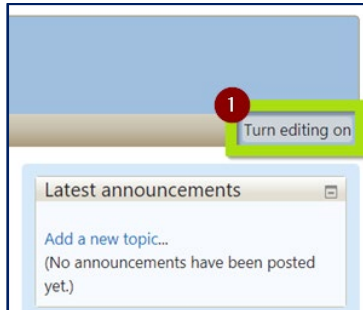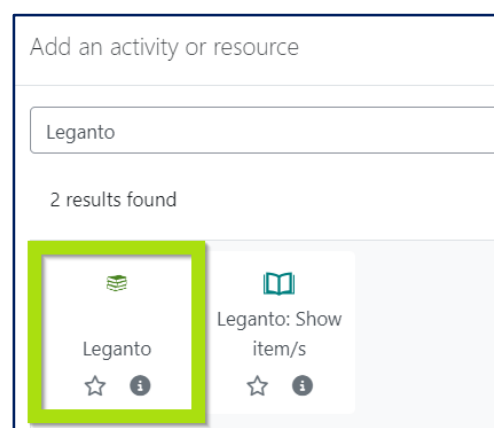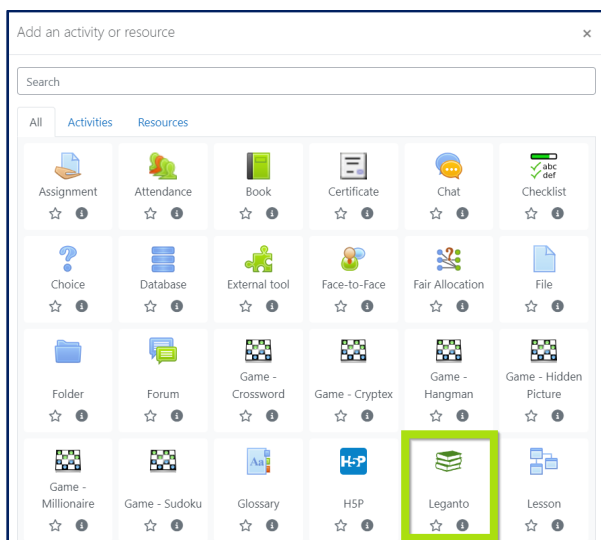# Adding a reading list component to the course in Moodle

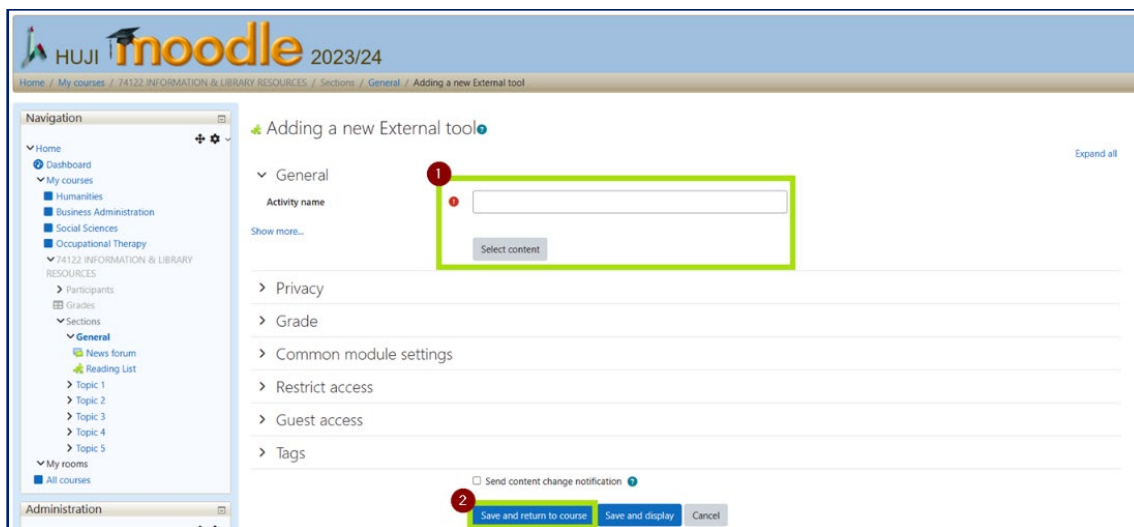- In most courses the component **"Reading list"** 📚 already exists.
- If not, click **"Turn editing on"** Click **"Add an activity or resource".**

