

# “Re-using” a Previously Submitted Course Reserves Reading List: A Quick-Start Guide

If you would like to “re-use” a Course Reserves reading list that you’ve previously submitted via Canvas for another course or term, you may do so easily by exporting the old list and importing it into the new list. While there are many different ways to accomplish this, there are only two that the library recommends.

This quick guide assumes that, since you’ve already submitted lists in the past, you are familiar with concepts such as searching for material, tagging citations or adding notes. If you need a refresher, please see the [Creating and Submitting Your Course Reserves Reading List Quick Start Guide](#) or [Course Reserves FAQ page](#) for more information.

**NOTE: The following screenshots are taken from within Mozilla Firefox. If using a different browser, your view may look slightly different**

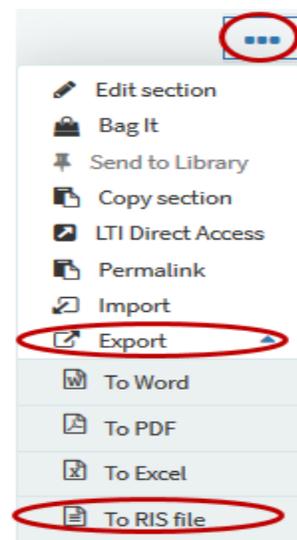
## Start a Reading List

Every reading list begins in the same place: Log in to your Canvas course site. Remember: if a TA or department assistant in handling this process for you, they must be authorized to access your Canvas course site as either a TA, Designer or Teacher.

## Option 1: Export/Import an RIS File (by reading list section)

PROS	CONS
<ul style="list-style-type: none"><li>• Quickly upload all of the section headers and citations from a pre-existing Course Reserves reading list into a new list</li><li>• List is already linked to your course</li><li>• View the citations immediately so that you can update/delete existing citations or add new citations as needed</li><li>• Create the new list normally then import citations to an existing section of the new reading list</li></ul>	<ul style="list-style-type: none"><li>• Must be done before the “old” list is archived and suppressed; if that’s already happened you’ll need to contact the library (530-752-2760) to unsuppress the list (<i>if possible; old lists are purged completely after two years</i>)</li><li>• Does not remember your tags (personal copies, extended loan periods, etc.)</li><li>• Citation statuses may not update when submitting your list</li><li>• Must export/import reading list sections one at a time</li></ul>

1. Open the older reading list that you wish to reuse
2. Go to ... options menu for the reading list section you’re exporting and select **Export>To RIS file**
3. Click **OK** to Save File on your computer
4. Repeat as needed for additional reading list sections
5. Open the Canvas course site for the new course
6. Select **Reading List** from the navigation menu
7. Select **Create [it]** when prompted; you will be asked 3x to confirm creation of the list. DO NOT SKIP ANY CREATION STEP or you’ll break the link between your course and the reading list
8. Select your reading list template (we suggest the **Basic Template**); if you choose the Blank template you will be required to create at least one reading list section before you can import your file (ex., “Textbooks,” “Videos to Watch,” “Required Readings”)
9. Update reading list section names if needed
10. Go to ... options menu for the reading list section you’re importing into and select **Import**

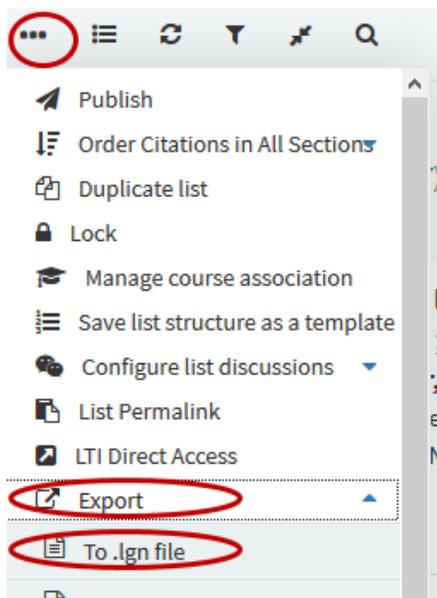


11. Drag and drop or browse for the file
12. Click **Confirm**; the list will open automatically with the imported citations visible
13. Repeat as needed for other reading list sections
14. Review your citations carefully; having incorrect or unnecessary citations on your reading list increases processing times for library staff and impacts students who may not have access to necessary material
  - a. Update editions as needed
  - b. Remove citations that you no longer use
  - c. Add new citations as needed
  - d. Tag items to reflect extended loan periods or that you'll be bringing in personal copies as needed
  - e. Create Public Notes, Private Notes, or Library Discussions as needed
15. When the reading list is finished being reviewed, click the **Send List** button to notify library staff to begin processing the list

## Option 2: Export/Import an .lgn File

PROS	CONS
<ul style="list-style-type: none"> <li>• Quickly upload all of the section headers and citations from a pre-existing Course Reserves reading list into a new list</li> <li>• View the citations immediately so that you can update/delete existing citations or add new citations as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Must be done before the "old" list is archived and suppressed; if that's already happened you'll need to contact the library (530-752-2760) to unsuppress the list (<i>if possible; old lists are purged completely after two years</i>)</li> <li>• Must be created from your My Lists link</li> <li>• List is not automatically linked to your course; this must be done manually by you or your designate</li> <li>• List will be titled for the old course and must be renamed</li> <li>• Does not remember your tags (personal copies, extended loan periods, etc.)</li> <li>• Citation statuses may not update when submitting your list</li> </ul>

1. Open the older reading list that you wish to reuse (see first bullet under Cons above if you don't see the reading list)
2. Go to ... Reading list options located above the first section header, near the navigation bar and select **Export>To .lgn file**

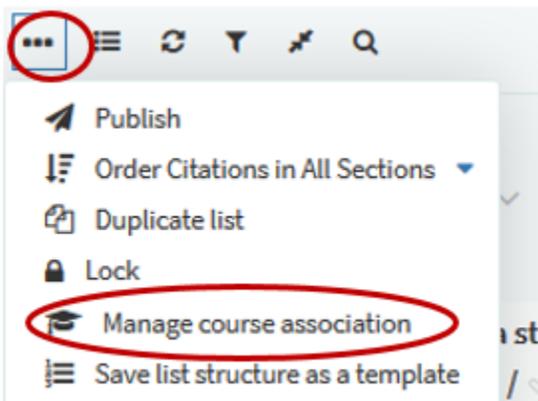


3. Click **OK** to Save File

4. Go to the Navigation menu located next to the library name and select **My Lists**; you may see an error message that no lists are associated with this course



5. Click the **+ New List** button
6. DO NOT NAME YOUR LIST. Instead, click Import .Ign file
7. Drag and drop or browse for the .Ign file
8. Click **Confirm**; the imported list will open automatically
9. **Edit** your list Title for the current term
10. Go to **...** Reading list options located above the first section header, near the navigation bar and select **Manage course association**



11. Locate your course and click **ASSOCIATE & CLOSE**
12. Review your citations carefully; having incorrect or unnecessary citations on your reading list increases processing times for library staff and impacts students who may not have access to necessary material; as needed, please:
  - a. Update editions
  - b. Remove citations that you no longer use
  - c. Add new citations Tag items to reflect extended loan periods or that you'll be bringing in personal copies
  - d. Create Public Notes, Private Notes, or Library Discussions
13. Once the reading list is finished being reviewed, click the **Send List** button to notify library staff to begin processing the list