

(Madison) - How to create courses and reading lists in Alma via course list application

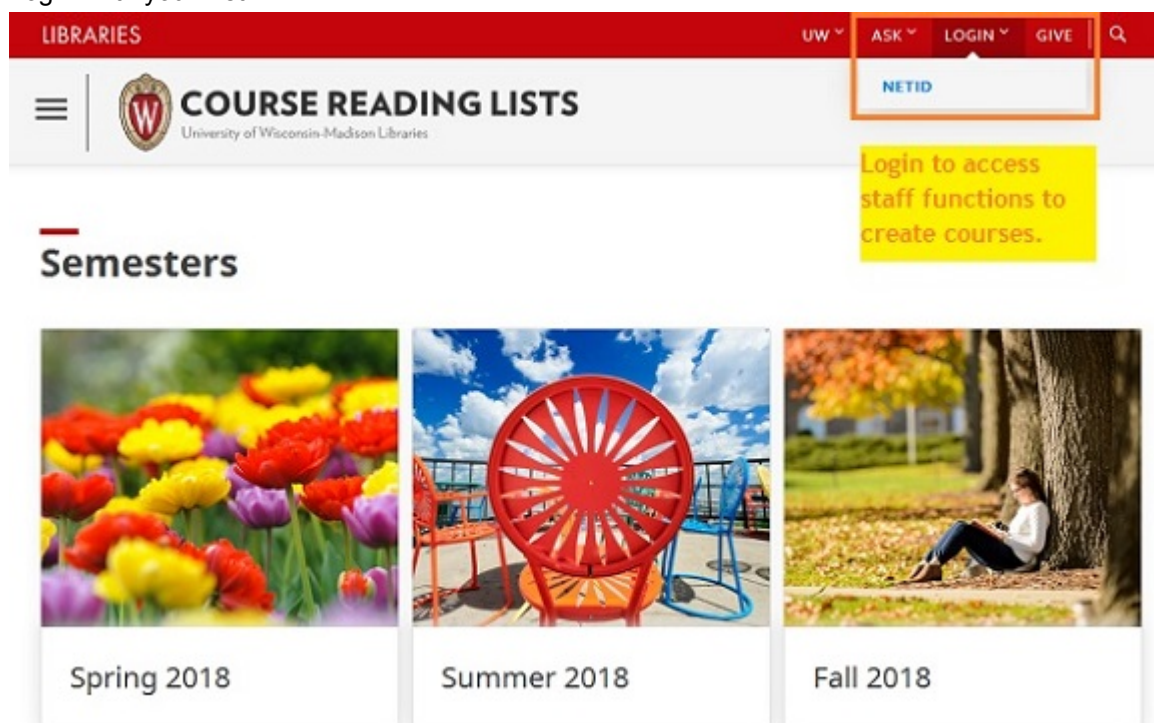
The instructions review the steps for staff to set up course and reading lists in Alma, which will should allow students to access their reading lists for classes in canvas or through the courselist site with information on materials availability (provided by alma)

