



NANYANG
TECHNOLOGICAL
UNIVERSITY
SINGAPORE

NTU CourseReserves in NTULearn

Advisory & Consultation

NTU Library

Office of Information, Knowledge & Library Services

July 2020



Agenda

- What is the new NTU CourseReserves?
- Current course reserves Workflow
- New NTU CourseReserves Workflow
- Benefits for Faculty
- Benefits for Students
- FAQs



What is the new NTU CourseReserves?

Course reserves* are reading materials you assign to your students, and are made available, either electronically or physically, through NTU Library

NTU CourseReserves is a new system integrated seamlessly with **NTULearn** for you to manage your **course reserves**

**Also known as “RBR”, “Course Reading Lists” etc.*



What is the new NTU CourseReserves?

- NTU CourseReserves is embedded in NTULearn
- The NTU CourseReserves platform is managed by the Library, and runs on infrastructure supported by CITS
- It allows faculty to add **books, e-books, videos, journal articles and other materials** from the library's collection, as well as open-access resources and websites to their course reserves list



Current Course Reserves Workflow

1. Faculty design their courses, and submit their course reserve requests either to a School coordinator, or to the Library via email
2. Confirmation or adjustments are made via email communications, and confirmed list of course reserves are conveyed to students via the syllabus or individual PDF files
3. Students download the syllabus or PDF files to view the list, then access the items by searching from the Library's catalogue

Current methods are manual and typically have longer wait times

NTU CourseReserves Workflow

1. Faculty place reserve requests into the NTU CourseReserves interface via NTULearn
2. The Library acquires any items that are not already in the collection
3. Students view the list in NTULearn to find out which library to visit or click on direct links to read electronic materials



Benefits for Faculty

- Faculty can choose to access the system through NTULearn directly, using only one login and one interface.
 - A separate and dedicated website for the system is also available, if so preferred
- Reserve requests can be placed and edited without needing to send multiple emails
- Faculty can see the status of their requests within the system interface in NTULearn, without needing to wait for email replies
- Faculty can view usage analytics of their assigned reserves, and use it to make improvements to their courses
- Reading Lists are saved across semesters, so faculty can make minor edits easily



Benefits at a Glance

1

Easy to Create & Modify Lists

Empower faculty to manage their course reserves within NTULearn and to see the availability of all titles in real-time (on-order, on-shelf, in-transit).

2

Student Engagement Opportunities

Provide insights about how students read the course reserves, that can allow faculty to improve the assigned readings or plan improvements to pedagogy.

3

Next Term? Ready to go!

Easily update lists or re-use lists for multiple courses. Saves time and eliminates duplicate work.

4

All Materials in One Stop

Include all kinds of material types from all sources in one list – easy for students to find right from your course site!

5

Library Support & Collaboration

The Library helps make sure materials are available to students and that there are no access restrictions or broken links.



Benefits for Students

- NTU CourseReserves is embedded into NTULearn, so students can access their course reserves directly from their course site page in NTULearn
- Students can see electronic materials in the same list as the physical materials
- Students can customize alerts and set their own reminders and notifications to read materials





