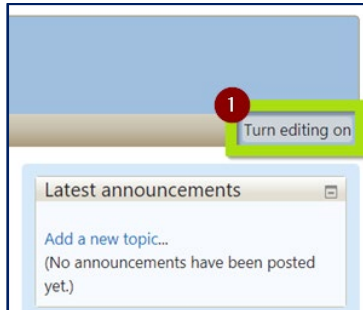
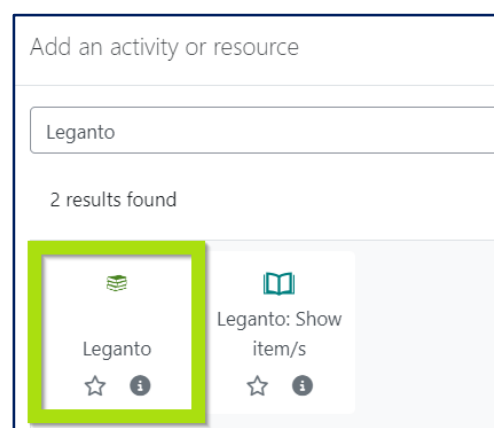
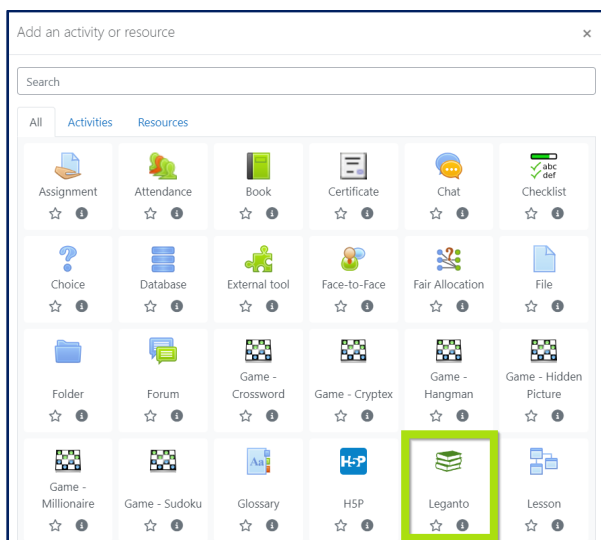


## Adding a reading list component to the course in Moodle

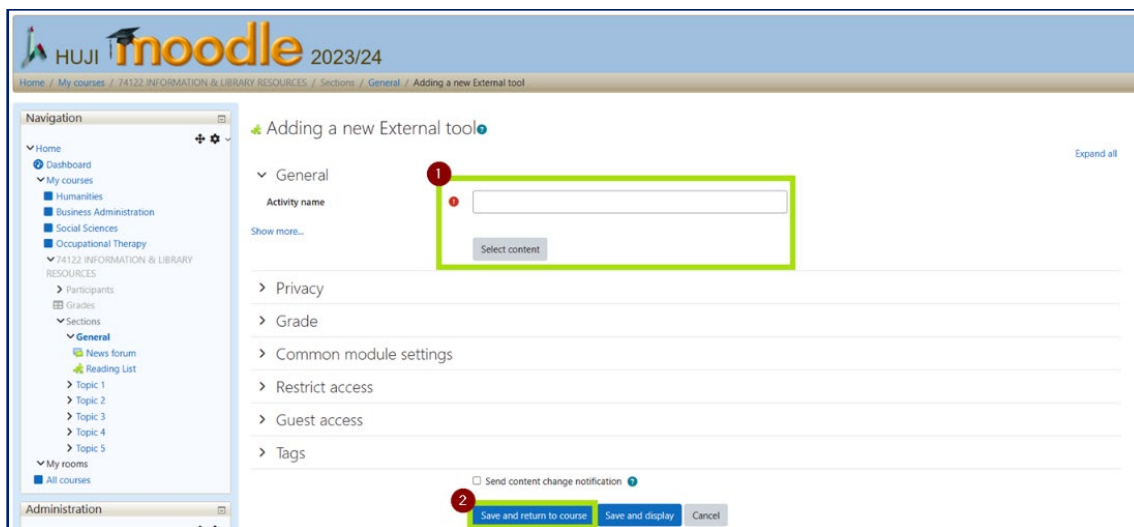
- In most courses the component "**Reading list**"  already exists.
- If not, click "**Turn editing on**".



- Choose the icon "**Leganto**"  from the list.
  - You can also use the search bar.



- In the field "**Activity name**", enter the reading list name of your choice, and click "**Save and return to course**".

