

Converting Lists of Short Loan Material to Course Reading Lists in SUNLearn – For Lecturers

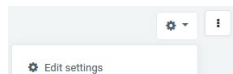
The Library and Information Service is converting all lists of short loan material to Course Reading Lists in SUNLearn, easily accessible to your students. Course Reading Lists enable you to build and manage your reading lists directly from within SUNLearn. Use Course Reading Lists to quickly and easily add diverse resource types, including the Library's print and electronic material, as well as class notes and resources from the web to your lists.

This guide provides you with the simple steps to follow to help us convert the lists of short loan material to Course Reading Lists in SUNLearn.

STEP 1: Collect & Send course information

1. Log into SUNLearn. Within your 2023 course for which you have material on Short Loans,

Edit settings:



2. Copy the **Course full name** and unique **Course ID number** and e-mail it, together with the **number of participants for the course** (optional), to the Library.

Course full name



Opvoedkundige Sielkunde - Educational Psychology - 764

Course ID number

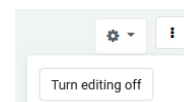


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3. The Library links your list of Short Loan material to your course in SUNLearn and sends you a confirmation e-mail.

STEP 2: Activate the reading list tool

1. Log into SUNLearn. Within your 2023 course, **Turn editing on:**



2. **Add an activity or resource:** [+ Add an activity or resource](#)

3. Select **Reading List:**



4. Enter an **Activity name** e.g. *Reading list* and **Save and display**.

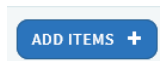
Your reading list with Short Loans material is available to your students from the newly activated reading list tool in your course outline.

Steps 3 and 4 are optional.

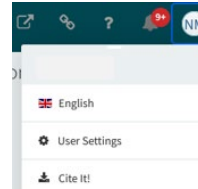
STEP 3: Add to your reading list

You can enrich your reading list with additional Library print and electronic material as well as class notes and resources from the web. The Library will know to put any Library print material you add to your reading list on Short Loans for your students.

Add additional resources using



or **Cite It!**



STEP 4: Send to Library and Publish

Send to Library:

Send your completed reading list for **LIBRARY REVIEW** if any of the citations in your reading list have a **Being Prepared** status.

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.