

Course Readings compared with Course Reading List Functionality

Course Readings	Add individual readings by searching for terms such as Title , Author and ISBN
Course Reading List	Add groups of readings, digitised prior to July 2006, using Course Code only. (Note that readings digitised from July 2006 onwards will not have a course code attached)

Using Course Readings / Course Reading List as an Instructor

The Course Reading List building block allows teaching staff to:

- Search for readings using the course code (readings previously available via the Griffith University Library Catalogue)
- Create links in the Learning@Griffith course sites for groups of selected course readings quickly.

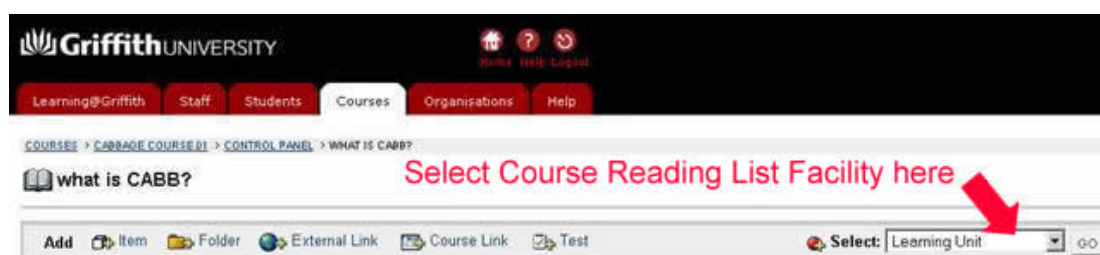
Additionally, from the Course Readings building block, lecturers can:

- Enter details into a printable request form and send it to the Digitisation and Distribution service to digitise a new course reading. These readings will then be available via Learning@Griffith after five (5) working days.

Adding a Course Reading List to your Learning@Griffith Course Site

How to use the Course Reading List Building Block to add course readings to your Learning@Griffith course site:

1. Go to the course site you would like to add course readings to
2. Select the page within the course site you would like to add the course readings to via the *Control Panel*; or alternatively, click on *Edit View* while on the selected page.
3. Using the drop down menu from the *Select Learning Unit* to select **Course Reading Lists** (see figure below)
4. Press **Go**



Adding individual Course Readings to your Learning@Griffith Course Site.

To use the Course Readings Building Block to add selected course readings to your Learning@Griffith course site:

1. Select the course site you would like to add course readings to
2. Select the page within the course site you would like to add the course readings to via the *Control Panel* or alternatively, click on *Edit View* while on the selected page.

3. Using the drop down menu from the *Select Learning Unit* to select **Course Reading** (see figure below)
4. Press **Go**

Finding Reading/s

On entry into Course Reading Lists, all digitised readings for the course code of the course you are currently logged into will appear on the screen in alphabetical order. (If there are none, then no readings will be displayed under **Select Readings.**)

On entry into the Course Readings, you will be presented with search boxes. Enter the appropriate search criteria into the Search boxes, then click on Submit.

Select Course Reading/s

Once you have located the appropriate reading/s, the following options will be available:

Click on the name of the reading	Displays the reading in a separate window for purposes of viewing.
Search	<p>Performs a search for all readings that have previously been digitised by the Digitisation and Distribution Team for the course codes entered.</p> <p>If any readings are found, they will appear under Select Readings</p> <p>All of those readings marked for inclusion (ie "Yes") will reappear in the list of readings found after each search.</p>
Select a reading for inclusion (using the radio buttons)	<ul style="list-style-type: none"> • <i>For reading lists</i> - By clicking on the "Yes" radio button beside a reading, the reading will be selected for inclusion on the Learning@Griffith course site. Those marked "No" will not be included. • <i>For individual readings</i> - Click in the radio button beside the name of the reading to add it to the Learning@Griffith course site.
Cancel	Returns you to the point in Learning@Griffith prior to entering Course Readings.
Submit	Takes you to the Additional Information to enter heading information for the readings which have been selected.

Modifying Reading Availability

Once a reading or readings has been selected with the radio buttons, the Reading Availability screen will allow you to modify how the reading information will be displayed on the course site and for how long it will be available to students (see figure below).

Display Heading of requested reading	Enter a heading you would like students to see above the reading on the Learning@Griffith site.
Accompanying Text	Enter text you would like to appear under the heading on the Learning@Griffith site.
Availability	Initially this defaults to today and the last day of the year. This period is the length of time that students will have access to the reading via the Learning@Griffith site. You may modify both from and to dates though currently dates can not be extended beyond the end of the year. When this period expires, the reading will no longer be available to students via

	Learning@Griffith. It will still be available for teaching staff to modify in Learning@Griffith.
Cancel	Returns you to the point in Learning@Griffith prior to entering Course Readings without saving any details.
Submit	The link to the selected reading will be created on the Learning@Griffith site along with the heading and text which was entered.

Request the Digitisation of a New Reading

If after searching, you have chosen to request the digitisation of a new reading you will be presented with a screen asking for the type of reading to be digitised. A series of screens then follow requesting further details of the reading to be digitised.

- Enter as many details as accurately as possible concerning the reading to be digitised.
- Enter your contact details so that you can be contacted if necessary and to enable your reading can be returned to you.
- Once all of the details of the reading as well as the contact details have been entered, the Digitisation Request Form will appear.
- Once you have checked and printed the form, Click on **OK**.
- You will then be able to either search again, or exit the Building Block.

Digitisation Request Form

Displays all of the information previously entered for the reading to be digitised.

- Check the information to ensure it is correct.
- Print the form out and send it with a photocopy of the reading to be digitised to the Digitisation and Distribution Unit. The address is on the top of the form.
- Close the window

http://aao-52.jc.griffith.edu.au/webapps/go-coursereadings-16_1660/module/printform.jsp?refer= Microsoft Internet Explorer

Reading Request Reference : CR-1145582686019

Print this Form
 Attach the form to the hard copy and deliver to the Lending Desk at any Griffith Campus or send it to: Digitisation Services, L03 3.38, Logan Campus.
 Your request will be processed within 5 working days from receipt of the printed request form plus a printed copy of the requested article

Requestor Details

First Name	Andrew
Surname	White
Phone	
Email	

Book Extract Details

Book title	The tale of two cities
Book Author/Edit : Family name	Burnont
Book Author/Edit : Given name	Gavin
Chapter title	The old city of venice
Chapter Author : Family name	Burnont
Chapter Author : Given name	Gavin
Chapter number	2
Year published	1983
ISBN	123456789
Publisher Name	Wiley
Place of publication	London

Additional Details To Request Digitisation

Total number of pages in book	219
Page numbers of the chapter : From	113
Page numbers of the chapter : to	116

Date Required

Reading required for	21/04/2006
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Copyright

Copyright Information	-
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Additional Information

Additional Information	-
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