- 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"**.
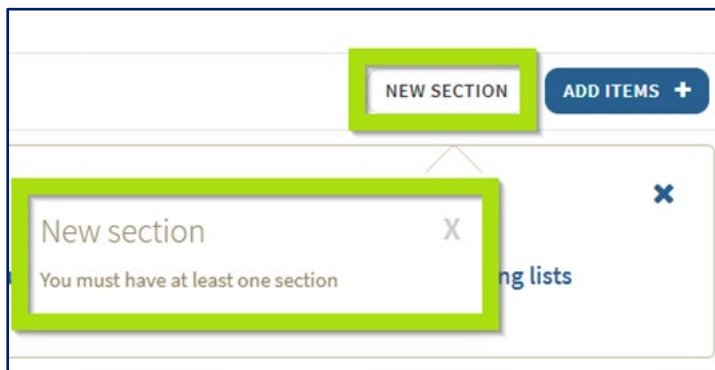

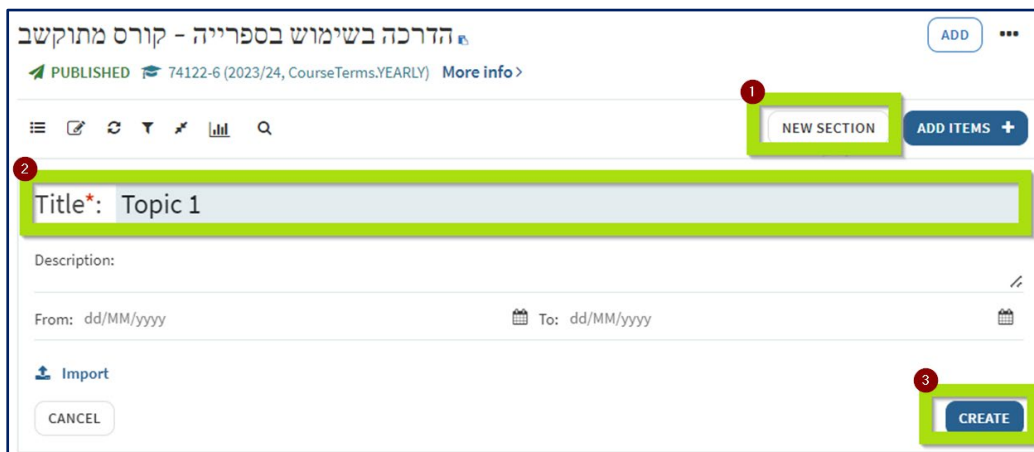- By clicking on the link, you can open the reading list and edit it.

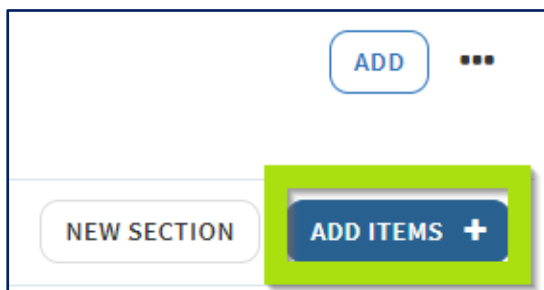# Adding an item from the library resources to the Reading list

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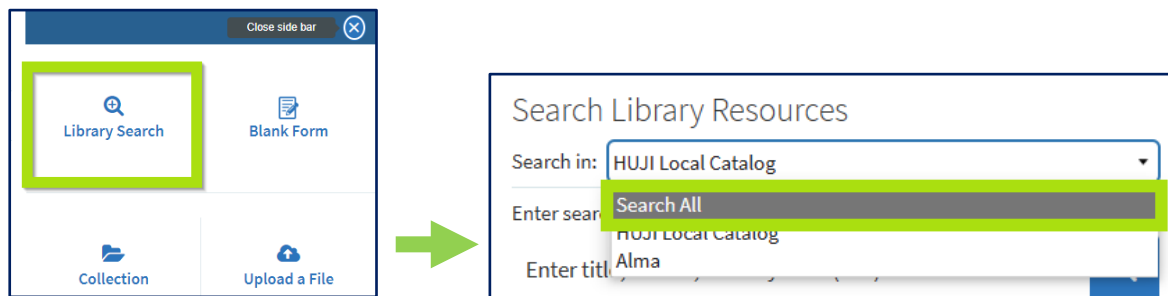

