

Creating Course Reading Lists in Canvas

JMU Libraries' **Course Reading List** tool is an optional feature included in Canvas that is designed to help instructors incorporate library materials in their courses. The tool can be used to build reading lists that include books and articles owned by the library, as well as videos, web resources, and more. JMU Libraries Course Reserves staff will place any print or physical media items that are added to a Course Reading List on reserve at the library of your choosing with a shortened checkout period to ensure equitable access to required course materials.

Step 1

To enable the **Course Reading List** feature, open your course in Canvas and click on "Settings" at the bottom of the left side toolbar. In the "Navigation" tab, find "Course Reading List" and select "Enable".

≡ DemoCourseReadingList.Library > Settings

Home Course Details Sections Navigation Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Assignments	⋮
Grades	⋮
People	⋮
Quizzes	⋮
Files	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

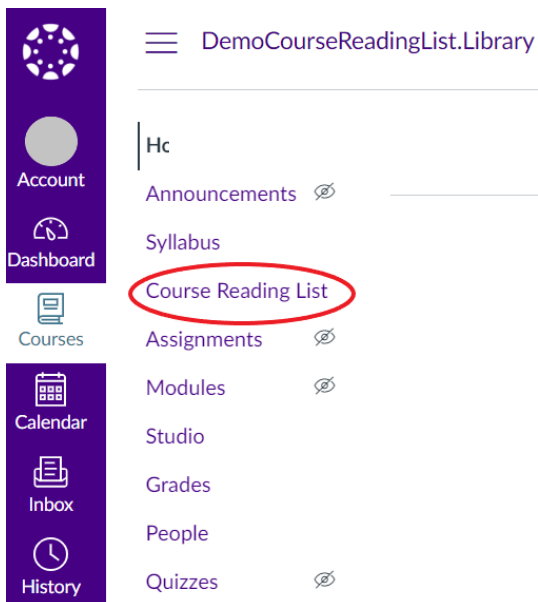
Attendance	⋮
Page disabled, won't appear in navigation	
Chat	⋮
Page disabled, won't appear in navigation	
Collaborations	⋮
Page disabled, will redirect to course home page	
Course Reading List	⋮
Page disabled, won't appear in navigation	
Discussions	⋮
This page can't be disabled, only hidden	
Research Guide	⋮
Page disabled, won't appear in navigation	
Rubrics	⋮

+ Enable
↑ Move

Click "Save" and return to your Canvas course homepage.

Step 2

Open the “Course Reading List” tool link from your Canvas course’s home menu:



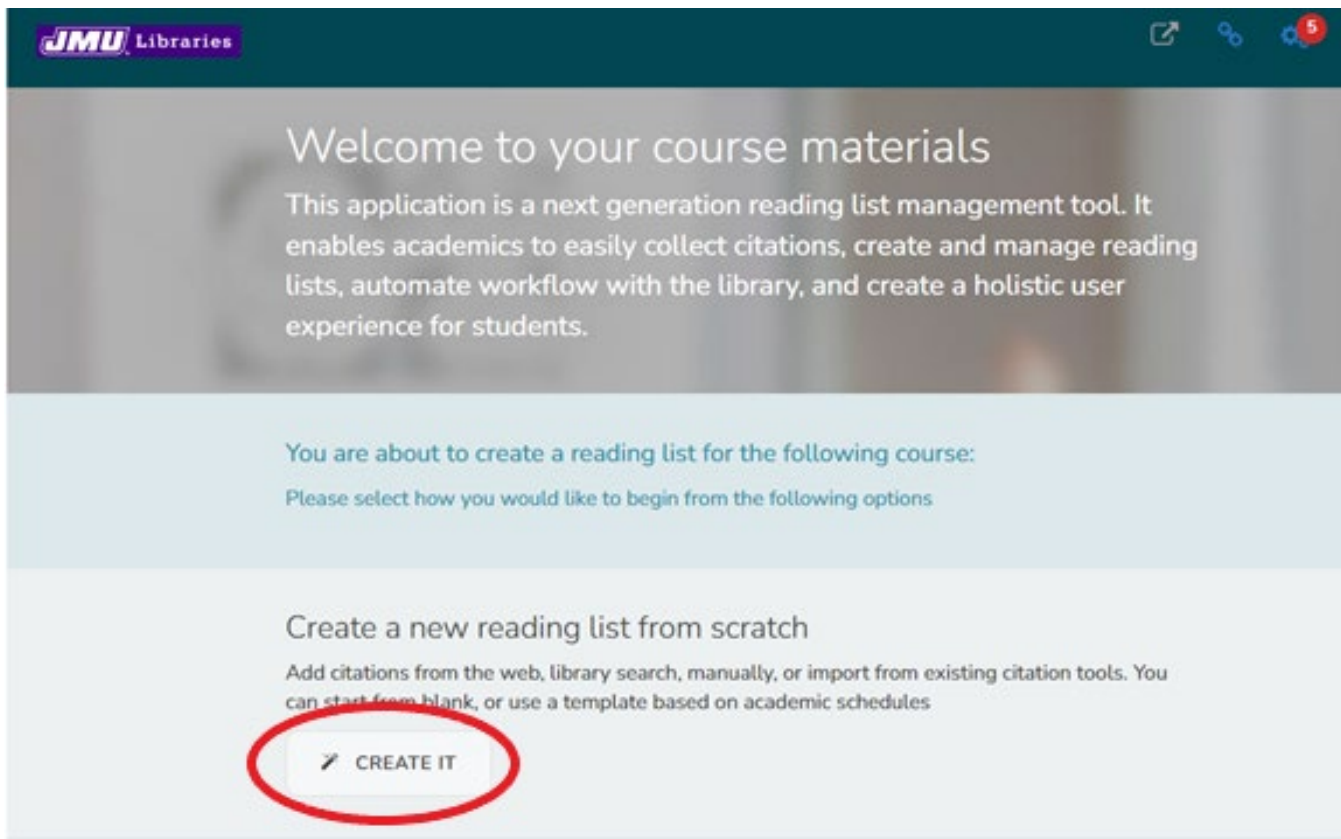
Step 3

Fill in your course details and click “Create” on the Course Reading List course creation screen:

A screenshot of the 'JMU Libraries' Course Reading List application. The header shows the JMU Libraries logo and navigation icons. A banner reads 'Welcome to your course materials' with a description of the tool. Below is a 'Create a new course' section with the text 'This course does not yet exist in this application. Create it!'. A 'Skip' link with a right arrow is on the right. A form contains the following fields: 'Course Name*' with the value 'DEMO_101_001_FA22'; 'From' date '08/24/2022' and 'To' date '12/30/2022' with calendar icons; 'Number of Participants'; and 'Academic department:'. At the bottom left is a 'CANCEL' button with a trash icon. At the bottom right is a 'CREATE' button with a checkmark icon, which is circled in red. A footer link says 'Leave this page and explore the application >'.

Step 4

Click “Create It” to start a new reading list from scratch:




Step 5

Fill in your course number and section (i.e HIST_101_001) in the “Title” field, and enter an optional description, then click “Create”:

Create a new reading list from scratch

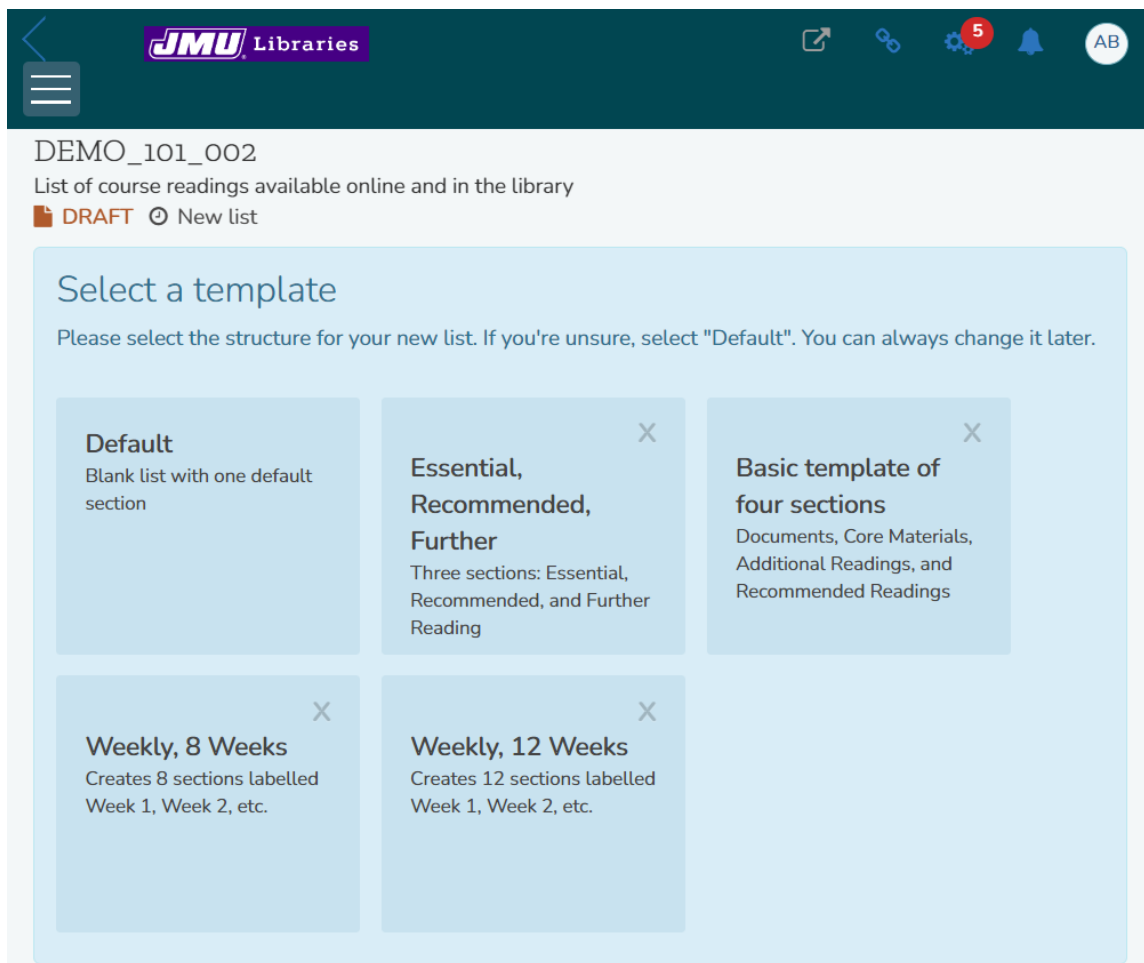
Title*: DEMO_101_001

Description: List of course readings available online and in the library

 Import

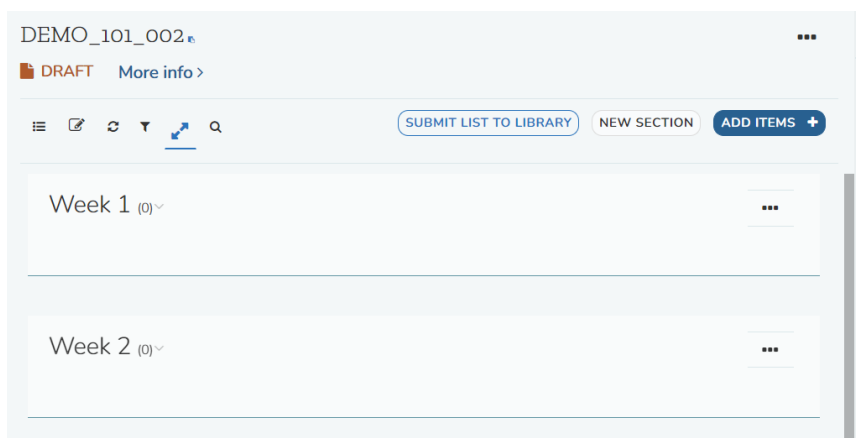
Step 6

Select a list template that best fits your needs from the available options:

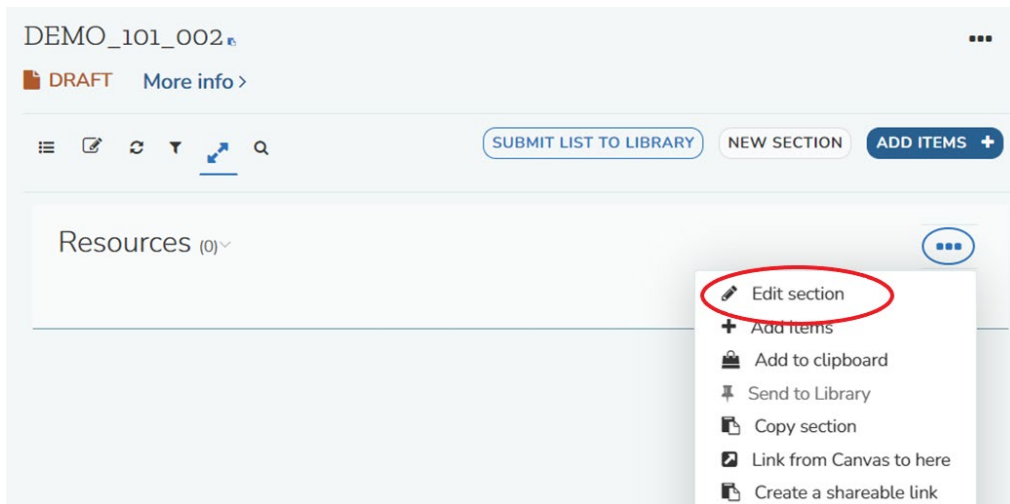


Step 7

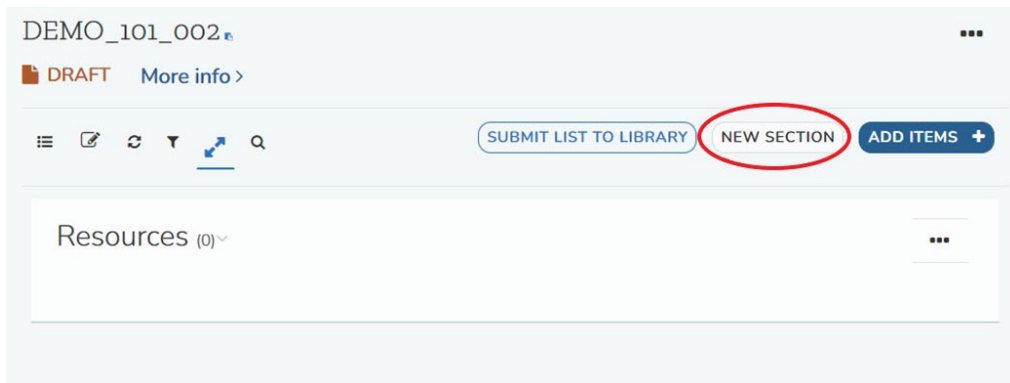
If you select one of the weekly templates, your list will automatically be broken into weekly sections:



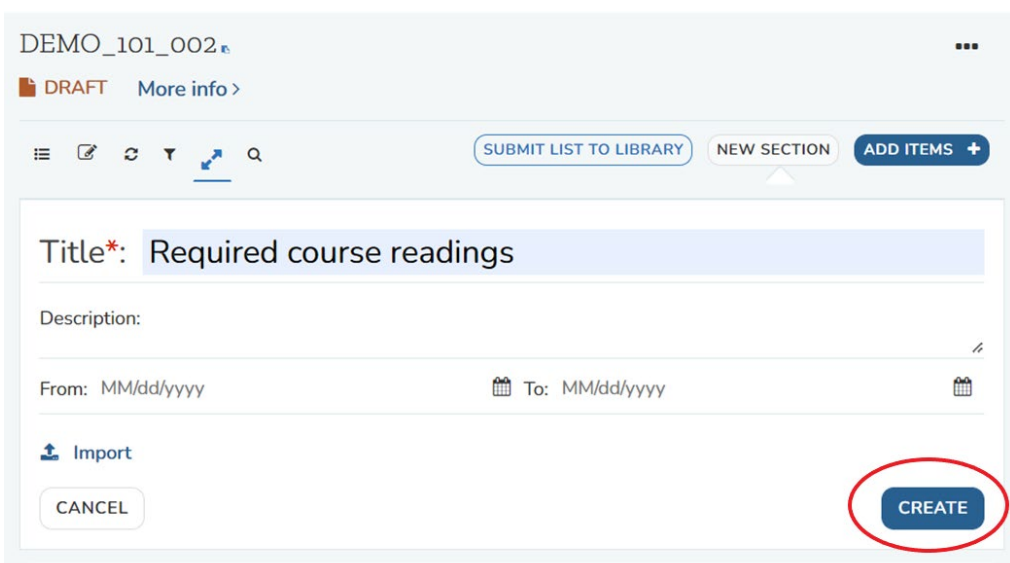
If you select the Default template, your list will start with a single default section called “Resources”. To edit or change the name of this section, use “Edit section”:



If you want to add more sections, select “New Section”:

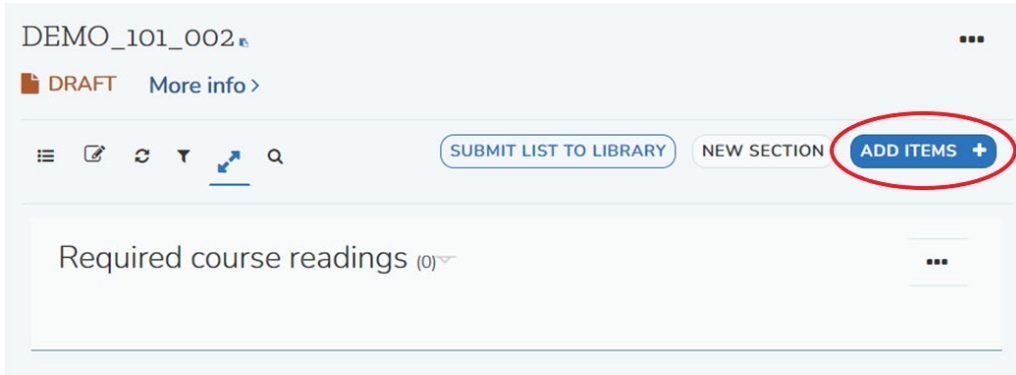


For each new section you add, give the section a title and select “Create”:

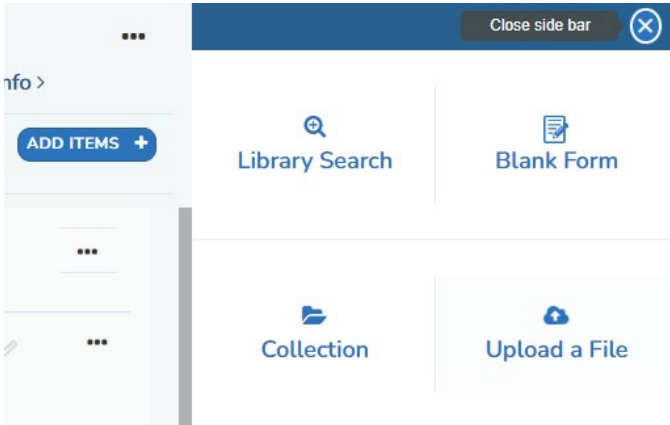


Step 8

Add materials to your list using the “Add Items” button:

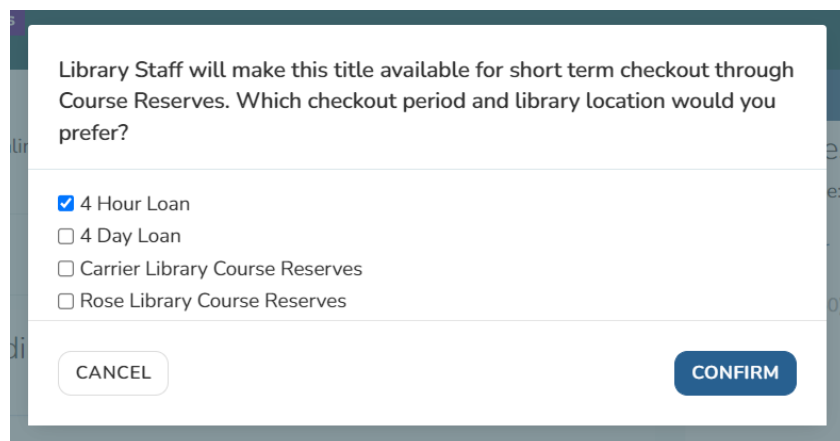


Choose whether to add an item from the JMU Library catalog, enter your own citation information (“Blank Form”), or upload a file:



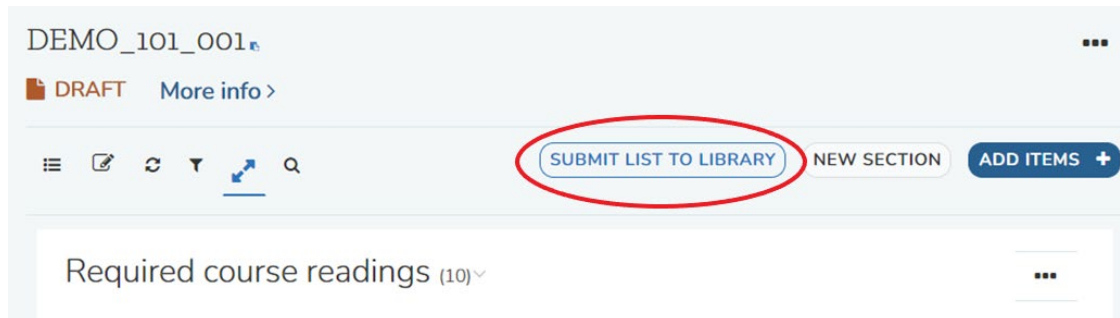
You may upload items you have created and to which you own the copyright, upload legal copies you have acquired to use as fair use claim, or add links to external sources.

When adding a print book or DVD from the JMU Libraries collection, you will be prompted to select a loan period and library location (Carrier Library or Rose Library). Library staff will place the item on reserve at your selected location.



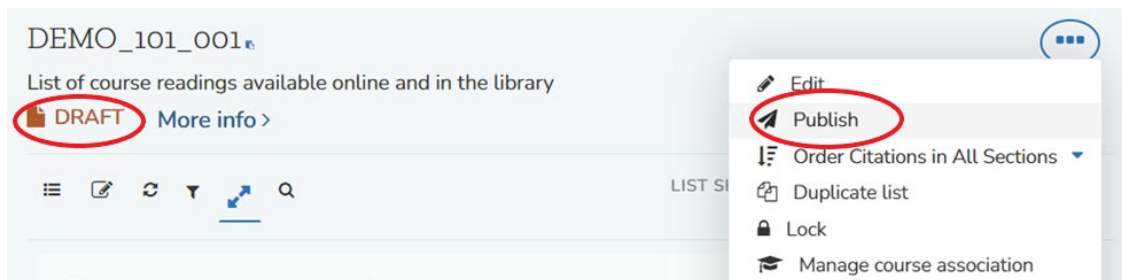
Step 9

When you are done adding items, **please be sure to click “Submit List To Library” to send the list to the library for review**, which will allow library staff to locate and prepare any physical library items requested for your course reading list:

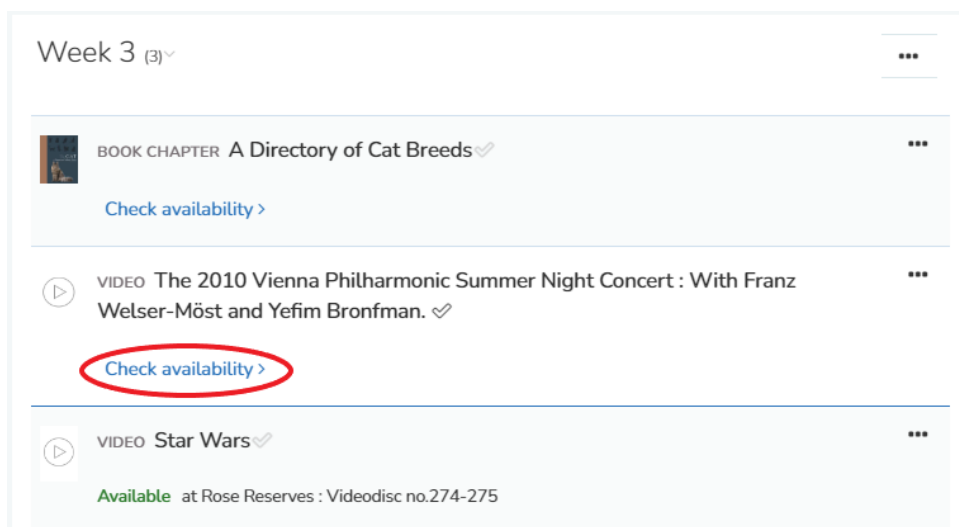


Step 10

Your list isn't visible to students until it is changed from “Draft” to “Published.” Feel free to change this setting yourself. Library staff will change the status of your course to published once all physical items have been located if it is still saved as a draft.

