# Reading list guide Creating your reading list

First make sure you're logged in.

	0										
Home	My Lists	My Bookmarks	Reviews	Feedback	Admin 👻	Reports Natasha Moulton R					
						Search for module code, title or subject					
						Browse hierarchy   Recent changes					
						Staff - the draft lists for 2022-2023 have now been published and are visible to students via Moodle. If you haven't already, you still need to check, edit and publish your 2022-2023 list to include any new resources the library might need to buy					
						Students- you can access your 2022-2023 reading lists If your module is based at Medway, please visit medwaylists.kent.ac.uk.					

Check that the location of your reading list matches the location of the module.

- readinglists@kent-Canterbury or
- readinglists@kent-Medway

### 1 Select My Lists from top left hand corner.

readinglists@kent							
Hom My Lists My Bookmarks Reviews Feedback Ad	min • Reports • Natasha Moulton 🔼 🛞						
$\smile$	Search for module code, title or subject						
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	If your module is based at Medway, please visit medwaylists.kent.ac.uk.						

2 Select Create new list from the right side of the screen.



Home My Lis	ts My Bookmarks	Reviews	Feedback	Admin 👻	Reports -	Natasha Moulton	• 🛞					
My Lis	s Showing	; 1 to 2	25 of 33	58 list	s				Action -	Create	new list	)
									Search by lis	st name	٩	
Title						Time Period	l Linked	to Status	. 1	Last updated	Action	

## 3 Enter name of module and description if needed.

Home	My Lists	My Bookmarks	Reviews	Feedback	Admin 👻	Reports -	Natasha Moulton	٢

# Create a new list

List name:* Description:				
	Select Hierarchy	li.		
Time Period:		~		
	Create list			

4 Select Hierarchy: this links the name of your module to the module code.



#### 5 Enter Module Code; select module from drop down list; click Save.

Hierarchy & Students

# BUSN9 There were lots of results for "BUSN9". Try to be more specific. MODULE: BUSN9031 - Generating Theory and Presenting Research MODULE: BUSN9440 - Strategic Marketing and Communication MODULE: BUSN9900 - A Systems Approach to Managing Complexity MODULE: BUSN9028 - Retail Management Туре Name Student no. Unlinked Not linked to the hierarchy 0 Cancel Save

6 If your module doesn't appear in the list click Cancel and email: readinglisthelp@kent.a.uk In the meantime you can continue to edit and publish your list as normal.

- 7 Choose correct academic year and click Create list
- 8 Your list is now ready for you to add resources and Publish.

