How to publish a list

Once you have completed your reading list, you need to publish to make it available to your students. There are two ways to do this.

1. Log in to Reading Lists Online and select the list you want to publish from **My Lists**, and then click on the **Edit** button and select **Publish**.

2. If you have been working on a list and are still in edit mode you can publish your list by clicking on the **Publish** button on the right of the screen.

A box will then pop up asking you to confirm your action and make your list available to your students. Click on **Publish** to finish. By publishing your reading list any **Notes for library** that you have entered will be transmitted to staff within the library as part of our review process.