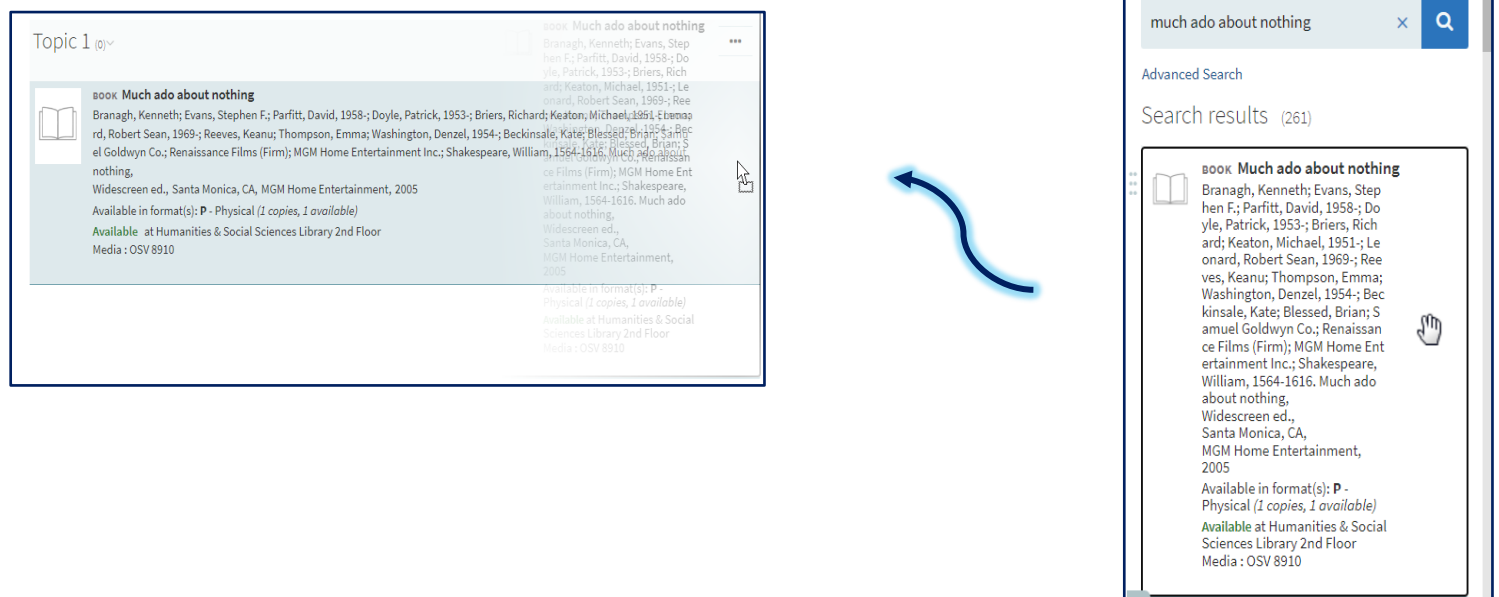- Enter the section name of your choice and click "**Create**".

