

read!t Guide

- Copy an Existing Reading List
- Add Further Editions

You can copy read!t lists that you have created once to other (parallel) courses.

This also applies to read!t lists in course material collections. Remember to first lock the fields of the syllabus that you do not want to transfer.

Our step-by-step instructions will show you how to do both. Furthermore, we have included a quick guide on how to add several editions of an item to your read!t-list.

Contents

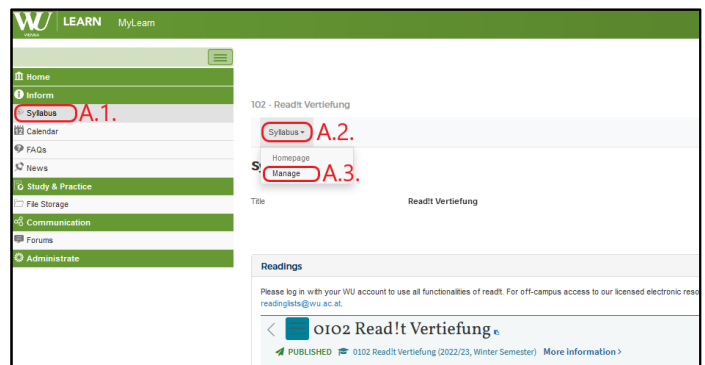
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How to Disable Fields

Step 1: Preparation

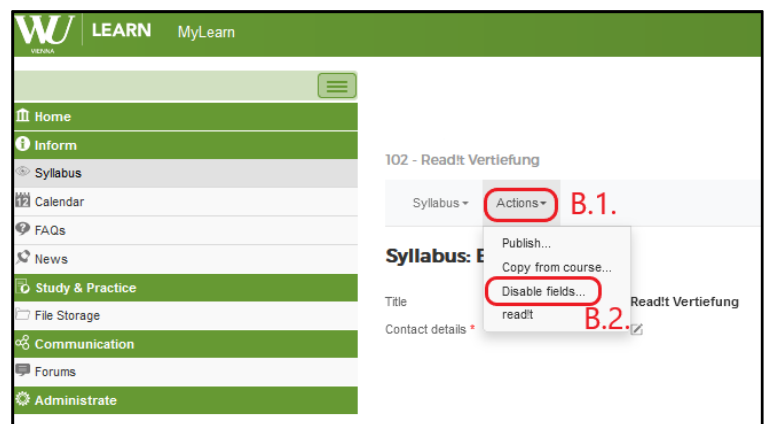
Open your course in LEARN and click on **Syllabus** in the left menu [A.1.].

Then, click on **Syllabus** in the horizontal section [A.2.] and select **Manage** [A.3.] from the drop-down menu.



Step 2: Disabling Fields

The field **Actions** [B.1.] will appear in the horizontal menu. Click on it and select **Disable fields...** [B.2.] from the drop-down menu.

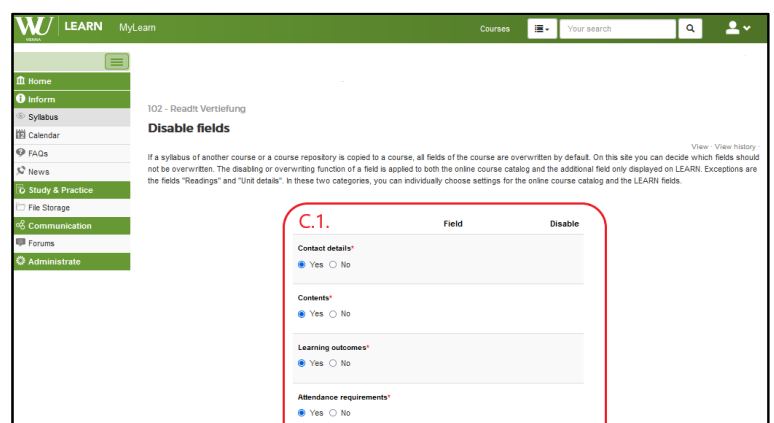


Step 3: Specifying Disabled Fields

Select the fields you want to lock (yes = lock field).

