

HOW TO: upload with eReserve

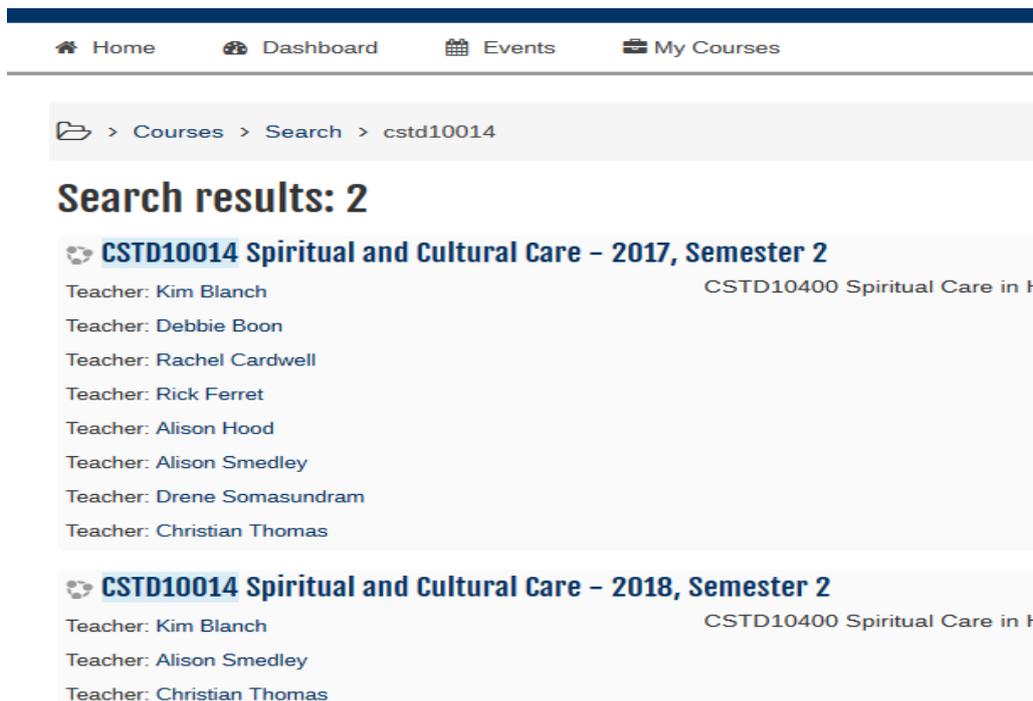
MOODLE first STEPS:

1. Log in to Moodle.
2. Choose Home at the left.
3. Search courses by code or faculty etc.



The screenshot shows the Moodle navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. Below the navigation bar is a breadcrumb trail: 'Courses > School of Nursing'. A search box labeled 'Course categories:' contains the text 'School of Nursing'. Below this is a search input field with 'cstd10014' and a 'Go' button. A section titled 'Bachelor of Nursing Units' is visible below the search results.

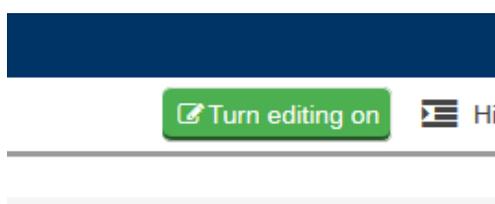
4. Select a course



The screenshot shows the Moodle navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. Below the navigation bar is a breadcrumb trail: 'Courses > Search > cstd10014'. The main heading is 'Search results: 2'. There are two search results listed:

- CSTD10014 Spiritual and Cultural Care – 2017, Semester 2**
Teacher: Kim Blanch
Teacher: Debbie Boon
Teacher: Rachel Cardwell
Teacher: Rick Ferret
Teacher: Alison Hood
Teacher: Alison Smedley
Teacher: Drene Somasundram
Teacher: Christian Thomas
- CSTD10014 Spiritual and Cultural Care – 2018, Semester 2**
Teacher: Kim Blanch
Teacher: Alison Smedley
Teacher: Christian Thomas

