



## Course Reading Lists in Moodle – Quick Start Guide

The Library and Information Service implemented Course Reading Lists to enable facilitators of courses to build and manage their reading lists directly from within Moodle.

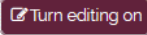


- Quickly and easily add diverse resource types to your lists and reuse these lists in subsequent terms/years through the rollover function.
- Ensure students understand your expectations by organising resources into sections, tagging items as Essential, Recommended, etc. and adding notes to resources.
- 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: Set up your reading list in Moodle

#### Activate the reading list tool:

1. Log into Moodle, navigate to your course and turn **edit** mode 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*, **Save and return to course** and click the activated reading list link.

#### Create your reading list:

1. Select the **Create new list** button.
2. Add / Edit the **List name** and **Next**.
3. Select a template – Default, Weeks or Topics - and number of sections.
4. Click **Create list**.

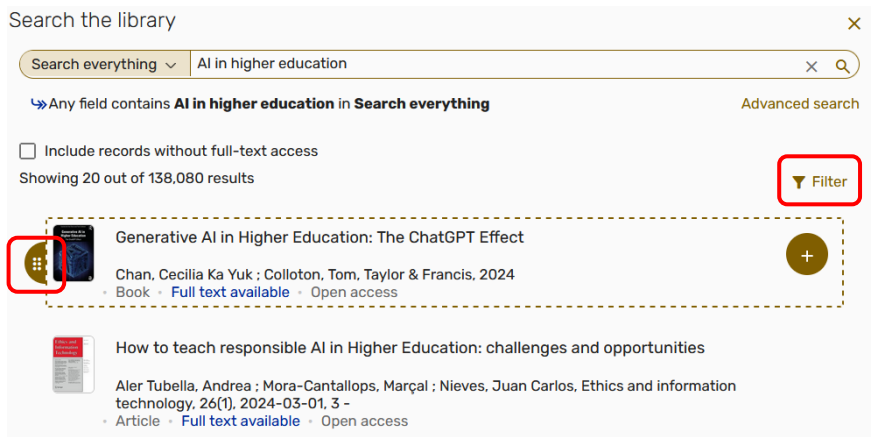
## STEP 2: Add to / manage your reading list

Add resources:

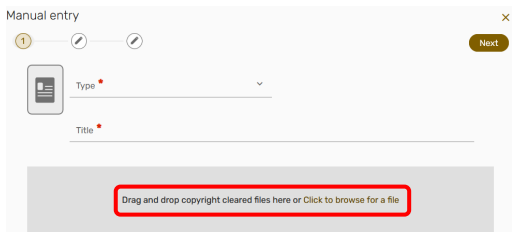
+ Add

### 1. Add library resources via Search the library

Perform a simple or advanced search. **Filter** your results by type or availability. From the search results, **drag and drop** items one by one into your list **or** click an item and choose **ADD**.

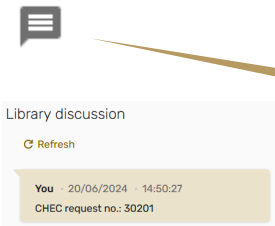


### 2. Add your own items using Manual entry



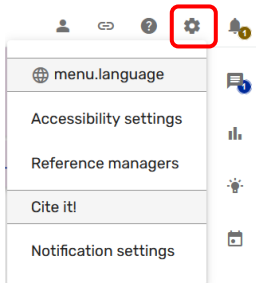
- Copyright information \*
- I have obtained copyright clearance / reported to the CHEC PLO and am providing the CHEC request no. in the Library Discussion
  - This file was authored by me (third party content used reported to the CHEC PLO and CHEC request no. provided in the Library Discussion)
  - 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

**\*Note:** If you do upload a file which contains third party content, first report usage in Moodle to the CHEC office. Then upload the file and **indicate having obtained copyright clearance**.



For file uploads, add the **CHEC request number to the Library Discussion**.

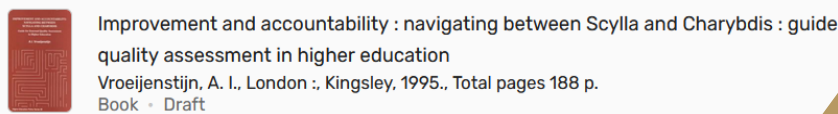
3. Add items from **webpages** using **Cite it!**  
 Set it up once from within Course Reading Lists > Settings menu (top right) > Cite it!



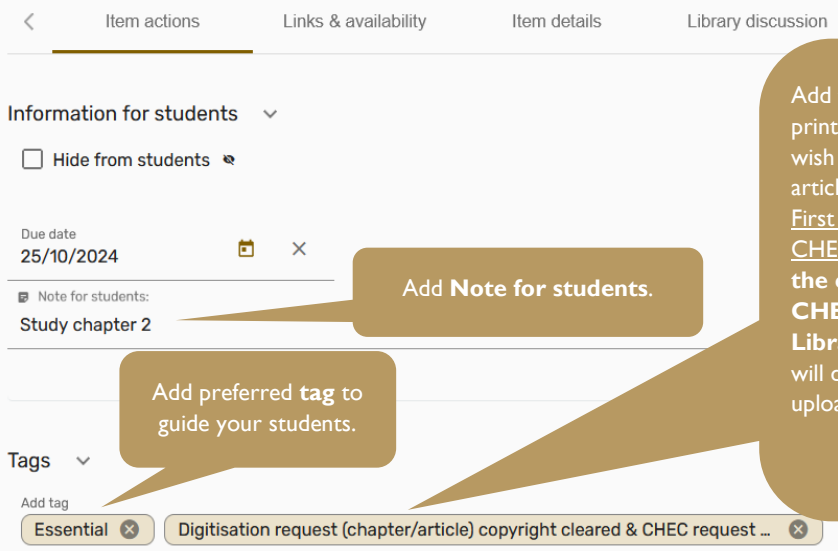
When on any website, click the **Cite it!** button installed in your browser's bookmarks toolbar. This will open an 'Add this to my list' pop-up window with all the website details already filled in. At the bottom of the pop-up window, select **Add to: List**. Select your reading list from the drop-down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

### Manage your reading list:

Click **Full details** on any of your items.



Communicate with the Library regarding your reading list using **Library Discussion**  
 e.g. *Please digitise chapter 2. CHEC request no. 30201*



Add **Note for students**.

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

Add tag **Digitisation request** to a print item in the Library should you wish to have a print book chapter or article digitised and file uploaded. First report usage in Moodle to the CHEC office, then tag the item. **Add the chapter/article details and CHEC request number to the Library Discussion**. Library staff will digitise the chapter/article and upload the file.

### STEP 3: My reading list is ready




While preparing your list, it will be in a **Draft** status, and this banner will display:

The library is reviewing your list. If you make additional changes, click on "My list is ready" to notify the library.

Once you are finished compiling your list of items, click:

My list is ready

The list is now published and accessible to your students, so too are the items with a **Complete** status. The Library will process the items with a **Library processing** status and set their status to Complete also.

-  AI in Higher Education  
Article **Complete**  
[View online](#)
-  Improvement and accountability : navigating between Scylla and Charybdis  
Book **Library processing**  
[Available at Stellenbosch University Library Lower Level: 378.125 VRO](#)
-  Artificial Intelligence in Higher Education: Challenges and Opportunities  
Document **Library processing**  
[View PDF](#) [Download](#)

### Need help?

For full instructions on creating, editing and managing 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](#).

