

Getting started with Reading Lists

Last updated: 7 December 2020

This guide provides an overview of the key features of Reading Lists and how to navigate the platform.

Introduction to Reading Lists

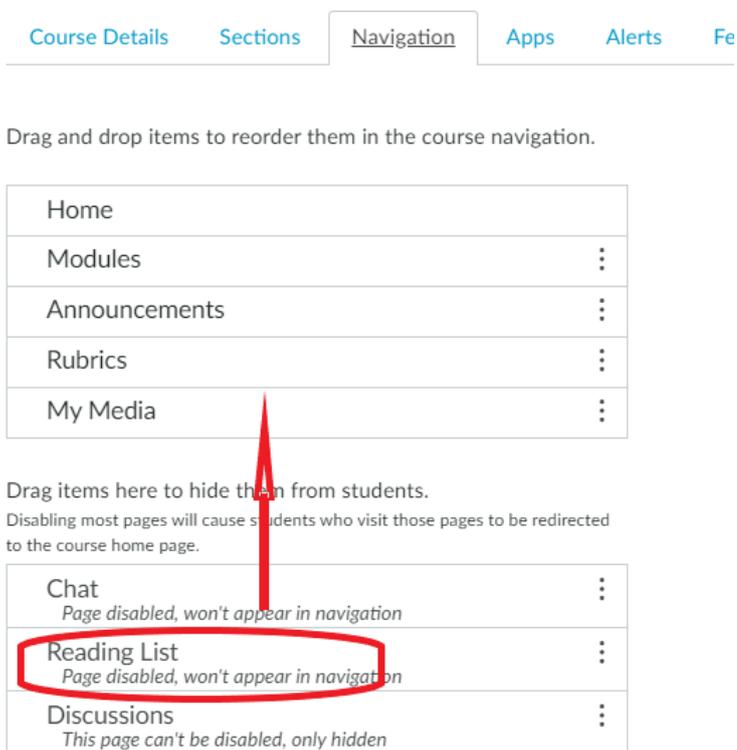
UTS Library is introducing Reading Lists, a platform that allows teaching staff to create, manage and access reading lists in one place and structure them to suit subject delivery.

Reading Lists provides students with one place to access to required and recommended readings both in online and physical formats. Reading lists are accessible directly via Canvas and UTS Online.

Adding Reading Lists link to your Canvas Subject

1. Log in to [Canvas](#)
2. Go to your subject site
3. Go to settings
4. Select Navigation
5. Locate Reading lists and drag and drop into course navigation section
6. Select save

Further information can be found on the [Canvas Community Site](#)



The screenshot shows the Canvas Navigation menu with the following items:

- Course Details
- Sections
- Navigation (selected)
- Apps
- Alerts
- Fe

Drag and drop items to reorder them in the course navigation.

