

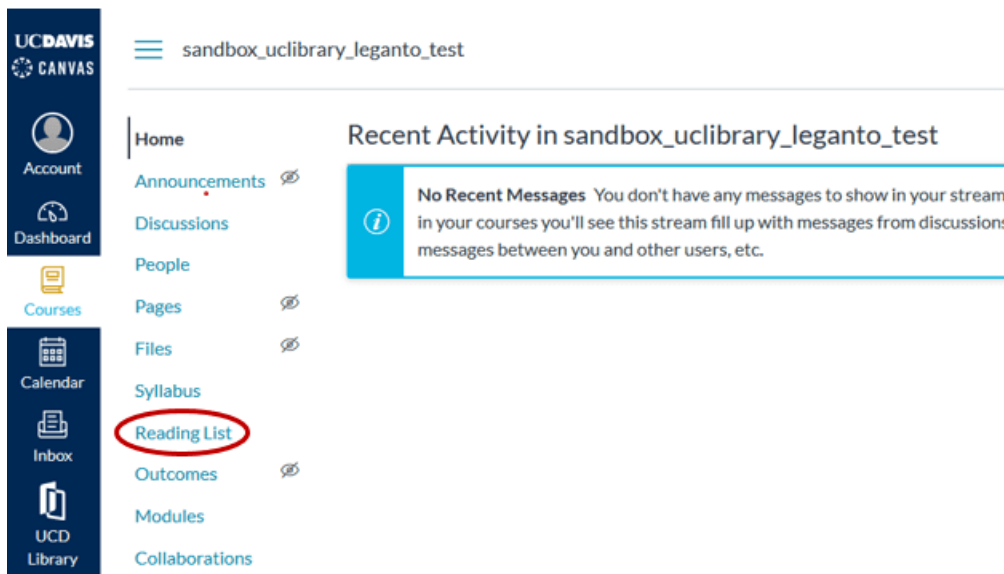
# How Do I Re-use a Previous Course Reserves Reading List?

*Lists from previous terms may re-used in subsequent quarters. If you would like to re-use a previous reading list but are having trouble locating it, it may have been archived; please contact the library staff for assistance. If you know you will be re-using a particular reading list in future classes or terms, a best practice is to export and save the reading list to your computer at the time of creation to avoid any issues with archiving.*

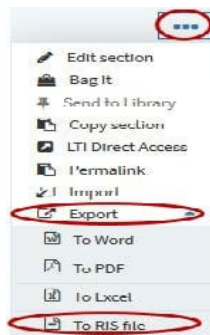
*While there are multiple ways to export/import your reading list, the library advocates for using RIS files exclusively.*

## Export an RIS File

1. Log into your [Canvas](#) course site for the term with the reading list you wish to re-use and select **Reading List** from the Navigation Menu. *Your Reading List option may not appear in the same order as in the example provided below.*



2. For each reading list section that you would like to export and save, go to the **options menu** (... icon) located next to the section header and select **Export > To RIS file**

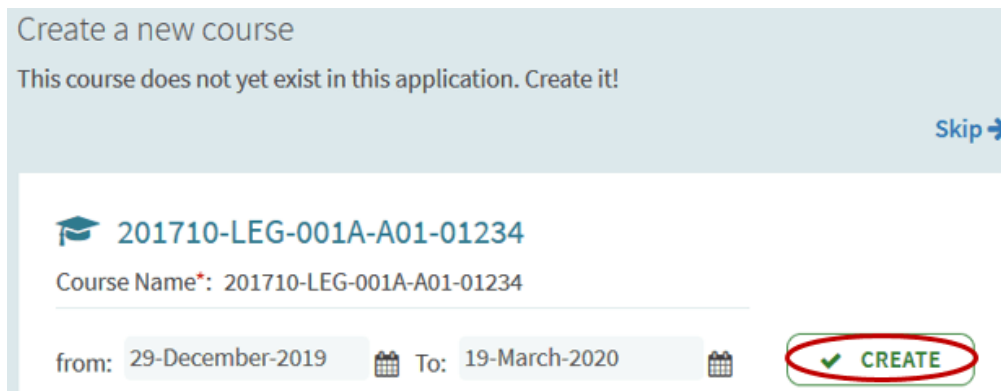


3. Click **OK** to Save File on your computer. *You may want to rename the RIS files to simplify management, especially if you are exporting multiple files.*

