



Course Readings

Reading list management in Moodle

Course Readings is a Reading List tool which helps teaching staff manage the book chapters & articles the Library has digitised for a course.

With Course Readings you can arrange the readings, group into topics or weeks, place reading links throughout a Moodle course, view usage statistics, change citation styles, download/upload citations from EndNote, & roll over Reading Lists to new Moodle courses from semester to semester.

Contents

A. How Course Readings displays in Moodle

B. Academic interface overview

C. Getting started

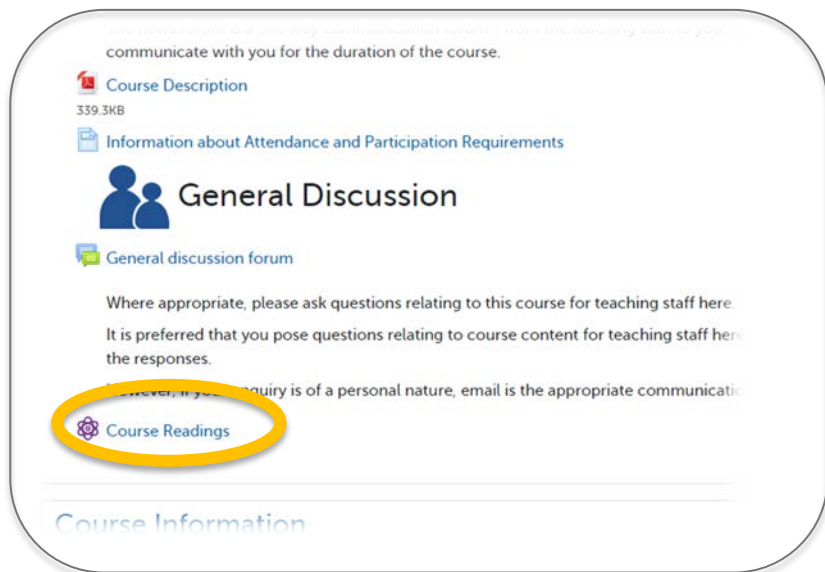
1. Requesting readings for your list
2. View your Reading List
3. Arranging into folders/groups
4. Placing reading links throughout your course
5. Deleting reading links

D. Attaching the Reading List to further courses/rolling over to a new semester

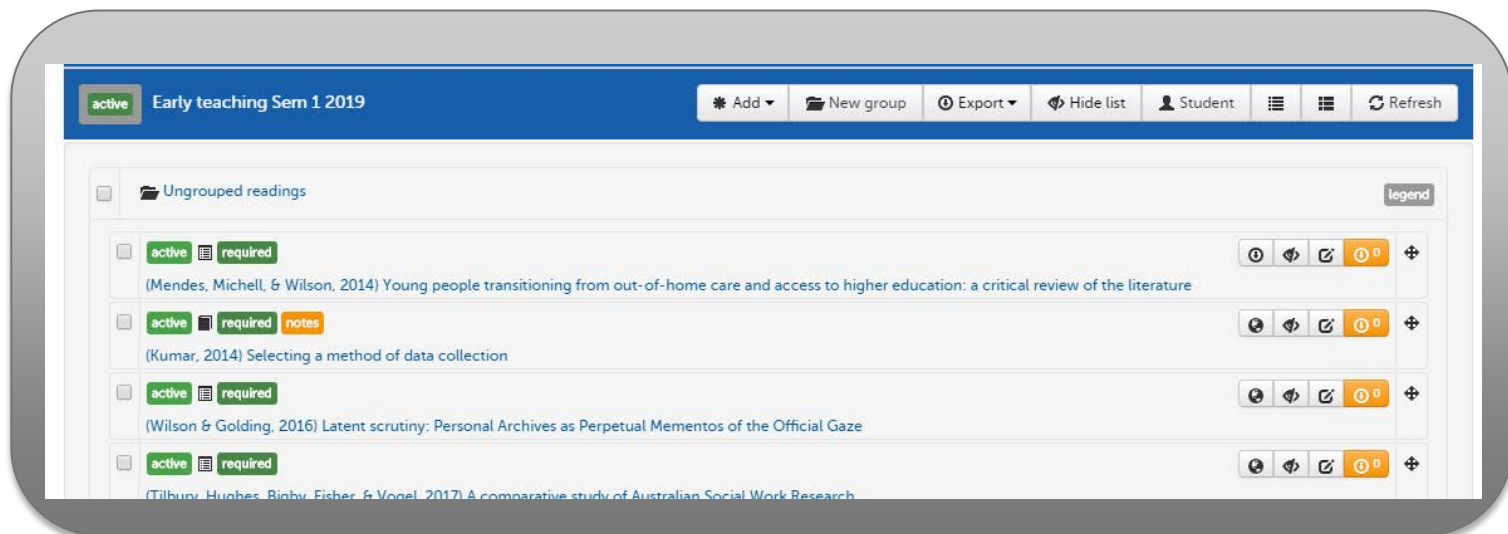
1. Enabling the Course Readings tool in Moodle
2. Setting School, citation style, duration
3. Attaching a list or rolling over a list