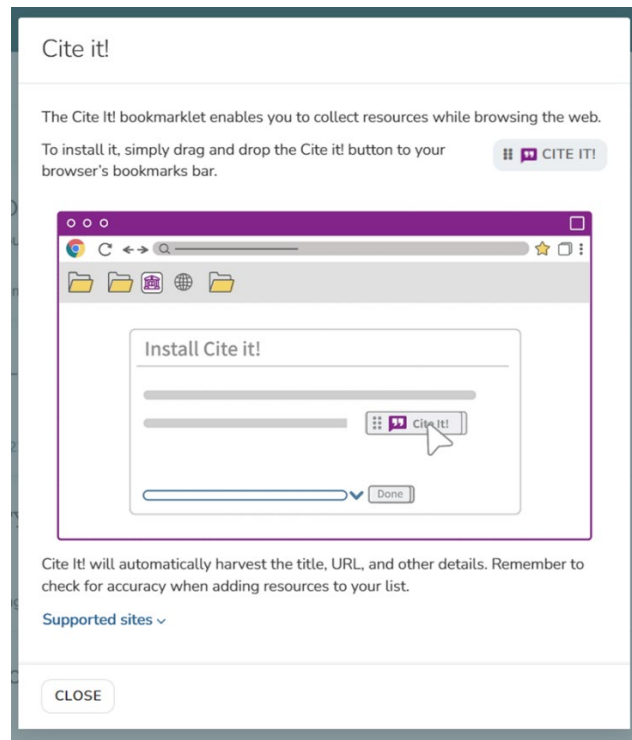
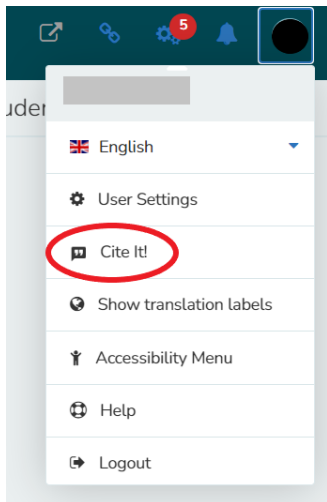


Once published, students will be able to view the Course Reading List from within Canvas. By clicking “Check availability” students will be able to access any files or links on the list, including direct links to JMU Libraries electronic materials. The Course Reading List will also display real-time availability and library location for physical materials on reserve.



Extra tips

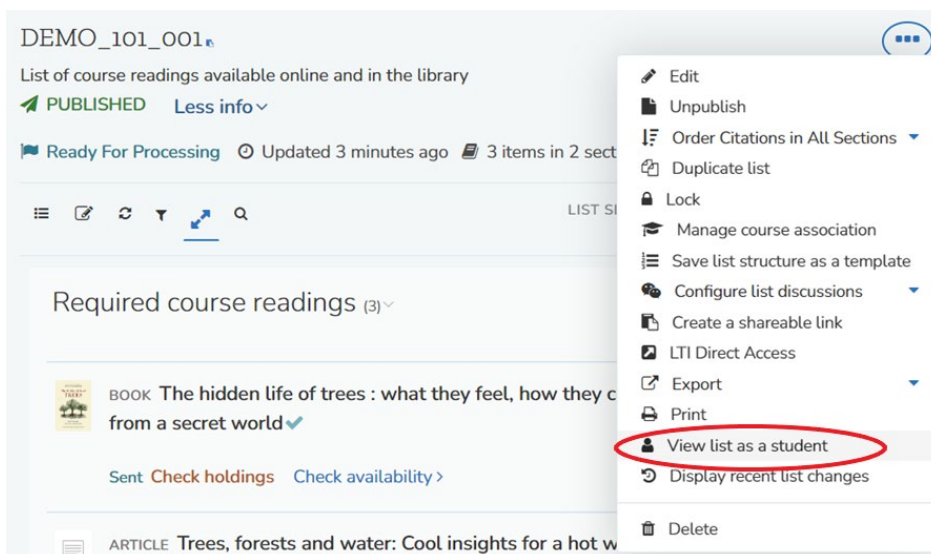
Try using Course Reading List's "Cite It!" tool—accessible through the User Menu at the top of the Course Reading List screen.



Once added to your bookmark bar, **Cite It!** can help you collect resources from external web sources, such as library databases, academic publishing sites, Amazon, YouTube, TED, and many others.

