Quick start guide to Reading Lists

Last updated: 8 June 2021

Add Readings List link in Canvas

To access Reading Lists via Canvas, you will first need to add the Reading Lists link to you subjects so that it will appear in your Courses navigation menu.

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

Course Details   Sections   Navigation   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	⋮
Page disabled, won't appear in navigation	
Reading List	⋮
Page disabled, won't appear in navigation	
Discussions	⋮
This page can't be disabled, only hidden	

Accessing Reading Lists

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


Select template and add resources

Reading Lists allows you to structure your list into sections to present your resources in the manner that best suits the course. When you first create a list, you are prompted to select a template. If you select the **Blank** template, the list is created without sections allowing you to add them in as you go. You can select from various templates that create lists with a series of pre-defined sections such as a section for each topic or week associated with the course.
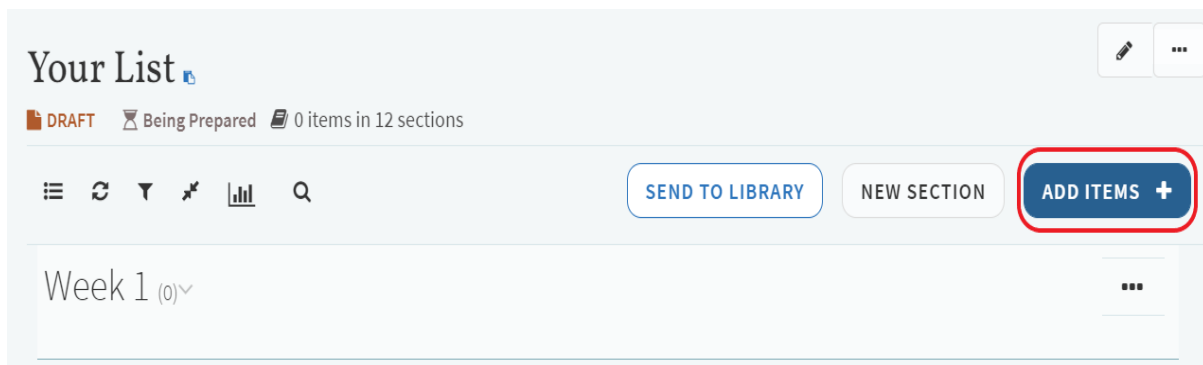

The title section should consist of your subject name and number e.g., "240710 Digital Consumer Behaviour". Then add a description and press **Create.**

Next choose a template
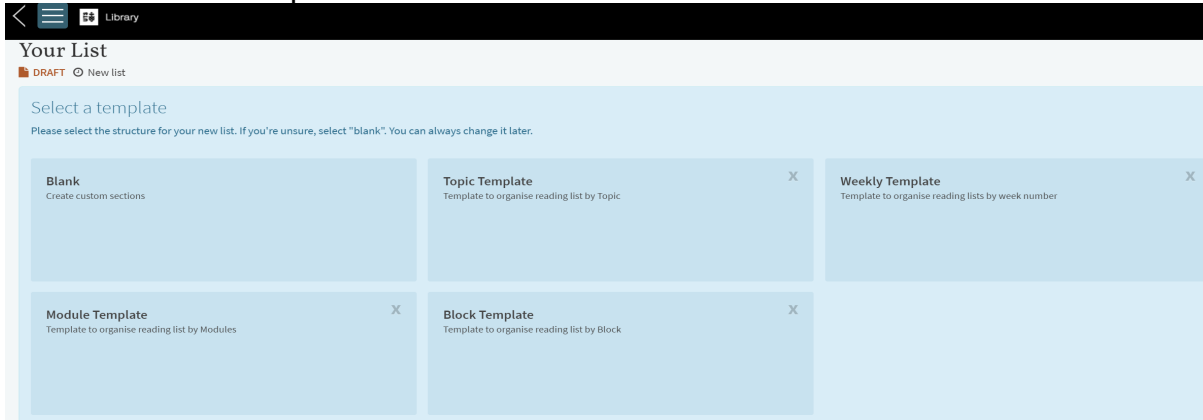
You can then add resources to your list via the UTS Library Catalogue or from the web using the Cite It widget. Click Add items

Search the UTS Library catalogue by title, author or keyword and a list of search results will appear.

Note that the search will display the format, location and availability of each result.

To add an item to your list, click and drag it into the section you would like it to appear in.
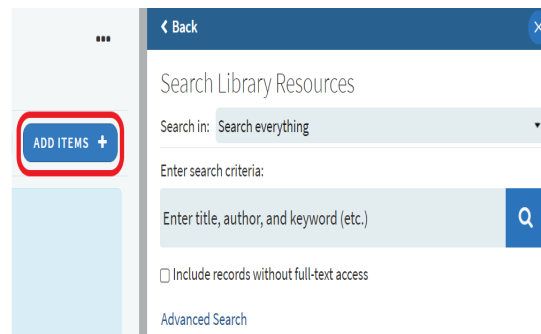
Tag readings as required, recommended or further readings

Reading Lists gives you the ability to tag the resources in your list to indicate to students the importance of the citation to the course. Required tags will allow students to identify that a resource is a required reading for this subject. Students can use this tag to filter their lists to see only required readings. The required tag should be used for essential or core textbooks/readings.

Recommended and Further readings tags indicates to students that a particular resource is useful or relevant but not part of the required reading material for their subject.


Click on the Add Tags link under the citation heading and select the desired tag from the drop-down menu.

Send list to Library

Once a list is finished, send the list to the Library so your resources can be prepared for students. This should also be done if you add a new resource to the list once it's already been published.

Press the Send to Library button once your list is ready.
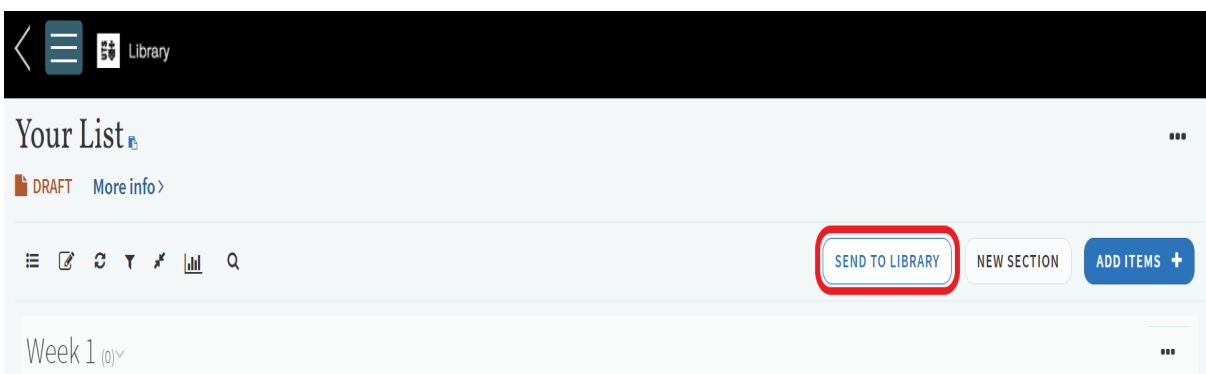
Publishing the list

Once your list is complete and you have sent it to the Library to be reviewed, publish it so that it can be viewed by your students.