E. Support and contacts

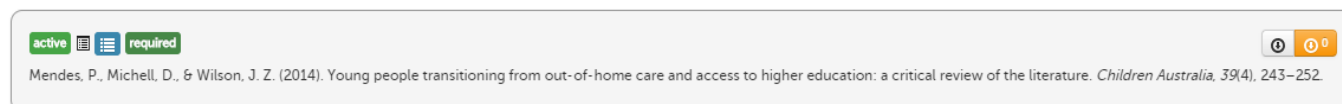
A. How Course Readings displays in Moodle



Above: The Course Readings tool once enabled in Moodle.



Above: The academic view within Moodle when you have a list attached.



Above: A Reading link view, within a topic or book etc. Reading links can be placed wherever the editing toolbar is available.

B. Academic interface overview

1. **Add new readings** (via tool or email course readings@federation.edu.au)
2. **Create new group/folder** to arrange readings (ie. by topic)
3. **Hide/Show** list from students in Moodle
4. Student/Academic view

The screenshot shows the Moodle CourseReadings interface. At the top, there's a 'Readings' header with 'Reading Lists', 'Unit Settings', and 'Back to Course' options. Below this is a course title 'Early teaching Sem 1 2019' with an 'active' status. A toolbar contains 'Add', 'New group', 'Export', 'Hide list', 'Student', and 'Refresh' buttons. A 'Create a new group' tooltip is visible over the 'New group' button. The main area shows a list of readings under 'Ungrouped readings'. Two reading entries are visible: one by Mendes & Wilson (2014) and one by Kumar (2014). Each entry has a status (active), a 'required' icon, and a 'notes' icon. Action icons for each entry include a power icon, a hide/show icon, an edit icon, and a refresh icon. Numbered arrows (1-9) point to these various elements.

5. **Status of reading** (active, pending, expired etc)
6. **Short reference** – click to open full citation
7. **View the full reading** (PDF or linked item)
8. **Hide individual reading** from students
9. **Edit** the reading citation

Legend

- submitted Submitted for processing
- needs review Needs your review
- processing Being processed by Copyright Staff
- pending Approved but is yet to become available
- active Available for students
- rejected The request has been rejected
- removed Request was rejected while active
- expired No longer available to students


The status of Readings shown in your list - Legend

C. Getting started

1. Requesting readings for your list

Full service: The Course Readings team will set your first list up for you – email us - coursereadings@federation.edu.au or submit a Word document of your citations at <https://federation.edu.au/coursereadings> along with your course code & name, and contact details.

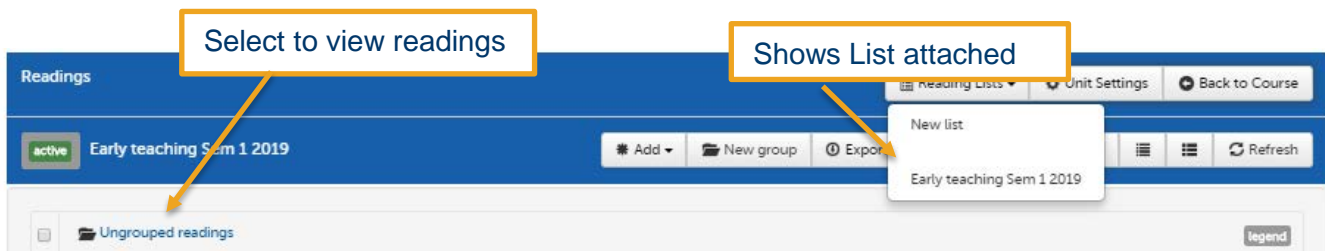
You will receive an email when the list has been attached to your Moodle course. Look for the link to

 Course Readings in your Moodle course.

