

1. Course Import

The list of Courses or Subjects must first exist as a unique Course record within eReserve Plus for Request records and Reading Lists to be linked to.

The preferred approach to adding a Course into eReserve Plus is for an Academic to activate their course the first time they access eReserve Plus via an LTI link in the Learning Management System (LMS). To activate a new course the Academic follows a simple process of selecting a School and Citation Style and clicking Update. Once the Course is activated then eReserve Plus knows about the new Course and materials can be added by Library Staff on behalf of the Academic in the Admin interface, depending on the operational model.

However, during the Project setup phase or where time constraints are imposed on course activation via LTI link, the Course Import is essential to fast-track the creation of Readings and Requests in eReserve Plus. Courses are imported with a CSV file and a corresponding mapping file.

1.1 Pre-requisites

1. The Archive folder will need to be prepared as a .zip folder which should contain the following elements:

a. The Data File: This is a CSV file in a UTF8 file format - Filename = import_records.csv

b. The Mapping File: This is a YAML file which references the data to map it to the correct fields in eReserve Plus - Filename = csv_to_document_mapping.yml

The templates and a sample dataset are available for use [here](#)

1.2 Mandatory Data

The import_records.csv file will populate eReserve Plus with Course Codes, Descriptions and School Associations.

Column Name	Description	Type	Format Values
source_document_kind	This column describes the kind of document being imported. When importing courses this should be set to limited_session	text	limited_session
school_name	This column is used to associate a course with a school. Which is used for utilisation reports.	text	e.g. School of Arts and Social Sciences
code	This column is where you specify the unique course code as it will be stored in eReserve Plus.	text	e.g. CS101 (with course code filter) OR CS101_s2_2018 (without course code filter)
name	This column is used to specify the long name of the course. Typically, this is the name as it is displayed to academic and students.	text	e.g. Introduction to Computational Theory

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