NTU CourseReserves

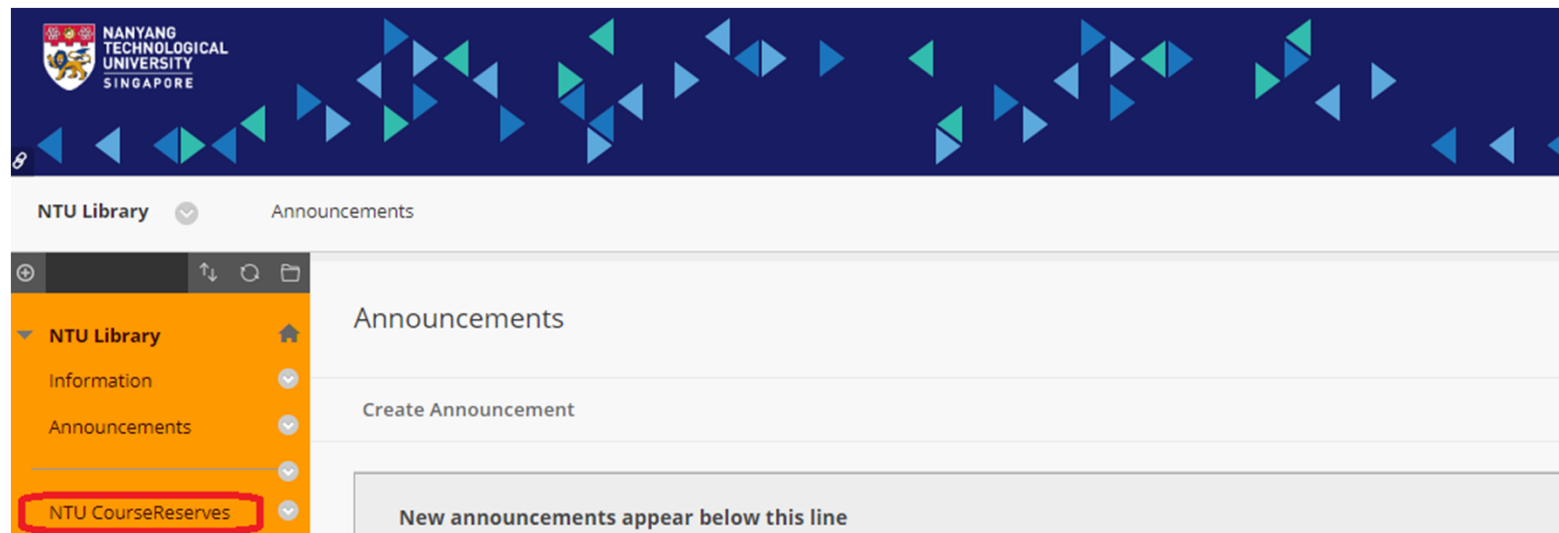
Course Readings at your fingertips

From
ExLibris[®]
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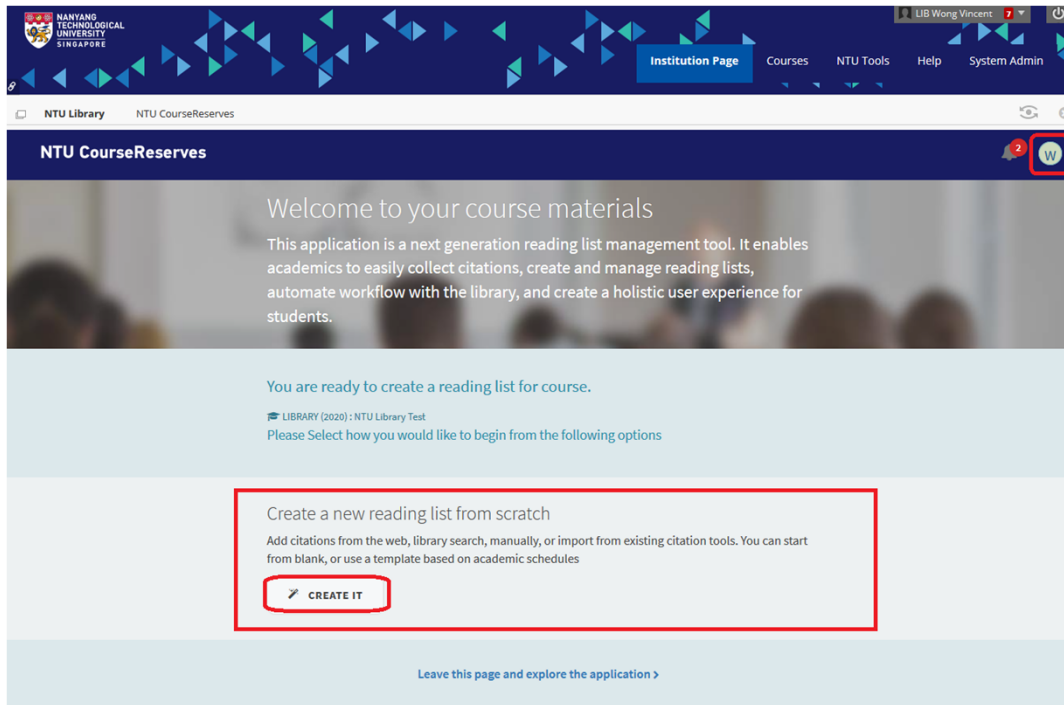
Accessing NTU CourseReserves



NTU CourseReserves is embedded directly in NTULearn.

* Interface is under development

Steps to use NTU CourseReserves



You are automatically logged in!

