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

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



Moving readings into groups

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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 *from* 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.

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