Course Readings Adding Additional List Editors

Adding additional list editors

The Course Coordinator (Instructor in Course Readings) can add all Course tutors as Collaborators. Other staff (e.g. Liaison Librarians and C-SALT staff) can also be included in the Collaborator List.

1. Click the 'Manage Collaborators' link in the right hand column of the list window.

2. A pop-up window displays listing existing collaborators and their list rights to edit or manage.

3. In the field under 'Invite new collaborators' type the potential collaborator's name.

4. Select the required name from the drop-down list.
5. Click the 'Send Invitation' button.
6. 'Close' the window.
7. The Collaborator will be added to the list of 'Existing Collaborators'.
8. To change the level of list rights click the down arrow and choose from the options.

9. 'Close' the window.

Help

Other Help Guides Available
- Blackboard Linking Guide
- Structuring Your List
- Adding Resources
- Adding Notes and Tags
- Finalizing your List
- Adding Additional List Editors

Liaison Librarians
Your Liaison Librarian can help you with advice on resources.

Science, Health, Nursing and Midwifery and Sport Sciences
Roger Carter  5456 5095  rcarter@usc.edu.au

Education
Shan Kelly  5430 2806  skelly1@usc.edu.au

Business and Public Health
Courtney Moran  5459 4405  cmoran@usc.edu.au

Law and Engineering
Karen Randall  5459 4583  krandall@usc.edu.au

Communication, Social Sciences and Psychology
Sue Svensen  5430 2807  ssvense1@usc.edu.au

FURTHER ASSISTANCE
Email: CollServ@usc.edu.au
Web: https://libguides.usc.edu.au/coursereadings