1) Click on "CREATE IT" to start a list from scratch

* Interface is under development

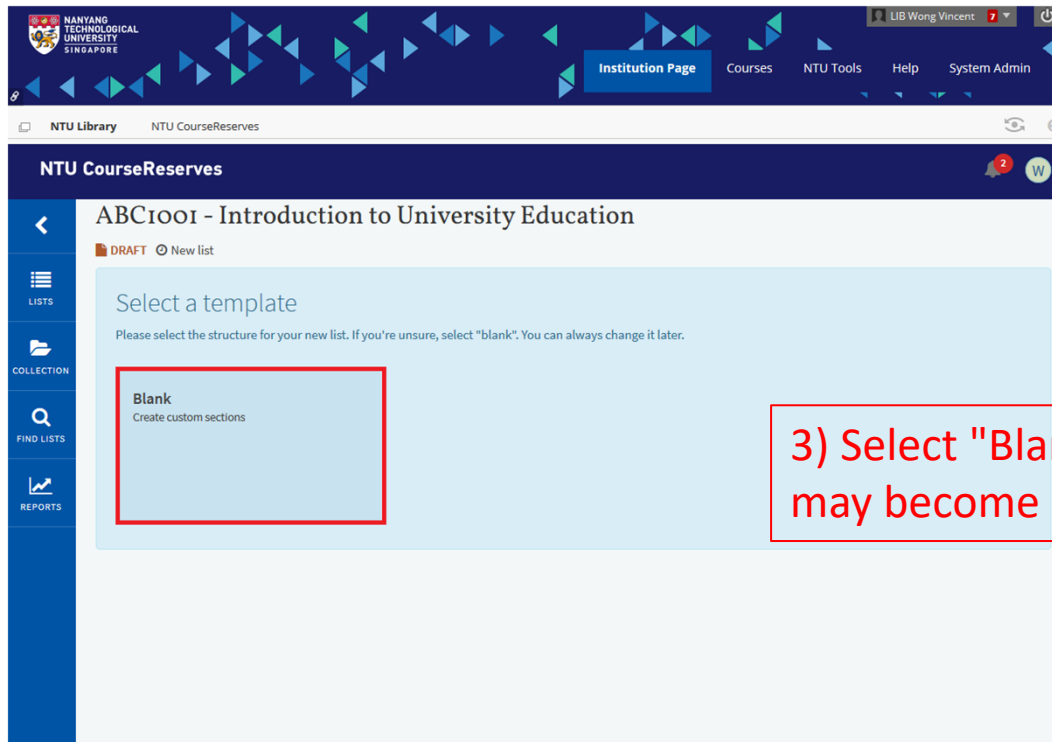
Steps to use NTU CourseReserves

The screenshot displays the NTU CourseReserves web application. At the top, there is a navigation bar with the NTU logo and the text 'NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE'. Below this, a dark blue header contains the text 'NTU CourseReserves' and a user profile 'LIB Wong Vincent'. The main content area features a light blue background with the text: 'academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.' Below this, a message states: 'You are ready to create a reading list for course.' and 'Please Select how you would like to begin from the following options'. The 'Create a new reading list from scratch' option is selected. A form is displayed with a 'Title*' field containing 'ABC1001 - Introduction to University Education', a 'Description:' field, and 'CANCEL' and 'CREATE' buttons. The 'Title*' and 'CREATE' buttons are highlighted with red boxes.

2) Customize the title of your reading list if you'd like. By default, it will be the official name of your course.

* Interface is under development

Steps to use NTU CourseReserves



3) Select "Blank" to start! More templates may become available in the future.

* Interface is under development

Steps to use NTU CourseReserves

The screenshot displays the NTU CourseReserves interface for the course 'ABC1001 - Introduction to University Education'. The interface is in a 'DRAFT' state and shows a form for adding a new section. The form includes a 'Title*' field containing 'Week 3', a 'Description' field, and date fields for 'from' and 'to'. A 'NEW SECTION' button is highlighted with a red box. Below the form, there are 'CANCEL' and 'CREATE' buttons, with the 'CREATE' button also highlighted. A dropdown menu shows 'Week 1 (0)', 'Week 2 (0)', and 'Week 3' options, with 'Week 1 (0)' highlighted. The interface also shows a 'List Advisor' section with a '21%' progress indicator and a 'Make this list better' link.