***The user will need both the Alma permissions – Course Reserve Manager and Course Reserve Operator**

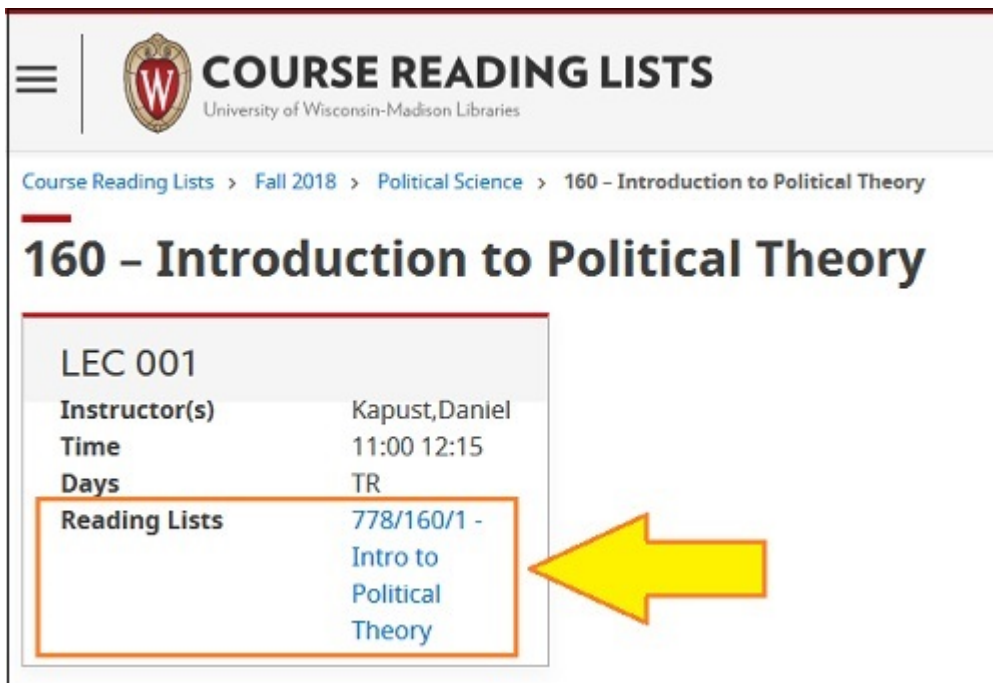
Part 1: Use the Course List App to generate a Course in Alma

Summary: Before you can create a reading list for a course you must check the Course Reading List app to see if the Course has been created, and whether there are already any reading lists associated with any of the sections. You will use this app to generate a course and select the specific sections that will be associated with the Reading List you are going to create in Part 2 in Alma.

1. Login to the Course List App - <https://courselist-qa.library.wisc.edu/> (this will change to <https://courselist.library.wisc.edu/> at go live).
 - To log in or get to the staff view click login in the upper right-hand corner and click login.
 - Log in with your Net ID.



-
2. Select the semester/term
3. Select the department of the course
 - If there is nothing listed, there are no courses being offered in this department for that term.
4. Check to see if the course exists:
 - Choose the course name
 - If you see a box as below, where there is a Link to a Reading List for a section, then the course has already been created in Alma and you can add or edit a reading list (skip to Part 2 below).



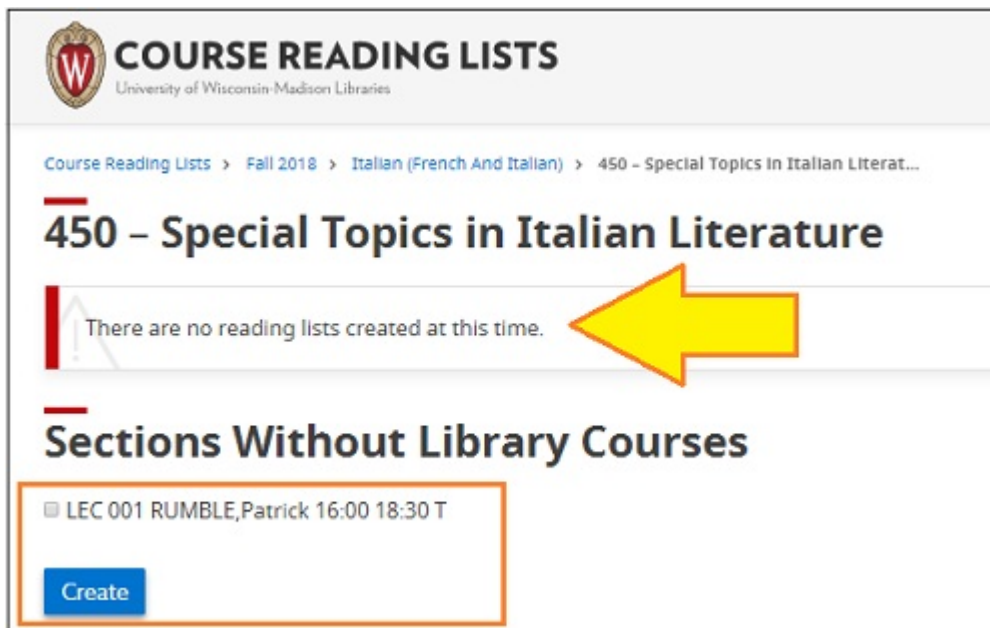
COURSE READING LISTS
University of Wisconsin-Madison Libraries

