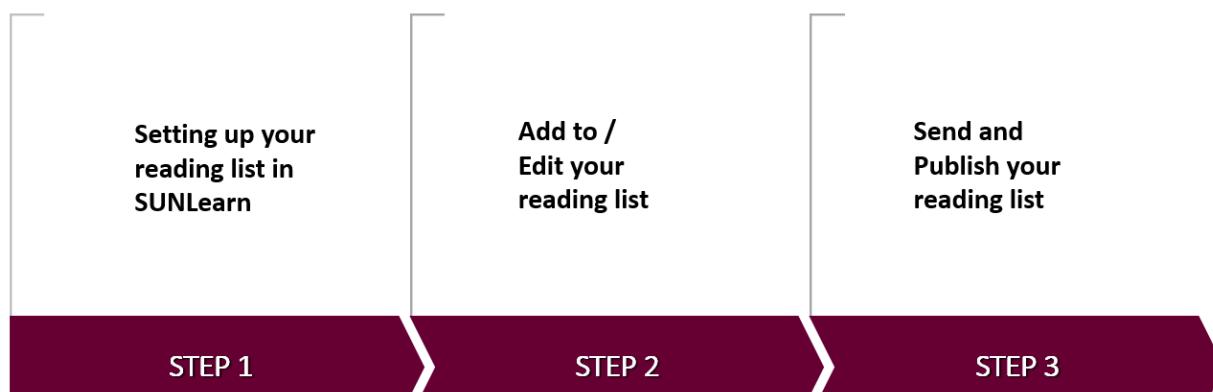


## Course Reading Lists in SUNLearn - Quick Start Guide

The Library and Information Service implemented Course Reading Lists to enable lecturers to build and manage their reading lists directly from within SUNLearn.

- Quickly and easily add diverse resource types to your lists and reuse these lists in subsequent terms/years through the rollover function.
- Ensure students understand your expectations by organising resources into sections, tagging items as Essential, Recommended, etc. and adding notes to resources.
- Take advantage of integrated library support: with a single click, lecturers send lists for library review and students report broken links directly to the Library.
- Comprehensive usage analytics measures student engagement with each resource; lecturers could leverage student feedback to improve instruction.

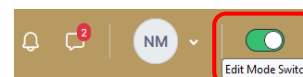
This guide provides you with an overview of the 3 simple steps to follow to set up your reading list.



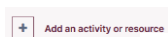
### STEP 1: Setting up your reading list in SUNLearn

#### Activate the reading list tool:

1. Log into SUNLearn. Turn **Edit Mode Switch** on within your course:



2. **Add an activity or resource:**




3. Select **Reading List** from the **All** tab:



4. Enter an **Activity name** e.g. *Reading list* and **Save and return to course**.

#### Create your reading list:

1. Complete the **Course Name**, the **From** and **To** dates of the course, the **Number of Participants**, **Academic department** and **CREATE**.
2. Select the  **CREATE IT** button.
3. Enter a **Title** and **Description** (optional) for your reading list and **CREATE**.
4. Select a template.

## STEP 2: Add to / Edit your reading list

### Add resources:

ADD ITEMS +

#### 1. Add library resources via [Library Search](#)

Perform a simple or advanced search in *Search everything*. Filter by resource type or availability. From the search results, **drag and drop** citations one by one into your list or click a citation and choose **Add**.

Search Library Resources

Search in: Search everything

Enter search criteria:

higher education in south africa

Include records without full-text access

Advanced Search

Search results (586,139)

Resource Type: Book, Book Chapter, Article, Video

Availability: Full Text Online, Open Access, Peer Reviewed

ARTICLE (Mis)framing Higher Education in South Africa  
Bozalek, Vivienne ; Boughey, Chrissie, Social policy & administration, 46(6), 2012-12, 688 - 703

