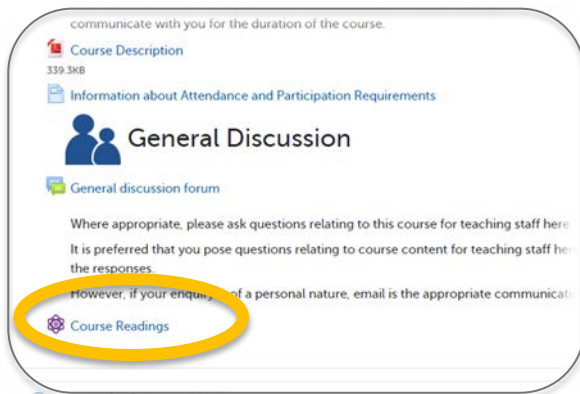## ⚛ Course Readings

# 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, and all other reading links too.**

Teaching staff can arrange the readings, group into topics or weeks, place reading links throughout a Moodle course, view usage statistics, change citation styles, & roll over Reading Lists to new Moodle courses from semester to semester.
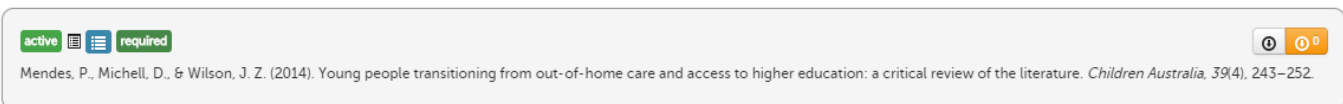


Above: The Course Readings tool once enabled in Moodle.

## Where do students see the readings?

You can decide where students view the readings:

- a list of readings at a glance through the Course Readings tool (hide individual readings if desired)
- at the point of need within course content - within Moodle topics, books, pages etc. via HTML toolbar
- both options



active 📖 📋 required

Mendes, P., Michell, D., & Wilson, J. Z. (2014). Young people transitioning from out-of-home care and access to higher education: a critical review of the literature. *Children Australia, 39*(4), 243–252.

Above: A Reading link view, within a topic or book etc. Reading links can be placed wherever the editing toolbar is available. Teaching staff can see the download counter in the top right hand corner.

# Academic interface overview

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



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



The legend shows where your reading is in the process. For further detail contact the Course Readings team.

# Getting started

## 1. Requesting readings for your list

The Course Readings team will set your first list up for you if needed– email us - coursereadings@federation.edu.au along with your course code & name, and contact details.

You can add the Course Readings tool to your Moodle course and add readings yourself if preferred. For instructions to add readings see https://libguides.federation.edu.au/coursereadings/adding

## 2. 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.

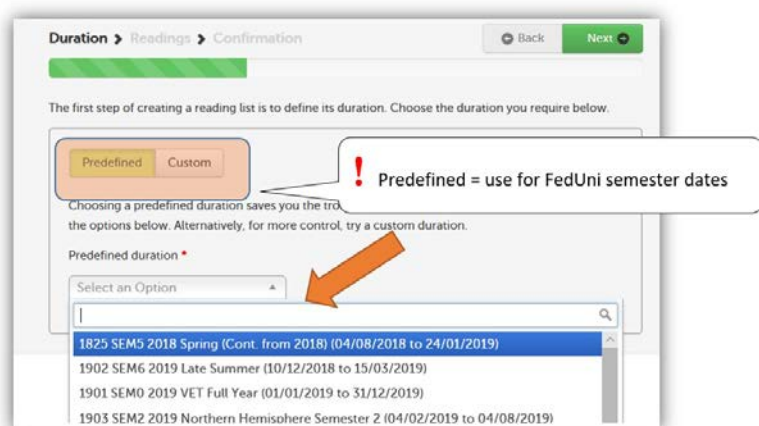**Setting school, citation style, duration**

Each time you have a new Moodle course you will need to re-enable the tool, and add semester details.

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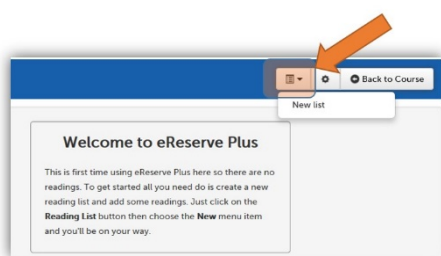


Select 'Readings Lists' dropdown> New List

Select 'Predefined' to see semester dates for the readings to be active.



