

Review and rollover in Readings Online to get ready to teach again

This guide describes rollover expired readings, removing obsolete readings and gives a brief description of Readings Online availability dates.

Review obsolete readings

1. Any reading displaying a  button can be removed from your Readings Online Collection
 - a. Click on the  button and click **yes** to the 'Reading removal' pop up box question
 - b. Alternatively you can drag this reading into your Unit library to allow you to easily add it again at a latter time.
2. To remove a reading without the  button, please email readings-online@unimelb.edu.au your subject code, the reading title and change required

Rollover expired readings

- When a reading passes its end date its status will change from **active** to **expired**
- Expired readings continue to display to academic teaching staff, they do not display to students
- Expired readings can be rolled-over to create new readings for the following teaching period. This process leaves the expired reading for copyright reporting and display of past use statistics

For each **expired** reading you want to rollover, follow these steps;

1. Click on the  button
2. Update the Availability information, as required for the new teaching semester
 - **Duration**, enter the dates the reading is required. Click in the **start date** box and choose a date from the pop up calendar, repeat for **end date**

Note: The duration of a reading should cover the teaching semester and must not exceed the end of the calendar year

 - **Required reading**, must be indicated by selecting **yes** or **no**
 - The optional field **Notes to Library**, can be used for explanatory or support notes for Library staff who will be actioning this reading request, e.g. This PDF is a scanned Inter Library Loan
 - The optional field **Notes to Students**, can be used for short explanatory notes to display to students for this reading, e.g. Read pages 4-7 only
3. Click on **Submit** to save.
4. Any items which link students to websites and library content should become active or pending, depending on the dates specified. Any items which contained .pdf files may need to be reviewed by Readings Online administrators for copyright review.

Further information

Readings Availability

The display to students of active readings in your Readings Online collection is managed by the Availability information you input during the Add or Rollover reading processes.

The Availability information being; the **Duration** of your reading, governed by the **Start** and **End** dates you set for each reading, plus the **Required reading** option you choose.

- **Start date** – the date on which a reading will become available to students
- **End date** – the date on which a reading will ‘expire’ and no longer display for students
- **Required reading** – selecting yes or no determines whether your readings will display with the **required reading** or **optional reading** indicator

NB. The duration of a reading should cover the teaching semester and must not exceed the end of the calendar year. This ensures readings are reviewed at least annually to confirm they remain relevant, that links and PDFs are still accessible and in support of copyright compliance.

Expired readings

When a reading passes its end date its status will change from **active** to **expired**.

Expired readings remain in the Readings Online knowledgebase and continue to display to Academics and other Teaching Staff only. They do not display to students.

The ‘expiry’ process is built in to promote review of all readings without the need to recreate a reading in order to re-use it or to add it to another subject.

Expired readings can be ‘rolled-over’, creating a new active reading by clicking on the **G** button and inputting new Availability information.

Closing a reading

If an active reading is no longer required prior to its end date it can be closed by changing the end date to force it to expire.

However changing dates is an administrative task and must be completed by Readings Online staff. Please email any availability date change requests to readings-online@unimelb.edu.au and include your subject code, the reading title to be changed and the date change required.

Once the reading End Date has passed the reading status will change to expired **expired** and will no longer display to students.

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