5. Turn editing on. (Right hand side of screen)



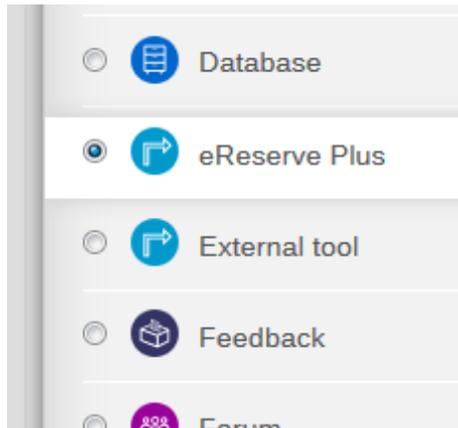
The screenshot shows a dark blue header bar. Below it is a green button with a pencil icon and the text 'Turn editing on'. To the right of the button is a hamburger menu icon and the text 'Hi'.

Either click Resources on top menu or scroll to the Resources section of the course page.

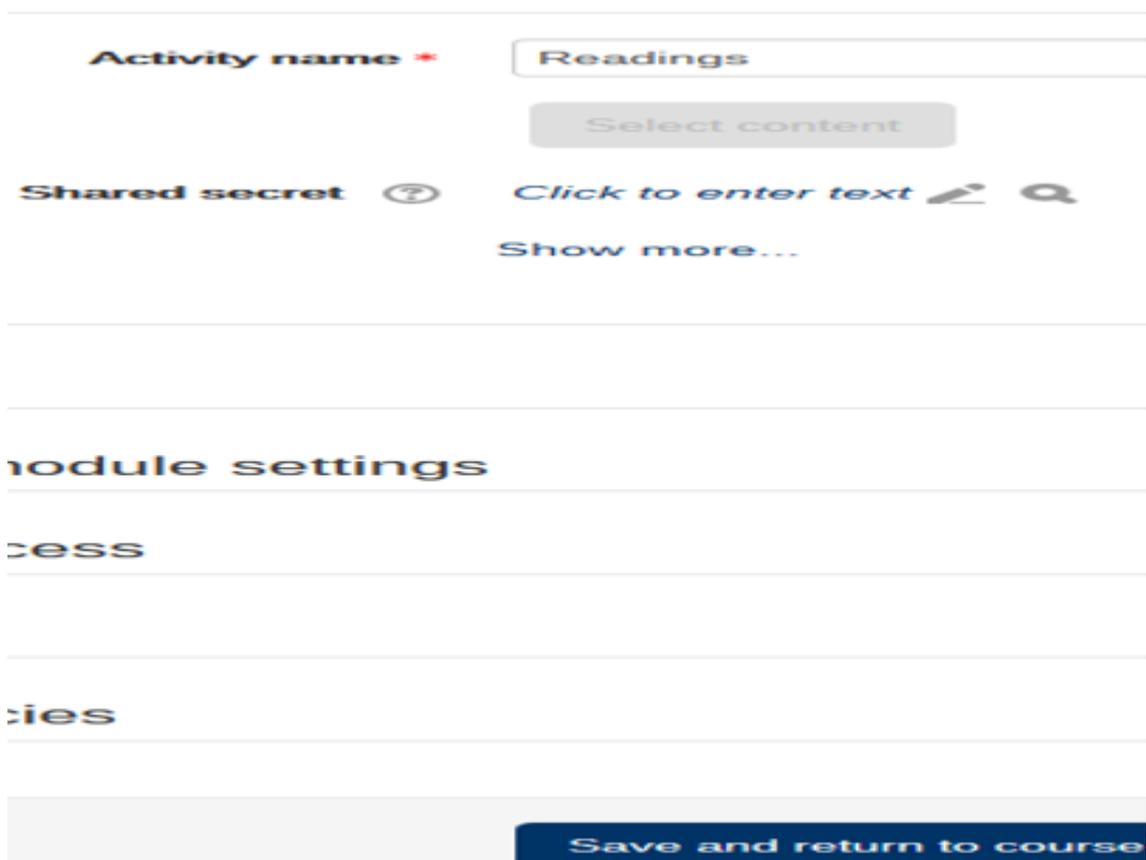
6. At the bottom of this section click on 'Add an activity or resource' in the bottom right corner.