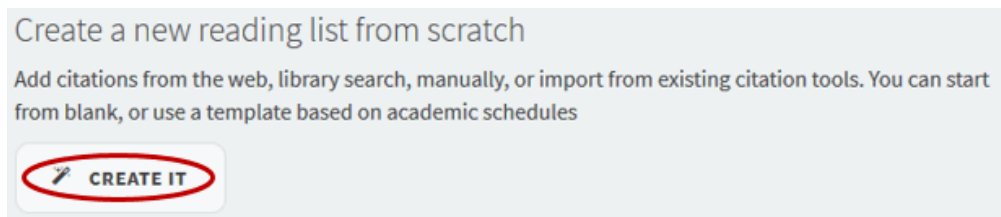
## Import an RIS File

1. Open your [Canvas](#) course site (for the new term) and select **Reading List** from the Navigation Menu.

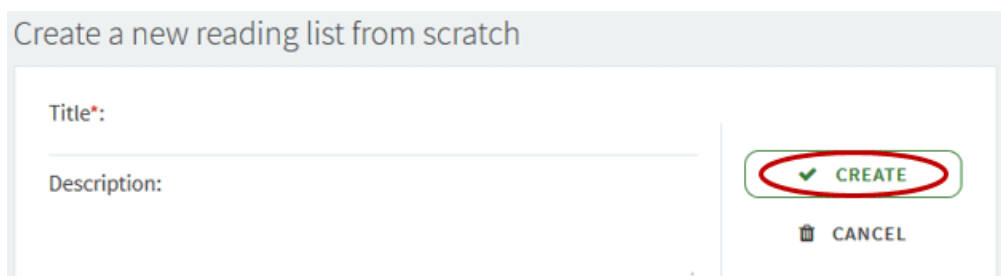
2. Click **Create** on the first splash page. *It is important that you do not “skip” this step.*



3. Click **Create It** on the second splash page.



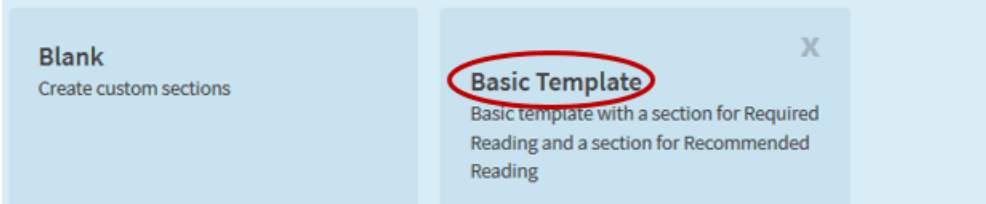
4. Give your reading list a name (Title) and click **Create** on the third splash page.



5. Select the **Basic Template** (Best Practice). Templates provide the structure for your reading list; all templates are fully customizable. *If you have a favorite organizational structure for your reading lists that's different from our Basic Template, you can **Save [that] list structure as a template** for future use, simply select this option from the Edit drop-down menu on the next/main landing page.*

## Select a template

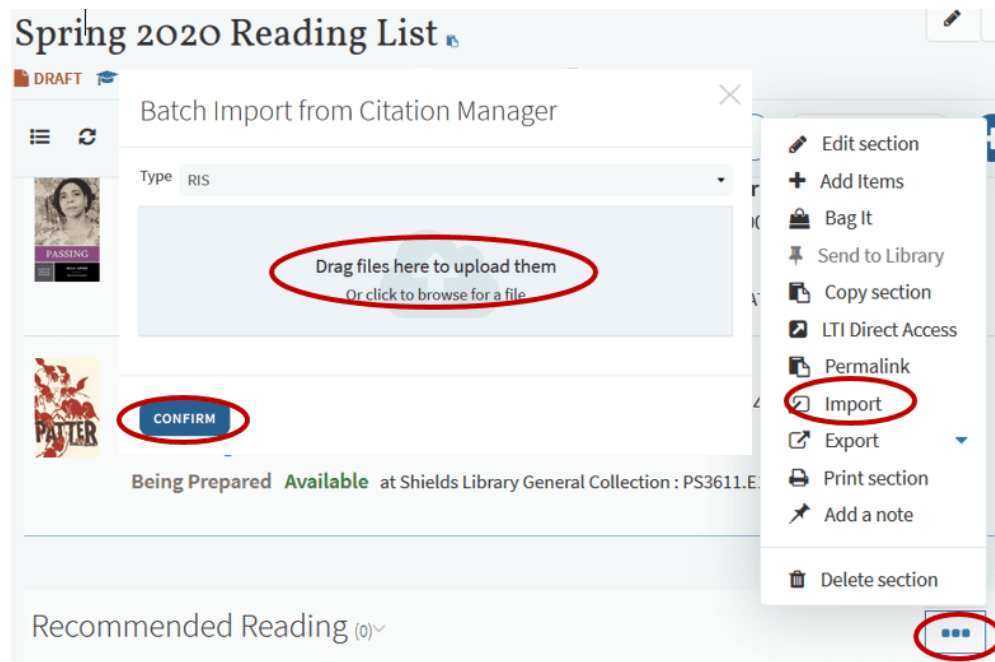
Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.



6. For each of the reading list sections that you are importing into, go to the **options menu (... icon)** located next to that section header and select **Import**

7. **Drag-and-drop** or **Browse** for the RIS file

8. Click **Confirm**



9. Review reading list section names and items carefully and update information as necessary:

- Remove items that you no longer use.
- [Add items](#).
- [Tag items](#) to reflect extended loan periods or that you'll be bringing in personal copies.
- Create [Public Notes](#), [Private Notes](#), or Library Discussions.

10. Once you're satisfied with your reading list you'll need to [send it to the library](#), so that library staff can begin processing the reading list. Click through to learn more about this last step!