4) Select "NEW SECTION"

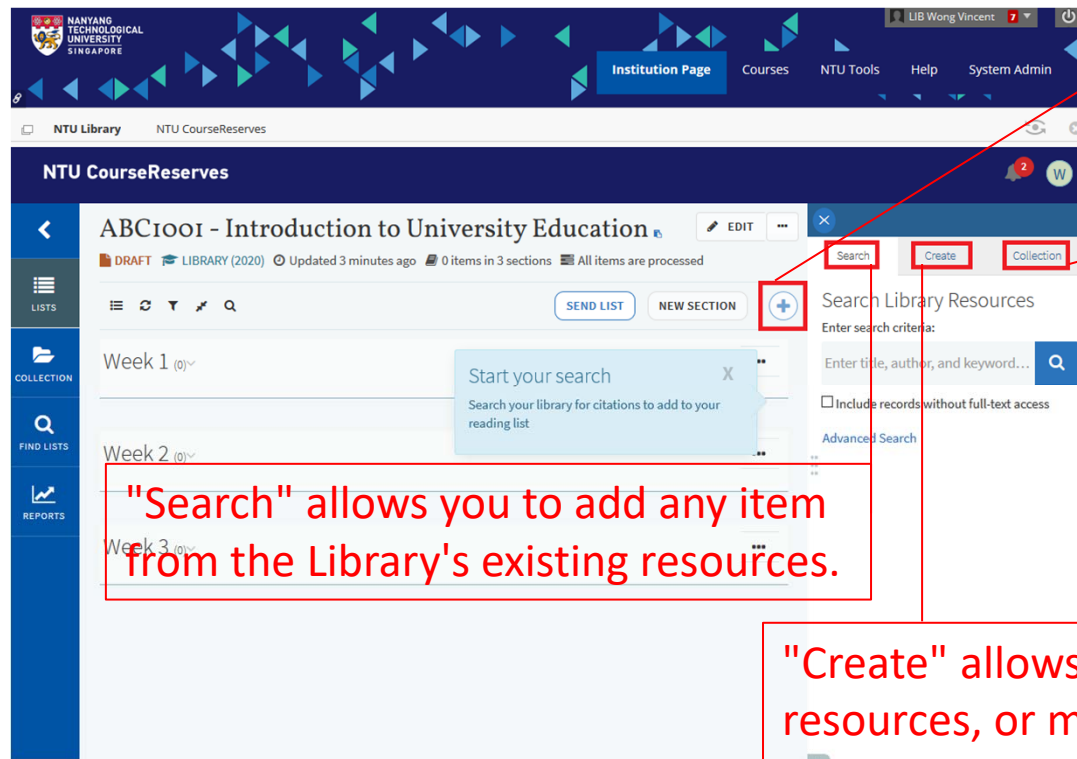
5) Type in the Week Number

6) Click "CREATE"

* Interface is under development

*You can choose to organise your course reserves by week, as is traditional, or by subject, or any other way you prefer!

Steps to use NTU CourseReserves



7) Click on the plus sign to start adding items to your reading list!