Self service: If you are confident with Course Readings software and had a Reading List in eReadings in 2018, or have had one created for you, you can add your list yourself. See **D-** Attaching the Reading list

2. View your Reading List

Once you get an email confirming your List has been enabled for you in your Moodle course, you can view and arrange your readings. Either click on 'Ungrouped readings', or tick in the tick box to view them.



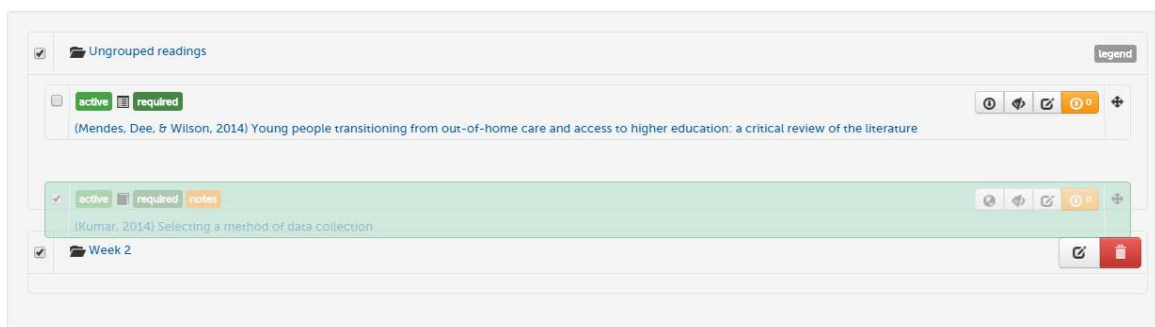
Above: Moodle view of  Course Readings already enabled

You can now arrange the readings into folder/groups, and place reading links throughout your course content.

3. Arranging into folders/groups

First create a new folder/group via the New group icon in the header toolbar. (To delete a folder select the tick box and the bin icon).

To drag and drop - tick the box/es of the reading/s to move to select. Click on the cross of the very right hand side – and drag the reading/s (which will have highlighted green) to the folder/group.



Arranging into folder/groups

4. Placing reading links throughout your Course

Links to readings can be placed throughout your teaching content wherever you see the editing toolbar.

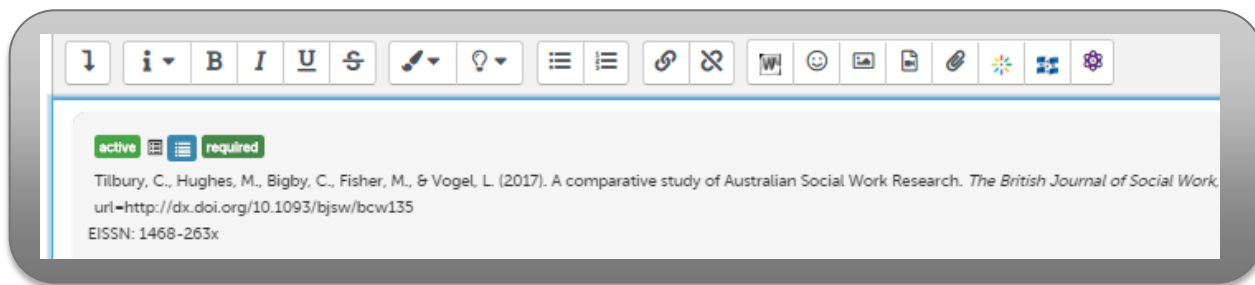
1. Turn editing on in Moodle



2. To add under a topic select 'edit' > 'edit topic' and the editing toolbar will show
3. Select the Course Readings button to open Course Readings



4. Select the Reading List the reading is on (usually only one list shows)
5. Tick the Tick box to dropdown the readings to choose, select from the list
6. Click 'Create' and the reading link will be created.



