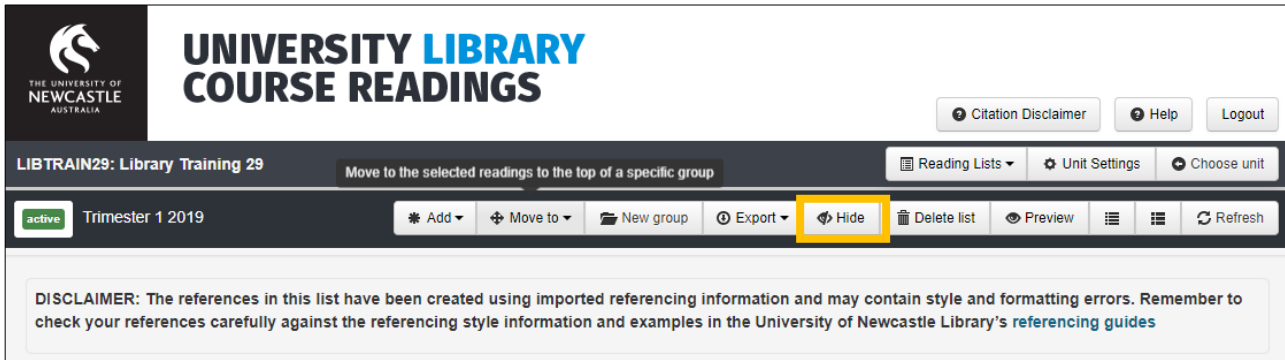


# Hide & Delete Options

## Hide a reading list

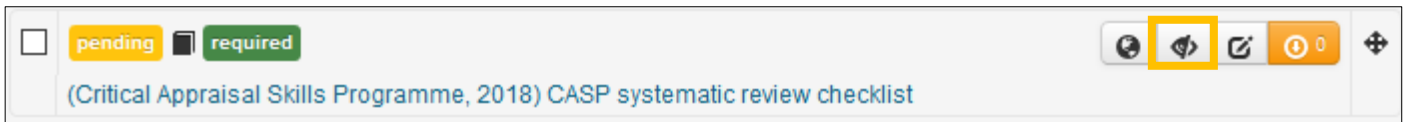
You can choose to hide a reading list from student view by clicking the **Hide** icon on the top menu bar.


This is useful if you would like to review, check or organise readings before students can access them. Once editing is complete, click **Reveal** to make the list available to students.

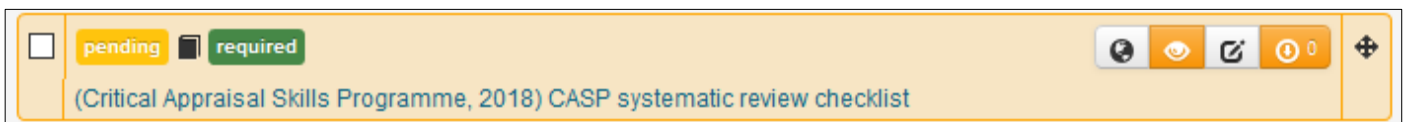



## Hiding a reading

You can hide an individual reading. This is useful if you wish to control what readings are seen by students and when.



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

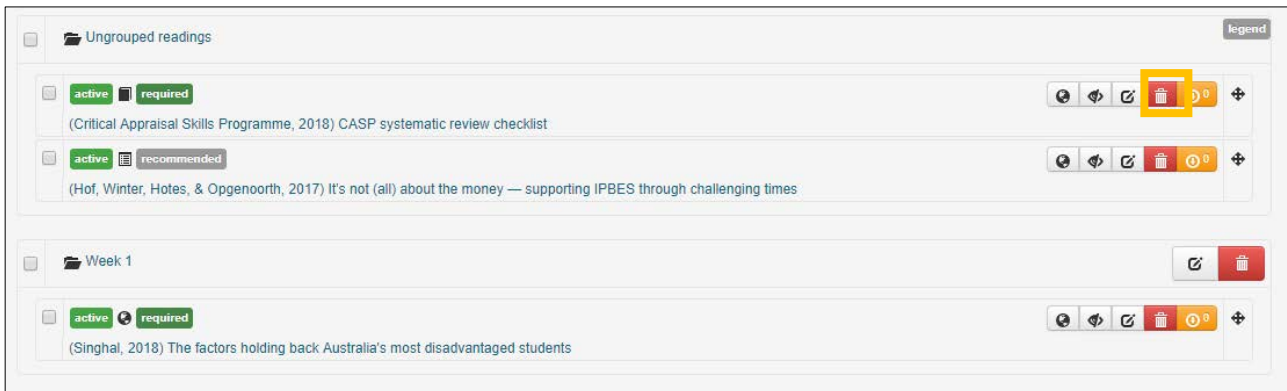


This means that the record is now hidden from student view. To make the item visible again, click the  icon.

## Delete a reading

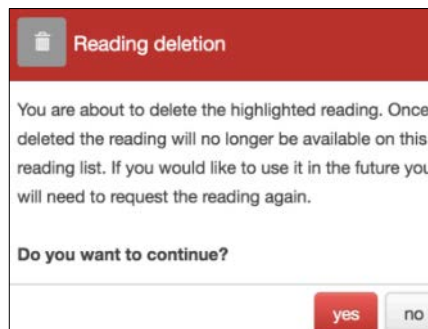
Readings can be deleted individually from a reading list when the red 'bin' icon is displayed.