- 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.
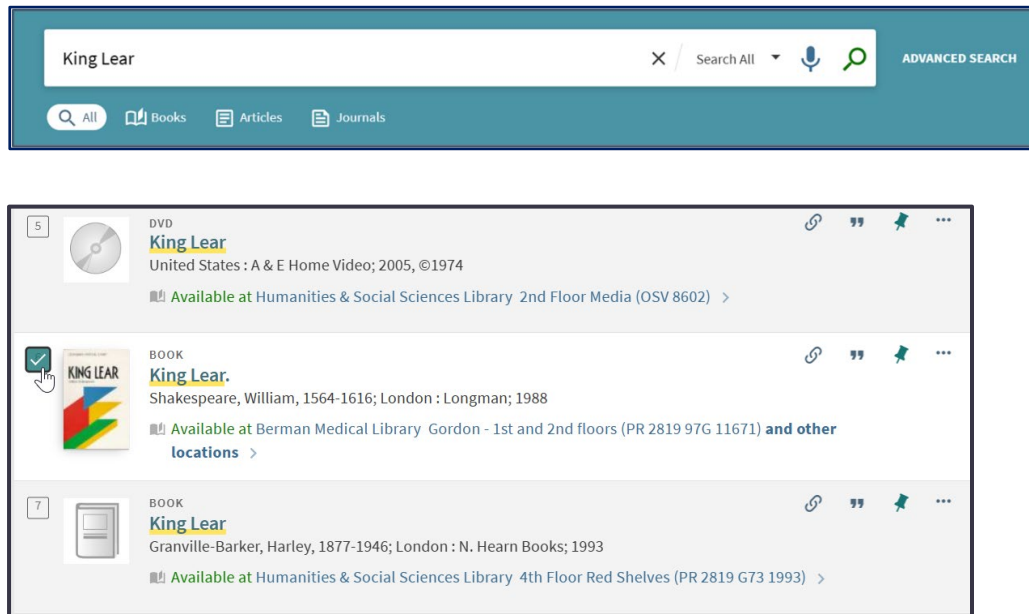
- In the "**send to**" menu, Click on "**Reading List**".
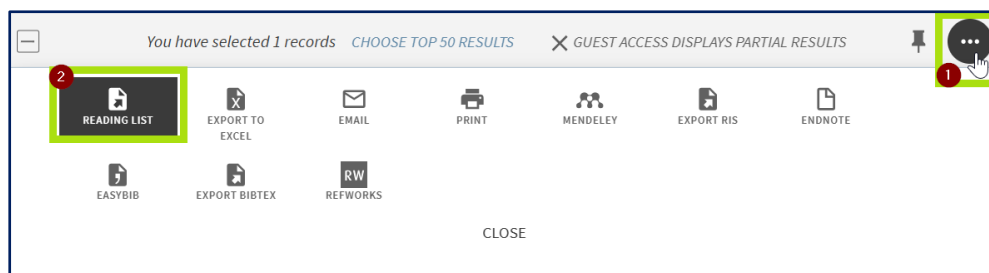
- Choose the Reading List and section you want to add the item (or items) into.

- 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.
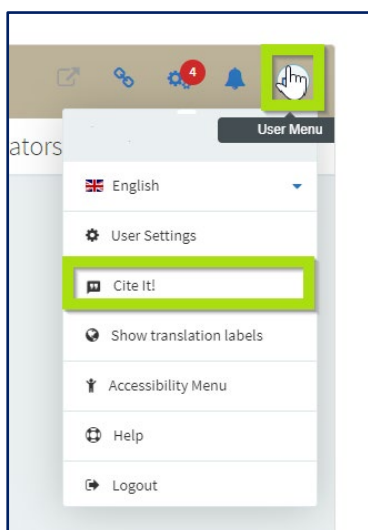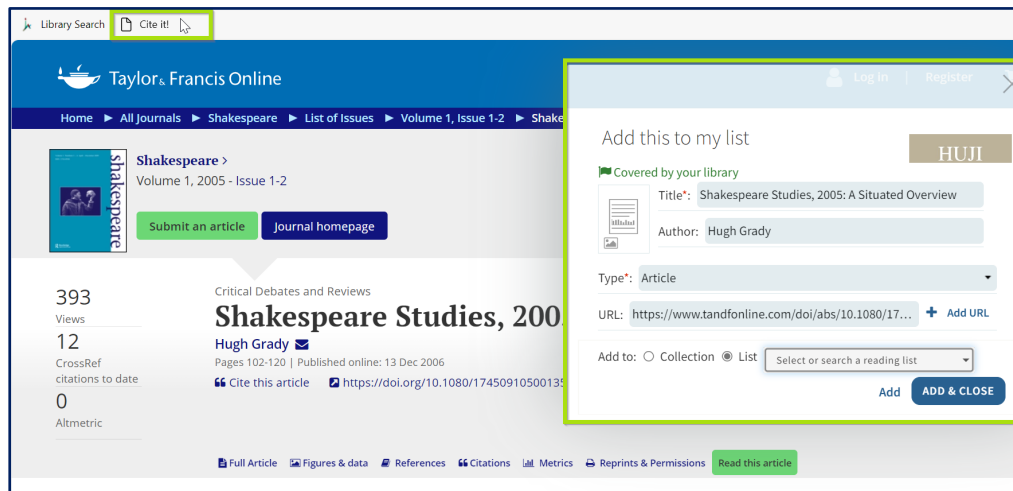