7. Select 'eReserve Plus'



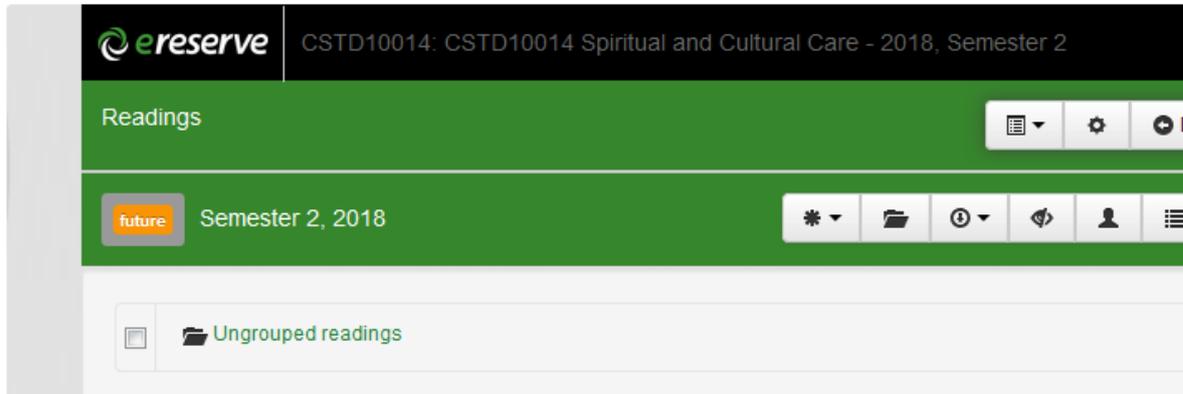
8. Put the Activity name as Readings (or your preferred name) and then click on 'Save and return to course'

A screenshot of a form for configuring an activity. The form has a light gray background and is divided into sections by horizontal lines. The first section is for the activity name, with a label "Activity name *" in bold black text. To the right is a text input field containing the word "Readings". Below the input field is a gray button labeled "Select content". The second section is for the activity type, with a label "Shared secret" followed by a question mark icon. To the right is a text input field containing the text "Click to enter text" followed by a pencil icon and a magnifying glass icon. Below this input field is a link labeled "Show more...". The third section is titled "Module settings" in bold black text. Below this is a text input field containing the word "cess". The fourth section is titled "ies" in bold black text. At the bottom of the form is a dark blue button with white text that reads "Save and return to course".

eReserve: ADDING A RESOURCE TO THE UNIT

When you want to add a reading you click on the reading list which opens eReserve inside of the Moodle page.

Readings



1. Then click on the first button (Is a star in the above photo but can say add a file) and then select what you are adding – this could be:
 - a file existing in ereserve,
 - a new journal article that you have as a file,
 - a book chapter etc.
2. This example is of adding a Book. All fields with a * need to be filled in. Only select *Required reading* if it needs to be read by all students as it is counted by Copyright Agency X the number of students enrolled in the course.

required fields *

Instructions

You've chosen to request the creation of a reading from a **Book**. This is intended for excerpts from books which can be a couple of pages or a whole chapter. To complete this form, fill in the required fields with the most accurate information available then click on the submit button and your request will be created. (NB: if you choose to provide a file then it will need to be reviewed by Copyright Staff prior to release to your students.)