Course Reading Lists > Fall 2018 > Political Science > 160 - Introduction to Political Theory

160 - Introduction to Political Theory

LEC 001	
Instructor(s)	Kapust, Daniel
Time	11:00 12:15
Days	TR
Reading Lists	778/160/1 - Intro to Political Theory

- If you see this message: "**There are no reading lists created at this time.**" you will need to create the course before proceeding with adding a Reading List. (note: this message will be edited to say "This course does not yet exist in Alma")



COURSE READING LISTS
University of Wisconsin-Madison Libraries

Course Reading Lists > Fall 2018 > Italian (French And Italian) > 450 - Special Topics in Italian Literat...

450 - Special Topics in Italian Literature

There are no reading lists created at this time.

Sections Without Library Courses

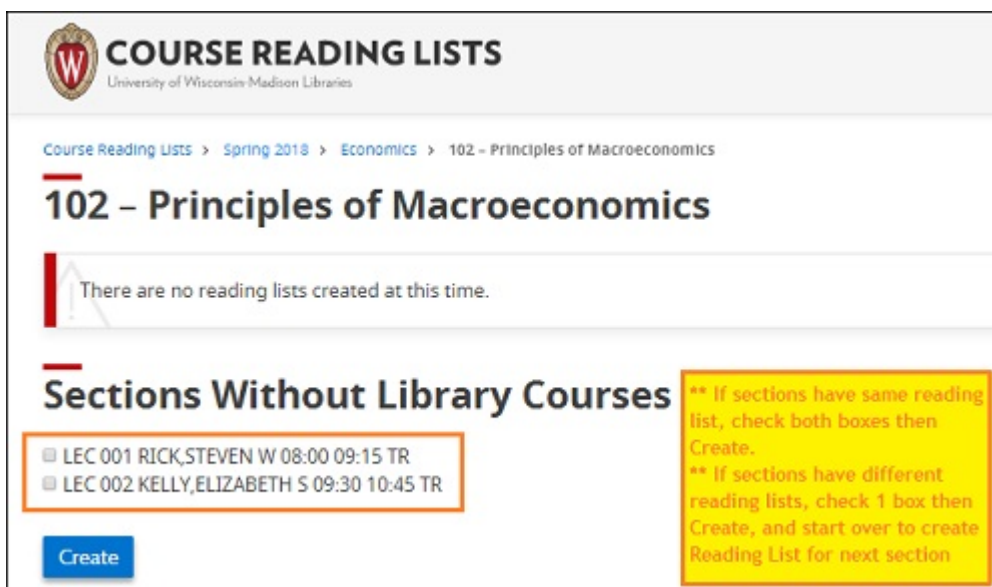
LEC 001 RUMBLE, Patrick 16:00 18:30 T

Create

- **If the course is cross-listed**, the system will automatically import the relevant metadata the cross-listed departments. or will cover the other course. You should be okay.



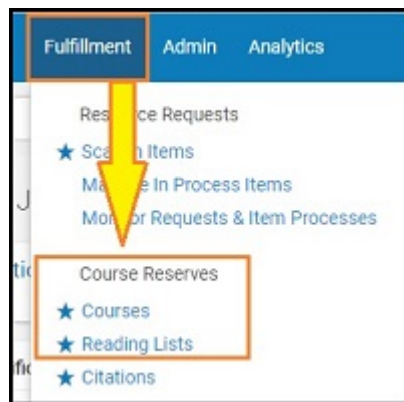
- If there are multiple sections with the ***same*** reading list, then check all the section boxes and hit Create. This will bundle them together in Alma and allow you to use the same Reading List.
- If there are multiple sections with ***different*** reading lists, then you need to create separate courses for each section.



