will be **pending** until the selected teaching period commences.

The screenshot shows a library interface with a dark header bar. On the left, a box contains the word 'future' in a small orange box and 'Trimester 3 2019' in white text. To the right of this are several icons: a star for 'Add', a plus sign for 'Move to', a folder for 'New group', a clock for 'Export', a speaker with a slash for 'Hide', a trash can for 'Delete list', an eye for 'Preview', a list icon, and a refresh icon. Below the header is a white box with 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](#)'. Underneath is a section for 'Ungrouped readings' with a 'legend' button. A reading entry is shown with a 'pending' status in a yellow box and a 'required' status in a green box. The reading title is '(Critical Appraisal Skills Programme, 2018) CASP systematic review checklist'. To the right of the reading are icons for search, back, edit, delete, and a power button.

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

The screenshot shows a library interface with a dark header bar. On the left, a box contains the word 'active' in a small green box and 'Semester 2 2019' in white text. To the right of this are several icons: a star for 'Add', a plus sign for 'Move to', a folder for 'New group', a clock for 'Export', a speaker with a slash for 'Hide', a trash can for 'Delete list', an eye for 'Preview', a list icon, and a refresh icon. Below the header is a white box with 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](#)'. Underneath is a section for 'Ungrouped readings' with a 'legend' button. Below that is a section for 'Week 1' with edit and delete icons. A reading entry is shown with an 'active' status in a green box and a 'required' status in a green box. The reading title is '(Singhal, 2018) The factors holding back Australia's most disadvantaged students'. To the right of the reading are icons for search, back, edit, delete, and a power button.