The **Recommended literature (course catalog)** and the **Recommended literature (LEARN)** fields must not be disabled.

Click on **Speichern** (yes, this means **Save** and remains in German) button in the bottom left corner of the page.



Recommended literature (course catalog)*	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Recommended literature (LEARN)*	
<input type="radio"/> Yes	<input checked="" type="radio"/> No

Speichern

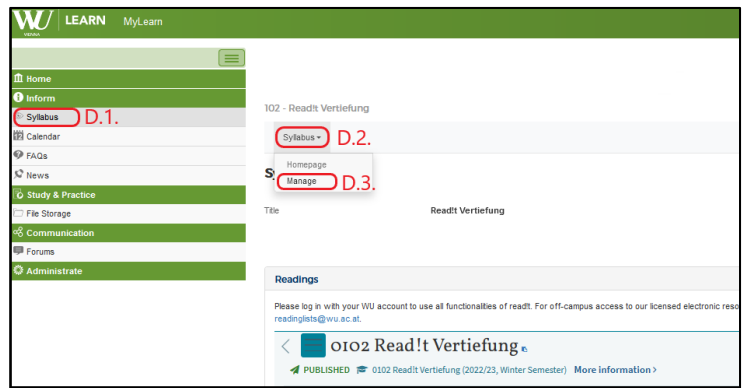
Now you can proceed with the transfer of the syllabus from a course, or a course repository as described below.

How to Copy a Reading List from a Course

Step 1: Preparation

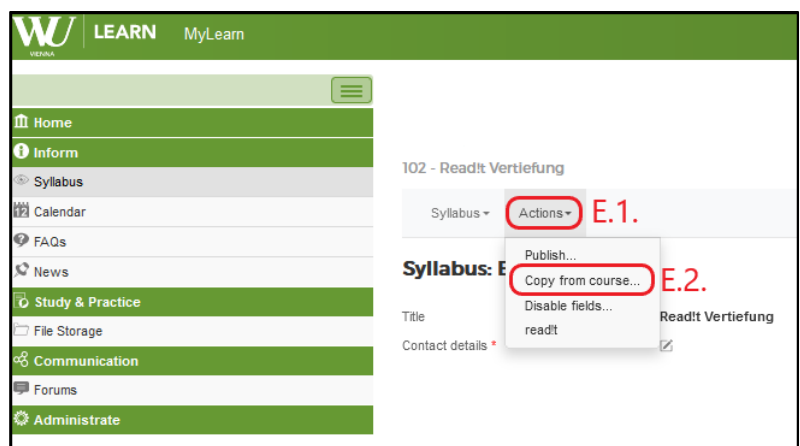
Open the course and click on **Syllabus** in the vertical menu [D.1.] on the left.

Click on **Syllabus** in the horizontal section [D.2.]. Then select **Manage** [D.3.] from the drop-down menu.



Step 2: Copying a Reading List from a Course

The **Actions** [E.1.] option will appear in the horizontal menu. Select **Copy from course...** [E.2.] from the drop-down menu.

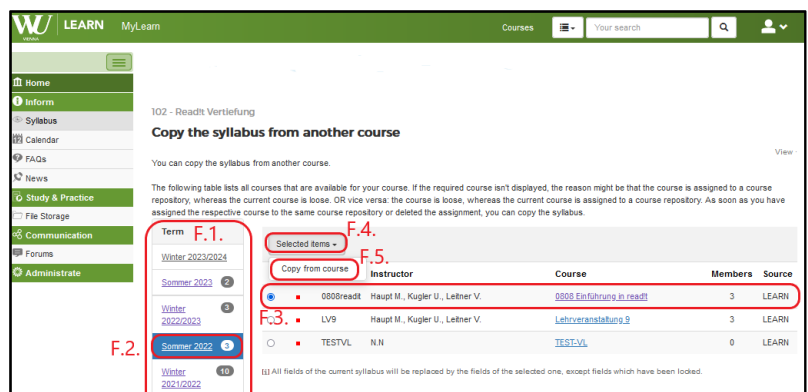


Step 3: Selection of Source Course

A term list [F.1.] will appear. Select the term [F.2.] from which you want to import.

