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.

**Example:** Semester 1, 2017 lists will be copied over to Semester 1, 2018

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.

**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 http://course-resources.auckland.ac.nz

**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 Unpublished draft lists will be deleted before the start of the next time period.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 rearrange the items on your list, please drag and drop them without clicking Remove.

**What if I can’t find my list?**

Lists 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 If your reading list has already been archived, please raise a Staff Service Centre request and the library will organise for your list to be copied.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
The list owner can be changed from the Edit menu. This will give you the option to search or assign the list to yourself.

Editing a list title
You can update your list title at any time. From the main list view select Edit > Edit List > Edit.

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.

Linking a list in Canvas
Retype the course code to prompt a list of suggested results. Make sure you publish your list first.

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 your Subject Librarian or the Staff Service Centre if you require assistance updating old links.

If you require help with your course reading list, please contact your
Subject Librarian or the Staff Service Centre.