- If the course is a **Meets With** course, each component course and reading list must be added separately. See the **Advanced Functions** section at the bottom of this KB article for detailed instructions for Meets With courses.

Part 2: Create or Edit a Course Reading List in Alma

1. Log in to Alma
2. At the top choose "Fulfillment"
3. Under Course Reserves, choose "Courses"



4. There is a drop-down menu to filter your search by Course name, Instructor, or Course Code (= course number). You cannot search or sort by the department. For example, to locate the course "English 156", enter 156 in the Course Code field.

5. Within the results list, find your course entry.

6. Click the ellipses menu (...) on the line for your course. to "Edit" (on the right-hand side of the row).

Courses

1 - 1 of 1

Course Code: 156

Processing Department: All Status: All Term: All Academic Department: All

	Code	Section	Name	Academic Department	Processing Department	Instructor	Status	Start Date	End Date	Term	
1	1192-352-156	352/156/1	Literature and Medicine	ENGLISH - (ENGL)	Course Unit	YUDKOFF, SUNNY STERN	Inactive	08/27/2018	12/23/2018	Fall	...

CAUTION: Clicking in the Code column in the results lists takes you to the Manage Course Information page. **DO NOT EDIT anything in the Course Information tab.** You may add (optional) Instructor names or notes. If you got to this page inadvertently, click Cancel or the blue Back arrow to return to the result list.

7. To Add or edit the reading list, click on the ellipses menu (...) to select "Reading List"

3	1192-352-156	352/156/1	Literature and Medicine	ENGLISH - (ENGL)	Course Unit	YUDKOFF, SUNNY STERN	Inactive	08/27/20...	12/23/2018	Fall	...
4	1192-778-160	778/160/1	Introduction to Political Theory	POLITICAL SCIENCE - (POLISCI)	Course Unit	KAPUST, DANIEL J	Inactive	08/27/20...			
5	1186-600-240	600/240/1	Introduction to Discrete Mathematics	MATHEMAT... - (MATH)	Course Unit	-	Active	05/14/20...	05/14/20...		
			In Translation:	LITERATURE							

Ellipses menu options: Edit, Reading List, Copy Reading List, Duplicate, Delete, View hidden

8. You should now be in a page labeled "Course's Reading List"

- If a reading list already exists for the course, you may edit that list. Click on the ellipses (...) and select "Work On" to edit.
- If no reading list exists, click "Add Reading List"

< Course's Reading List

Literature and Medicine

Course Code: 1192-352-156 Processing Department: Course Unit: Campus: -
 Course Name: Literature and Medici... Instructors: YUDKOFF, SUNNY STERN;
 Section: 352/156/1 Number of participants: 0

1 - 1 of 1 All

Status: All

Code	Name	Status	Assignee	Owner/s	Due Back Date	
1 ENGL156	Literature and Medicine	Being Prepared	BHUIYAN, FARHAT J	-	12/23/2018	...

** This course has a reading list - click ... ellipses then select "Work On" to edit the list.
 ** If there was no reading list, you would click on the "+ Add Reading List" link.

- View
- Work On
- Release Assign
- Reassign
- Duplicate
- Delete
- Associate this list with a course
- Remove associated course
- View hidden

9. To Add a Reading List:

- You will need to input a Reading List code and name of the reading list.
 - CODE:** The Reading list code should use the following convention: Department Code in the followed by the course number (no space). e.g. "AFROAMER 226". For consistency, [use the Department Code in parentheses in this spreadsheet](#) (example below). You can copy the code from the spreadsheet.

1	Department List	Department List + Code
2	ACCOUNTING AND INFO SYSTEMS	ACCOUNTING AND INFO SYSTEMS - (ACCTIS)
3	ACTUARIAL SCIENCE	ACTUARIAL SCIENCE - (ACTSCI)
4	AFRICAN LANGUAGES AND LITERATURE	AFRICAN LANGUAGES AND LITERATURE - (AFRICAN)
5	AFRO-AMERICAN STUDIES	AFRO-AMERICAN STUDIES - (AFROAMER)
6	AGRICULTURAL AND APPLIED ECON	AGRICULTURAL AND APPLIED ECON - (AAE)
7	AGROECOLOGY	AGROECOLOGY - (AGROECOL)
8	AGRONOMY	AGRONOMY - (AGRONOMY)
9	AIR FORCE AEROSPACE STUDIES	AIR FORCE AEROSPACE STUDIES - (AFAERO)
10	AMERICAN INDIAN STUDIES	AMERICAN INDIAN STUDIES - (AMERIND)
11	ANATOMY	ANATOMY - (ANATOMY)
12	ANESTHESIOLOGY	ANESTHESIOLOGY - (ANESTHES)