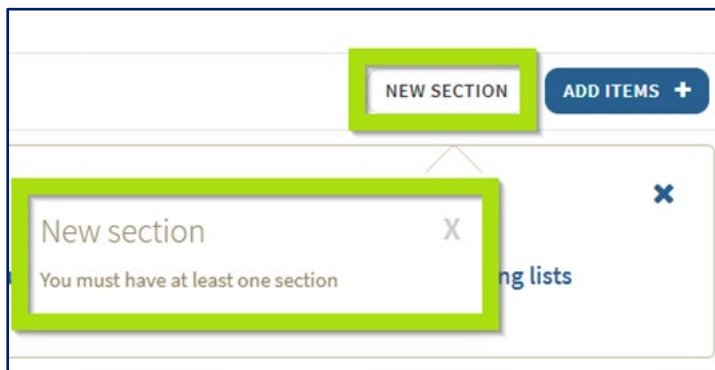


- By clicking on the link, you can open the reading list and edit it.

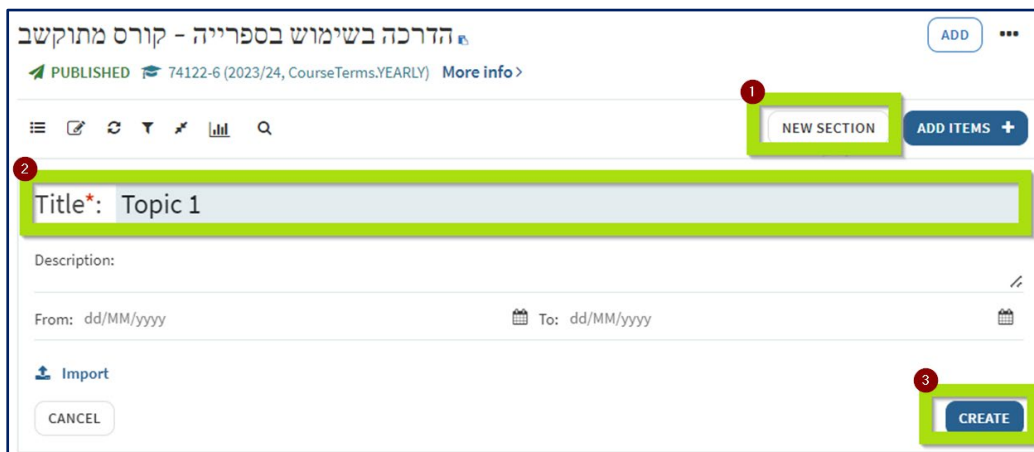


## Adding an item from the library resources to the Reading list

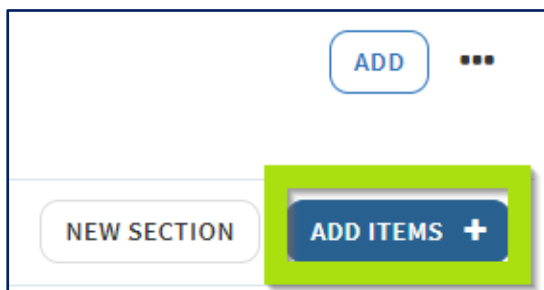
- When the list is empty, you should create a **"New Section"** and then add bibliographic items into the list.



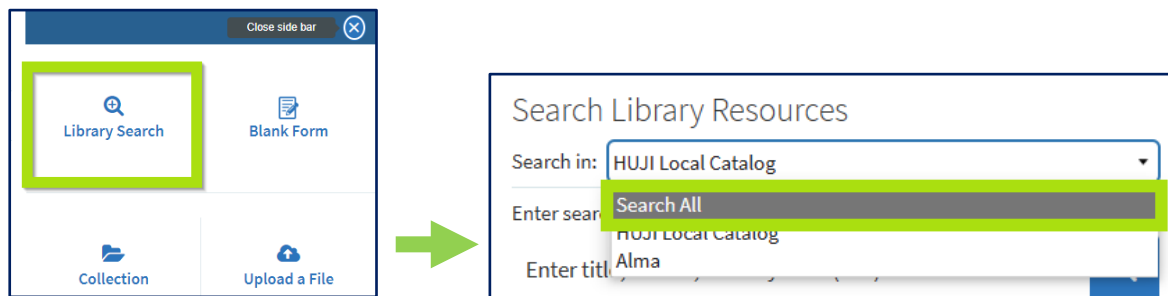
- Enter the section name of your choice and click **"Create"**.