Details

Required reading * yes no

Notes for library

Notes for students

3. 'Locate' will prompt the librarian to find the article/chapter. *File* is when the article/chapter has been scanned and is available (supplied by lecturer or librarian), *Link* is when you would add the permalink. Always add paginated and the numbers. If you have a clean scanned copy click on file and search for the file and select.

Readings

ereserve CSTD10014: CSTD10014 Spiritual and Cultural Care - 2018, Semester 2

future Semester 2, 2018 31/07/2018 - 28/12/2018

* New reading from a Book Submit

Source Document

Book title * practice of pastoral care

Publisher Westminster John Knox

Author(s) * Doehring, C.

people organisation

Year published * 2015

Publication Date

Reading

Genre * Book Chapter

Reading title * What changes?

Kind * File Link **Locate**

Pages * N/A Unknown **Paginated** Not Paginated

12-14

Section ?

NOTE: You may add as much information as you want but students only want access to the article and reference details.

You need to scroll down the page when adding details in moodle.

Readings

ereserve CSTD10014: CSTD10014 Spiritual and Cultural Care - 2018, Semester 2

future Semester 2, 2018 31/07/2018 - 28/12/2018

* New reading from a Book Submit

Series title Illustrator

Editor(s) Translator

Place Abstract

Volume

Edition DOI

Total pages 223

Identifier None ISBN EISBN ISSN EISSN

4. Once all details are entered you can click Submit at the top to receive this message.

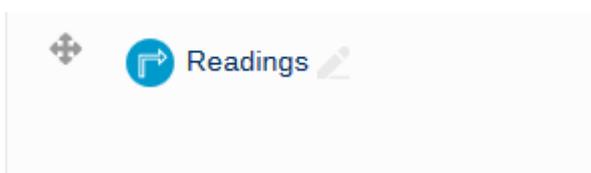


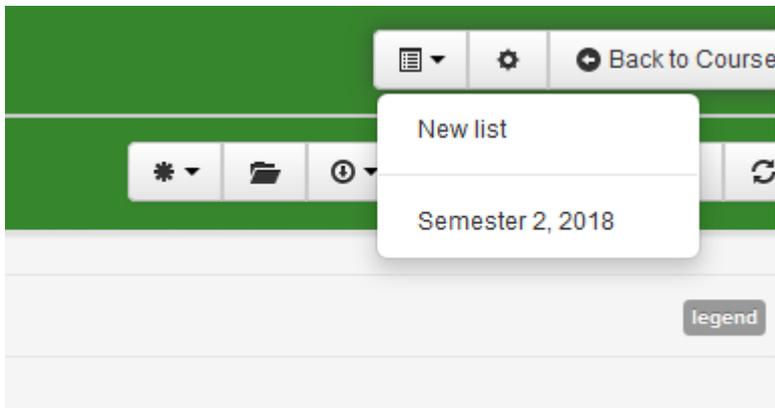
It is the same principle for books chapters/articles, just work your way through the information and library staff will check information is correct and locate the document if necessary and approve.

DUPLICATING A READING LIST

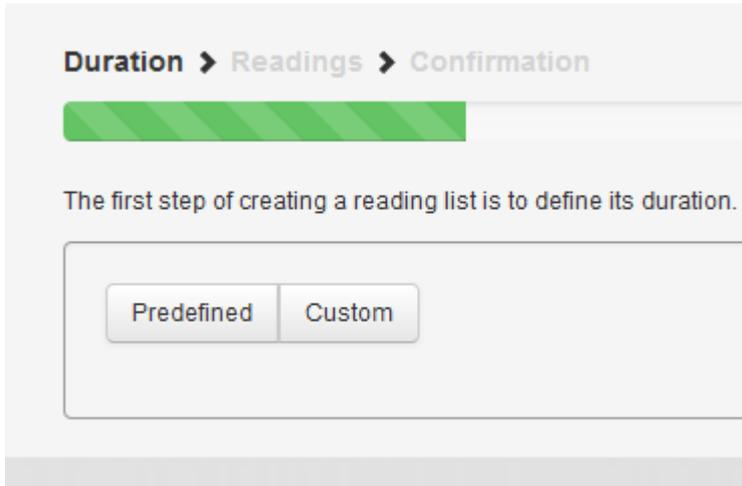
It is possible to Duplicate a reading list to save adding each reading in to each different course.