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

## 3. Viewing your reading list

To view and arrange your readings open the Course Readings tool,    and either click on 'Ungrouped readings', or tick in the tick box to view them.
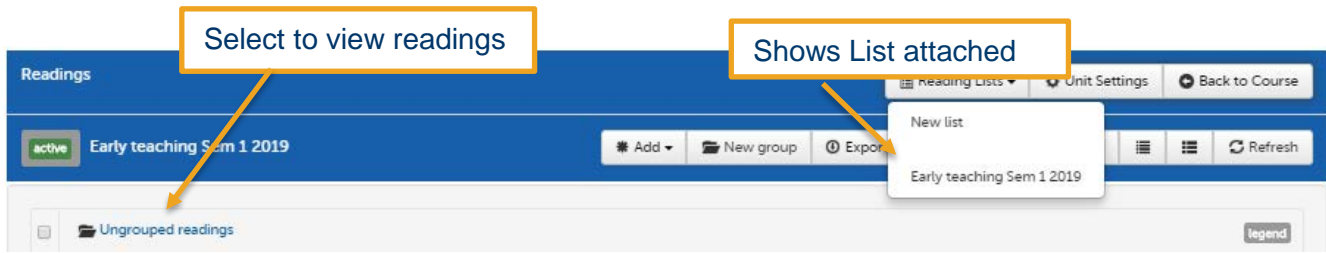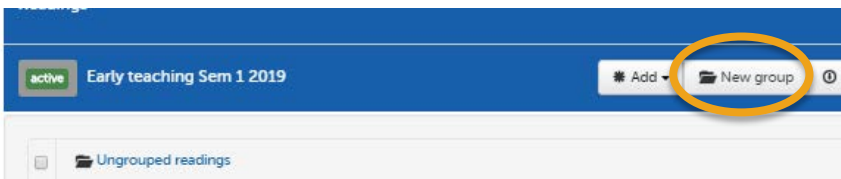
Above: Moodle view of Course Readings

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

## 4. Arranging into folders/groups

Select 'New group' icon in the header toolbar and label group/folder.



Tick the box/es of the reading/s to move to select and use the cross on the very right hand side to drag the reading/s (which will have highlighted green) to the folder/group.
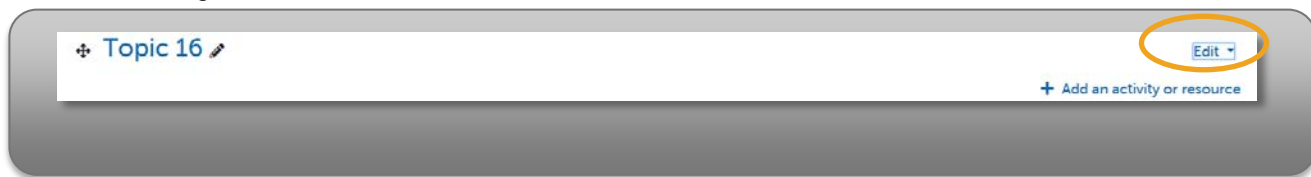


Alternatively you can select the reading/s and use the toolbar buttons to move the readings.
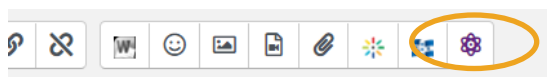
## 5. Placing reading links throughout your Course

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.



## 6. Deleting a reading link

You can delete a reading link by using the Delete or Backspace key. It won't affect the original Course Reading list. To delete the entire reading open the reading list and select the red 'Rubbish' icon next to the reading to delete it.
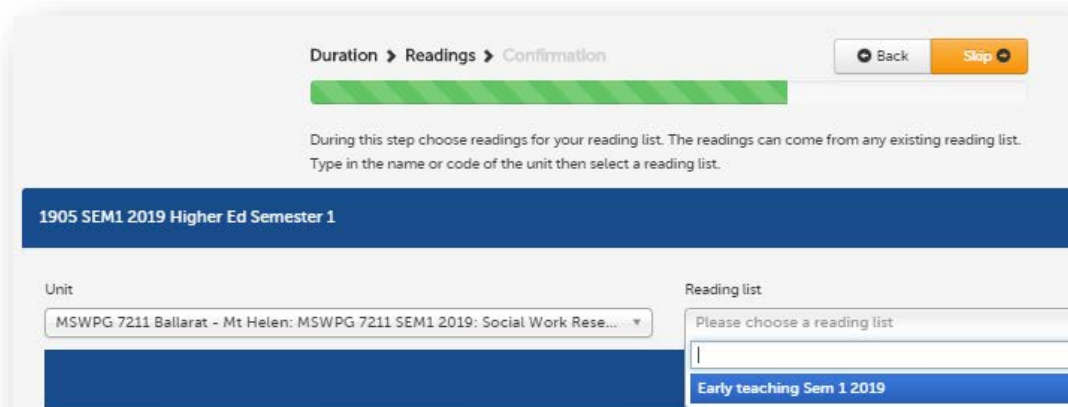
## Rolling over to new semesters / courses

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 you can 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.

# 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.
    - 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

## Course Readings support

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

## 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:** coursereadings@federation.edu.au
**Telephone:** 03 5327 9460
**Info**: www.federation.edu.au/coursereadings

**Detailed instructions:** https://libguides.federation.edu.au/coursereadings