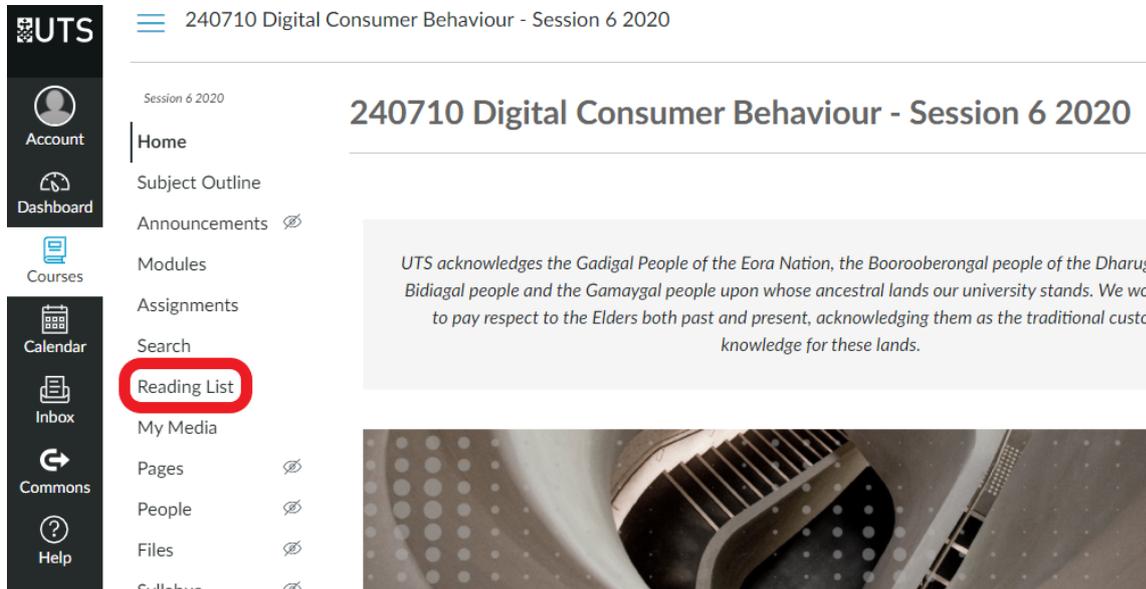
Home	
Modules	⋮
Announcements	⋮
Rubrics	⋮
My Media	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Chat	⋮	<i>Page disabled, won't appear in navigation</i>
Reading List	⋮	<i>Page disabled, won't appear in navigation</i>
Discussions	⋮	<i>This page can't be disabled, only hidden</i>

Accessing Reading Lists

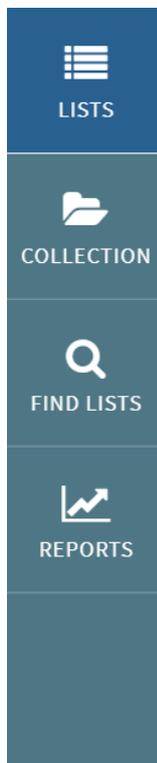
Teaching staff and students can access Reading Lists once they have logged in through [Canvas](#) or [UTS Online \(Blackboard\)](#) via the Reading List tab.



The screenshot shows the UTS Blackboard interface for the course '240710 Digital Consumer Behaviour - Session 6 2020'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Reading List' option is highlighted with a red circle. The main content area displays the course title and a welcome message from UTS acknowledging the Gadigal, Boorooberongal, Bidiagal, and Gamaygal peoples.

After selecting the Reading List tab, you see the Reading List homepage with a sidebar on the left.

Sidebar



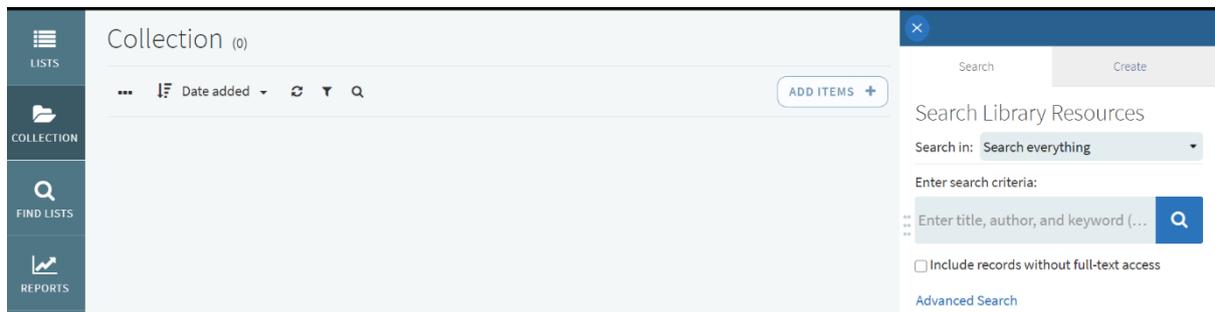
The sidebar navigation menu includes the following items: LISTS, COLLECTION, FIND LISTS, and REPORTS.