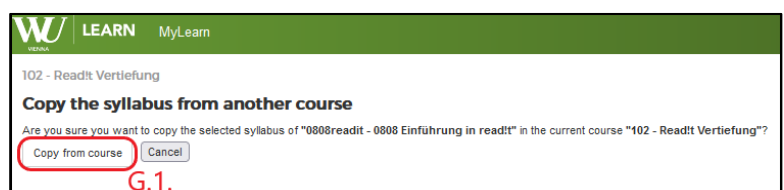
Click on the course [F.3.] that you want to import.

Click on the **Selected items** [F.4.] field, then click on **Copy from course** [F.5.] to import the contents.



Step 4: Confirmation of Transfer

On the page that appears, confirm by clicking **Copy from course** [G.1.] to proceed.

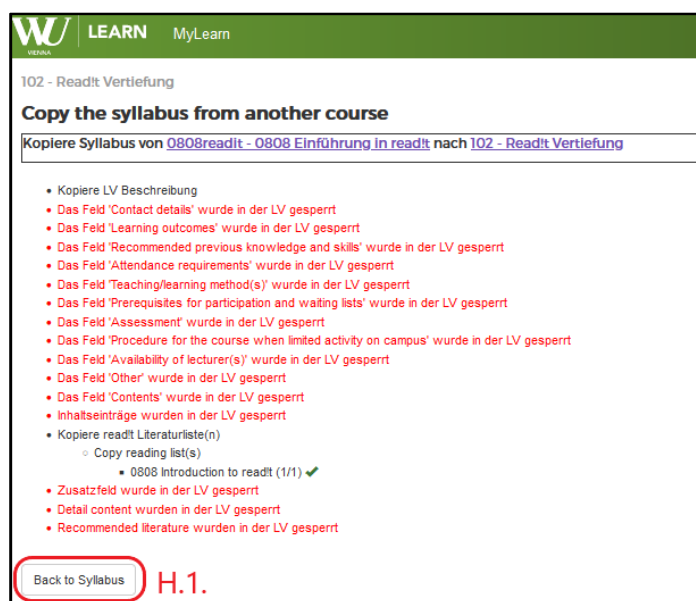


Step 5: Import and Verification

The selected syllabus elements will now be imported into your current course.

Click on the **Back to Syllabus** [H.1.] button to return to the overview.

After the transfer, please check your reading list for completeness, updated editions, and correct website links. Do not forget to assign or adjust the appropriate tags.

