Getting started (for students)

What is the Reading List service?

A web-based system which provides 24/7 access to course readings through direct links to articles, ebooks, databases, websites, the library catalogue and digitised readings in one convenient list.

This How-to Guide covers the following:

Access: Where to find your reading list	Log In: Allows you to access readings	View Online button: Access electronic and digitised resources
Check for library availability: Shows availability through the library	Reading Intentions: Setting a reading intention	Add a personal note: Create notes about your readings

Access to the reading lists:

Reading lists can be accessed in three ways:

Option 1. Go to your course in **Learning@Griffith.** Select **Readings** in the left-hand navigation bar.
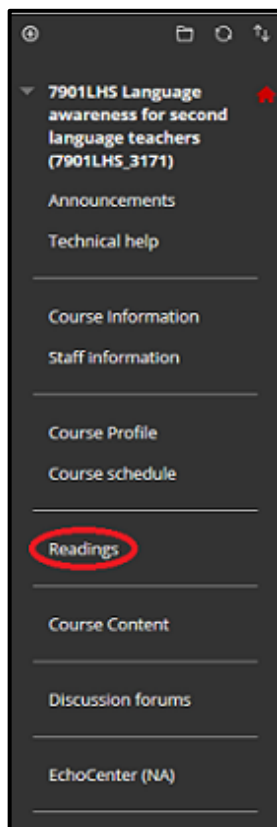

Figure 1. Access reading list from Learning@Griffith

The **Resource List** box appears. Click on **Course Code**.

Figure 2. Click on course code

Option 2. Go to the Library Home Page. Click in the **Catalogue** box. Select **More**, then **Reading lists**.
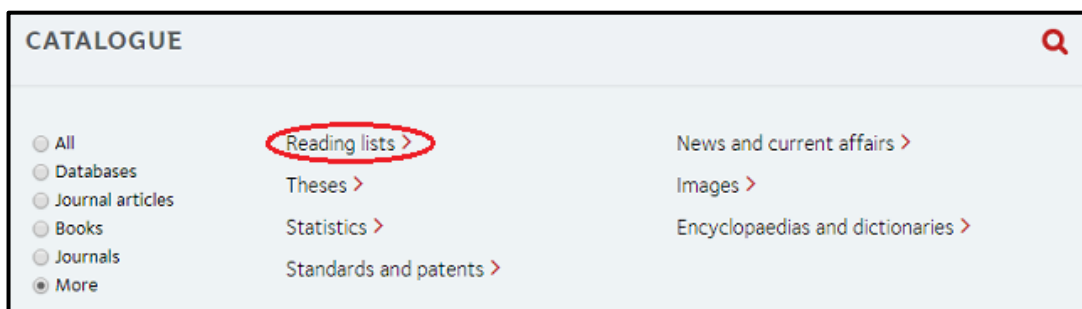

Figure 3. Access reading lists from Library Home Page

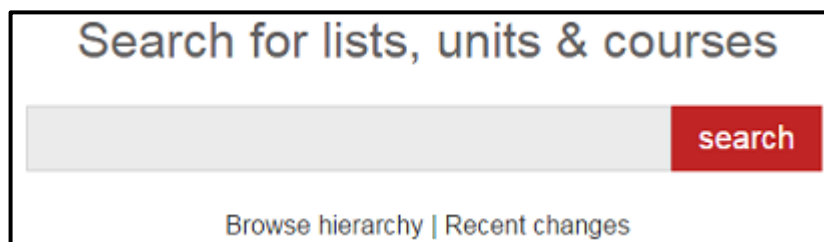Enter **Course Code** in search box and click on **Search.**

Figure 4. Search box

Option 3. Go directly to the Reading List service start page. Enter **Course Code** in search box and click on **Search** (see Figure 4).

Option 4. Go to the MyGriffith portal. Click the **Reading lists** link from the Library section.

Log In:

When in a reading list, click on **Log In**.

If prompted, enter your normal Griffith portal Username/Password.

Figure 5. Log In button

View Online button:

Figure 6. View Online button

The **View Online** button (Figure 6) indicates that this item is available in an electronic format. Clicking on it will link out to the resource or open a page to access a digitisation.

Check for library availability:

Click on the title of an item to expand the view and see whether the item is in print or online and campus availability. Click on **View other formats/editions** to go to the Classic Catalogue for more detail and to place a hold if necessary.

Figure 7. Library availability

Reading Intentions:

Setting up reading intentions helps you to organise your readings and easily keep track of progress. The reading intentions are stored in your profile for future reference and can only be viewed by yourself.

To set a reading intention, click on the small circle to the right of the screen and choose an intention.