- Click on the button "**Cite it!**" and *drag* it to the browser's bookmarks toolbar.
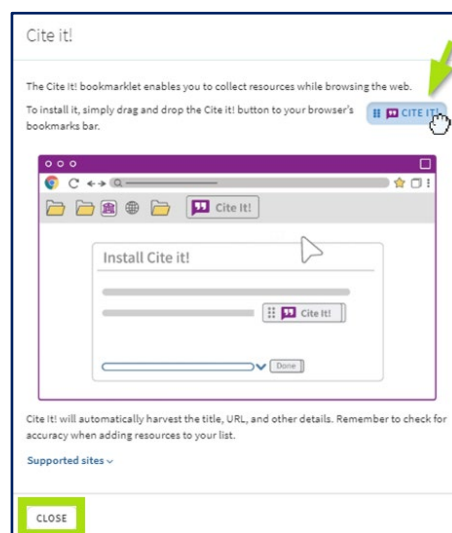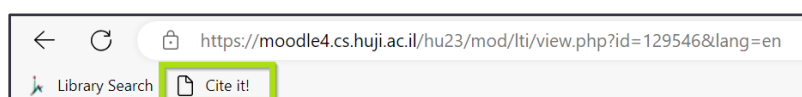
- Close the window by clicking on the button "**close**".

- 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.)

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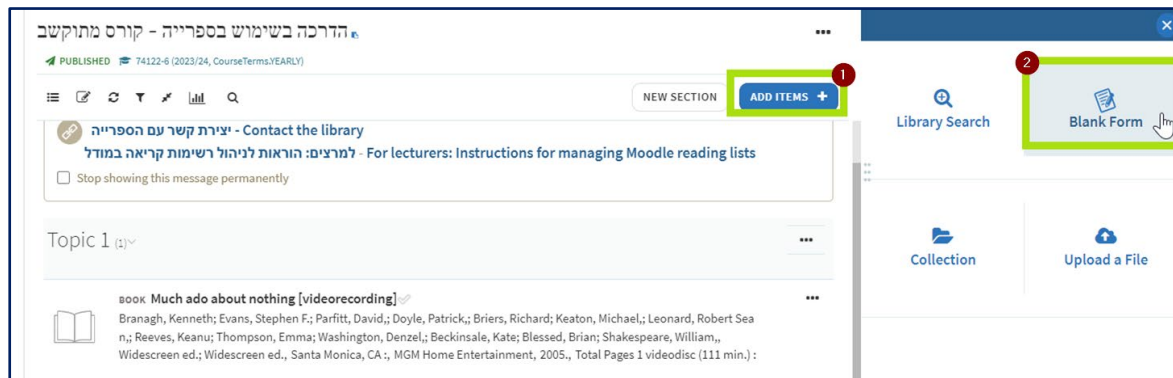

- Click "**Add & close**"

- 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.

- 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.
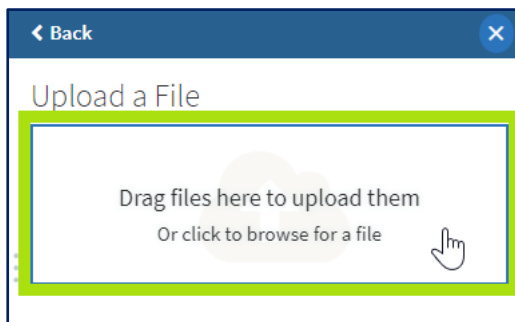

- Check the Copyright Clearance option to make the item accessible to students.

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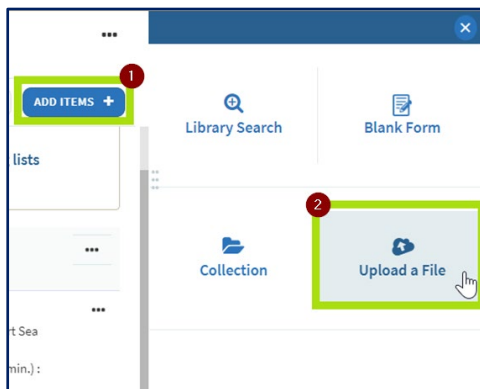
- *Drag* the file from the computer into the field.
- Or click on the field to browse for a file.

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

- 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**".

