Reviewing and Publishing

After you have created and edited your reading list, there are two steps required for the list to be made available to students.
Firstly, you need to send your list to the Library so it can be reviewed for access/copyright issues and any digitisation requests can be processed. Secondly, you need to publish the list so that students can view the items.

Library items (except for digitisation requests) will be available to students as soon as the list is published. Other items will become available as they are checked by the Library.

1. Click on LIBRARY REVIEW:

The following note will appear on the screen: List sent to the library to process

2. Click on PUBLISH:

The following note will appear on the screen: List was published

The list’s status will change from DRAFT to PUBLISHED.

To unpublish your reading list, click on the three dots icon in the top right-hand corner of the list, then select Unpublish:

Please note: Unpublishing your list will make it unavailable to students.

FAQs

Q: Students cannot see my eReading list. What do I do?
A: Check that your reading list has been associated with the right unit and term. Hover over the unit code to make sure you have selected the correct term. If there is no unit code displayed or the term is incorrect, click on the three dot icon in the top right-hand corner and select Manage course association to select another unit/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