Rollover of Reading Lists

In a Nutshell
Instructors and collaborators can save time by re-using Reading lists for the same course with a new term code. It is a separate process to the Canvas roll over. Be careful not to delete the list at the end of the teaching period for the course as it will not be recoverable.

7 quick steps

1. Go to old reading list
2. Use (...) menu and choose Roll Over List
3. Search and select the new term course code you want to rollover the old list to. Click “OK”
4. Leave settings windows as it appears and click “Roll over”
5. Warning message isn’t dire, just click “OK”
6. “close” confirmation window
7. Edit the list header in the new course to match the new course term code.
8. Publish list to course students

Steps in Detail

1. Locate the current/old Reading List that you want to roll over

Go to 'My Lists' and search for the Reading list you want to roll over. Choose the Reading list you wish to open.

2. Select ‘Roll over list’

In the Reading list view, click on the ellipsis [...] in the top left-hand corner under the list title to display the Reading list options menu. Select ‘Roll Over list’
3. A Roll over pop-up window appears

Enter the course code that you want to roll your list over TO.
Available courses will start appearing as you type.
Select “OK”
If the new course is not provisioned in Canvas yet, it may not be available to select.

4. The 'Roll Over' settings window will pop up

The old reading list name will appear. Edit the reading list name to change the term code from the previous offering to match the new term code you selected.

Eg 'The Professional Experience (1910)'. Change it to 'The Professional Experience (1950)'

You must leave the default options to enable the citations to roll over without error.
Permalinks and LTI links in the new Canvas shell will point to the rolled over list.
Select 'ROLL OVER'

5. A Warning window will pop up

“The original course is still active. If you continue, the original reading list will no longer be available using existing permalinks, which now point to the new list. Continue?”

This indicates that permalinks in the old Canvas course will point to the old Reading List while the course is Active.
The permalinks in the rolled over reading list will still point to the resources.
Confirm by selecting 'OK'

6. A confirmation window will pop up

Select 'CLOSE'
7. Edit the list header

The rolled over list is now available with a 'DRAFT' status in the new canvas shell. Usage analytics are re-set to zero.

Edit the reading list header to reflect the new title and term code. You can remove the text '(Rolled over)'.

The reading list Description field is inherited from the older list. Edit the field to update the new term details.

A 'Publish List' window will appear. Select the 'Course students' radio button, then select 'CONFIRM'.

8. Publish the reading list to your students

Before you publish, you can add new citations to the list and send them to the library for review or delete citations that are no longer required.

Click on the ellipsis [...] in the top left-hand corner under the list title to display the Reading list options menu.

Select 'Publish'