

Configuring Teaching Sessions

Summary: This quick reference guide will outline how to configure Teaching Sessions in eReserve Plus.

1. System Administrators will be able to add teaching sessions via the Admin Interface by navigating to Configure -> Teaching Sessions.

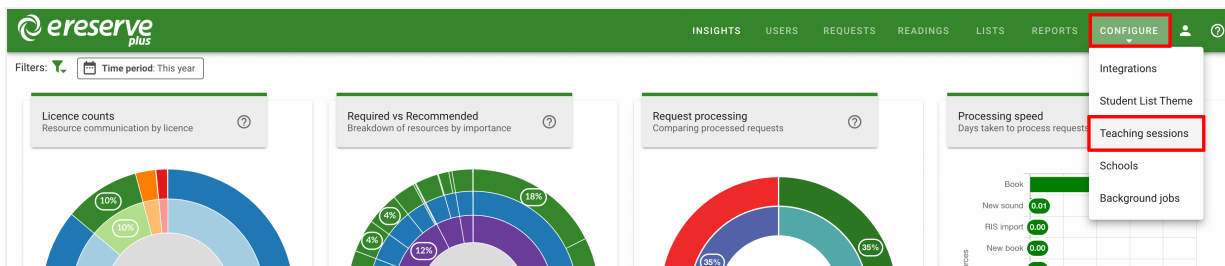


Figure 1: The Teaching Sessions configuration option

2. Click New to create a new Teaching Session.

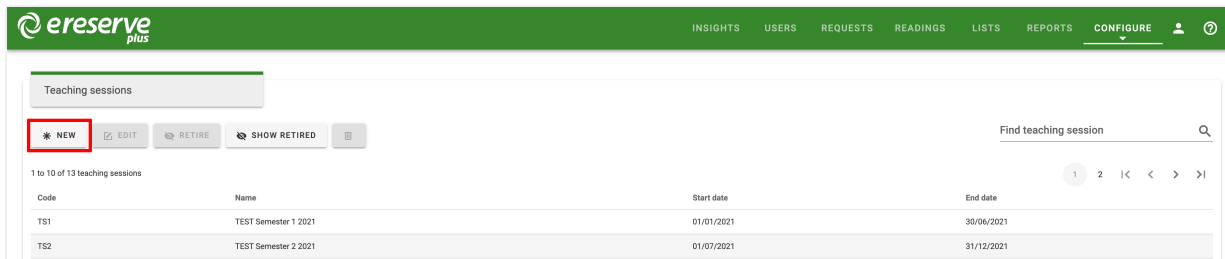


Figure 2: Create New Sessions button

3. Enter a Teaching Session name, start and end date, then click Create.

* New teaching session

Name: 2023 Semester 1

Start date: 01/01/2023

End date: 30/06/2023

Matching key ?

BACK CREATE

Figure 3: New Teaching Session creation form

4. Once a Teaching Session has been created, it will be visible in the Teaching Sessions menu.

Code	Name	Start date	End date
TS11	TEST Semester 2 2024	01/07/2024	31/12/2024
TS12	TEST Spring School 2024	07/09/2024	28/02/2025
TS13	TEST Session	01/05/2023	31/07/2023
TS14	2023 Semester 1	01/01/2023	30/06/2023

Figure 4: New Teaching Session created

TIP: If you edit a Teaching Session, it will automatically update the availability of a Reading List which uses this predefined Teaching Session. Please notify the

Readings Team of this change as all Requests on the Reading List will need to be manually updated in Requests Management.

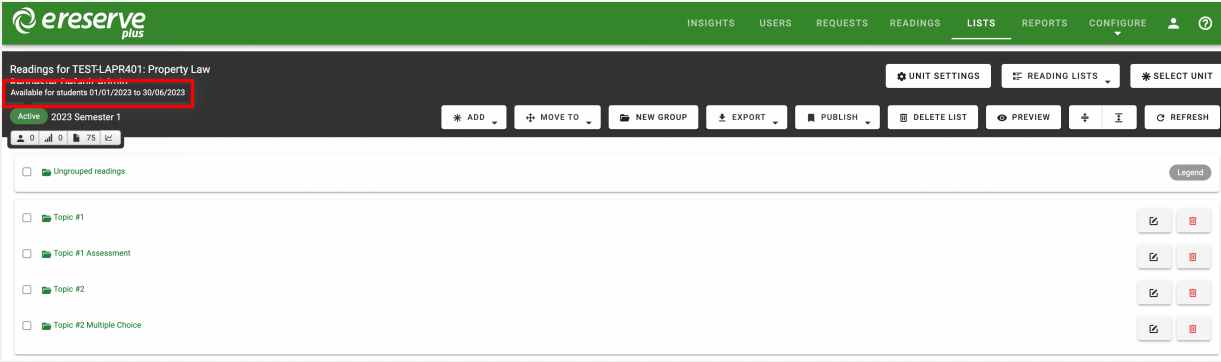


Figure 5: Teaching Session update in a list

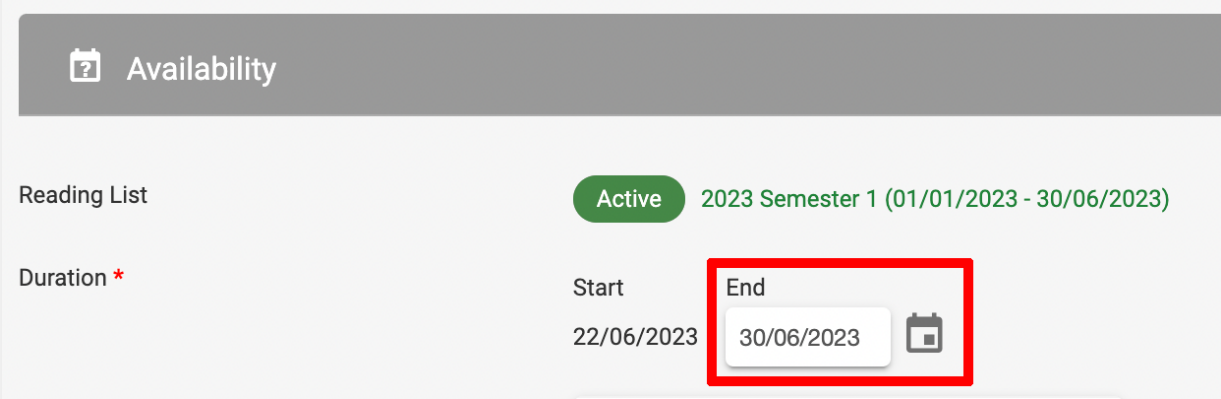


Figure 6: Request end date has been updated