Reading List

The Reading List in Canvas helps students access their course readings in an easy and interactive way.
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Reading List – user guide

What it does

The Reading List:
- Presents your readings (citations) listed under weeks or by sections.
- Hyperlinks to webpages, YouTube clips, resources from the Library collection.
- Can be rolled over to next semester, saving you time.

Why use it

- Discover how your students read, use and interact with the course readings.
- Allows your students immediate access to online readings, saving them book costs and time.
- Copyright compliance is managed effectively by the library, saving you time and worry.
- Meets the Canvas Uplift element 17.

How to use it

You can set up your first Reading List quickly using these steps:
1. Add Reading List app to the Canvas navigation bar
2. Create and name your list and add collaborators if required
3. Add Cite It! To toolbar
4. Add or customise the sections (optional)
5. Add items
6. Flag items to Library to digitise or move items to Reserve if required
7. Send
8. Publish
9. Rollover for next semester, when required.

Reading List – quick guide

Adding a Reading List to your course menu

1. Login to the Canvas course shell.
2. Select Settings from the main menu then the third tab called Navigation.
3. Find the Reading List in the list of hidden options and move it to the list of visible course
navigation options. Position the Reading List above Assignments.

4. Save the changes.

Creating and naming your list

1. Select the Reading List option from the main menu
2. Click on the ‘Create it’ button under the Create a new reading list from scratch

Welcome to your course materials

This application is a next generation reading list management tool. It enables academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.

You are ready to create a reading list for course.
Please Select how you would like to begin from the following options:

Create a new reading list

Create a new reading list from scratch
Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules.
3. Fill out the compulsory fields of **Title** and **Description**, then click on ‘Create’

4. Select a template (either Blank or 12-weekly sections template). Choose Blank if unsure.

5. Associate the reading list if prompted to.

Click “Associate List”. Search for your course by entering the course name or code. Select your course. Check the data is correct and click Associate and Close.
Adding Collaborators (optional)

These may be other teachers involved in the course with your reading list, or another RMIT staff member.

Adding Cite It! Toolbar

The Cite It! option is located under your profile. Make sure that your browser allows pop-ups. Select the blue 'Cite It!' button and drag this to your Canvas toolbar.

Adding sections to your List (optional)

You can leave the template as is or add new sections using the plus icon.

Add citations to your List

Search: Add Library resources to your list by using Search.
Create: for manual entry of items and uploading files when a citation cannot be found elsewhere.
My Collection: drop in citations from your own curated resources in My Collection.
Other ways to add citations is with Cite It! (particularly useful for internet websites / YouTube clips) and importing references from an Endnote Desktop list.

Add Tags (if required)

**Tags**: for digitisation requests or moving items into Reserve.

Send List to Library for processing

When you are ready, click on the ‘Send List’ button to send your List to the Library for processing.

Publish your List

1. Click on an ‘ellipsis’ button (…) next to the Edit option.
2. From drop-down menu, select ‘Publish’.
3. Select ‘Course students’ and confirm.

Reusing your reading lists (Rollover List option)

1. Go to Lists
2. Select the relevant reading list you’d like to reuse.
3. Choose ‘Rollover List’. Follow the detailed instructions on the Reading Lists@RMIT guide.

HELP AND ASSISTANCE:

Reading Lists@RMIT Library Guide: rmit.libguides.com/readinglists

For advice on setting up reading lists, contact: readinglists.library@rmit.edu.au