5. Deleting a reading link

You can delete a reading link you adding through the editing toolbar by using the Delete or Backspace key. It won't affect the original Course Reading list. Contact us if you want an entire reading deleted from your list (this is only something the Library can do).


D. Attaching the Reading List to further courses/rolling over to new semesters

You can attach the Reading List to further courses in new semesters or teaching locations yourself and email us additions or alterations.

Course Readings can be added to any Moodle course, and attach an existing reading list or create a new one. If you have a list created for Course ABC3211 you can use this on a Moodle course for any teaching location, as well as on next year's course for example.

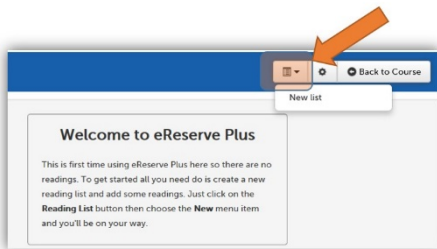
1. Enabling the Course Readings tool in Moodle

Each Moodle course will require the tool to be enabled as required.

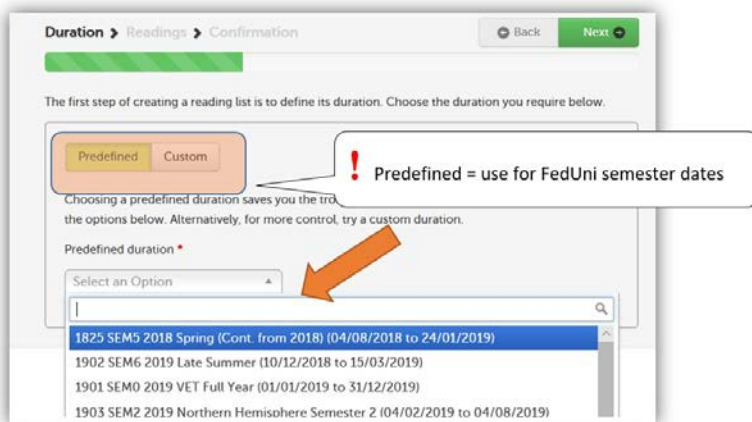
1. Go to your Moodle course and turn on editing
2. Click on 'Add an activity or resource' in a topic you wish to add tool to
3. Select  Course Readings from the list of tools
4. The icon and link will then show. Click to open link.

2. Setting school, citation style, duration

1. Select your School and citation style (can alter later).Click 'Update'



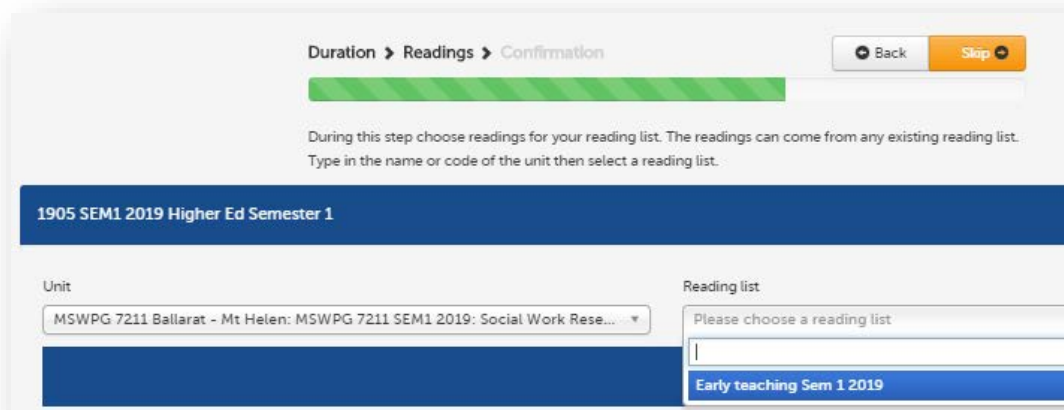
2. Select 'Readings Lists' dropdown> New List
3. Select 'Predefined' to see semester dates for the readings to be active.