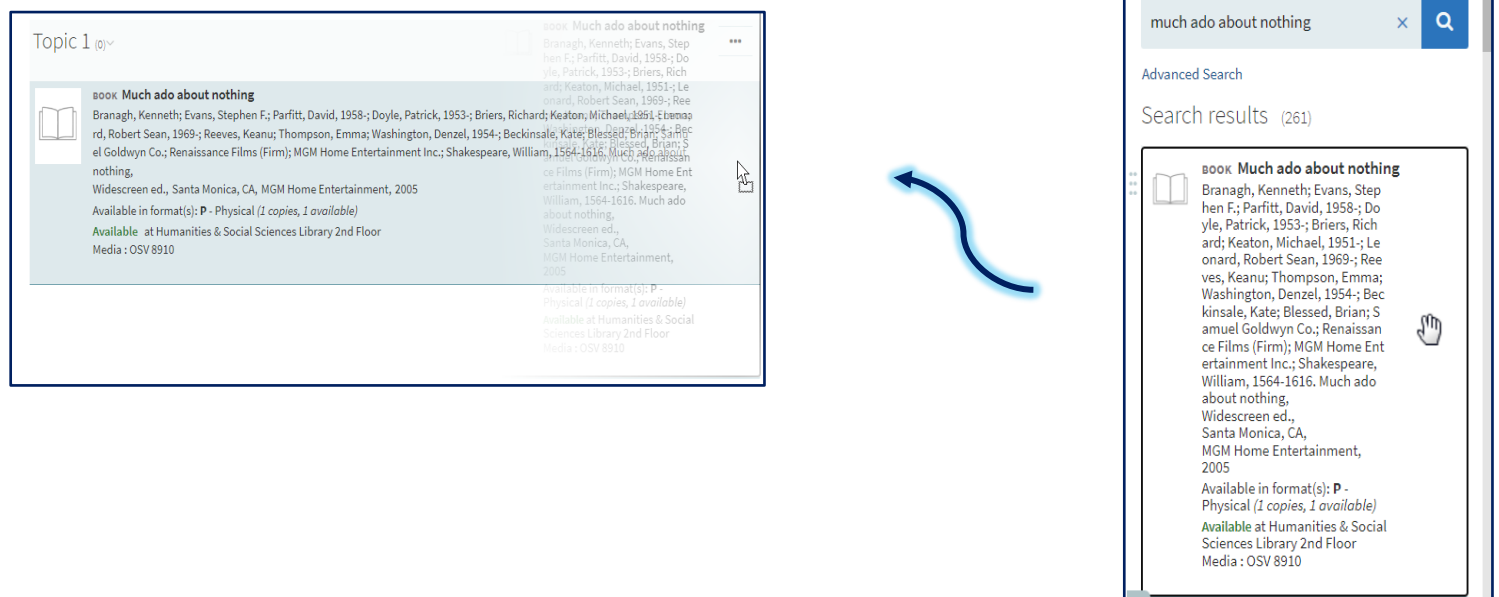
- More Sections could be further created to divide the list into lessons, topics etc.
- To add a bibliographic item, click **"Add Items"**.



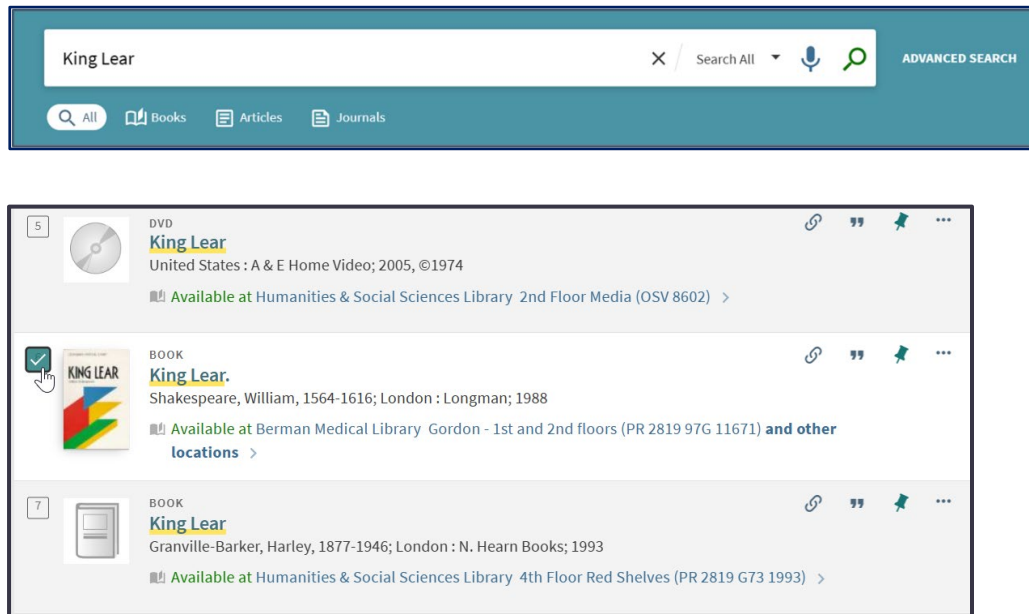
- Click on "**Library Search**" and choose "**Search All**" to search the item in the library resources.



