

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*

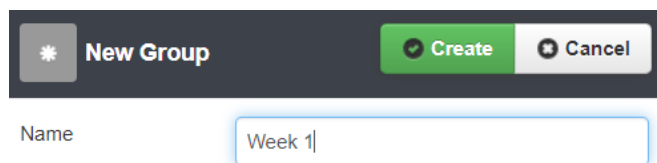
If you choose not to group readings they will be listed under *Ungrouped readings*. In the student view, these readings will sit above any of the folders (groups). This may be a good choice for the main textbook for the course, for example, when you need the reading to be visible throughout the course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

To set up folders (groups)

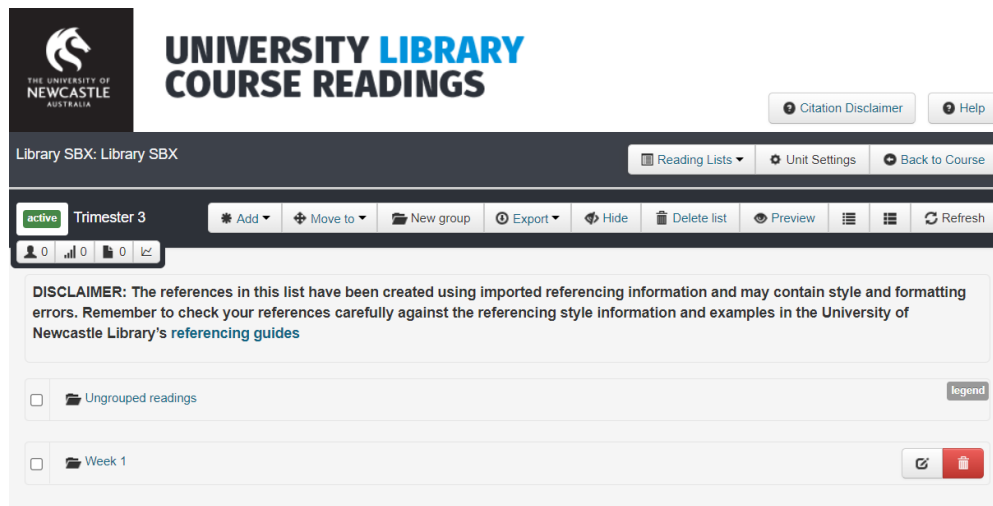
Select **New group** from the top menu.




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



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.



Moving readings into groups

Trimester 3

Move to

active Trimester 3

Add Move to New group Export Hide Delete list Preview Refresh

0 0 2

DISCLAIMER: The references in this list have been created using imported referencing information and may contain style and formatting errors. Remember to check your references carefully against the referencing style information and examples in the University of Newcastle Library's [referencing guides](#)

Ungrouped readings

active required (Vass, 2017) Preparing for Culturally Responsive Schooling : initial teacher educators into the fray

active required (Buzzi, 2019) Dogs

Week 1

Readings will display in their new group straight away:

Trimester 3

active Trimester 3

Add Move to New group Export Hide Delete list Preview Refresh

0 0 2

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Ungrouped readings

Week 1

active required (Vass, 2017) Preparing for Culturally Responsive Schooling : initial teacher educators into the fray

active required (Buzzi, 2019) Dogs

Hiding readings or groups

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

pending required

(Critical Appraisal Skills Programme, 2018) CASP systematic review checklist

Click the Hide icon and the record will highlight in orange to indicate the record is now hidden from student view. A group can be hidden from students by hiding all of the readings within the group.

Week 1

active required (Vass, 2017) Preparing for Culturally Responsive Schooling : initial teacher educators into the fray

active required (Buzzi, 2019) Dogs