

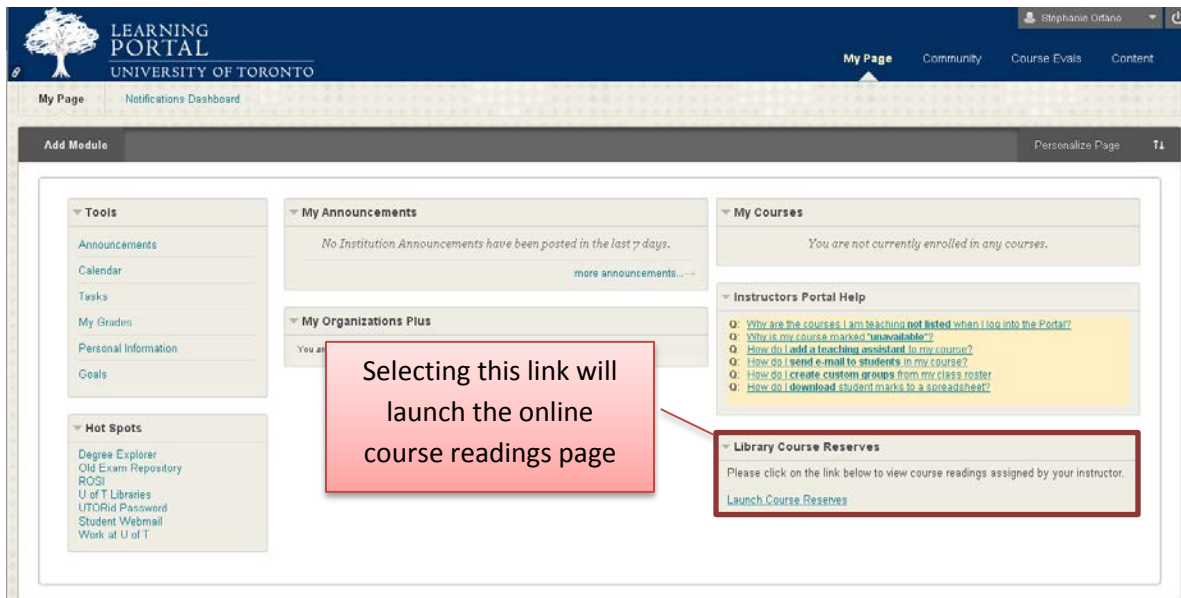
Getting to know the Library Course Readings module

University of Toronto Libraries offers a full-service online course reading module integrated with the Learning Portal (Blackboard).

The Library Course Readings integration creates a single list of all assigned course materials so students can easily access articles, books, web links, and media resources in one place through the University of Toronto's Learning Portal (via the Syllabus Service). Students can also view assigned readings designated as physical reserve items at the library.

INSTRUCTORS

When you sign into the University of Toronto's Learning Portal (<https://portal.utoronto.ca>) you will see a module called "Library Course Reserves" built into your dashboard.



The screenshot shows the Learning Portal dashboard for a user named Stephanie Ortano. The dashboard is divided into several sections: 'Tools' (Announcements, Calendar, Tasks, My Grades, Personal Information, Goals), 'Hot Spots' (Degree Explorer, Old Exam Repository, ROGI, U of T Libraries, UTORid Password, Student Webmail, Work at U of T), 'My Announcements' (No Institution Announcements have been posted in the last 7 days), 'My Organizations Plus', 'My Courses' (You are not currently enrolled in any courses), 'Instructors Portal Help' (Why are the courses I am teaching not listed when I log into the Portal?, Why is my course marked 'unavailable?', How do I add a teaching assistant to my course?, How do I send e-mail to students in my course?, How do I create custom groups from my class roster?, How do I download student marks to a spreadsheet?), and 'Library Course Reserves' (Please click on the link below to view course readings assigned by your instructor. [Launch Course Reserves](#)). A red box highlights the 'Launch Course Reserves' link, and a red callout box points to it with the text: 'Selecting this link will launch the online course readings page'.

Once you have selected *Launch Course Reserves*, courses you are teaching will be listed.

UNIVERSITY OF TORONTO LIBRARIES

Research Services Visit About Ask U of T My account Search

Return to Staff Application

Welcome to U of T Libraries Course Reserves

Course Reserves is your home for course reserve materials at University of Toronto.

- Get expert help from library staff
- Research guides: Research advice, useful tools, and the best resources for your needs curated by expert U of T librarians.
- How to cite
- Study spaces and carrels: Find a study space that helps you focus.
- List of libraries: Locations, hours, etc.
- Borrow and request services: TCards, renew books, request books from other campuses, etc.

Courses

Search Previous Searches

Search by course name or code (e.g. ANTH111) Clear

Current and future courses only

Waiting for search.

Select a course and you will be able to view the assigned course readings that have been made available. When you use the library's Syllabus Service course readings are made available here.

UNIVERSITY OF TORONTO LIBRARIES

Switch to Student Mode

Faculty can see what their students view by selecting "Switch to student mode"

Visit About Ask U of T My account Search

CTL3011H-F-LEC0101 - COGNI SOC/POL LIN IN BILIGL ED

Course Home Add Reserve Items Need Help?

