

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.

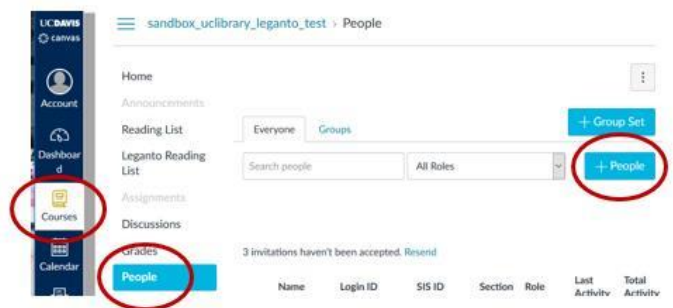
Start a New Reading List

Every reading list begins in the same place: **Log in to Canvas and select your course**

Add a TA or Designer (if needed)

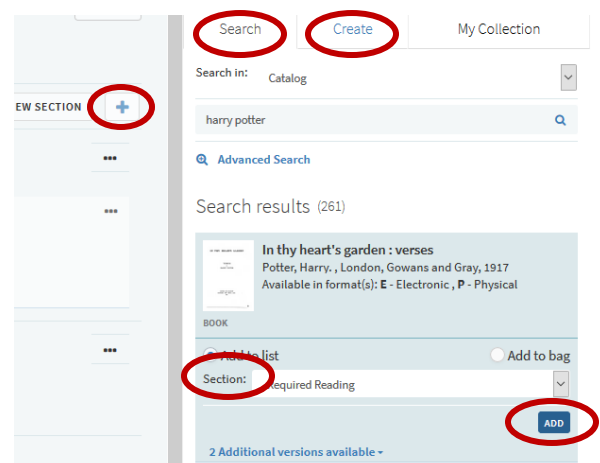
If you won't be creating the list yourself because a TA or department assistant will be doing it for you, make certain that that person is authorized to do so for the course. If the person doesn't already have a TA or Designer role in Canvas, you'll need to add it:

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**

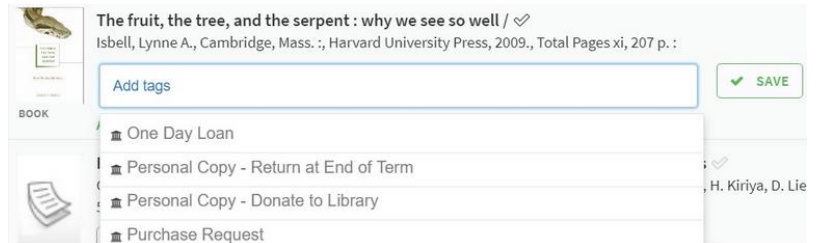


Create the Reading List

1. Click **Reading List** in the Canvas navigation bar
2. Click **Create**
3. Click **Create It** (if keying in the citations) or **Upload It** (if uploading the citations via a .ign or .ris file; if uploading a file, please be certain to review the citations and update them as needed for the current term then skip to step 13)
4. Click **Create**
5. Select a reading list template (we suggest you use the Basic Template; sections can be added or deleted as needed)
6. Click **+** to add a citation to your reading list
7. Use **Basic Search** or **Advanced Search** to locate the citation
8. Click a search result for more information and to select the **Section** you would like to add the citation to
9. Click **Add** to add the citation to the reading list
10. If unable to locate the citation via a search, click the **Create** tab; enter as much information as possible to help library staff locate or possibly purchase the item. Items that are not owned by the library will be forwarded for purchase consideration
11. Select the **Section** you would like to add the citation to
12. Click **Add** to add the citation to the reading list



13. *If providing personal copies or requesting an extended loan period for a citation, click **Add tags** for that citation*
14. Select tag(s) from the drop-down list provided
15. Click **Save**
16. Repeat steps 6-15 as needed



Submit the Reading List

Once the list is complete, it must be sent to the library for staff to begin processing.

1. Send the whole list: Click the **Send List** button located above the first section header
2. If you've added citations *after* sending your list to the library, send just the new citation by clicking the **...** option menu for that citation
3. Click **Send to Library**