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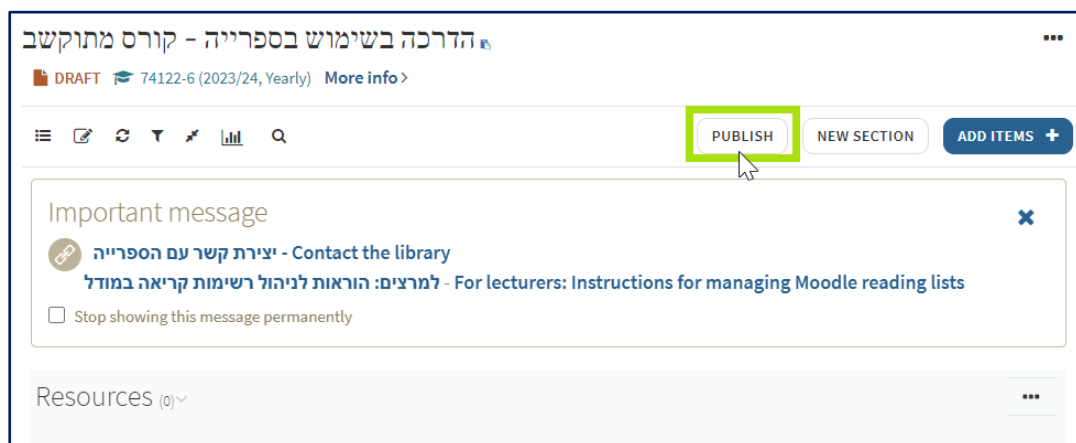
- You can also use the arrow on the blue stripe to move the citation up and down.
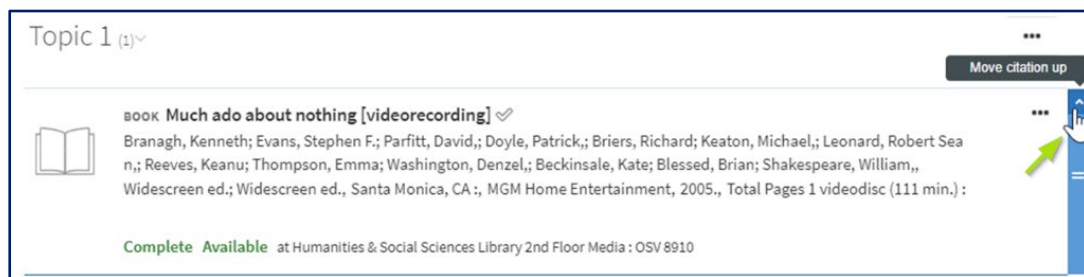

- Sections can also be moved:
  place the cursor on the blue stripe that appeared on the side on the section (only in "closed mode") and *drag* it to the new location using the arrow on the blue stripe.
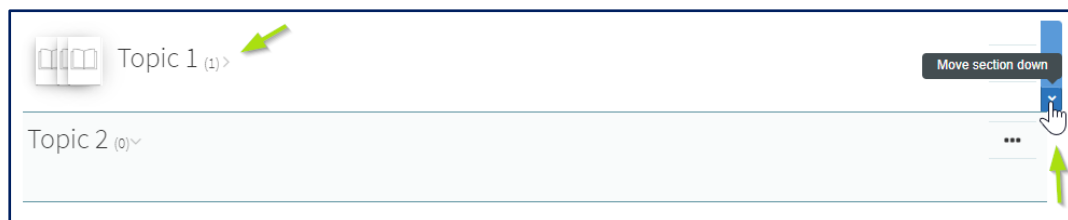
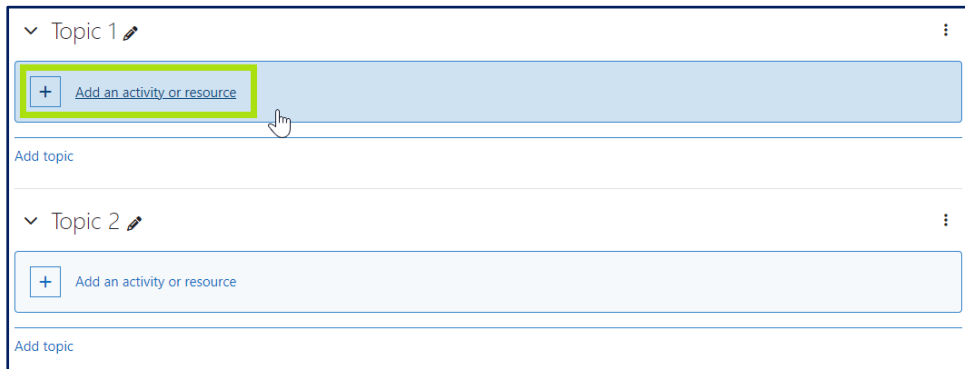- To allow students to see the reading list, click on the button "**Publish**".