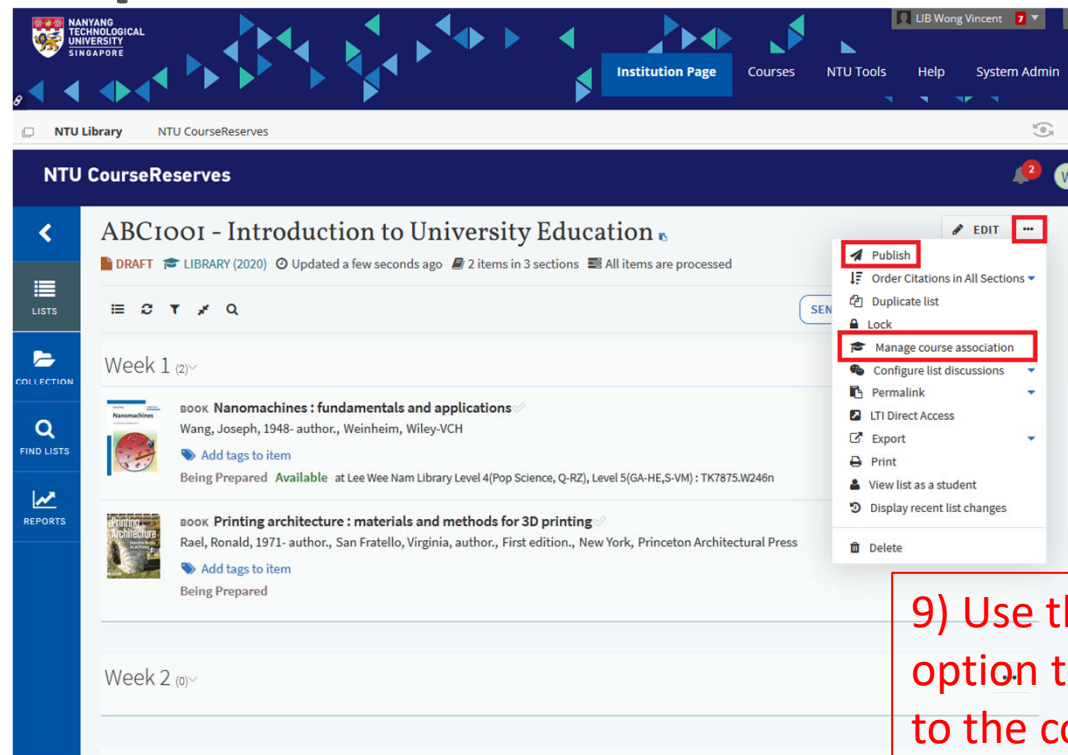
"My Collection" links you to the favourites you have saved on NTU Library's OneSearch

"Search" allows you to add any item from the Library's existing resources.

"Create" allows you to create links to web-resources, or manually enter information about a book that the Library has not purchased yet.

* Interface is under development

Steps to use NTU CourseReserves



8) Click on the ellipsis button ("..."), and then "Publish" to make your list visible to your students!

9) Use the "Manage course association" option to make sure your list is allocated to the correct course, especially if you're teaching more than 1!

* Interface is under development

Steps to use NTU CourseReserves

The screenshot shows the NTU CourseReserves interface for the course 'ABC1001 - Introduction to University Education'. The page is titled 'NTU CourseReserves' and shows the course name, a 'PUBLISHED' status, and a 'LIBRARY (2020)' tag. The course is associated with two weeks of reserves. The first week, 'Week 1 (2)', contains two book entries: 'Nanomachines: fundamentals and applications' by Wang, Joseph, 1948- author., Weinheim, Wiley-VCH, and 'Printing architecture: materials and methods for 3D printing' by Rael, Ronald, 1971- author., San Fratello, Virginia, author., First edition., New York, Princeton Architectural Press. The second week, 'Week 2 (0)', is currently empty. A 'LIST SENT' notification is visible in the top right corner of the course page.

10) Once published, you should see the "LIST SENT" notification. The Library will acquire the requested items for your course reserves, move the books to the right location and update you of the status. You're done!

You should also see your list is published, and the course it is associated for!

* Interface is under development

Frequently Asked Questions

- Q1 When will this be available for me?
 - A: The system is aimed to be fully implemented in **January 2021** (Semester 2 of AY21/21). If you'd like to try it first, we are doing an initial roll-out now. Please email library@ntu.edu.sg to get in touch.
- Q2 What is involved in "library processing" of these reading lists?
 - A: If the title you have recommended is not in the library collection and needs to be purchased, the library will purchase it.

If it is a print book in the library open shelf, it will be moved to the reserve book collection and the record in the library system will be updated to reflect this. Otherwise, the library will go through it and mark it as 'Complete'.

For this initial roll out of the NTUCourse Reserves system, the library will create the reading list for the faculty. Please email library@ntu.edu.sg to get in touch.



Frequently Asked Questions

- Q3 Can I upload files to the platform?
 - A: Yes, you can upload files to the platform and that will be available for your course students to download.
- Q4 Will someone be able to help me set up my reading lists?
 - A: For this initial roll out of the NTUCourse Reserves system, the library will create the reading list for the faculty. Please email library@ntu.edu.sg to get in touch
- Q5 Will there be more information sessions, workshops or briefings? A colleague is unable to attend and would like to find out more.
 - A: Yes, there will be more such sessions organised over the coming semester. More details will be sent out once they are confirmed! Do feel free to spread the word to your colleagues to ask them to sign up for the initial roll-out. Just drop us an email at library@ntu.edu.sg

