Adding collaborators

Unit coordinators will be automatically assigned to reading lists as Lecturers. Lecturers can add other staff members as Collaborators. Collaborators can add and delete readings from the reading list. Lecturers and Collaborators options are available from the right-hand window:

1. To add/delete a Collaborator, click on Collaborators in the right-hand window.

2. Click on Manage collaborators:

3. The manage collaborators pop up will appear. To add a collaborator, enter the person’s name or email address and click on ADD. To delete a collaborator, click on the X.

Please note

Past unit coordinators may also be listed as Collaborators if the reading list has been rolled over from a previous term.

Help

Help Guides are available via the eReading Lists Library Guide.

Training courses are also available via Totara

For further assistance about list creation please email my-librarian@cqu.edu.au