Click the  icon to delete the selected reading.



The following confirmation pop up will appear.

***You are about to delete the highlighted reading Once deleted the reading will no longer be available on the reading list. If you would like to use it again in the future you will need to request it again.***



Click **yes** to confirm deletion or **no** to cancel.

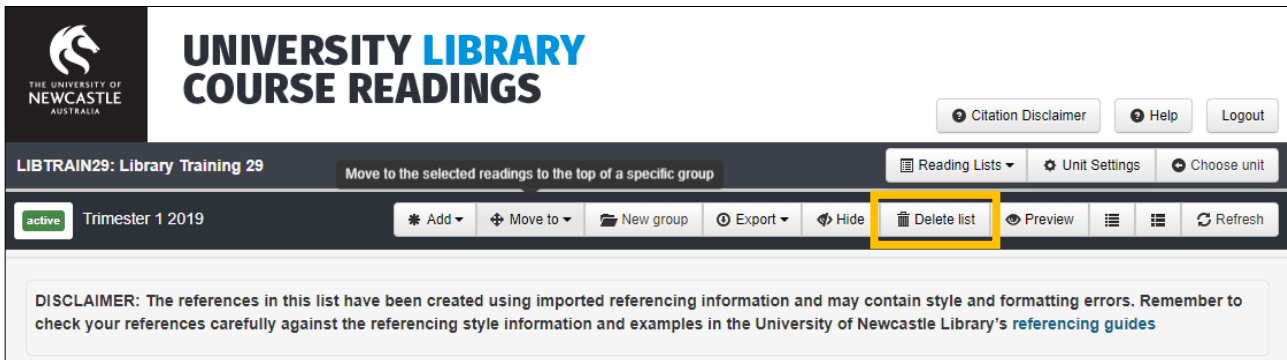
**Note:** It is recommended you retain a backup of all readings, either in a citation management software system such as endnote or a word document of citations.  
Once an item is deleted Library staff are unable to add it back to your list unless you know the item details.

## Delete an entire list

An entire reading list can be deleted from course readings. This function will delete the list and all readings on the list.

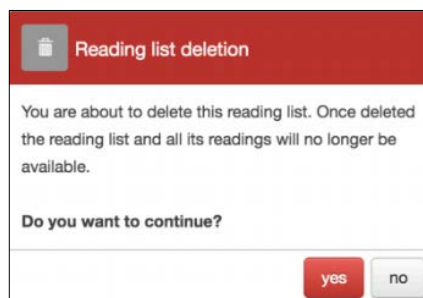
Once a list is deleted, it will no longer be displayed in the list of readings available for your course.

To delete a list select the **Delete list** icon.



The below confirmation will appear:

**You are about to delete this reading list. Once deleted the reading list and ALL its readings will no longer be available.**



Click **yes** to confirm deletion or **no** to cancel.

**Note:** It is recommended you retain a backup of all readings, either in a citation management software system such as endnote or a word document of citations.

Once an item is deleted Library staff are unable to add it back to your list unless you know the item details.

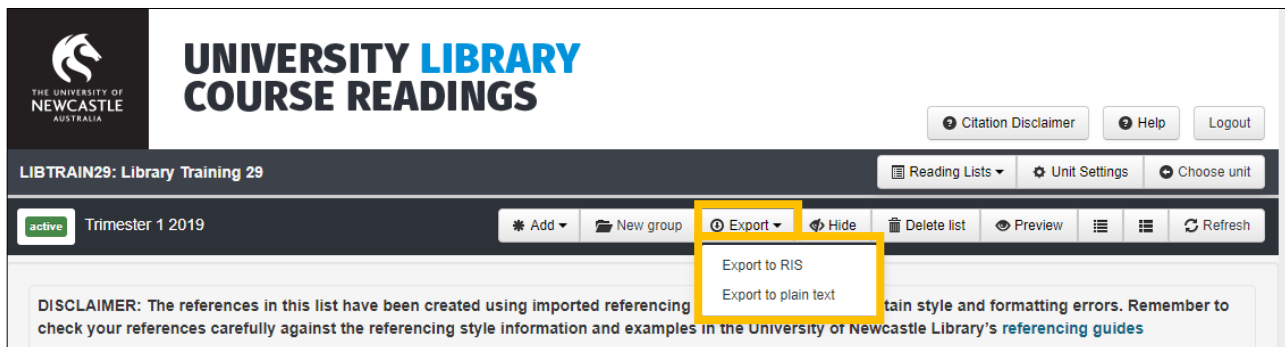
## Export (Back up) a reading list

It is useful to retain a copy of what is listed in your reading list. You can do this by using the export function in course readings.

Click the **export** icon and select your file type (either **plain text** or **RIS**) to create a file of readings.

**Plain text** – will export the text of the reading list to note pad, word etc.

**RIS** – Use this if exporting your list to citation management software such as Endnote.



The file will automatically download. Choose where to save your file and rename as needed. This step will differ depending on your web browser and download settings.