

Organising your reading list

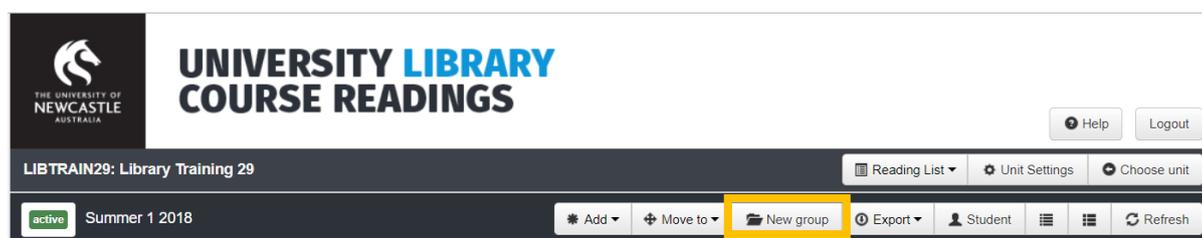
You can group your readings by a designation of your choice, for example by weeks or by subject.

Making use of *Ungrouped readings*

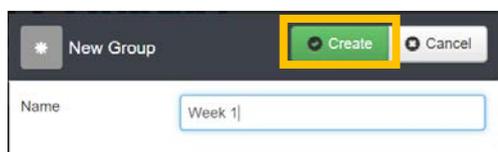
If you choose not to group certain readings, they will appear in a list under *Ungrouped readings*. In the student view, these readings will sit above any of the folders (groups). This may be a good choice for the main textbook for the course, for example, when you need the reading to be visible throughout the course period.

To set up folders (groups)

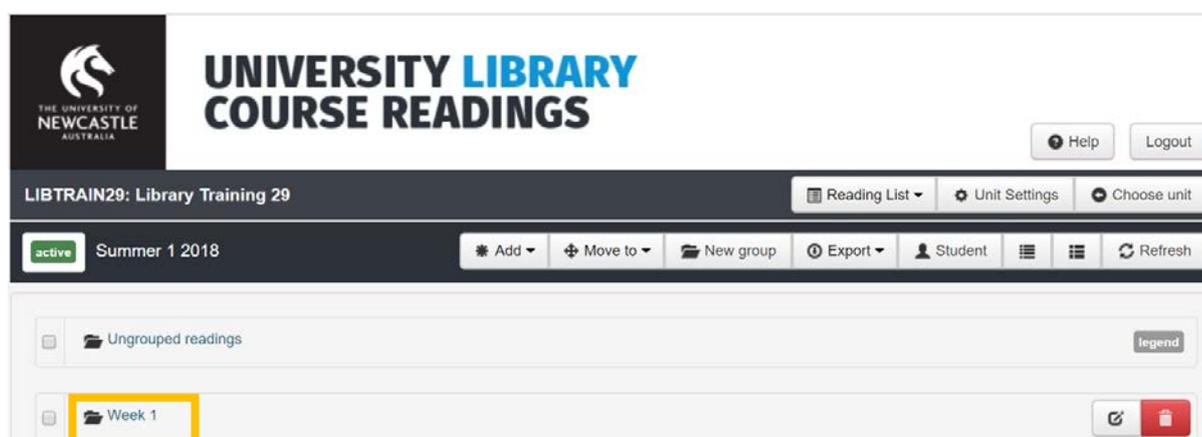
Select **New group** from the top menu.



A pop up window will appear, type the name of your group (e.g. Week 1) and click **Create**.



Your group will then be added to the list



You can edit the group name using the  icon.

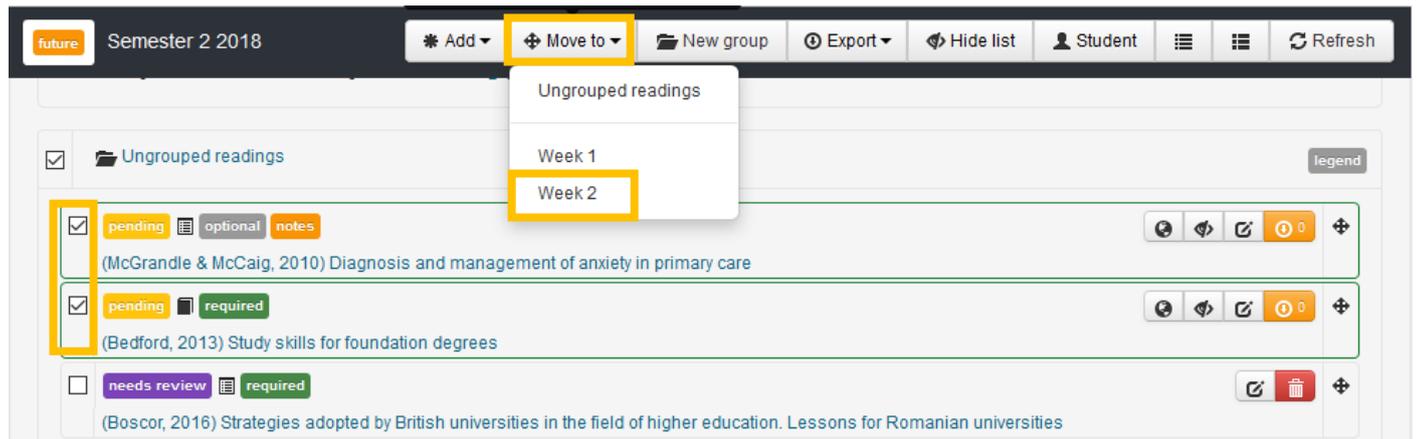
To delete the group use the  icon. **Note that deleting a folder will not delete the readings within it.** These readings will be returned to the *Ungrouped readings* folder.