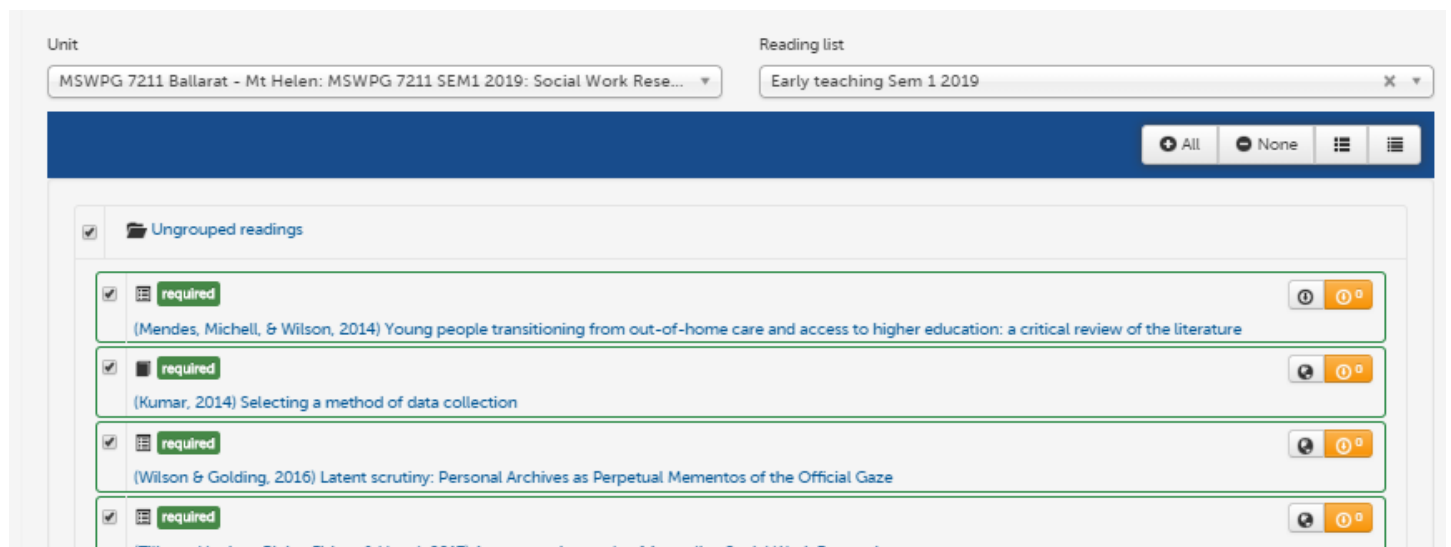
4. Select the semester and click 'next' (Can select 'Custom' if non-standard dates needed)

3. Attaching a List or rolling over a List

You can attach a list to many teaching courses and locations, and you can select some readings and not others to come across.



1. Search by the course name or code for existing list you wish to use (if applicable). The dropdown to the right will show available lists for course to choose from. NB Lists migrated from Equella used in 2018 will display as Master Shell ABCDE1234 [No space between letters and numbers]
 - o If there are no lists you want, select 'Skip' then 'Create' which gives you a new but empty list.
2. Select the Reading List, then 'Create' list



3. Select the ungrouped folder to select which/all Readings to add to your List
4. Select 'Next' to finalise

E. Support and contacts

1. Migration process for 2018 lists

2. The Course Readings Library Service staff will send an email by close of business Friday 8th February, 2019, offering support to all Fed Uni teaching staff who made an eReadings request last year.
3. Support will be provided just-in-time to those Fed Uni teaching staff who email the Course Readings library service team course readings@federation.edu.au for assistance.
4. FedUni teaching staff training sessions/workshops will be offered depending on demand.

2. Course Readings support

Contact the Course Readings service at the Library for assistance with reading content and creation, and management of your List.

3. Placing your readings throughout your course

Contact your [School Learning Designer](#) for assistance, as part of overall course learning design support.
<https://federation.edu.au/staff/learning-and-teaching/clipp/contact-us/support-frameworks-and-service-models>

Contacts

Course Readings Library Service

Email: course readings@federation.edu.au
Telephone: 03 5327 9460
Info: www.federation.edu.au/course readings

Submission form (or email): <https://federation.edu.au/library/staff-resources/making-material-available-to-students/course-readings>
Detailed instructions: <https://libguides.federation.edu.au/course readings>