1. Go in to the course that you want the readings copied INTO. Select the Readings link in the moodle page, and click on the first icon in the top line and click on new list.

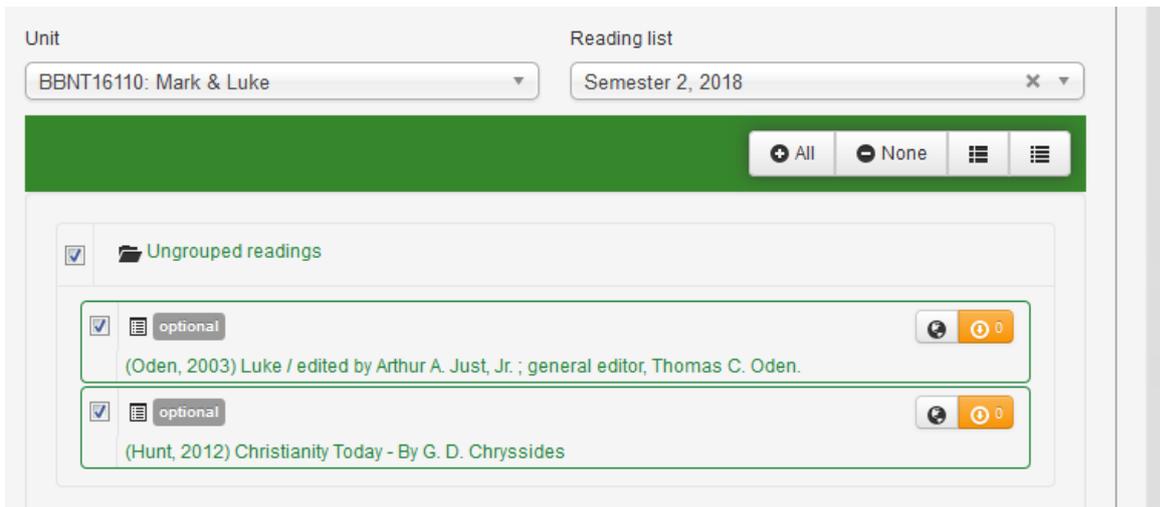


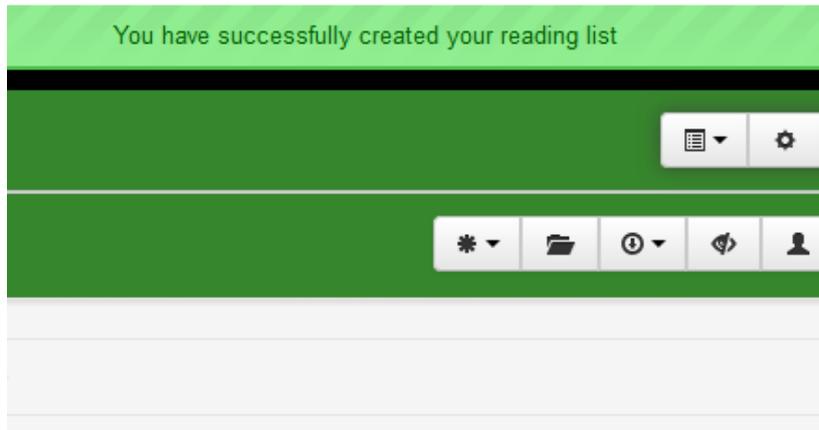


2. Either choose the predefined (by semester) or custom your own dates) and click next



3. Choose a unit and reading list if known and click All to add each reading or select each individual required reading and click next, and then if the list is populated as you wanted you can click on create.





4. Those readings are now in the new course for the selected semester.

