Adding Reading Lists – External Tool

1. Select “+” to add an item to a course module

![Image of adding an item to a course module]

2. Choose “External Tool” and select Library OneSearch. Then proceed by selecting “Add Item.”

![Image of selecting Library OneSearch and Add Item]
3. When you click on “Library OneSearch” you’ll see a library search box. Begin searching for specific online resources or a search for a topic. This tool only searches online materials, primarily EBSCO products, but it does include other vendors.

4. You can use the limiters on the left to refine your search results. Once you find materials to add to your class, select the “Add to Reading List” button.
5. Select the “See Current Reading List” link to view and organize your selections.

6. You’ll see your selections and some additional options:
   a. Search Library Resources – Go back to the search screen
   b. Import from Existing List – Pull in resources from another EBSCO list in Canvas
   c. Add Folder – Organize the content in subfolders
   d. Add Text or Instructions – Add titles for print resources or instructions
   e. Add Web Resources – Add a URL for web resources
7. Select the folder to organize into subtopics

8. Student View shows only the folders and resources selected