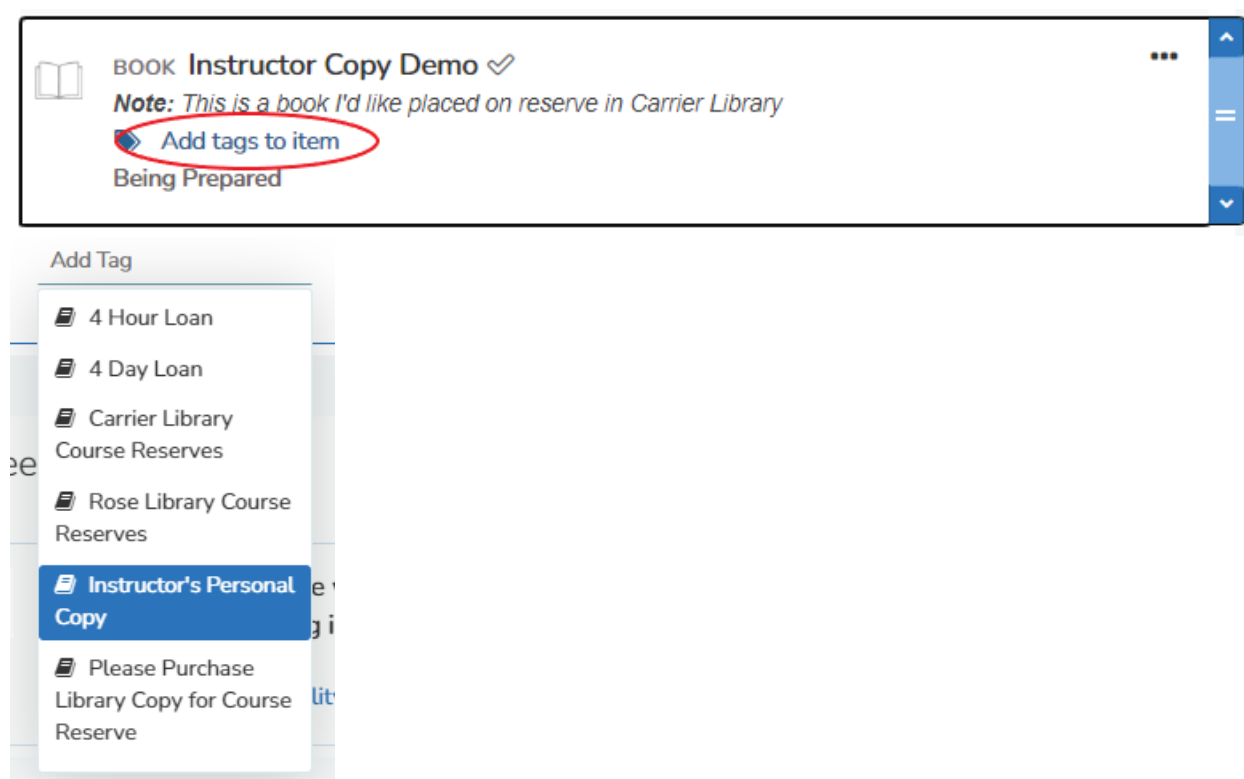
Student View

To view your course reading list as a student, you must follow the link from within the reading list menu, shown here:



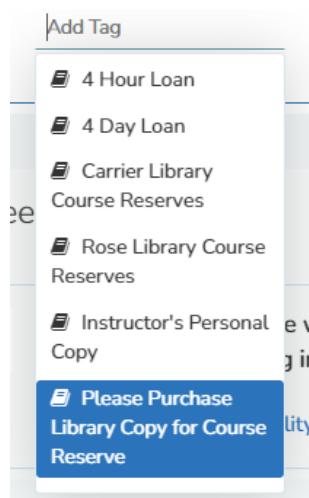
Adding items not owned by the library

You may list any personal items you would like to place on reserve at the library through Course Reading List, if desired. Personal items can be added to your list via the “Blank Form” option, and then once added to your reading list, select “Add tags to item” and select “Instructor’s Personal Copy”:



Personal copies to be placed on reserve should be dropped off at the front desk of either Carrier or Rose Library with instructor name and course number clearly marked on the item.

If an item added to your Course Reading List is not owned by the library and you'd like library staff to consider the item for purchase, select the tag option "Please Purchase Library Copy for Course Reserve":



Any questions? Reach us by email at reserves@jmu.edu