Readings

Search: []

ID	Title	Format	Author	Availability	Status	Tags	Actions	Permanent URL	Read (of 2)
544	Bilingu��t�� et bilinguisme	Physical	Hamers, Josiane F,Bianc, Michel	2015-08-20 to 2015-12-31	Available in Library Stacks		Edit View		1
543	Neurolinguists, beware! The bilingual is not two monolinguals in one person Brain and Language	Electronic Article	Grosjean, Fran��ois	2015-08-20 to 2015-12-31	Electronic Article Available Online				
545	Dimensions of bilingualism The Bilingualism reader	eBook	Li, Wei, 1961 August 11	2015-08-20 to 2015-12-31	eBook Available Online				
			ROSJEAN, FRANCOIS	2015-08-20 to 2015-12-31	eBook Available Online				

Re-order course material using the arrows to drag readings

See how many of the enrolled students have read assigned readings here

Tagging can be used to organize readings into themes, weeks, etc. Click edit to add tags

What types of materials can I list on the Library Course Readings module?

You can request to have single items or entire syllabi listed. Types of items include: links to electronic resources such as articles and eBooks, PDFs of scanned chapters and short excerpts, and listings to indicate physical books that are on library reserves along with their locations.

The Library Course Readings module respects Canadian copyright provisions and existing U of T licensing agreements. We will contact you about any copyright concerns in your syllabus and negotiate copyright clearance for items that exceed our current licences and [fair dealing guidelines](#) at no cost to you.

How do I submit a request for my course readings or entire syllabus to be listed?

Please contact syllabus.service@library.utoronto.ca directly with your syllabus/ reading list with **full citations** (including pages numbers, if applicable) as a Microsoft Word document, PDF, or rich text file.

We also require:

- The course name and course code
- Your name and contact information
- The number of students in your course
- What library you would like us to put print items in the course reserves collection if necessary
- Which print items on your syllabus you've already scanned, if any

Only need physical books on reserve? Email **full citations** to syllabus.service@library.utoronto.ca and your item(s) will be directed to the appropriate library.

What if I'm not using Blackboard to manage my course?

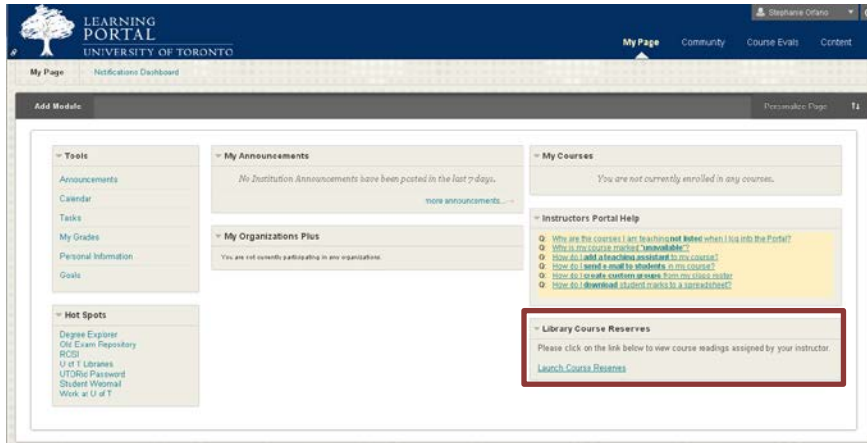
You can still use the Library Course Readings module to organize your assigned readings. A direct link for each course can be shared with instructors so that they can view and edit their assigned course readings available through the library, without having to build course pages or enter through the Learning Portal.

Students will have the ease of logging in through the Learning Portal to access their readings.

What if my students are having trouble accessing the readings?

If your students experience issues accessing their course readings please have them fill out the following form: [Trouble Accessing Course Readings](#). We work quickly in responding to these form requests to ensure registered students have access to their course readings through the syllabus service.

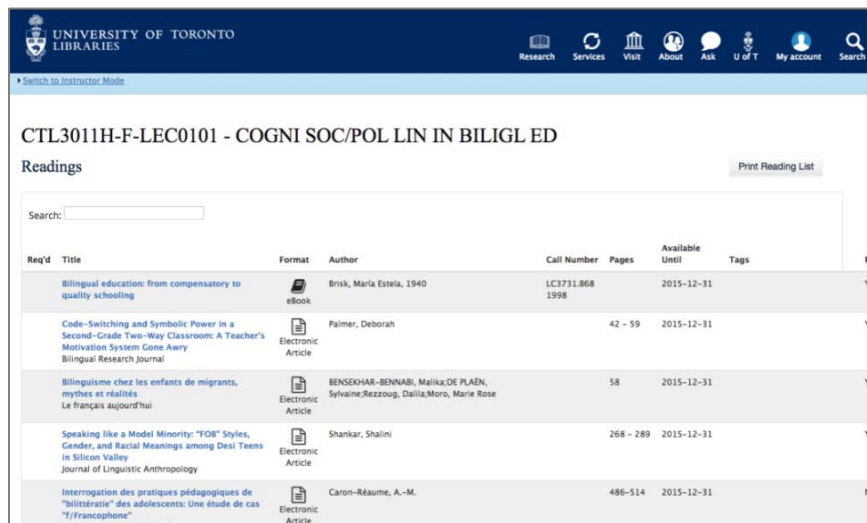
A STUDENT PERSPECTIVE



When a student signs into <https://portal.utoronto.ca>, they will see the same “Library Course Reserves” module built into their dashboard.



Once they launch the Library Course Reserve application, they will see the courses they are enrolled in.



The student view of the assigned reading list allows the student to:

- View material at the click of a button
- Keep track of what they have read
- Sort their readings using tags
- Read instructor's notes
- View citation details