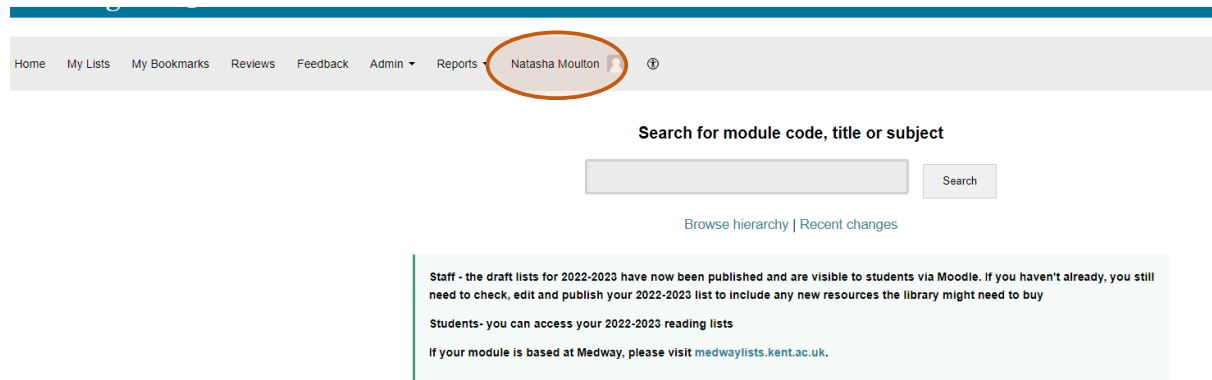


Reading list guide

Publish and review your reading list

Publishing your reading list at the start of the academic year and any time you make a change, will make the changes public and allow students to see the most up-to-date version. It will also prompt library staff to review the list.

1 Check to make sure you are logged in.



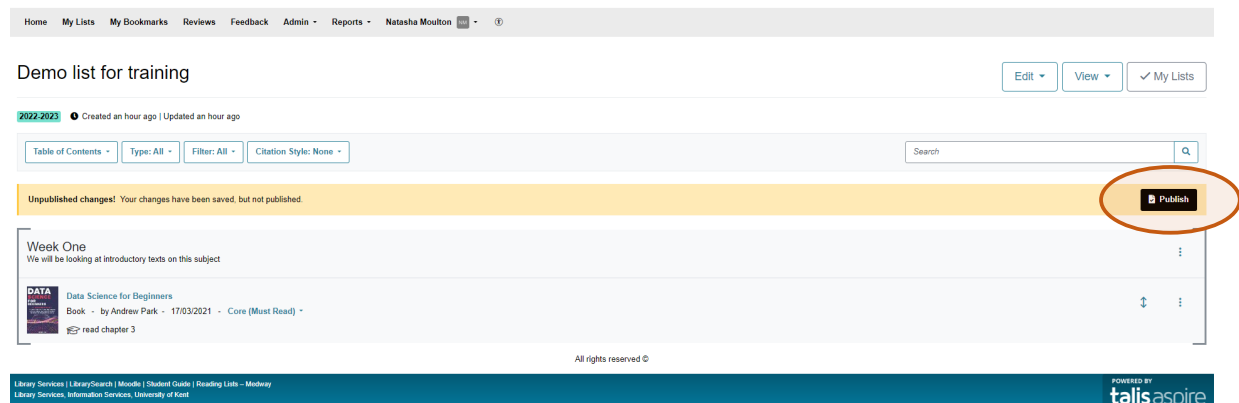
The screenshot shows the Moodle user interface. At the top, there is a navigation bar with links: Home, My Lists, My Bookmarks, Reviews, Feedback, Admin, Reports, and a user profile for Natasha Moulton. The user profile is circled in orange. Below the navigation bar is a search box with the placeholder text "Search for module code, title or subject" and a "Search" button. Below the search box are links for "Browse hierarchy" and "Recent changes". A light green box contains the following text:

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

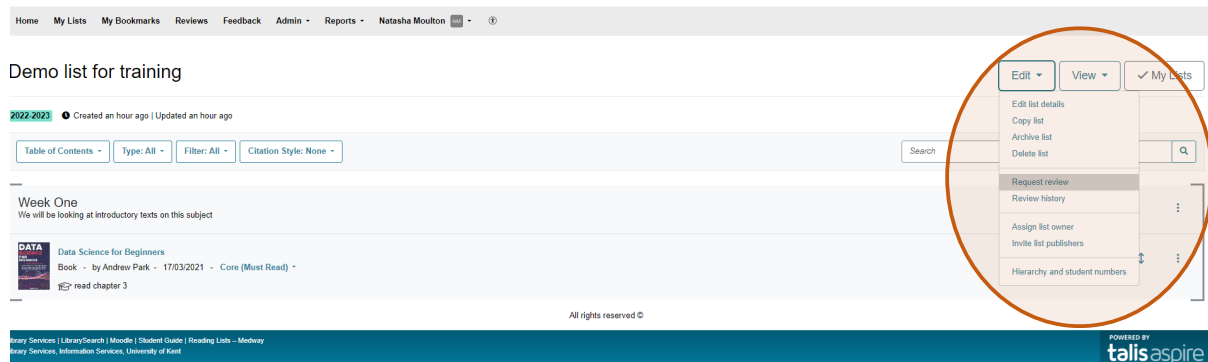
If your module is based at Medway, please visit medwaylists.kent.ac.uk.

2 The option to publish will appear at the top right of the screen when you have edited the reading list.



The screenshot shows the Moodle reading list interface. At the top, there is a navigation bar with links: Home, My Lists, My Bookmarks, Reviews, Feedback, Admin, Reports, and a user profile for Natasha Moulton. Below the navigation bar is the title "Demo list for training" and buttons for "Edit", "View", and "My Lists". Below the title is a section for "2022-2023" with a search box and filters for "Table of Contents", "Type: All", "Filter: All", and "Citation Style: None". A yellow banner at the top right of the list area says "Unpublished changes! Your changes have been saved, but not published." and a "Publish" button is circled in orange. Below the banner is a section for "Week One" with a list of resources. The first resource is "Data Science for Beginners" by Andrew Park, dated 17/03/2021, and is marked as "Core (Must Read)". Below the resource list is a "read chapter 3" link. At the bottom of the page, there is a footer with the text "All rights reserved ©" and "POWERED BY talisaspire".

3 If you want to publish your list without making any changes you will need to use the drop down menu from the edit button and choose Request a review.



4 When you have published or requested a review of your list the library team will begin the reviewing and purchasing process.