Linking to Readings Online from the LMS

To create a reading list in Readings Online you need to add a link to your LMS subject. You can only add this link to a ‘live’ LMS subject. Once you add the link staff can click on it to open and manage your reading list.

Choose your linking style

There are two options for adding Readings Online to an LMS subject. Choose the option that best suits you.

1. **Add a link to a content page**

2. **Add a link to the subject menu**

**Add Readings Online link to a content page**

1. Log in to the LMS and open your subject. Ensure Edit Mode is ON

2. Open the content page where you want to add the link. From the Tools menu, select **Readings Online**

3. The Create Link template will open. Complete as follows:

   - **Name**: Modify the link name, e.g. Readings Online
   - **Description**: Add a description if desired. NB: Do NOT ‘copy & paste’ or use text formatting, e.g. return/line break, bold/italic script, etc. in this field
   - **Available to users**: Tick ‘yes’ to make link available for students to view
   - **Submit**: Save changes and create link

4. The Readings Online link will appear at the bottom of the page and can be ‘dragged and dropped’ to another position on the page, as desired.
Add Readings Online link to the subject menu

NB: You need to have completed the above process in order for the following to work.

1. Log in to the LMS and open your subject. Ensure Edit Mode is ON
2. On the subject menu, click Add menu item (plus sign, top left corner). Then click Subject Link

3. The Add Subject Link box will open. Complete as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Click Browse; in the resource tree that pops up, find the Content folder containing the Readings Online link already created. Click on that link.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Type Readings Online or similar, as suits you.</td>
</tr>
<tr>
<td>Available to Users</td>
<td>Tick this box to make the link available to students</td>
</tr>
<tr>
<td>Submit</td>
<td>Save your changes and create the link</td>
</tr>
</tbody>
</table>

4. The Readings Online link will now appear in the Subject menu

NB: Removing the content page link you based this subject menu item on, will stop the link working.

Using the Readings Online link to access your readings

1. Click on the link to add, edit, or manage your readings. You will be redirected to eReserve.
2. The first time you access eReserve you will be prompted to select your desired settings from the School and Citation Style drop down lists. Click on Update to save your selections.

3. You will be passed to the screen where you can add, edit, or manage your new and existing readings.
How to create a Readings Online link that will open in a new browser tab

1. To create a link to Readings Online that will open in a new tab you first need to have created a working link to Readings Online using the content page tools menu option

2. A link from this menu would look like this

3. Before you start, be sure you are in the LMS Edit Mode

4. Using your mouse right click on the underlined Readings Online in a working link and select the ‘Copy link address/location’ option

5. Go to the Content page in your LMS subject where you would like the Readings Online link to appear

6. From the Build Content menu select ‘Web link’
7. In the resulting Web Link for fill in the following details
   a. Name – Readings Online
   b. URL – in this field ‘paste’ the link copied earlier, it should look something like this
      
      https://app.lms.unimelb.edu.au/webapps/blackboard/content/contentWrapper.jsp?content_id=4921952_1&displayName=Readings+Online&course_id=287420_1&navItem=content&href=%2Fwebapps%2Fblackboard%2Fexecute%2FbltI%2FlaunchPlacement%3Fblti_placement_id%3D_26_1%26content_id%3D_4921952_1%26course_id%3D_287420_1
      
   c. Description – Add a description to this field if you wish. We recommend keeping any description quite short and remind you that using line breaks and formatting in this field can cause links to fail
   d. Web Link Options – be sure that ‘Yes’ is selected for the ‘Open in New Window’ option
   e. Click on Submit

8. Your new link should appear at the bottom of the page and can be ‘dragged and dropped’ to your preferred position on the page

For information on how to manage your readings, refer to the Readings Online How to Guides at http://readings-online.unimelb.edu.au