- NAME:** Use the Course name. If there are multiple reading lists for a single course, add distinguishing information
 - DUE BACK DATE:** Set this as 6/30/2019 (or June 30th of the following year). This way all course reserves expire around the same time and staff only need to clear off the shelves once a year in the summer.
 - STATUS:**
- To add resources (books or articles) to the list click "**Add Citation**" and choose "**Add Repository Citation**" from the drop-down and then search Alma by title, barcode, etc.

Edit Reading List

Print Slip Print Slip Report Back Save

Intro Financial Accounting Reading List

Course Code: 1184-232-100 Processing Department: Course Unit: Campus: -
 Course Name: Introductory Financi... Instructors: -
 Section: 232/100/4 Number of participants: 0

Reading List Information

Code: * ACCTIS Status: Being Prepared
 Name: * Intro Financial Accounting Reading List
 Due Back Date: 05/13/2018 Creative Commons License:
 Owners: -

Citations Courses Owners Notes Subject Labels Recent Changes

Remove Citations Remove Alerts Place Request Add Citation Change Copyright Status Change Status

Select All Alerts: All Citation Status: All Resource Locate: All All Copyright Status: All

Citation Last Modification Date

Add Brief
 Add Repository Citation
 Add Non-Repository Citation

- o
- o Locate the correct record in Alma search results, then check the box next to the entry you want, then click Select to add to the Reading List.

The citation entry should look like the image below:

Citations Courses Owners Notes Subject Labels Recent Changes

Remove Alerts Place Request Add Citation Change Copyright Status Change Status Expand Remove Citations

Select All Alerts: All Citation Status: All Resource Locate: All Material Type: All Tags: All Copyright Status: All

Citation Last Modification Date

1 ☐ Asian American feminisms /
 Book (Routledge ; 2013.)
 ISBN: 9780415579087 (set)
 Subject: Asian American women--Social conditions. -- Asian American women--Intellectual life. -- Asian American women--Political activity. and others
 Request Status: Being Prepared
 Resource Locate Status: Resource Located
 Copyright Status: Not Determined
 Created By: SCHENK, BROOKE A 06/14/2018 12:01:39 CDT
 Modified By: SCHENK, BROOKE A 06/14/2018 12:01:39 CDT
 Physical (1) Electronic Digital Other Citation Details Alerts More Info

Part 3: Moving items on Reading List to a Reserve Location

CAUTION: Adding a citation to a Reading List does not automatically put it on reserve! You still need to place the Temporary Move request in order to change the status to On Reserve, or initiate the move request. See <https://kb.wisc.edu/library/internal/page.php?id=51899> for detailed instructions.

Once the items are on the Reading List the next step is to request them from around campus and have them delivered to your location

- From the Course's Reading List page, from the ellipses (...) menu select "Work On" - from there you are on the Edit Reading List page view and can see a list of titles in the list.
- For each entry that needs to be moved to your reserve location, select **Manage Fulfillment Options** from the ellipses (...) menu for each title

Citations | Courses | Owners | Notes | Subject Labels | Recent Changes

Remove Alerts | Place Request | Add Citation | Change Copyright Status | Change Status | Expand | Remove Citations

Select All | Alerts: All | Citation Status: All | Resource Locate: All | Material Type: All | Tags: All | Copyright Status: All

Citation Last Modification Date

1 ☐ **Illness as metaphor ; and, AIDS and its metaphors /**

Book By Sontag, Susan, (Picador/Farrar, Straus and Giroux : [1989])
ISBN: 0312420137
Subject: AIDS (Disease)--Social aspects. -- Metaphor. -- Tuberculosis in literature. and others

