Transcript

Title: Introduction to Readings for Canvas
Creator: Swinburne University of Technology
Year: 2024

Audio/video for this transcript available from: http://commons.swinburne.edu.au

NARRATOR: Welcome to Readings, a tool you can use to collect and organise lists of course materials including books, articles, chapters, videos, websites, and anything else you want your students to engage with as part of your unit. Readings lets you easily find resources and add them to your list, share them with students and communicate with library staff about the resources as needed. In this video, we will access the Readings tool and create a new list of resources for a unit.

Basically, there are three steps. Create a list, add items, publish your list. You can add and change items after your list is published. Start in your Canvas unit. You should be able to find Readings in the navigation bar on the left side If it's not there or you wish to move it to a higher position in the menu, click on Settings, go to Navigation, find Readings, and drag it to the position in the navigation you would like. Then click Save.

Once you click on the link to Readings, you will have two options. Let's create a new list. The list name should be auto populated with the name and code of the unit. This helps in identifying the list as corresponding with your unit. These fields can be edited later. Note that it's linked to your unit in Canvas. Click Next. You are now ready to add sections and items to your list.

When you create a list, you will see a preview of the list structure. Choose either week, section or resources. Depending on which options you choose, you will also have further options to customise the number within each category. You can also name a section anything you like, such as textbook. You can edit these later.

Once you have the list structure you would like to use as a starting point, click Create List. Items can be books, chapters, articles, videos, websites, or documents from files you have stored. Click the Add drop-down menu to select whether you want to add an item from the library collection, from items you've already added to your favourites using the Reading tool, upload a file from your computer, import a reference list from a Bib TeX or .ris file such as LaTeX or EndNote, or manually add a record. To add an item from the library Select Search the Library. You have the option of basic or advanced search. Note here that you also have the option to filter your search to item type, such as book, article, book chapter, or video. Some ebook chapters are searchable, so you might like to add these. You can also add discoverable journal articles, streamed videos, and other reports from our databases.

Once you have found the correct item, click the plus button beside it. This will open a window allowing you to either add or add and edit. Add to lists or favourites and add to a specific section or week of your lists.

If you would like us to digitise an item from our print collection, select the item and select Add and Edit. Change the item to book chapter, fill in the details such as title, page range, then select item actions, add the tag Digitization, then click Save. Library staff will review and process your request.

Another way to add material is from the web page of the item. First though, you'll need to add the Cite It widget to your browser. To do this, go to the recordings and the setting icon in the top right corner. Select Cite It and follow the instructions to add it to your browser. Once you've installed Cite It and you're on the web page of the item, click on Cite It. A window will pop up to allow you to add it to your lists. Edit the record as required. Select the list and the section or week. You can then click Add or Add and Close.

To make your list visible to students, click the Publish in the banner at the top. To view the list as a student, select the three dot icon at the top of your list and select a View List as Student. To return, select Back to Instructor View in the banner at the top. Note that you can hide sections or weeks from students by selecting edit section, select a start date, and tick the box display section during these dates only. Select Save. To hide an item, go to edit the item, select Item Actions, and tick the box Hide from Students, select Save. These functions will allow you time to create your list of readings as you go.

Please get in touch with library staff if you have any questions about Readings.

[END OF TRANSCRIPT]