Add to: List | Clipboard | Suggestions

Section: Topic 1

ADD & EDIT ADD

#### 2. Add your own citations using [Blank Form](#)

Add Item Details

Click here to drag or upload a file

Title: Higher education in South Africa

Author: Evan der Merwe

Type: Newspaper Article

Source: https://www.timeshighereducation.co ... + Add source

- I have obtained copyright clearance / reported to the **CHEC PLO** and am providing the CHEC request no. in the *Library Discussion*
- This file was authored by me (third party content used reported to the **CHEC PLO** and CHEC request no. provided in the *Library Discussion*)
- This file was authored by a colleague and I have permission to use it in SUNLearn (third party content used reported to the **CHEC PLO** and CHEC request no. provided in the *Library Discussion*)
- No declaration

Library Discussion (0)

Add your comment:

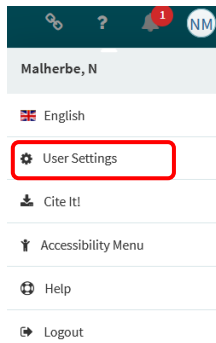
CHEC request no: 30201

SUBMIT COMMENT Refresh

**\*Note:** If you do upload a file which is not self-authored or contains third party content, first report usage in SUNLearn to the CHEC office. Then upload the file and indicate having obtained copyright clearance. Add the CHEC request number to the Library Discussion.

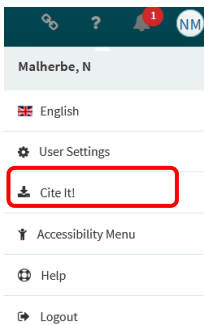
### 3. Add citations from **Mendeley**

Set it up once from within Course Reading Lists > user account menu > **User Settings**



### 4. Add citations from **webpages** using **↓Cite It!**

Set it up once from within Course Reading Lists > user account menu > **↓Cite It!**



When on any website, click the **↓Cite It!** button installed in your browser's bookmarks toolbar. This will open an 'Add this to my list' pop-up window with all the website details already filled in. At the bottom of the pop-up window select **Add to: List**. Select your reading list from the drop-down menu and **ADD & CLOSE**.

## Edit your reading list:

### 1. Click any of your citations and **Edit item**:

A screenshot of a citation page for 'Education versus indoctrination : contextualising the crisis in higher education in South Africa'. The page includes fields for Title, Author, Journal Title, ISSN, Publication Date, Volume, Issue, Start page, End page, and DOI. There are callouts explaining various features: 'Add preferred tag to guide your students.' points to the 'Add Tag' dropdown menu; 'Add tag Digitisation request to a physical item in the Library should you wish to have a physical book chapter or article digitised and file uploaded. First report usage in SUNLearn to the CHEC office, then tag the citation. Add the chapter/article details and CHEC request number to the Library Discussion. Once submitted for Library Review, library staff will digitise the chapter/article and upload the file.' points to the 'Digitisation request' tag; 'Add Public/Private notes.' points to the 'Add public note' and 'Add private note' buttons; 'Communicate with the Library regarding your reading list using Library Discussion.' points to the 'Library Discussion' section which contains a text input field and a 'SUBMIT COMMENT' button.

**Add preferred tag to guide your students.**

**Add tag Digitisation request to a physical item in the Library should you wish to have a physical book chapter or article digitised and file uploaded. First report usage in SUNLearn to the CHEC office, then tag the citation. Add the chapter/article details and CHEC request number to the Library Discussion. Once submitted for Library Review, library staff will digitise the chapter/article and upload the file.**

**Add Public/Private notes.**


**Communicate with the Library regarding your reading list using Library Discussion.**

## STEP 3: Send to Library and Publish

### Send to Library:

Send your completed reading list for

LIBRARY REVIEW

The Library will process the list and send a note - *Reading list ready for publishing* – in the Library Discussion. Lecturers are alerted to it by an e-mail and notification at the  Alerts icon (top right).

If all the citations in your reading list have a **Complete** status, you can skip **Library Review**.

### Publish your reading list:

Click the ▲ **Publish** button to make your reading list visible to your students.

### Need help?

For full instructions on creating, editing, and submitting reading lists, visit our [step-by-step user guide](#).

Still have questions or in need of a training session?

Contact your [Faculty Librarian](#) or the [Manager: Digital Library Systems](#).

