

Creating and Submitting Your Course Reserves Reading List: A Quick-Start Guide

Course Reserves reading lists allow your students to view all materials you've placed on Course Reserves at the UC Davis Library. These materials will have limited loan periods, maximizing access to required and recommended materials for all of your students and reducing their out-of-pocket expenses. These items may also be borrowed by you as the instructor for longer loan periods for classroom prep and instruction.

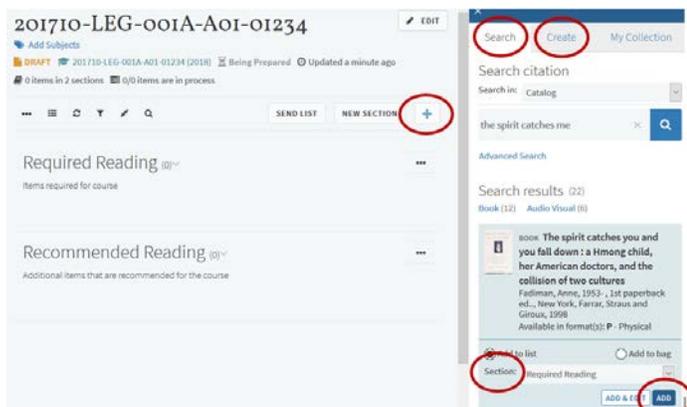
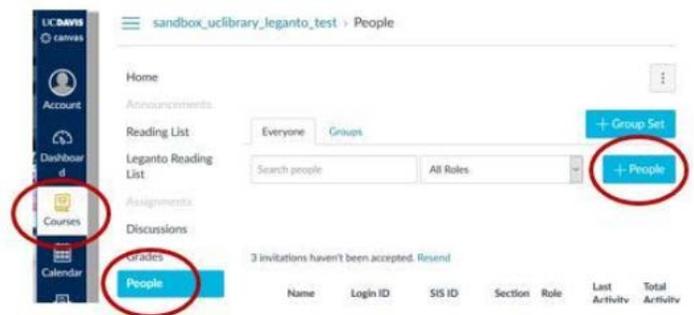
1. Start a Reading List

Every reading list begins in the same place: Log in to your Canvas course site

2. Add a TA, Designer, or another Teacher (optional)

If a TA or department assistant will be creating a reading list for you, make certain that that person is authorized to do so for the course. If the person doesn't already have a TA or Designer role in Canvas, you'll need to add it:

1. Click **People**
2. Click **+People** button
3. Complete form
 - a. Add user
 - b. Select Role
 - c. Select Course section
 - d. Click **Next**
 - e. Click **Add Users**



3. Create the Reading List

1. Select **Reading List** from the navigation menu
2. Under "Create a new reading list from scratch," click **Create [it]**
3. Click **Create** (if the course listed is correct, there's no need to change/do anything else... the system is just confirming your building a reading for the right course)
4. Select your reading list template (we strongly suggest the **Basic Template**). If you choose the Blank template, you'll be forced to create at least one reading list section before you can add items.
5. Click **+** to Add Items to your reading list
6. Search the library catalog for items -OR-
7. Create items not found in the library catalog; this is also where you could add a URL, .pdf of an article, etc.
8. Select the reading list **Section** to add the items to and click **Add**
9. Repeat as needed

4. Add Tags and Notes (optional)

Add Tags to individual items to indicate you'll be bringing personal copies or to request an extended loan period.

Click on an individual citation to open it and add notes as needed

1. Add **Public Notes** for students to view
2. Add **Private Notes**, viewable by you only
3. Add **Library Discussion** to send a note to library staff directly from Canvas

The screenshot shows a book record for "The spirit catches you and you fall down : a Hmong child, her American doctors, and the collision of two cultures / Anne Fadiman." The record includes a title, author, and publication information. Below the title, there is a "BOOK" label and a search box for tags. A dropdown menu is open, showing options: "One Day Loan", "Personal Copy - Return at End of Term", "Personal Copy - Donate to Library", and "Purchase Request". Below the dropdown, there are two "Add note" buttons, one for "Public note" and one for "Private note". At the bottom of the record, there is a "Library Discussion" link circled in red. The record also shows a "Visibility (restrictions)" section with "Display Citation" and "Display Materials" options, and a section for "Appears on these reading lists" with a link to "201710-LEG-001A-A01-01234" under "Required Reading".

The screenshot shows a Canvas reading list interface. At the top, the list ID is "201710-LEG-001A-A01-01234" and it is in "DRAFT" status. Below the list ID, there is a "SEND LIST" button circled in red. A dropdown menu is open, showing options: "Edit item", "Bag It", "Copy to my collection", and "Send to Library" (circled in red). The list contains one item: "Academic, 2016, Total Pages 160 pages :".

5. Submit the Reading List

Submitting the reading list to the library lets library staff know that they should begin processing the reading list.

1. Send the whole list: Click the **Send List** button
2. Send an individual item: If you've added an item to your reading list after you've submitted it, send just that item by clicking the **...** option menu for the item and select **Send to Library**