

Configuring Teaching Sessions

Summary: This quick reference guide 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.

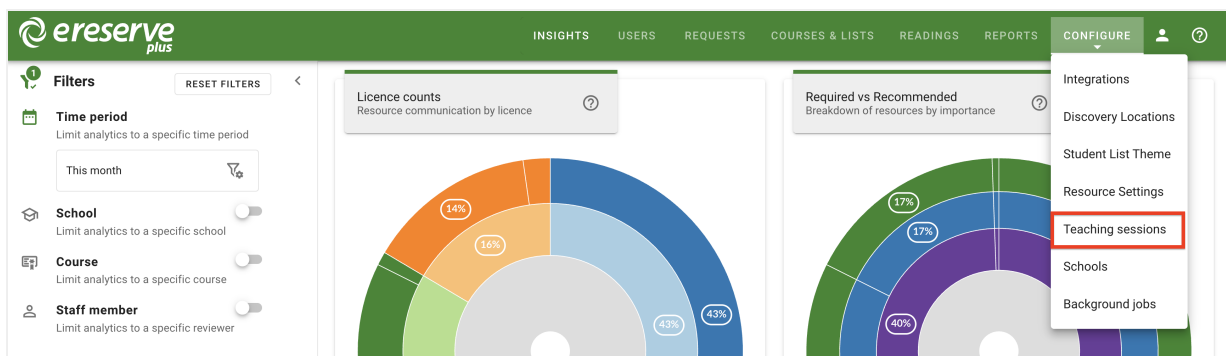


Figure 1: The Teaching Sessions configuration option

2. Click New to create a new Teaching Session.

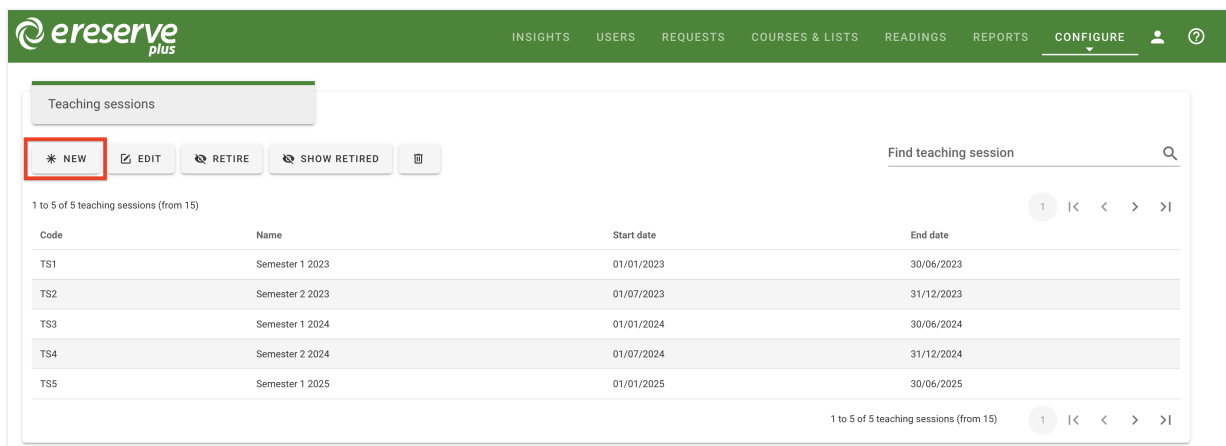


Figure 2 : Create New Sessions button

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

* New teaching session

Name: Semester 2 2025

Start date: 07/07/2025

End date: 31/12/2025

Matching key ?

BACK 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 RETIRE SHOW RETIRED

Find teaching session

1 to 6 of 6 teaching sessions (from 16)

Code	Name	Start date	End date
TS1	Semester 1 2023	01/01/2023	30/06/2023
TS2	Semester 2 2023	01/07/2023	31/12/2023
TS3	Semester 1 2024	01/01/2024	30/06/2024
TS4	Semester 2 2024	01/07/2024	31/12/2024
TS5	Semester 1 2025	01/01/2025	30/06/2025
TS6	Semester 2 2025	01/07/2025	31/12/2025

1 to 6 of 6 teaching sessions (from 16)

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.

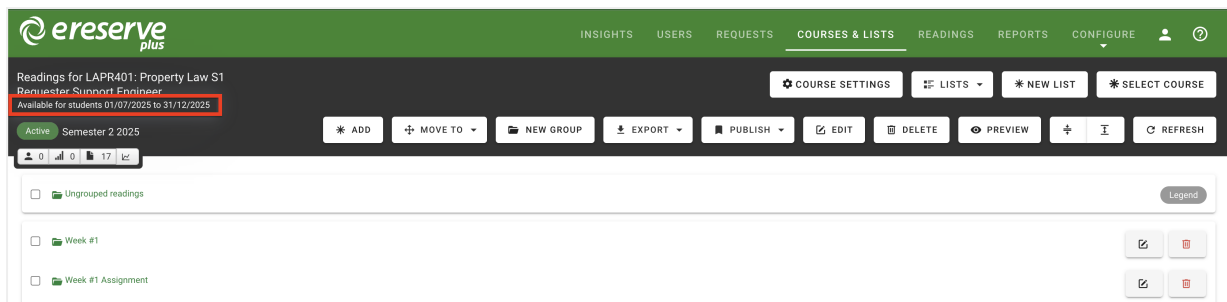


Figure 5: Teaching Session update in a list

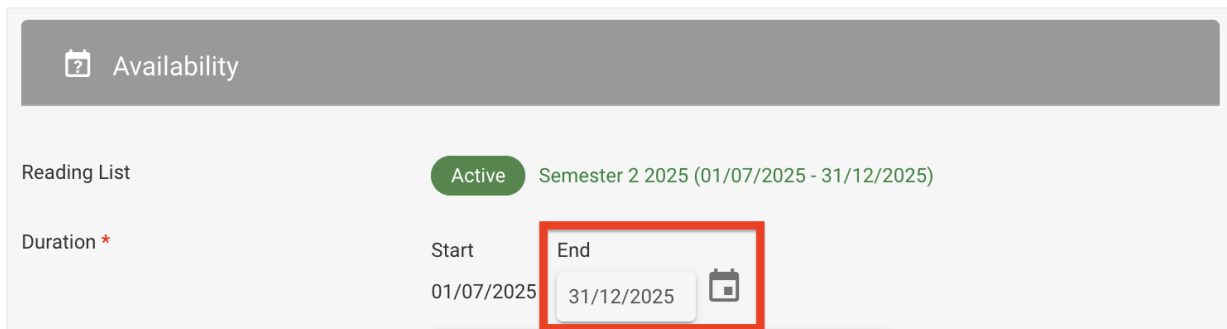


Figure 6: Request end date has been updated

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