- 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
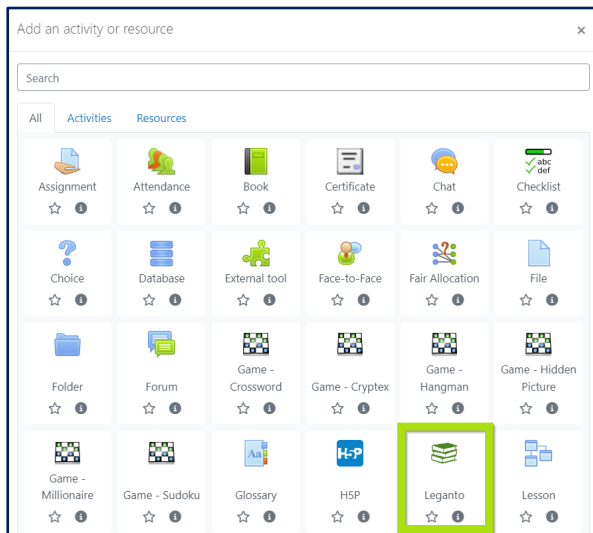 title line.
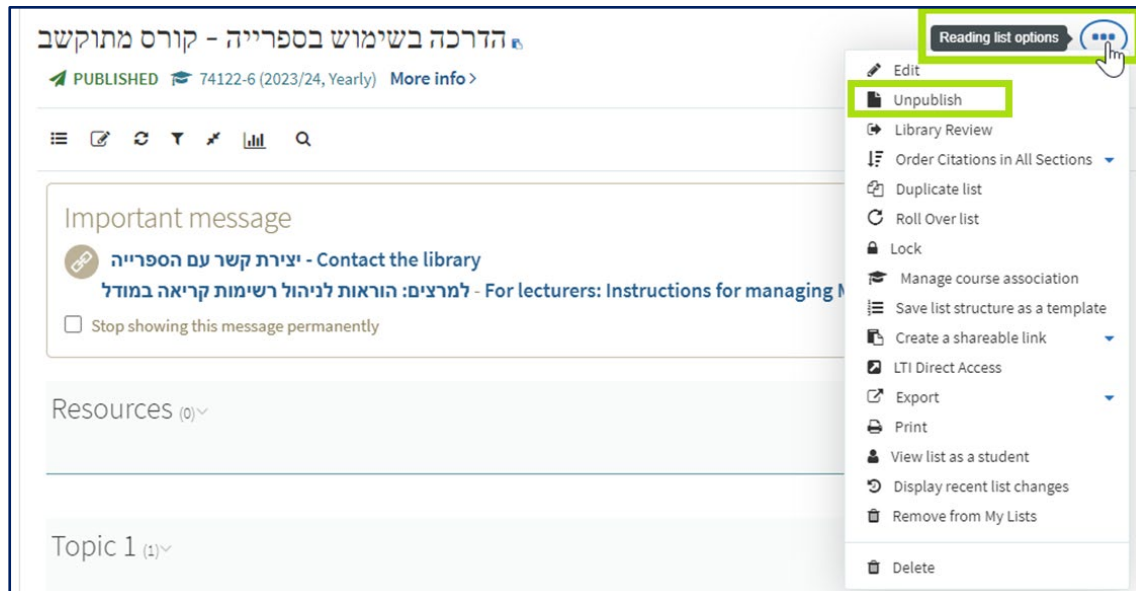
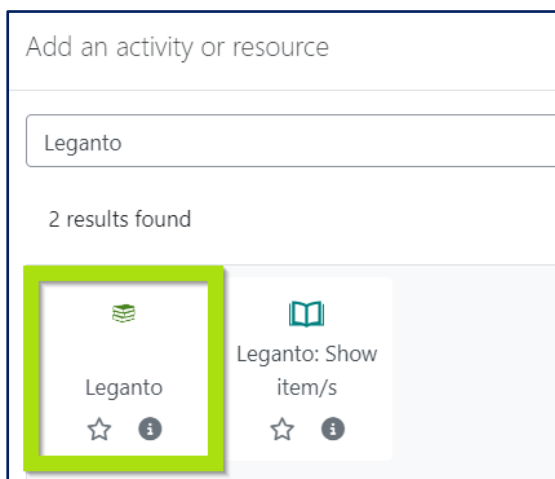# Moving an item from the reading list to a topic in Moodle

- 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**".

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

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