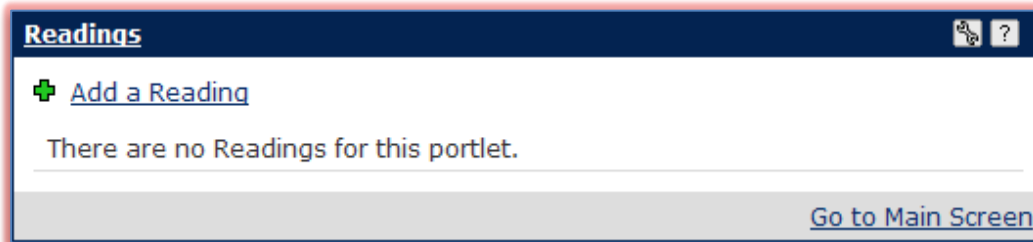


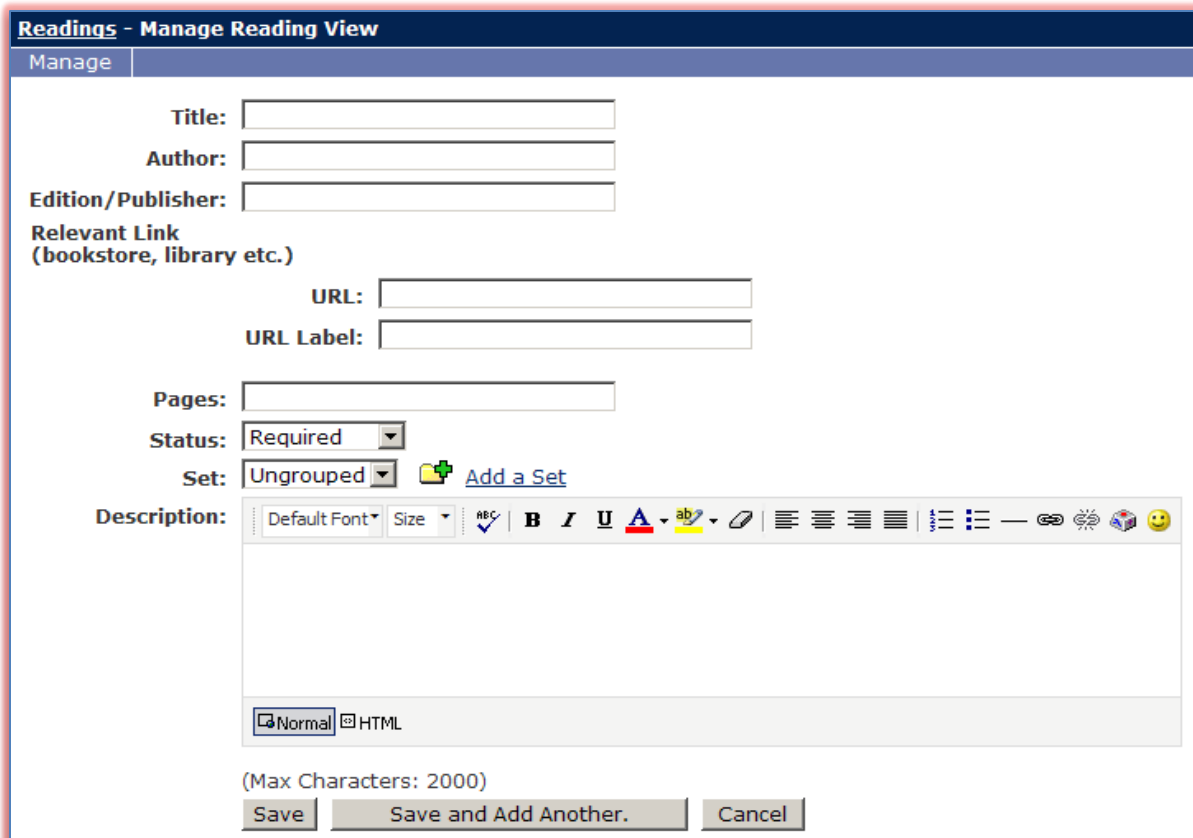
Reading Portlet

Instructors can add a list of journals, textbooks, or other readings to this portlet. The readings can be added to a set or listed alphabetically. To add a Set, see the instructions under **Add New Set** on the **Siena Training My Siena Web Page**.

