How to Add Course Reading List to Brightspace
Step 1

You will need to Add a module in order to add the Course Reading Management system to Brightspace.

Typically this module would be titled Course Readings.
Step 2

Once the module is created go to the Existing Activities button.

You will then select the option: External Learning Tools
Step 3

Select **Course Reading List** from the External Learning Tools Options.
Step 4

Once the Course Reading List has been added to the module, click the down arrow.

Select the Edit Properties In-place option.
Step 5

Check the box next to Open as External Resource.

Before:

After:
The Navigation Bar for a reading lists consists of:

- Title of Reading list
- Description
- Publication Status
- Course Dates
- Last Updated
- Number of items and sections

- Number of items in Process
- Reading List Options
- Send List Button
- Create a New Section Button
- Add item to reading list
- Edit Button
How to Find and Manage a Course in Alma
Step 1

To find a course select the fulfillment option in the Main Menu Navigation Bar.

Under Course Reserves select Courses.
Enter the **Course Code** to quickly locate the course.
Step 3

From the options menu select **Edit**.
In the **Course Information** tab you can add:**

- **Submit Lists By Date**
- **Number of Participants**
- **Searchable IDs** for the course. These are used for search indexes in Primo and external systems.

*Notes not required, but recommended options.*
In the **Instructors** tab you can **Add Instructor(s)*** for the course. Multiple Instructors can be added for one course.

**Notes and Campus** tabs can remain empty.

* If you have associated the reading list from Brightspace, this information will auto populate.
How to Access a Reading List
To find a reading list select the fulfillment option in the Main Menu Navigation Bar.

Under Course Reserves select **Reading Lists**.
Step 2

From the Reading List Task List you can:
1. Search directly for a specific reading list
2. View All reading lists
3. View reading lists Assigned to Me
4. View reading lists that are Unassigned
5. View reading lists Assigned to Others

Fun Fact!
When accessing this page from the persistent menu, the default view is the Assigned to Me tab with the Processing Department filter set to your department.
The Assigned to Me tab will allow you to find and work on readings. You have the ability to manipulate the task bar to make searching for a specific reading list easier.

If a tab has the corner turned down, this means there is recent activity.

If the Alerts has a checkmark this means there is a new note associated with the list from faculty.

To access the reading list click on the **Options Menu**, and select **work on**.
Basic Revision and Updating of Reading List Information

1. Update **reading list code** to correspond with the **course code name**
2. Update **Status**
3. Update **Reading List Visible Start Date** (date list is available to access)
4. Update **End Date**
5. Update **Due Back Date**
6. Update **Publication Status**

**Completed View:**

Remember that once you have finished processing the reading list in Alma you will need to **Change Status to Complete**.
How to Find and Get a Copyright License in Alma
What a reading looks like in Course readings list, that has a PDF and needs to get Copyright Clearance

Logic and Levers of NCLB

Please note that students will not be able to access the reading until the license has been located and the status has been updated to complete in Alma.
What a reading looks like in Alma, that has a PDF and needs to get Copyright Clearance

After running the Resource Locate and nothing is found in the collection. Select Find A Pay-Per-Use License.
The Pay-Per-Use License initial page.

You can see that a license has been located through the CCC, with the word \textit{GRANTED} under Rights.
To get permissions from the Copyright Clearance Center

Select the **Get Price** Option from the More Actions Button

Verify that the **price** is within allowance, if applicable, the **Payment Method** is showing funded and click the **Accept & License** button.
Note the Copyright Status now shows Approved, and that the License Type is CCC.

You will need to mark the reading Complete using the Set Complete button.

This reading will now be available to access once the reading list is published in Leganto.
Reading in Course readings list after obtaining CC

This is the view you will see in Leganto.

Logic and Levers of NCLB ✓

CCC

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