Adding resources and structuring a list

1. Once you create your list, you will be taken to the draft page. Adding resources, paragraphs, and sections, is all completed using the Action bar, which appears on your list wherever you move your cursor.

2. You can now start adding your resources. Click 'Add Resource' to add resources to your list from your existing bookmarks. Once you've found a resource you'd like to add to your list, click the title. The resource will be added to your list as an unpublished change, meaning this is not yet visible to students. This will remain an unpublished change until you choose to publish the list.

3. Sections are a great way to add structure and guidance to your list, making it easier for students to navigate and consume the information. Sections can be used to give structure to a list e.g. weekly readings, topics based sectioning, resource type sectioning, guided reading, structured around the importance of the items - Essential, Recommended, Further Reading.

Want to add a note to your reading list without it being associated with a specific item or section? You can do this using 'Add paragraph' from the Action bar.

4. You can move an item or section on your reading list. You're able to do this by clicking and holding the up and down arrow button. The below screenshot is the drag in action so you can see the shadowing that is visible when you are dragging an item.
5. Students should be given clear guidance as to the importance of a resource in a reading list. Click the **Importance not set** for each resource when you are in the edit screen. This will open a drop-down menu and you will be able to select among several options. The importance setting is crucial to ensuring the Library orders enough stock to meet the likely demand.

6. You also have the option of inserting and editing notes to an item to give additional guidance for your students (e.g., important for assignment 1, read pages 25-32) by simply clicking the action button for the item and selecting the **Note for students**. The note for students can be identified by a mortar board hat image.

**Important note:** If you are editing a published list, please make sure that you re-publish your list so that your students can view the updated list. You do not need to re-link your list to the module when you make changes; the links are updated automatically.