Adding readings
Adding new readings is easily done from within the Course Readings tool in Moodle.

Two main ways to add new readings
Open the Course Readings tool in Moodle. From the toolbar select ADD, then choose from the menu below options:

- **New journal reading / New book reading**
  - Request book chapters and excerpts, journal articles, and other material not available in full text to be located and scanned by the Library

- **OR**

- **Find an existing reading**
  - Add full text journal articles, eBooks, eBooks chapters
  - Add material previously digitised by the Library held in eReservePlus

Method 1: Finding an existing reading to add
Through the tool in Moodle you can search for fulltext items in the Library databases and catalogue together through QuickSearch and add the reading to your List. Students can then click straight through to the reading. This is also the method to add readings already in the eReservePlus system, whether added by you previously, or another teaching staff member.

Open the Course Readings tool in Moodle, select the ‘ADD’ icon. The options menu will drop down, select ‘Find an existing reading’

1. Select Find
2. **In the Locations field** select “click for more” and click on ‘QuickSearch’. QuickSearch searches for items to add from the Library databases and catalogue [eBooks, full text articles etc.]

To search material added already to the system [ie content previously digitised for a FedUni course] select eReservePlus.

3. **In the ‘Document’ field** select the type of material. Then the Terms field will display. Select and enter search terms [n.b. *Article title* is useful]

4. **Enter the search terms** – in the example below the first words of the journal article title, then ‘Find’.
5. **Assess the records returned.** You can view the item before adding it by clicking the 'world' icon. **Select the reading** by clicking the tick in box.

6. Once added, the item will go into the 'Ungrouped readings' folder. You can move as normal.
Method 2 : Add a New Journal reading / New book reading

Request book chapter and excerpts, journal article, and other material not available in full text to be located and scanned by the Library.

Open the Course Readings tool in Moodle, select the ‘ADD’ icon. The options menu will drop down, select ‘New journal reading’ or ‘New book reading’. [You can explore the other options of adding a website etc.].

The form below will open.

New journal reading:
Left side enter the Source document (journal, book)  Right side enter the details of the full text [Excerpt/article/chapter etc]

Select ‘Locate’ to flag for library to find and digitise
Leave as “Print Resource Statutory Licence”
Add notes for library or students
[Students see this]