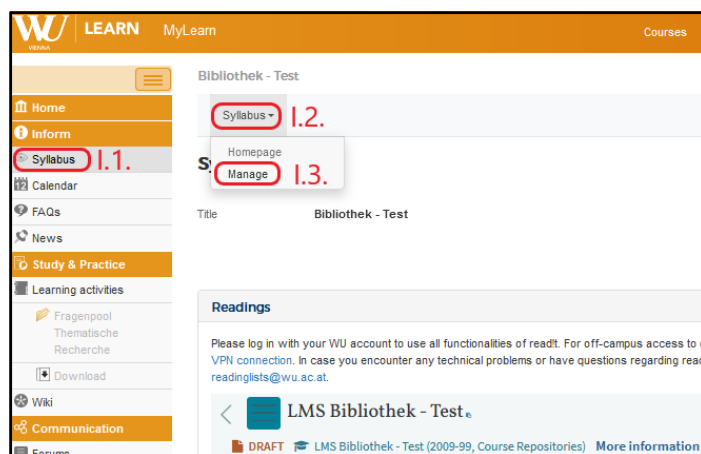


How to Copy a Reading List from a Course Repository

Step 1: Preparation

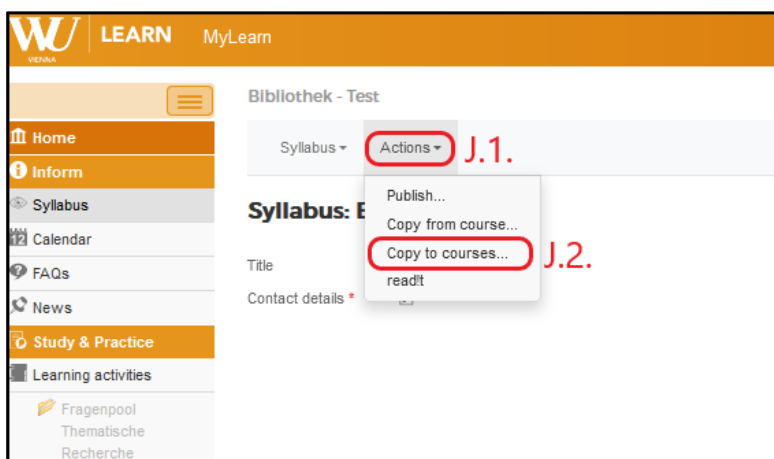
Open the course repository and click on **Syllabus** in the vertical menu [I.1.].

In the horizontal section, another field called **Syllabus** [I.2.] will appear. Select **Manage** [I.3.] from the drop-down menu.



Step 2: Copying a read!t list from a Course Repository

The **Actions** [J.1.] field will appear in the horizontal menu. Click on it and select **Copy to courses...** [J.2.] from the drop-down menu.

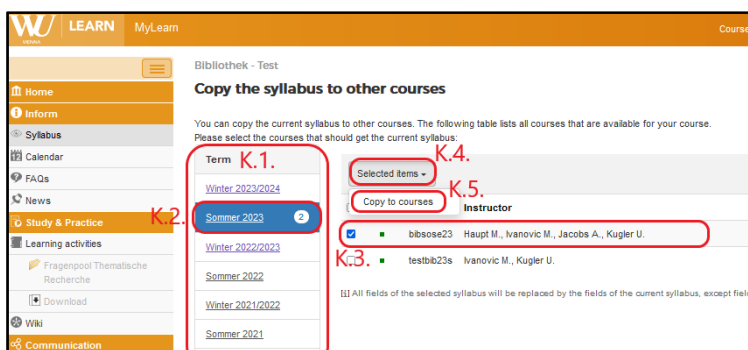


Step 3: Selection of Source Course

A term list [K.1.] will appear. Select the desired term [K.2.] to which you want to import the reading list.

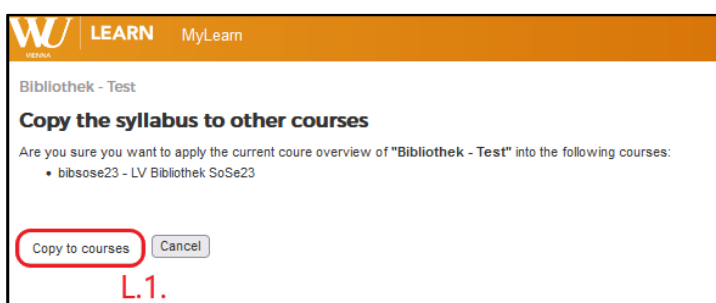
Click on the appropriate course [K.3.] where you want to transfer the content. You can select multiple courses if needed.

Click on the **Selected items** [K.4.] field and choose **Copy to courses** [K.5.] to import.



Step 4: Confirmation of Transfer

On the page that appears, confirm by clicking **Copy to courses** [L.1.] to proceed.

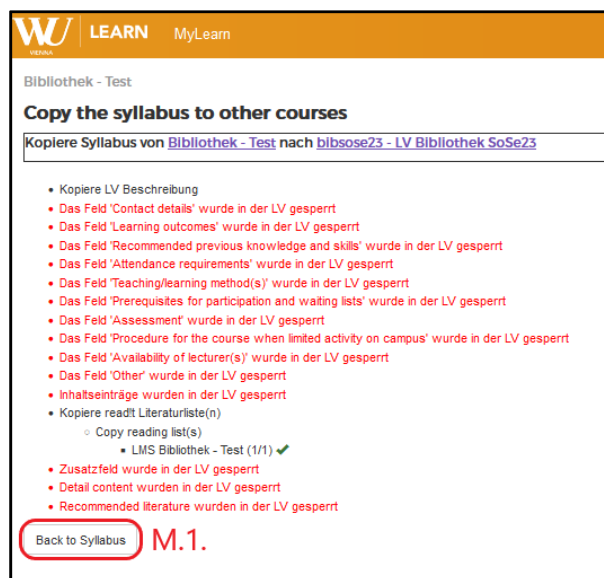


Step 5: Import and Verification

The selected syllabus elements will now be imported into your current course.