Re-ordering groups

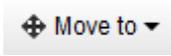
You can re-order your groups by dragging and dropping them into the desired location using the  icon. This will appear when you click on your group.

To move readings into groups

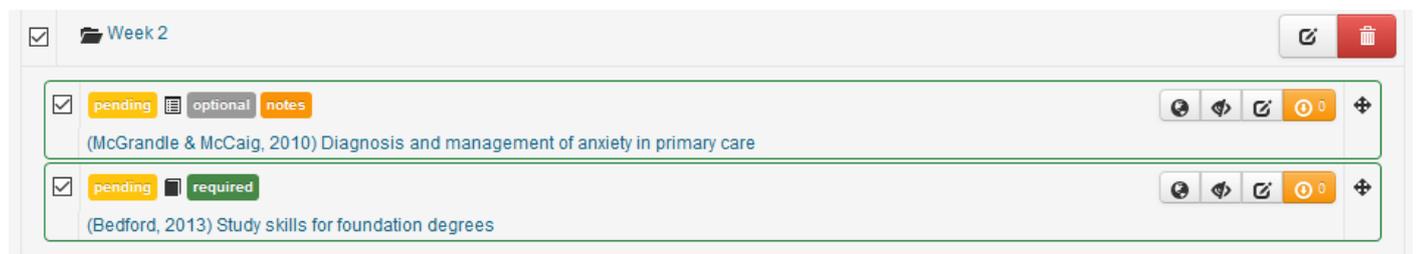
To sort them into their desired groups, first tick the readings that need to be moved



The screenshot shows the top navigation bar with 'future Semester 2 2018' and several icons: 'Add', 'Move to', 'New group', 'Export', 'Hide list', 'Student', and 'Refresh'. The 'Move to' dropdown menu is open, showing 'Ungrouped readings', 'Week 1', and 'Week 2'. Below, a list of readings is shown. The first two readings are selected with checkboxes and highlighted with a yellow box. The first reading is '(McGrandle & McCaig, 2010) Diagnosis and management of anxiety in primary care' with status 'pending optional notes'. The second is '(Bedford, 2013) Study skills for foundation degrees' with status 'pending required'. The third reading is '(Boscor, 2016) Strategies adopted by British universities in the field of higher education. Lessons for Romanian universities' with status 'needs review required'.

Click on the  icon and then select the required group.

The readings will display in their new group straight away:



The screenshot shows the 'Week 2' group selected. The two readings from the previous screenshot are now listed under this group. The first reading is '(McGrandle & McCaig, 2010) Diagnosis and management of anxiety in primary care' with status 'pending optional notes'. The second is '(Bedford, 2013) Study skills for foundation degrees' with status 'pending required'. The 'Week 2' group header has a trash icon on the right.

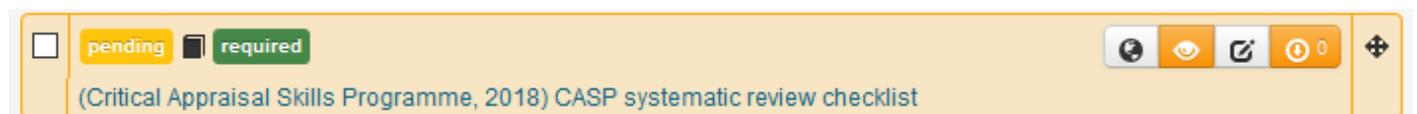
To hide groups or readings

The ability to hide a reading is useful if you wish to control what readings are seen by students and when.



The screenshot shows a single reading: '(Critical Appraisal Skills Programme, 2018) CASP systematic review checklist' with status 'pending required'. The 'Hide' icon (an eye with a slash) is highlighted with a yellow box.

Click on the Hide  icon and the record will highlight in orange



The screenshot shows the same reading as in the previous screenshot, but now the entire row is highlighted in orange, indicating it is hidden.

This means that the record is now hidden from student view. A group can be hidden from students by hiding all of the readings within the group.

The screenshot shows a digital reading list interface. At the top, there is a header for 'Week 2' with a checkmark on the left and edit/delete icons on the right. Below this, two reading entries are listed in a table-like format. The first entry is '(McGrandle & McCaig, 2010) Diagnosis and management of anxiety in primary care'. It has a 'pending' status, an 'optional' tag, and a 'notes' icon. A tooltip is visible over this entry, stating 'This reading is hidden from students. Click here to reveal it to them'. The second entry is '(Bedford, 2013) Study skills for foundation degrees', which has a 'pending' status and a 'required' tag. To the right of the second entry is a set of icons including a globe, a person, a share icon, a refresh icon, and a plus sign.