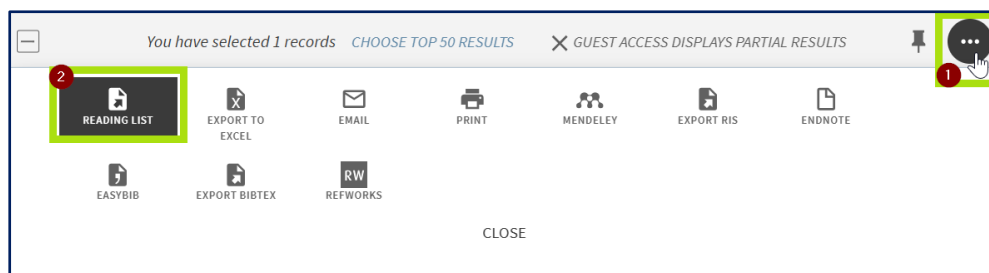
- From the list of results, choose the needed one and *drag* it into the reading list.



Another way to add an item from the library resources to the **Reading list** is through the **Library Catalog**. Search freely in the search bar and choose the desired item (or items) from the list.



- In the “send to” menu, Click on “**Reading List**”.



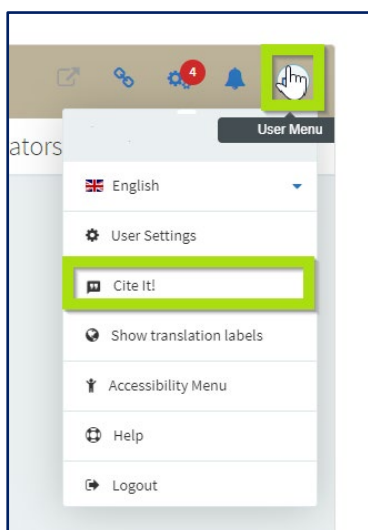
- Choose the Reading List and section you want to add the item (or items) into.

The screenshot shows the 'Add to' dialog box. It has two radio buttons: 'אוסף' (Collection) and 'רשימה' (List). The 'רשימה' option is selected. Below the radio buttons, there are two dropdown menus: 'Please select a list' and 'Please select a section'. The 'Please select a section' dropdown is currently set to 'Resources'. At the bottom, there is a green button labeled 'ADD TO READING LIST'.

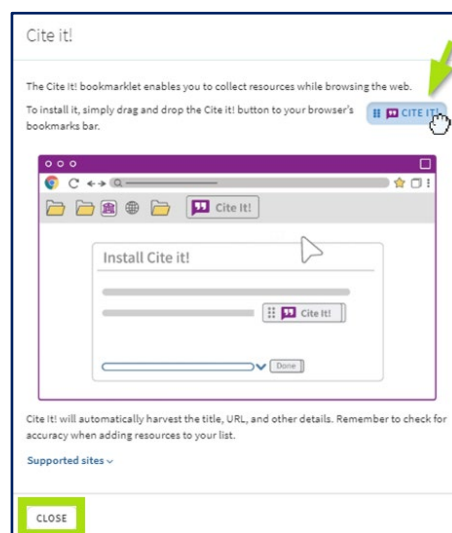
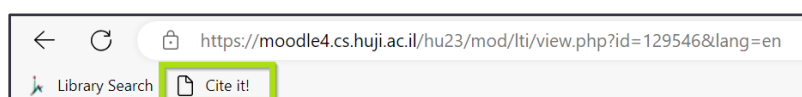
- To finish, click “**Add to Reading List**”

## Adding an item from the internet to the Reading list

- If you wish to use materials from the internet/databases in your reading list, add the component “**Cite it!**” to your browser’s toolbar (preferable Chrome or Firefox).
- Click on the “**User Menu**” icon in the reading list and choose “**Cite It!**” from the dropdown menu.

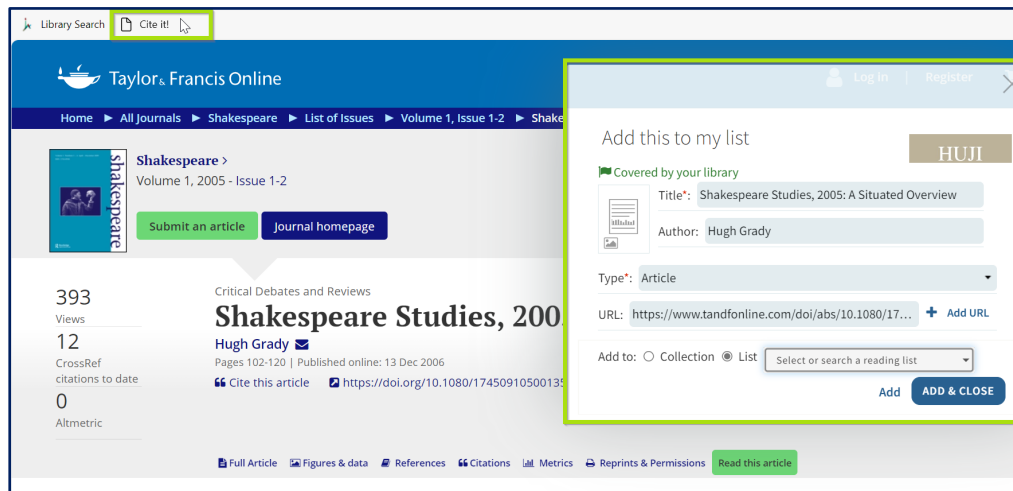


- Click on the button “**Cite it!**” and *drag* it to the browser’s bookmarks toolbar.