Click on the **Back to Syllabus** [M.1.] button to return to the overview.

After the transfer, please check your reading list for completeness, updated editions, and correct website links. Do not forget to assign or adjust the appropriate tags.



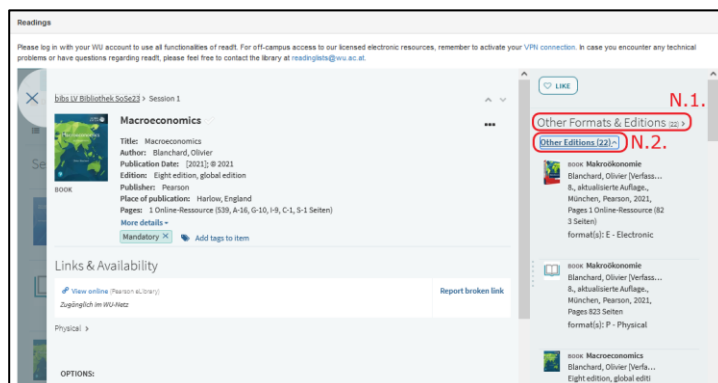
How to Add Other Available Editions of an Item to Your read!t List

Step 1: Display Available Editions

Select the desired item to view it in full screen.

In the area to the right, click on the arrow next to **Other Formats & Editions** [N.1.].

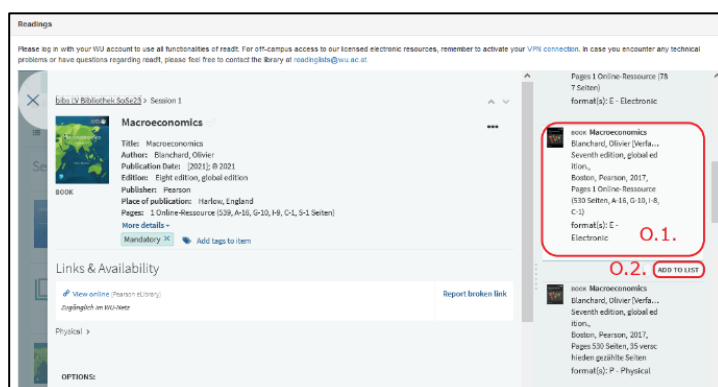
The field **Other Editions** [N.2.] will appear, click on the arrow next to it. Now, additional editions become visible.



Step 2: Select and Add an Edition

Click on the desired edition [O.1.].

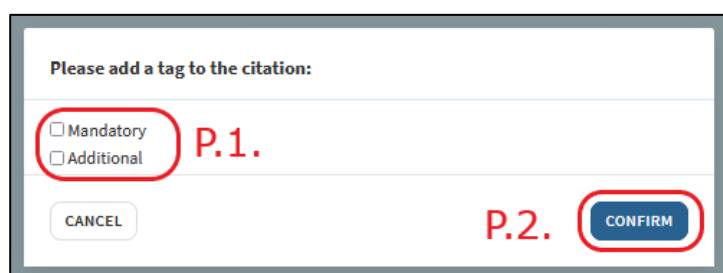
Then, click on **ADD TO LIST** [O.2.] to add the selected edition to your read!t list.



Step 3: Add a Tag

Now you are asked to add a tag to the item [P.1.].

Finally, **CONFIRM** your selection [P.2.].



Do you have any further questions?

Please visit our [website](https://www.wu.ac.at/readinglists) or feel free to reach out to us via email at readinglists@wu.ac.at