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.
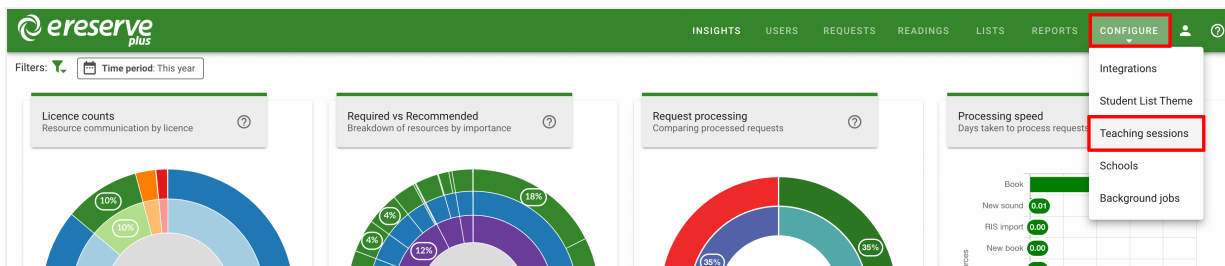

Figure 1: The Teaching Sessions configuration option

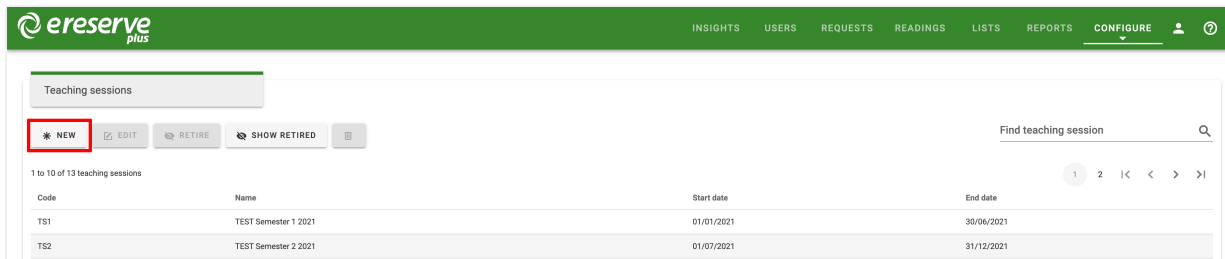2. Click New to create a new Teaching Session.

Figure 2: Create New Sessions button

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

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.
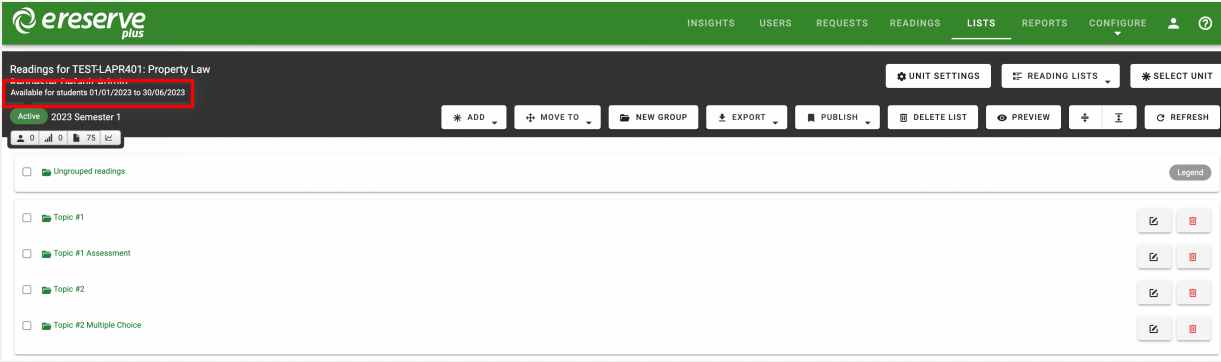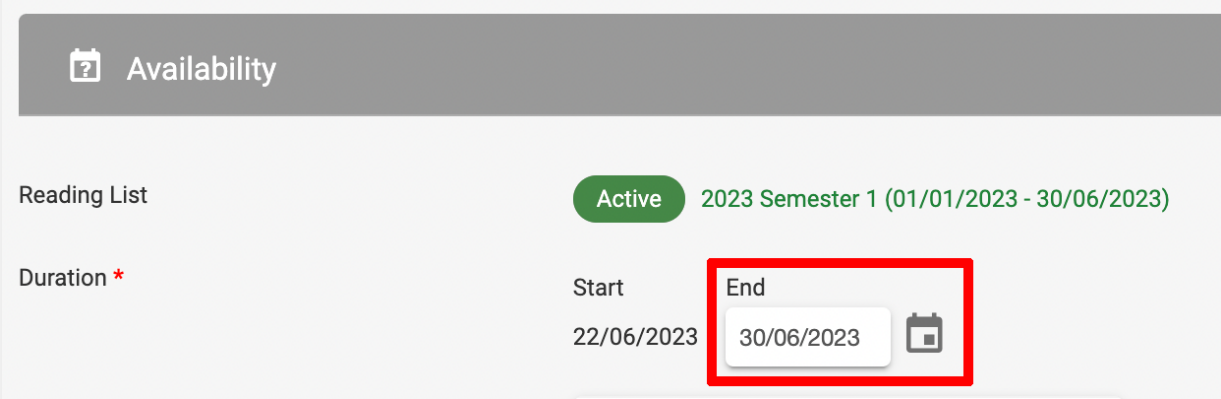

Figure 5: Teaching Session update in a list

Figure 6: Request end date has been updated