- Close the window by clicking on the button “**close**”.

- Search the needed item on the internet (Google Scholar, JSTOR, Amazon etc.)
- Open it and click **“Cite it!”** on the toolbar.



- The bibliographic details of the item will appear in the new window. Fill all required details if missing (author, title, publication date, etc.)

The screenshot shows the 'Add this to my list' pop-up window with a form to fill in bibliographic details. The form includes the following fields:

- Publication Date: 2005
- Volume: 1
- Issue: 1
- Start page: 102 End page: 120
- DOI: 10.1080/17450910500135818
- Add to: ☐ Collection ☒ List

The form also includes a 'Select or search a reading list' dropdown menu and an 'ADD & CLOSE' button.

- Go to the rubric **“Select or Search a reading list”** and choose the course’s number/name.

Close

Add this to my list

HUJI

Publication Date: 2005

Volume: 1

Issue: 1

Start page: 102

DOI: 10.1080/17450910500135

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Add to: ☐ Collection ☒ List

Select or search a reading list

Add **ADD & CLOSE**

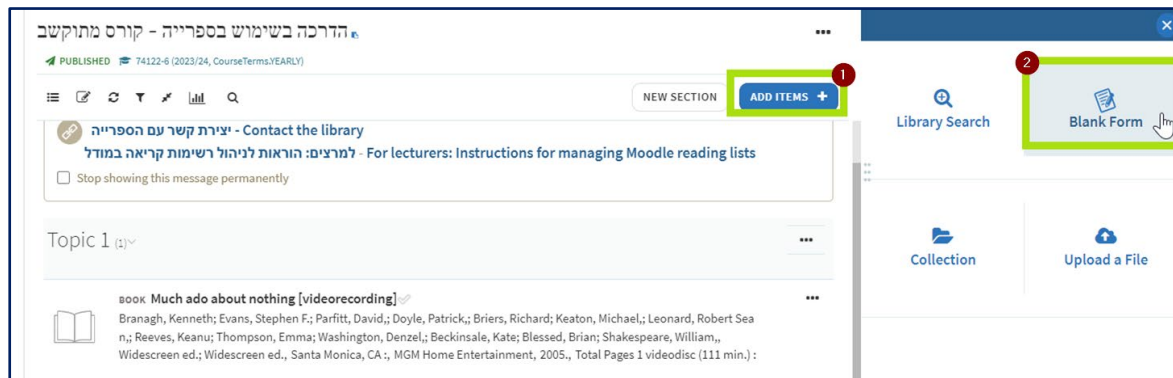
- Click **“Add & close”**
- The selected item will appear in the reading list.
- See more on **“Cite it!”** [here](#).



## Adding an item from your computer to the reading list

One way to add an item from your computer to the reading list is by creating a blank form in the reading list.

- Click on **“Add Items”** and then click on **“Blank Form”**.



- Fill in the required bibliographic details.

A screenshot of the 'Add Item Details' form in Moodle. The form has a blue header with a 'Back' button and a close button. The main content area contains several fields: 'Title\*', 'Author:', 'Type\*', 'Student note:', 'Due Date:', 'Creative Commons license: None', and 'More item details'. A dropdown menu is open for the 'Type\*' field, showing a list of 'Most Common' item types: Article, Book, Book Chapter, Document, E-book, Electronic Article, Video, and Website. At the bottom of the form, there are buttons for 'CANCEL', 'ADD & CLOSE', and 'ADD'.

- Upload your file by clicking on “click here to *drag* or upload a file”.

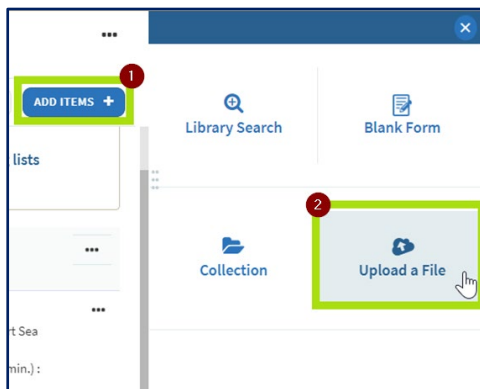
- Then *drag* the file from the computer into the field or click on it to browse for a file.