The left sidebar includes the following links:

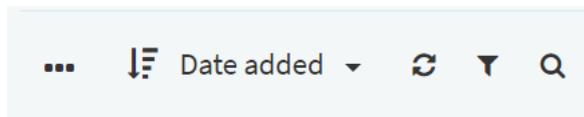
- **Lists** – Reading List home page, which displays the list of reading lists that you are owner or collaborator on and/or that you are watching. You can sort or filter the reading lists using the filters at the top of the page.
- **Collection** – is an area in Reading Lists where you can add and store resources that you may want to use at a later stage. You can sort or filter the items using the filters at the top of the page.
- **Find Lists** – Search for other reading lists that you may want to view and/or watch. Suggested lists may appear at the bottom of this page.
- **Reports** – View usage information about the reading lists that you own or collaborate on.

Collection

Collection is Reading List's citation manager. To view your Collection, select **Collection tab** in the left sidebar.



Collection toolbar

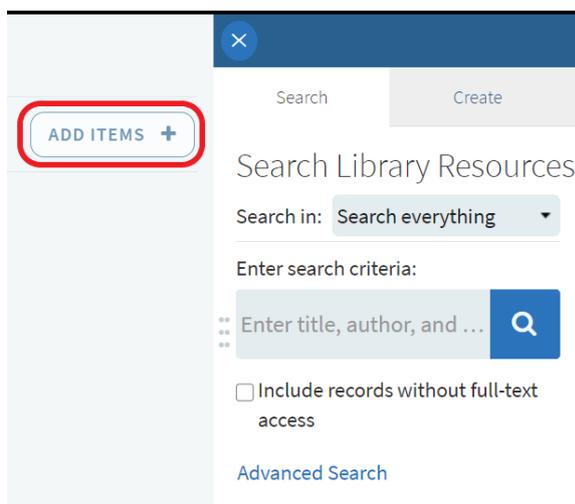


Click the toolbar icons to:

- Sort the list by date added, title, or author.
- Refresh the list.
- Filter the list by tags or by resource type. If you select a filter, select **X** in the **Filtered by** line to remove the filter.
- Filter the list by search criteria.

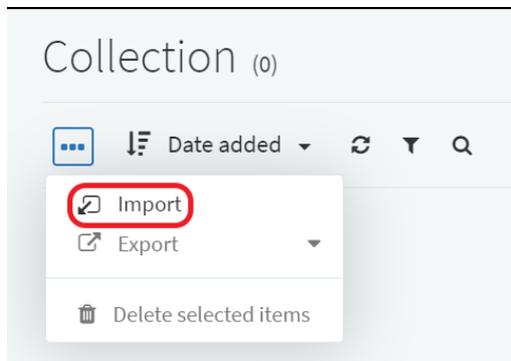
Adding an Item or Citation to My Collection

You can add an item from the UTS Library Catalogue, or manually, in the same way that you add these to your reading list.



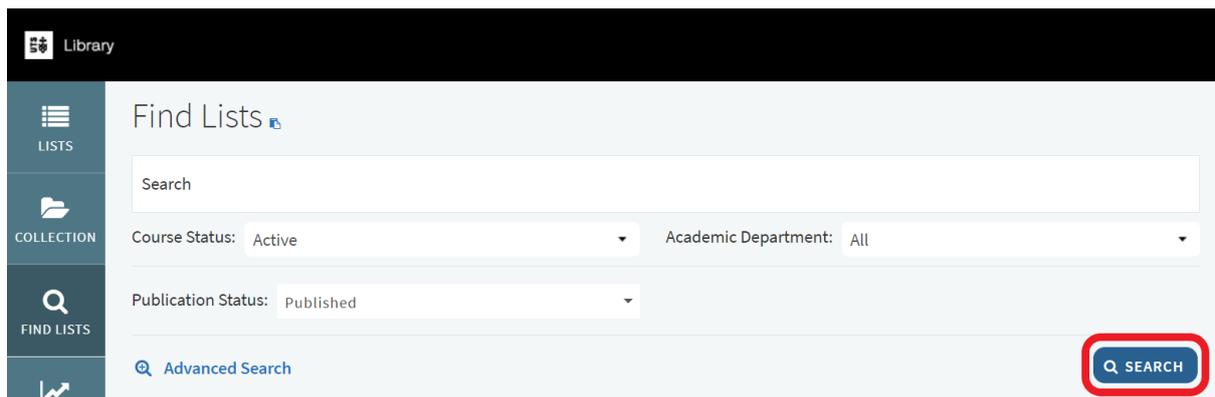
Reading Lists supports importing files from Endnote and Refworks. Reference files are any files that include references, such as a bibliography section in an essay.

