

## Configuring Teaching Sessions

Summary: This quick reference quide 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.

C ereserve				USERS	REQUESTS	READINGS	LISTS	REPORTS		. *	0
	Teaching sessions										
	* NEW 🕑 EDIT 🗞 RETIRE	SHOW RETIRED					Fir	d teaching se	ssion		۹
	1 to 10 of 13 teaching sessions							1	2  < <	>	>1
	Code	Name	Start date				End date				
	TS1	TEST Semester 1 2021	01/01/2021				30/06/2021				
	TS2	TEST Semester 2 2021	01/07/2021				31/12/2021				

Figure 2: Create New Sessions button

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

© ereserve		
* New teaching session		
Name	2023 Semester 1	
Start date	01/01/2023	
End date	30/06/2023	
Matching key 🕜		
		S BACK S 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.

Teaching sessions				
* NEW 🕑 EDIT 🍇 RETIR	E 🗞 SHOW RETIRED		Find teaching session	Q
11 to 14 of 14 teaching sessions			1 2 14	< > >I
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	
T\$13	TEST Session	01/05/2023	31/07/2023	
TS14	2023 Semester 1	01/01/2023	30/06/2023	
			11 to 14 of 14 teaching sessions 1 2 K	< > >I

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.

© ereserve		INS	IGHTS USERS	REQUESTS	READINGS LIS	TS REPORT		re 💄 🕜
Readings for TEST-LAPR401: Property Law Available for students 01/01/2023 to 30/06/2023					ONIT SETTINGS	E READIN	3 LISTS ၞ	* SELECT UNIT
Active 2023 Semester 1	* ADD 🗸	🖶 NEW GROUP	± EXPORT ↓	PUBLISH 🗸	🗊 DELETE LIST	• PREVIEW	÷I	C REFRESH
Generatings								Legend
En Topic #1								<b>B</b>
📄 🍙 Topic #1 Assessment								Ľ
. 👝 Topic #2								ß
En Topic #2 Multiple Choice								

Figure 5: Teaching Session update in a list

Availability	
Reading List	Active 2023 Semester 1 (01/01/2023 - 30/06/2023)
Duration *	Start End   22/06/2023 30/06/2023

Figure 6: Request end date has been updated

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