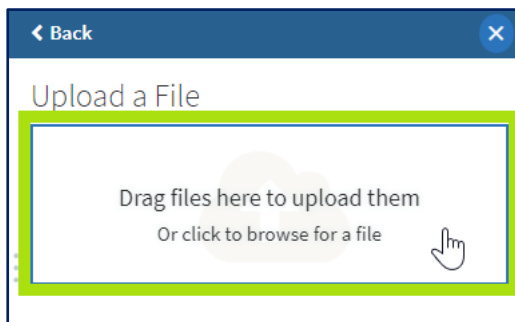
- Check the Copyright Clearance option to make the item accessible to students.

- To finish, click “Add”/”add & close”.

Another way to add an item from your computer to the reading list is by clicking on **“Add Items”** and then on **“Upload a file”**.



- *Drag* the file from the computer into the field.
- Or click on the field to browse for a file.



- Fill in the required details, Check the Copyright Clearance option to make the item accessible to students.

A screenshot of the 'Upload a File' form. At the top, it says 'Upload a File'. Below that is a field for 'File name: Shakespeare Studies 2005 A Situated Overview.' with a trash icon. There are three radio button options for copyright: 'This file was authored by me and does not require copyright clearance' (which is selected and highlighted with a green box), 'No declaration', and 'For the library to check copyright'. Below these are fields for 'Title:', 'Author:', and 'Type:' (set to 'Document'). There is a 'URL:' field with an 'Add URL' button. A 'Student note:' field with a text editor icon is also present. At the bottom, there are 'Add to:' options (List and Clipboard) and a 'Section:' dropdown (set to 'Topic 1'). At the very bottom are three buttons: 'CANCEL', 'ADD & CLOSE' (highlighted with a green box), and 'ADD'.

- To finish, click **“Add”/“add & close”**.

## Managing and publishing the reading list

- The reading list can be divided into sections to group your resources by topic, lesson, unit, etc.
- Choose **“New Section”**, name it, and click **“Create”**.

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PUBLISHED 74122-6 (2023/24, Yearly) More info >

NEW SECTION ADD ITEMS +

Title\*: Topic 1

Description:

From: dd/MM/yyyy To: dd/MM/yyyy

Import

CANCEL CREATE

- To move an item from section to section, place the cursor on the blue stripe that appeared on the side on that item and *drag* it to the new location.

Resources (1) ▾

book **Much ado about nothing [videorecording]** ✓

Branagh, Kenneth; Evans, Stephen F.; Parfitt, David; Doyle, Patrick; Briers, Richard; Keaton, Michael; Leonard, Robert Sean; Reeves, Keanu; Thompson, Emma; Washington, Denzel; Beckinsale, Kate; Blessed, Brian; Shakespeare, William, Widescreen ed.; Widescreen ed., Santa Monica, CA; MGM Home Entertainment, 2005., Total Pages 1 videodisc (111 min.) :

Complete Available at Humanities & Social Sciences Library 2nd Floor Media : OSV 8910

Resources (0) ▾

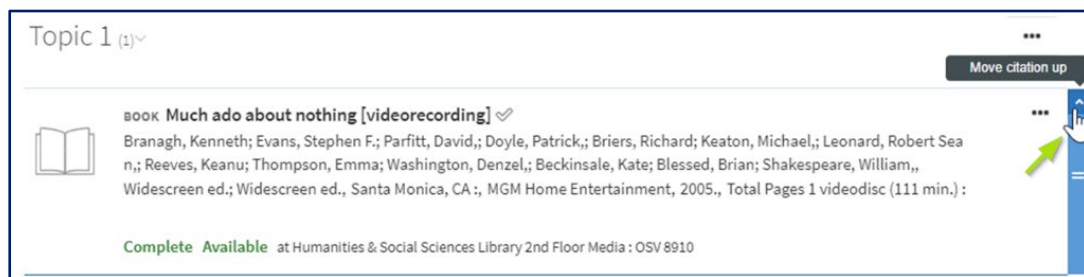
Topic 1 (0) ▾

book **Much ado about nothing [videorecording]** ✓

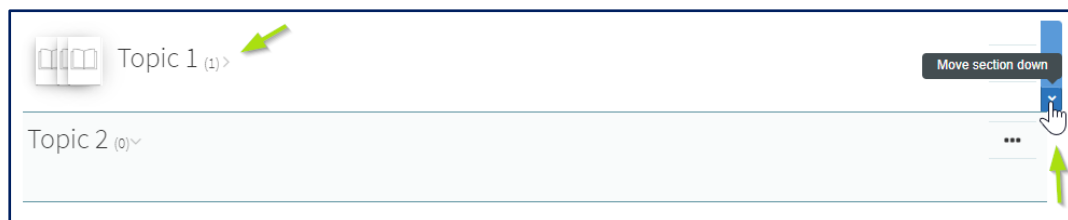
Branagh, Kenneth; Evans, Stephen F.; Parfitt, David; Doyle, Patrick; Briers, Richard; Keaton, Michael; Leonard, Robert Sean; Reeves, Keanu; Thompson, Emma; Washington, Denzel; Beckinsale, Kate; Blessed, Brian; Shakespeare, William, Widescreen ed.; Widescreen ed., Santa Monica, CA; MGM Home Entertainment, 2005., Total Pages 1 videodisc (111 min.) :

