

Edit and update your Talis Reading List

Published course reading lists are automatically copied over from one time period to the corresponding time period in the following year.

- This creates a new draft list in the new time period.
- If required, you can manually copy or create a new list at any time, or request the library to do so.

Example: Semester 1, 2019 lists will be copied over to Semester 1, 2020

If your course is being taught in a different semester next year, please raise a Staff Service Centre request for us to copy it manually.

- The new lists will appear as drafts and old lists will be automatically archived.
- Digitisations that were on your old list will be linked to the newly copied list.

You will still need to manually link your reading list in Canvas each time a course is taught. Only published lists can be linked in canvas.

When will it happen?

Most course reading lists will be copied half way through the preceding time period.

Full year lists will be copied over in November.

What do I need to do?

Find your course reading list by going to course-resources.auckland.ac.nz, logging in, and searching for your course code. Lists are copied over as drafts, which will not show up in your search results unless you are logged in.

Step 1: Edit and update your list. Remove any old resources that are no longer needed, add in new ones and adjust your section headings as necessary.

Step 2: [Request digitisation](#) on any newly added resources you require electronically or those included in a printed course book

Step 3: Publish the list. The library will purchase any new resources required and move physical items in accordance with your [importance ratings](#) once the list is published. Unpublished draft lists will be deleted before the start of the next time period.

Step 4: Link your new reading list in Canvas. See [Display your Talis reading list in Canvas](#) if you are unsure how to do this.

Note: If you remove a resource that was previously digitised and then add it back to the list, the digitisation link will fail to copy, and you will need to submit a new digitisation request. If you wish to re-arrange the items on your list, please drag and drop them without clicking **Remove**.

What if I can't find my list?

Lists automatically copied over from one time period to another will appear in your **My Lists** page, or you can search by course code (you must be logged in). Old lists will also now contain a link to the newly created version.

If your course has never had a Talis reading list, then you will need to manually [create a new list](#).

Only published lists will be copied between time periods. If your reading list has already been archived, or if your course is taught during different semesters each year, please raise a [Staff Service Centre](#) request and the library will organise for your list to be copied.

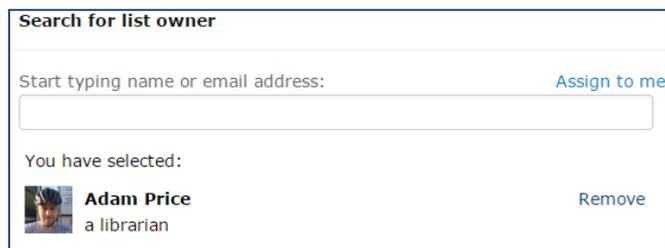
Tips to help prepare your reading list

Changing the list owner

Changing the list owner is currently only available using the classic view of Talis.

To do this, click **Beta config > View classic.**

Then **Edit list > Assign List Owner.**



Search for list owner

Start typing name or email address: [Assign to me](#)

You have selected:

 **Adam Price**
a librarian [Remove](#)

Editing a list title

You can update your list title at any time.

From the main list view select **Edit > Edit List Details**



Edit details

Title: *

TEST LIST

New editions

Check the [Catalogue](#) to see if a new edition has been purchased. If you are aware of a new edition that we do not hold, bookmark the item from the publisher's website or Amazon. The item will be purchased once the list has been published.

Rearranging list sections

You can quickly rearrange sections of a list from the **Edit** view. A table of contents is displayed on the left hand side (click **Show**). Drag the section within the contents to quickly rearrange an entire section.

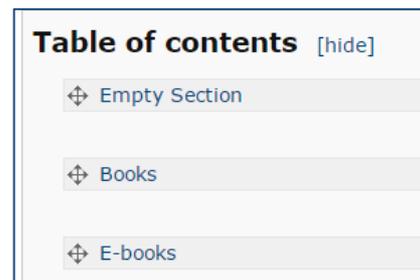
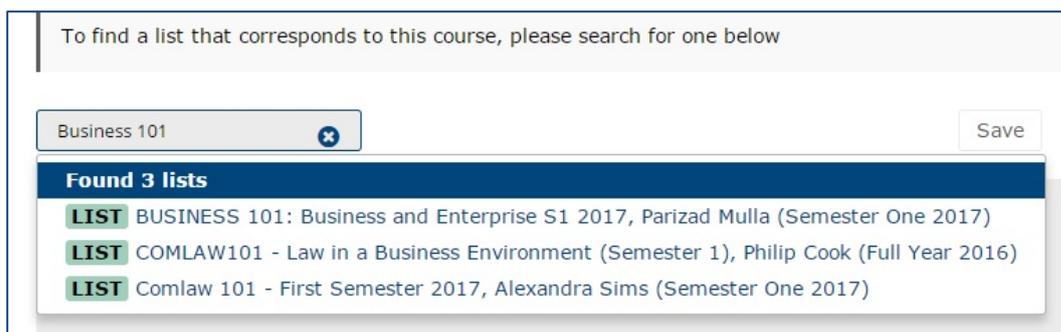


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- Empty Section
- Books
- E-books

Linking a list in Canvas

If necessary, retype the course code to prompt a list of suggested results. Make sure you publish your list first. Select the correct list from the suggested items, and click **Save**.



To find a list that corresponds to this course, please search for one below

Business 101 [x](#) [Save](#)

Found 3 lists

- LIST** BUSINESS 101: Business and Enterprise S1 2017, Parizad Mulla (Semester One 2017)
- LIST** COMLAW101 - Law in a Business Environment (Semester 1), Philip Cook (Full Year 2016)
- LIST** Comlaw 101 - First Semester 2017, Alexandra Sims (Semester One 2017)

Canvas files

Canvas files can only be accessed by users who are enrolled in the course. If you have stored a file in a previous version of a Canvas course and linked it on your reading list, you will need to update the Talis link. This will allow your new cohort to access the file. Contact the [Staff Service Centre](#) if you require assistance updating old links.

If you require help with your course reading list, please contact the [Staff Service Centre](#).