

## Guidance for reading lists 21/22

The following information aims to support you to update and create reading lists for 21/22. It will help you maximise access to online learning resources to help students who often study away from the campus.

### Check and update your current reading lists

Check your reading list in your CANVAS module or via our [Reading list home page](#) to ensure that all your CORE texts (up to 4 textbooks) are available as eBooks.

You can filter your reading list to show you which items are core, and which are online / print. This will help you see if your list contains a good range of resources students can access online.

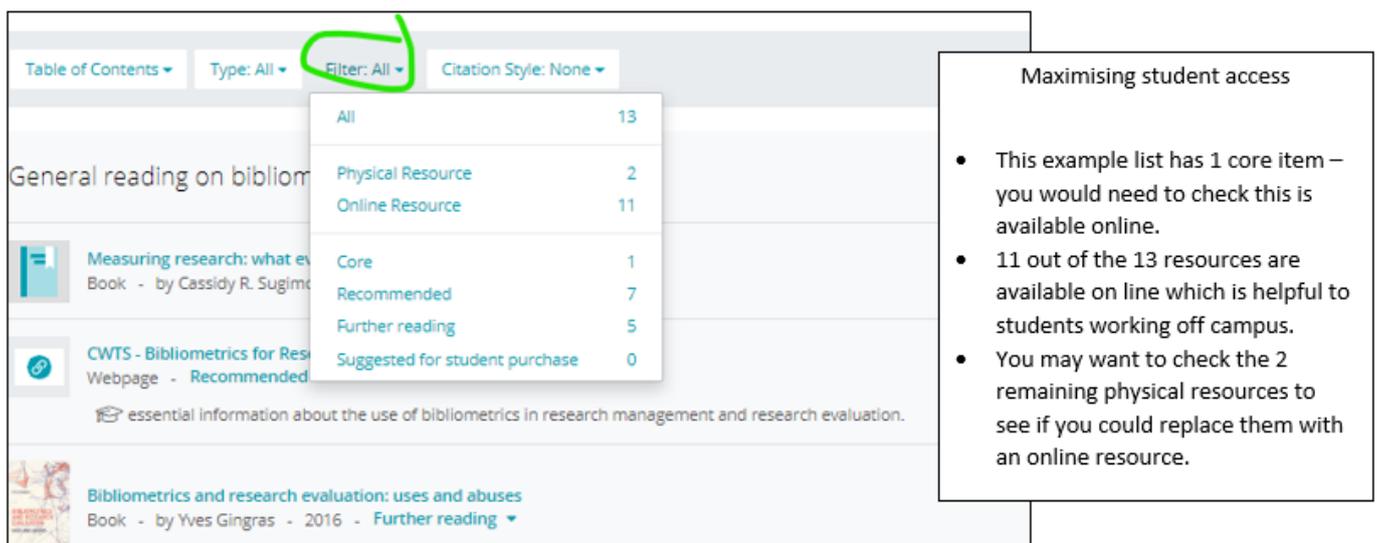


Table of Contents ▾ Type: All ▾ Filter: All ▾ Citation Style: None ▾

All	13
Physical Resource	2
Online Resource	11
Core	1
Recommended	7
Further reading	5
Suggested for student purchase	0

**Maximising student access**

- This example list has 1 core item – you would need to check this is available online.
- 11 out of the 13 resources are available on line which is helpful to students working off campus.
- You may want to check the 2 remaining physical resources to see if you could replace them with an online resource.

If you are not sure if a CORE text is available online, [contact your Subject librarian](#).

When you finish checking and updating your list, publish it to make it visible to students and send for review to the Library by clicking on the Review & Publish button. This is critical so we can check the licenses for your online CORE texts are sufficient for the number of students.



When Canvas rolls over each year, reading lists will also rollover and will automatically be assigned to the next academic year. You can edit your reading list at any time.

# Deadlines

Please send reading lists to the Library 8 weeks before the module starts. This is to give time to order resources not in stock and obtain alternative formats where necessary for students with specific accessibility or educational requirements. Send the list by clicking on the Review & Publish button described above.

## Help with editing and creating reading lists

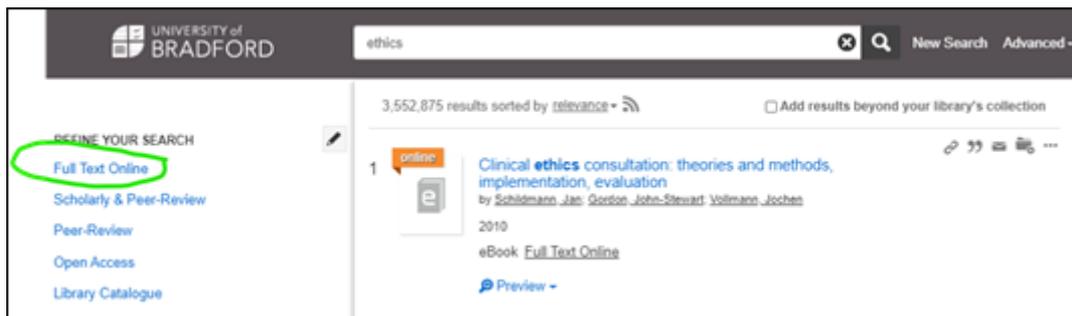
New to reading lists or want a refresher? Check out [Reading Lists at Bradford](#) for comprehensive help including user guides and online training videos.

Check out the Library's guidance [Best Practice](#) and [Using Reading Lists to Guide Student Learning](#).

Using your home PC or laptop? Add the Bookmarking tool – [follow the instructions in this video](#).

Got a question or want more help? [contact your Subject librarian](#).

Want to find more online resources? [Use Summon](#) to find eBooks and online journal articles. Use the **Full Text Online** filter to find online resources.



## Help with creating a new reading list for a module

If your module does not yet have a reading list, you need to create one. The Library will create a blank reading list for all modules which you can then populate. You should find your blank reading list by clicking on the Reading List link on the module Canvas site. If you don't find a blank reading list [contact your Subject librarian](#).