Complete Available at Humanities & Social Sciences Library 2nd Floor Media : OSV 8910

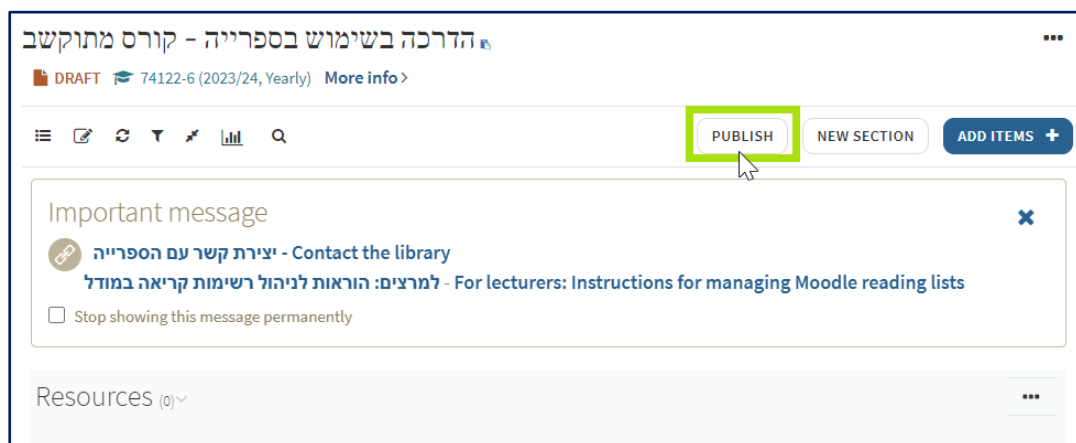
- You can also use the arrow on the blue stripe to move the citation up and down.



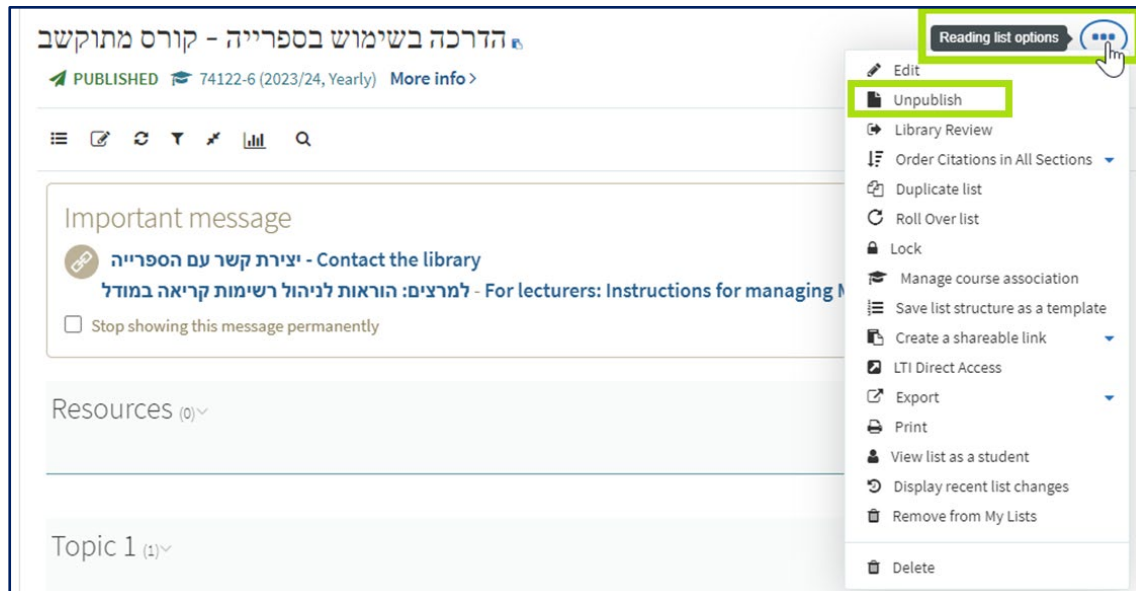
- Sections can also be moved:  
place the cursor on the blue stripe that appeared on the side on the section (only in "closed mode") and *drag* it to the new location using the arrow on the blue stripe.



