WORKING ON AN EXISTING READING LIST BEFORE THE TERM ROLL-OVER

Existing reading lists are rolled over six weeks before the start of term.

You may have changes you want to make to the reading list before this rollover.

If you only have a handful of items to add, the easiest option is to add the items to your ‘Collection’ and then transfer them to the reading list when it is rolled over.

See:
- Using my collection
- Adding items from my collection

Otherwise, you can duplicate the latest reading list and make the required changes to this duplicate list:

1. Go to the eReading List website.
2. If prompted, login with your CQUniversity username and password.
3. Locate the latest reading list for the unit. Then hover over the association link to make sure you have the latest reading list, e.g.
4. Click on the three-dot (…) icon. Then click on Duplicate list.

The duplicate list will be given the same name as the original list followed by a number e.g. Quality Management

5. Make the required changes to the duplicate list, e.g. add, remove, or change citations.
6. Following roll-over, check that the correct reading list is associated with your unit so that the link displays in your Moodle unit.

See:
- Associating your reading list with your unit

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