Files can be imported at the reading list, section, and citation levels by clicking the **Import** menu item.



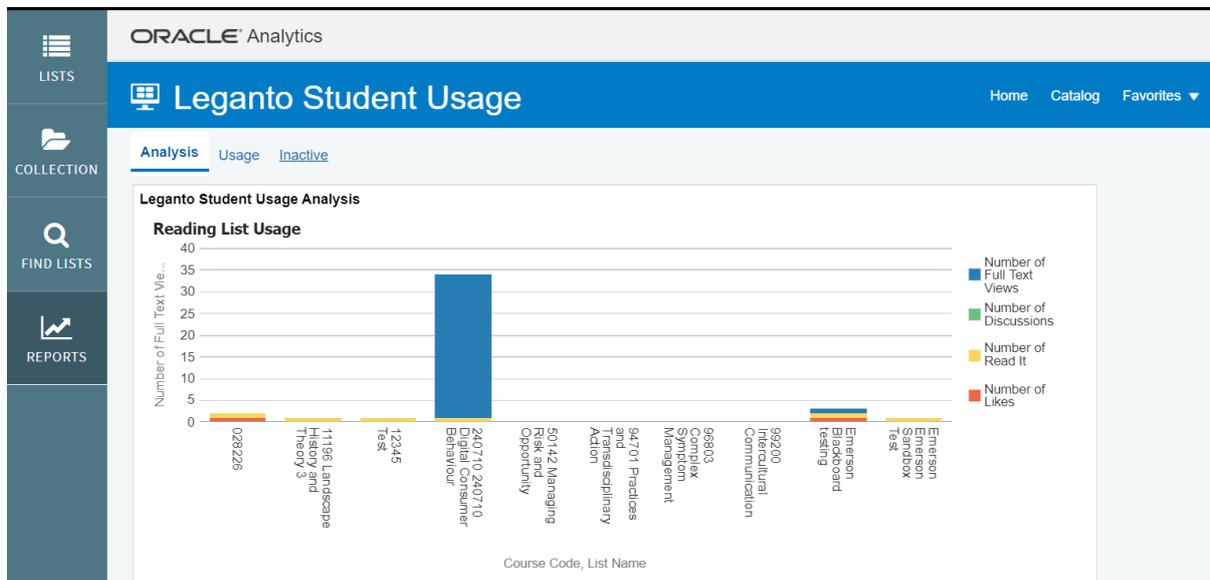
Find Lists

Click on the **Find Lists** tab in the side bar to look up reading lists. You can search by list title, course title, course code or course instructor.



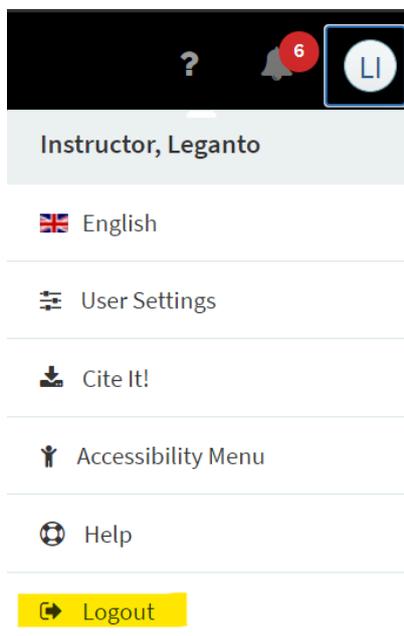
Reports

The Reports tab allows you to see how engaged your students are with your reading list and the resources.



Usage information includes the number of views, discussions, reads and likes your list receives.

User menu



Click on your initials in the top right corner to view the user menu and:

- Change Languages
- Edit User Settings
- Access *Cite It* widget
- View Accessibility Menu
- View Help Information
- Logout