Organising your reading list

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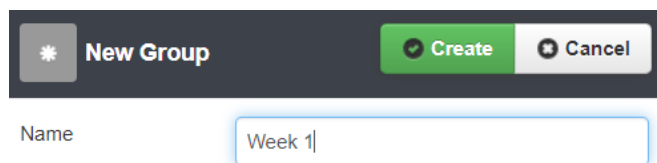
Making use of *Ungrouped readings*

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 courseperiod.

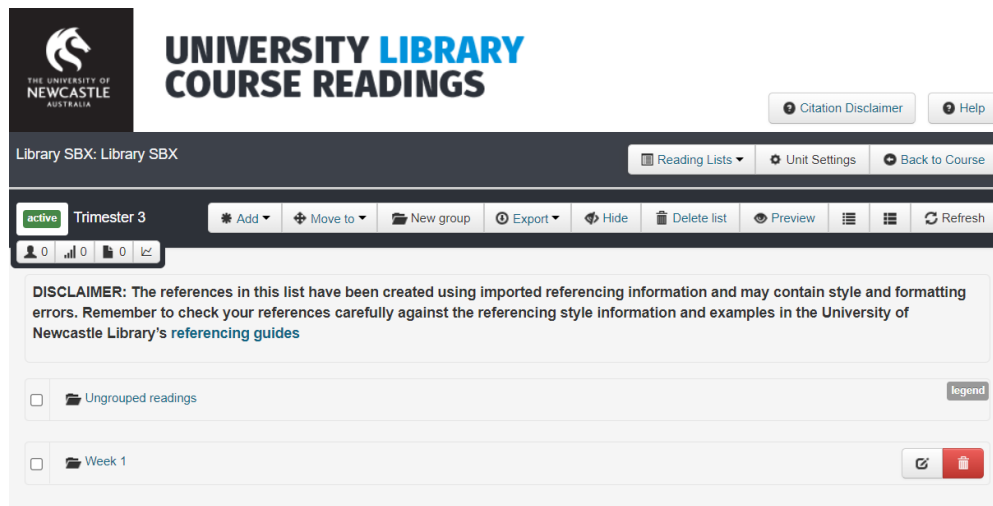## To set up folders (groups)

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

Readings will display in their new group straight away:

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.

Click the Hide [icon] 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.