

## **Accessing your Library List for the first time**

Login to Moodle and enable edit mode.

Click on the 'More' dropdown menu and select LTI External Tools.

Enable Library Lists in the 'show in activity chooser'.

Return to 'Course' tab.

Select 'Add an activity or resource', click the 'All' tab and select 'Library List'

Click 'Select Content'

From the pop up box, tick the check box at the top of the Library List to link to the entire list

Click 'select'

Amend the name you would like to appear on the Moodle link

Click 'save and return to course'

Your Library List will now appear on your Moodle course page and the left hand menu

Click on the Library List link

Click create new list

The Library Lists interface will take you through the setup, for example giving your list a name (we suggest unit code and unit title) and automatically linking it to your unit.

Click next

You can select a template for your List, 'default' will add one section, or 'weeks' will add a number of weeks that you can amend. We recommend mirroring the Library List structure to Moodle

Click create

You can now start adding content to your list.