Making changes on Moodle

1. Select **Turn editing on** in the left-hand menu:

![Screenshot showing how to turn editing on](image1)

2. Navigate to the section where you’d like to add a reading list, and click the **Add an activity or resource** link:

![Screenshot showing add activity or resource link](image2)

3. Scroll down the list until you get to **Reading List**, under **Resources**, select that, and click **Add** (It must be this one with the blue square, not any of the others):

![Screenshot showing add reading list](image3)
4. On the next page, use the **Display** drop down to select ‘Inline on a Course Page’ and then click **Link to resource list or section**. We recommend this as it’s the way the old version was set up and is a cleaner way to use the widget.

![Screen capture showing Display options with Inline on a course page selected]

5. When you see the below, just **Click to continue** and login with your College username and password.

![Screen capture showing Authenticate and Click to continue button]
6. It should automatically show you the reading list for the module that you are editing. You can either embed the whole list, or use the drop-down (where it says ‘The list’) to select a section of your list, for example a weekly reading section. You might need to scroll across to see all the options.

7. The selected section will preview. When you’re happy it’s the right one, click Save (again, you may need to scroll across to see this).
8. Go back to the main page. You should now see something like this – clicking on the arrow will show the reading list as students will see it. Make any changes using the edit link.

9. Continue this process until you’ve added all the sections you need. Go back to the left-hand menu and click Turn editing off.

10. You’re done! Your students will now be able to easily access online resources and digital copies, and see real-time availability information for physical items in the Library.