- ✦ Access the page where the **Reading** portlet is located.
- ✦ Click the **Add a Reading** link (see illustration below).

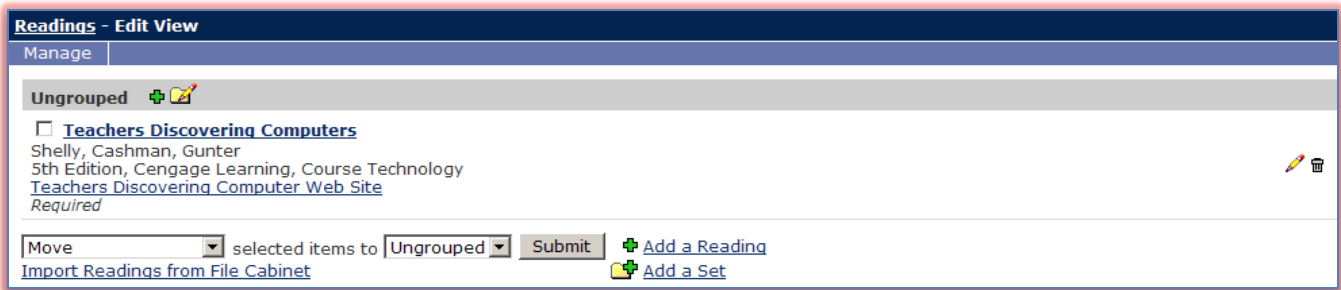




- ✦ The **Manage Reading View** window will display (see illustration below).

A screenshot of the "Readings - Manage Reading View" window. The window has a "Manage" tab selected. It contains several input fields: "Title:", "Author:", "Edition/Publisher:", "Relevant Link (bookstore, library etc.)" with sub-fields for "URL:" and "URL Label:", "Pages:", "Status:" (a dropdown menu currently set to "Required"), and "Set:" (a dropdown menu currently set to "Ungrouped" with a green plus icon and "Add a Set" link). Below these is a "Description:" field with a rich text editor toolbar (font, size, bold, italic, underline, link, unlink, list, list, link, unlink, smiley) and radio buttons for "Normal" and "HTML". At the bottom, it says "(Max Characters: 2000)" and has three buttons: "Save", "Save and Add Another.", and "Cancel".

- ✦ In the **Title** box, input the title of the book or publication.
- ✦ Complete the boxes for the **Author** and **Edition/Publisher** as appropriate.
- ✦ If the entry is from a Web site, input the appropriate **Web Address** in the **URL** box.
- ✦ Specify the number of the pages that the student is to read in the **Pages** text box.
- ✦ In the **Status** list specify whether the entry is **Required**, **Optional**, **Suggested**, or **Extra Credit**.
- ✦ Input a **Description** for the entry, if desired.
- ✦ Click the **Save** button to save the entry without adding another one.

- ✦ Click the **Save and Add Another** button to save the current entry and add another one.
- ✦ If **Save** is selected, the **Reading - Edit View** window will display (see illustration below).



- ✦ To change the location of an item, click the check box next to the item.
- ✦ Click the list arrow in the bottom left corner of the window.
- ✦ Choose from one of the options: **Move**, **Copy**, **Delete**, or **Save to File Cabinet**.
- ✦ If a set other than **Ungrouped** has been created, select an item from the second list box.
- ✦ To make changes to the item, click the **Edit an Item** button to the right of the item. 
- ✦ To remove the item, click the **Delete an Item** button to the right of the item. 
- ✦ Click the **Submit** button to perform the action.
- ✦ The item will appear in the selected set within the **Reading** portlet.
- ✦ Click the **Manage** button to look for additional options.
- ✦ When in the group page, click the **Readings** link at the top of the portlet to access the **Edit View** window.