- To allow students to see the reading list, click on the button **“Publish”**.

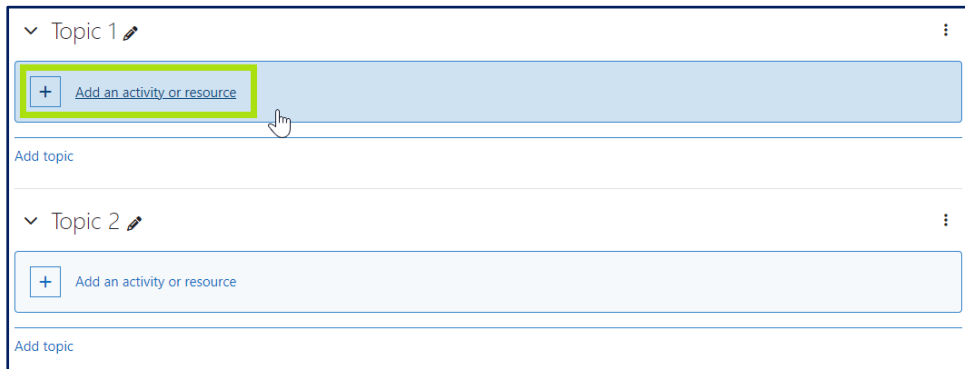


- If you want to “**unpublish**” the list or edit it in other ways, click on the button “...” and select from the dropdown menu in the list’s title line.

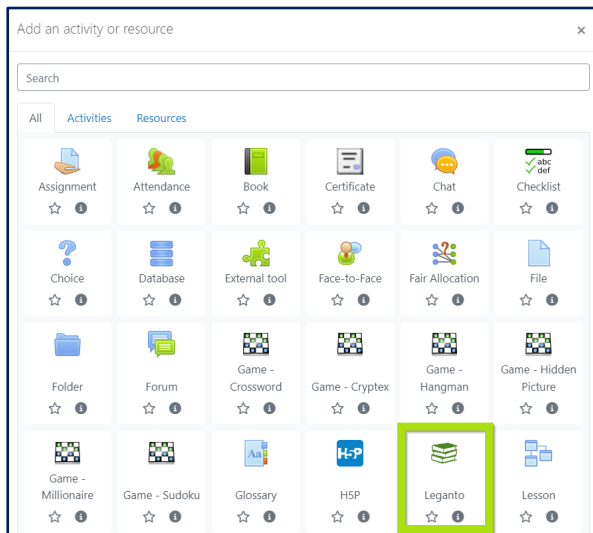


# Moving an item from the reading list to a topic in Moodle

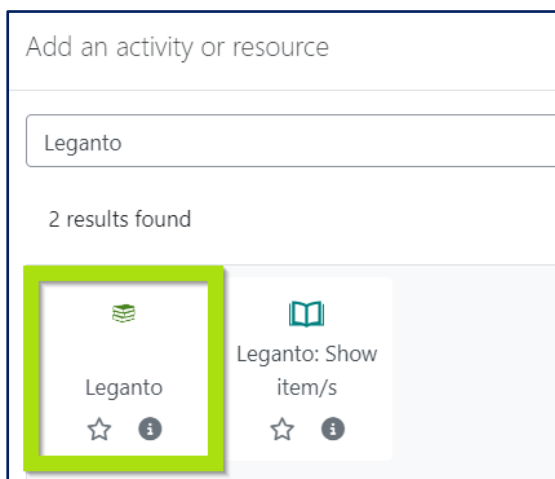
- Pick a topic and click **“Add an activity or resource”**.



- Choose the icon **"Leganto"**  from the list.



- You can also use the search bar.



- Click on **“select content”**, pick the desired items to add to the topic in the new window and click **“select”**.

✚ Adding a new External tool to Topic 1?

▼ General

Activity name 1

Show more...

1 Select content

Select content

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Resources (8)

BOOK 1984.  
2 Select Book: Little women Complete Available at Overseas Library Storage Room : 823 079

BOOK Little women  
2 ☒ Complete Available at Overseas Library Open Shelf : 813 A355

BOOK Wuthering Heights  
 Complete Available at Humanities & Social Sciences Library 2nd Floor Media : OSV 12977

Topic 1 (3)

3 SELECT

- In the field **“Activity name”** enter the name of your choice.

✚ Adding a new External tool to Topic 1?

▼ General

Activity name 1

Show more...

1 Select content

> Privacy

> Grade

> Common module settings

> Restrict access

> Guest access

> Tags

☐ Send content change notification

Save and return to course Save and display Cancel

1 Required

- To finish, click **“Save and return to course”**.

☐ Send content change notification

Save and return to course Save and display Cancel