Request Status: Being Prepared
Resource Locate Status: Resource Located
Copyright Status: Not Determined

Created By: BHUIYAN, FARHAT J 07/19/2018 13:21:16 CDT
Modified By: BHUIYAN, FARHAT J 07/19/2018 13:21:16 CDT

Manage Fulfillment Options
Items
Remove
Duplicate
Print Slip
Detach from Repository
Other Formats and Editions

Physical (3) | Electronic | Digital | Other | Citation Details | Alerts | More Info

2 ☐ **Memoir of a debulked woman : enduring ovarian cancer /**

Book By Gubar, Susan, (WW Norton & Co ©2012.)
Request Status: Being Prepared
Resource Locate Status: Resource Located

Created By: BHUIYAN, FARHAT J 07/19/2018 13:21:42 CDT

- On the copy you want select Request

Illness as metaphor ; and, AIDS and its metaphors...

Author: Sontag, Susan, 1933-2004. ISBN: 9780312420130
Place Of Publication: New York : Pages: 183 pages ;
Additional Person Name: Sontag, Susan, Year: 1989
Call Number: RA644.A25

Course Information | Resource Options

Physical Services

1 - 3 of 3

Library	Location	Call Number	No. of Items	Available
1 College Library	College Main Collection	RA644.A25 1989	0	0
2 College Library	College Lending Location	RA644.A25 1989	1	0
3 College Library	College Main Collection	RA644.A25 1989	1	0

Requests

View items
Request
Update Move Expiry

- The Request type should be Move Temporarily
 - Add a note of what class this is for
 - Change the To library to your library
 - Change the Destination Location to your Reserves location.
 - Change the item policy to 2 hr or whatever you use. This will save time allowing it to stick when the item is scanned in.
 - Click submit

Danish folk tales /	
Institution	University of Wisconsin - Madison
Create Request	
Request Type *	Move temporarily
Note	For LITTRANS 345
To *	College Library
Additional Request Attributes	
Number of Copies	
Destination Locations	College Reserves
Call Number Type	
Call Number	
Item Policy	2hr
Due Back	<input type="text"/> X <input type="calendar"/>

- d. Repeat for the other physical items on the list.
- e. When finished click **Save**

Advanced Functions and Tips

For cross-listed courses:

- a. Create only of the courses in Alma using the Course List App. The app will automatically add another other ID so the reading list displays in both places.
- b. Create the Reading list for the course.
- c. Check both courses in the course list Application to make sure they both display properly and the Reading list is displaying in both places.

Instructions for Meets With Courses.

- a. Follow the steps outlined above, creating separate courses for each Meets With component course.
- b. In Alma find the courses and add a note to say that it is a Meets With Course and add the other course info.
- c. Complete steps II-III in the first course to create the Reading List and attach the items and request them for the library.
- d. Under Courses search for the second course
 - i. Click on the (...) ellipses and click on Copy Reading List. Alma should bring up a list of reading lists.
 - ii. Select your list and click Save.

- Alma has two options: copy reading list and duplicate. It is best to duplicate it so all the metadata is the same - add a 2 or another number to the end of the code and name to get it to save. Alma won't let required fields be exactly the same.

- View hidden just allows you to see the hidden fields in Alma. They are usually extraneous fields that you likely might not need when working in this area.

VI. Copying Reading Lists and retaining them.

- a. It is possible to copy the previous semester reading list to the current semester by using the copy function.
- b. It is also possible to save a reading list for those courses that have extensive ones by clicking remove associated course.

VII. Once a year it is advised to clear the reserves.

- a. Alma can supply a list of courses and reading lists that are coming due the end of June.
- b. Prior to the end of June any lists or items that are to be retained should be marked on the spreadsheet and a job can be run in Alma to extend the active date out until the following June.

Owner: [fbhuiyan](#) **Group:** General Library System

Created: 2018-06-22 15:33 CDT **Updated:** 2018-07-24 14:36 CDT