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

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