Figure 8. Set reading Intentions

Once you have set the intention, the icons are visible for quick reference.
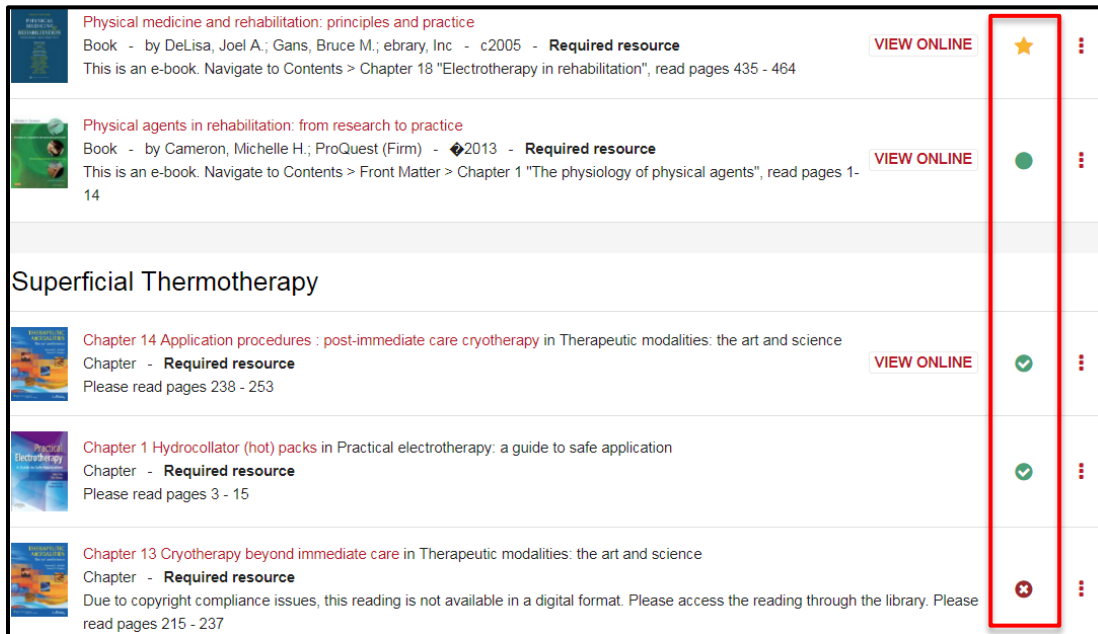

Figure 9. Reading intention icons

Add a personal note:

Make notes to help you organise your study. The notes are stored in your profile for future reference and can only be viewed by yourself.

Click on the three dots to the right of the screen and select **Add personal note**.
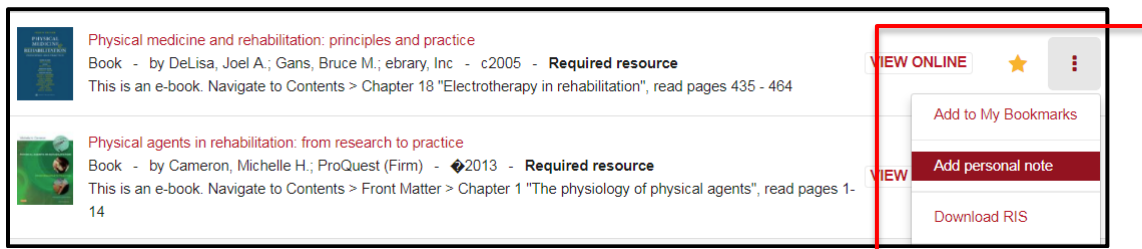

Figure 10. Add a personal note

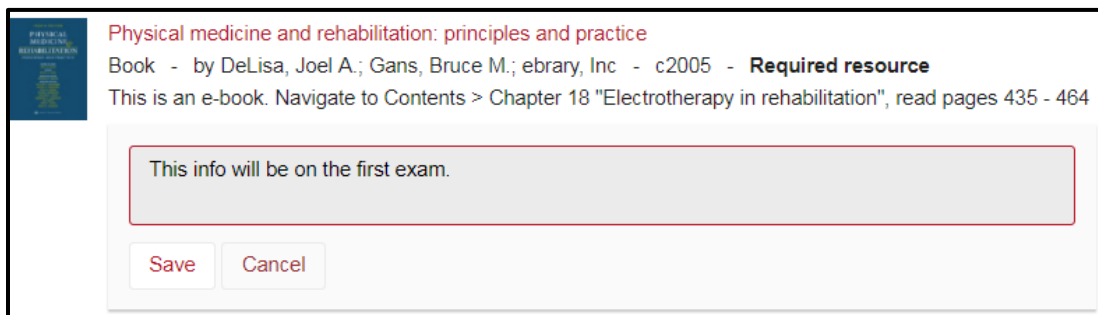Type in your note and click **Save**.

Figure 7. Type a personal note

Contact the Course Convenor if there is no View Online button for a resource that should be available electronically (not all resources are electronic).

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