Stellenbosch
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Library and Information Service
INkonzo yeThala leeNcwadi noLwazi
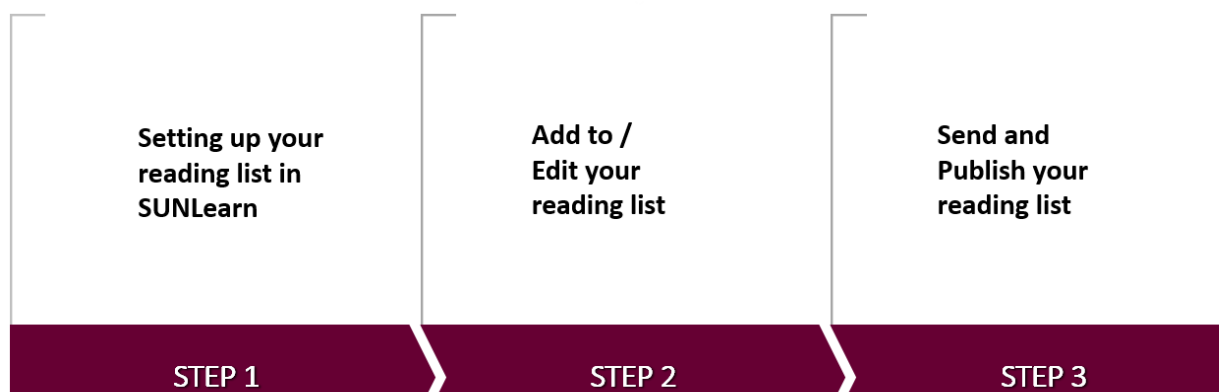**Biblioteek- en Inligtingsdiens**

Course Reading Lists in SUNLearn - Quick Start Guide

The Library and Information Service implemented Course Reading Lists to enable lecturers to build and manage their reading lists directly from within SUNLearn.

- Quickly and easily add diverse resource types to your lists and reuse these lists in subsequent terms/years through the rollover function.

- Ensure students understand your expectations by organising resources into sections, tagging items as Essential, Recommended, etc. and adding notes to resources.

- Take advantage of integrated library support: with a single click, lecturers send lists for library review and students report broken links directly to the Library.

- Comprehensive usage analytics measures student engagement with each resource; lecturers could leverage student feedback to improve instruction.

This guide provides you with an overview of the 3 simple steps to follow to set up your reading list.

Setting up your reading list in SUNLearn	Add to / Edit your reading list	Send and Publish your reading list
STEP 1	**STEP 2**	**STEP 3**

STEP 1: Setting up your reading list in SUNLearn

Activate the reading list tool:

1. Log into SUNLearn, navigate to your course and **Turn editing on**:

   ☑ Turn editing on
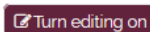
2. **Add an activity or resource**:   ➕ Add an activity or resource

3. Select **Reading List**:   🧩 Reading List

4. Enter an **Activity name** e.g. *Reading list*, **Save and return to course** and click the activated reading list link.

Create your reading list:

1. Select the ✏ **CREATE IT** button.
2. Enter a **Title** and **Description** (optional) for your reading list and **CREATE**.
3. Select a template.

Add resources:

ADD ITEMS +

1. Add **library resources** via   🔍 Library Search

Perform a simple or advanced search. Filter your results by resource type or availability. From the search results, **drag and drop** citations one by one into your list **or** click a citation and choose **Add.**

Search Library Resources

Search in: Search everything

Enter search criteria:

higher education in south africa   ✕   🔍

☐ Include records without full-text access

Advanced Search

Search results (586,139)

Resource Type:	Availability:	Hide ⌄
Book	Full Text Online	
Book Chapter	Open Access	
Article	Peer Reviewed	
Video		

ARTICLE **(Mis)framing Higher Education in South Africa**
Bozalek, Vivienne ; Boughey, Chrissie,
Social policy & administration, 46(6),
2012-12, 688 - 703

Add to: ◉ List ○ Clipboard ○ Suggestions

Section: Topic 1

ADD & EDIT   **ADD**

2. Add your **own citations** using   📝 Blank Form

Add Item Details

☁ **Click here to drag or upload a file**

Title*: Higher education in South Africa

Author: E van der Merwe

Type*: Newspaper Article

Source: https://www.timeshighereducation.co ...   **+ Add source**

○ I have obtained copyright clearance / reported to the **CHEC PLO** and am providing the CHEC request no. in the *Library Discussion*

○ This file was authored by me (third party content used reported to the **CHEC PLO** and CHEC request no. provided in the *Library Discussion*)

○ This file was authored by a colleague and I have permission to use it in SUNLearn (third party content used reported to the **CHEC PLO** and CHEC request no. provided in the *Library Discussion*)

◉ No declaration

Note: If you do upload a file which is not self-authored or contains third party content, first report usage in SUNLearn to the CHEC office. Then upload the file and indicate having obtained copyright clearance.

Library Discussion (0) ⌄

Add your comment:
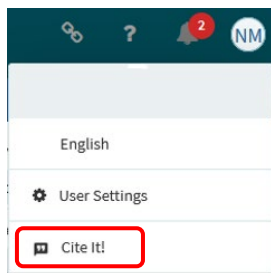
CHEC request no: 30201

SUBMIT COMMENT   ⟳ Refresh

For file uploads, add the **CHEC request number** to the Library Discussion.

3. Add citations from **webpages** using ⊥**Cite It!**

Set it up once from within Course Reading Lists > user account menu (top right) > ⊥**Cite It!**

When on any website, click the ⊥**Cite It!** button installed in your browser's bookmarks toolbar. This will open an 'Add this to my list' pop-up window with all the website details already filled in. At the bottom of the pop-up window, select **Add to: List**. Select your reading list from the drop-down menu and **ADD & CLOSE**.

Edit your reading list:

1. Click any of your citations and **Edit item**:

Add preferred **tag** to guide your students.

Add **tag Digitisation request** to a physical item in the Library should you wish to have a physical book chapter or article digitised and file uploaded. First report usage in SUNLearn to the CHEC office, then tag the citation. **Add the chapter/article details and CHEC request number to the Library Discussion.** Once submitted for **Library Review**, library staff will digitise the chapter/article and upload the file.

Add **Public/Private** notes.

Communicate with the Library regarding your reading list using **Library Discussion**.

STEP 3: Send to Library and Publish

Send to Library:

Send your completed reading list for `LIBRARY REVIEW` if any of the citations in your

reading list have a `Being Prepared` status.

The Library will process the list and send a note - *Reading list ready for publishing* – in the Library Discussion. Lecturers are alerted to it by an e-mail and notification at the **Alerts** icon (top right).

If all citations in your reading list have a **Complete** status, skip **Library Review**.

Publish your reading list:

Click the `PUBLISH` button to make your reading list visible to your students.

Need help?

For full instructions on creating, editing, and submitting reading lists, visit our step-by-step user guide.

Still have questions or in need of a training session?
Contact your Faculty Librarian or the Manager: Digital Library Systems.