# Structuring and editing your list

Lists are structured by creating **sections** (for example, "Week 1", "Core texts", etc), which you can populate with **paragraphs** (written guidance for your students) and **resources** (the books, articles and websites that you wish your students to consult). Your subject librarian can offer advice on how best to structure your list.

When you first create a list, you will see the following message:

> **Empty list!**
> Start by adding a resource, paragraph, section
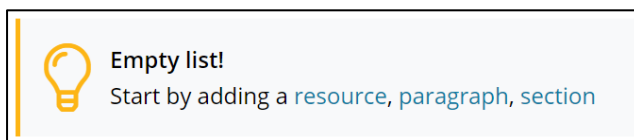
Click on one of the adding options to start building your list.

Subsequently, if you hover your cursor over the position in the list where you wish to add a **section**, **paragraph** or **resource**, you will see the following clickable options:
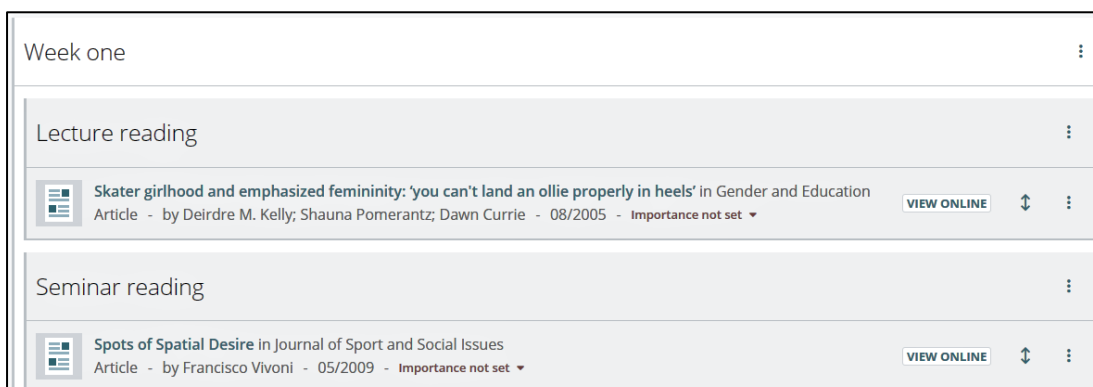
> ADD RESOURCE / ADD PARAGRAPH / ADD SECTION

Sections

Sections are used to add structure to a list. Most teaching units at the University use a weekly structure; if you wish to do the same, simply create a separate section for each week.

- Hover your cursor over the appropriate position in the list and click **ADD SECTION**.
- Give the section a **Title** (e.g. "Week 1", "Core Reading") and, if required, a brief **Description** for your students.
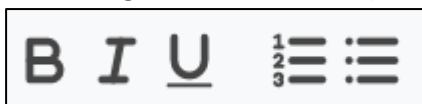- Click **Save**.

If required, you can also use this technique to create subsections within a section (e.g. to identify separate resources for lecture reading and seminar reading, as shown below).

> **Week one**
>
> **Lecture reading**
>
> **Skater girlhood and emphasized femininity: 'you can't land an ollie properly in heels'** in Gender and Education
> Article - by Deirdre M. Kelly; Shauna Pomerantz; Dawn Currie - 08/2005 - Importance not set ▾   VIEW ONLINE
>
> **Seminar reading**
>
> **Spots of Spatial Desire** in Journal of Sport and Social Issues
> Article - by Francisco Vivoni - 05/2009 - Importance not set ▾   VIEW ONLINE

For further support and advice in using the Resource Lists service, please contact your subject librarian.

Paragraphs

Paragraphs can be used to provide written guidance for students within a list, or section of a list (e.g. introductory comments on a topic).

- Hover your cursor over the appropriate position in the list and click **ADD PARAGRAPH**.
- Enter the text that you require, either by typing it or pasting it from another source.
 - Formatting tools are available (see image below).

- Click **Save**.

Resources

NB. Before adding a resource to a list, you must create a "bookmark" for it. Instructions on how to do this can be found in the separate instruction sheet 'Adding resources to a list', available from the Resource Lists support webpage.

To add a resource to a list:

- Hover your cursor over the appropriate position in the list and click **ADD RESOURCE**.
- If the resource you wish to add is not showing in the **RECENTLY BOOKMARKED** list, use the search box at the top of the pop-up window to find it.
- Click on the title of the resource to add it to the list.
- If required, give the resource an importance status ('Essential', 'Recommended' or 'Further') by clicking on **Importance not set** and choosing from the drop-down menu.
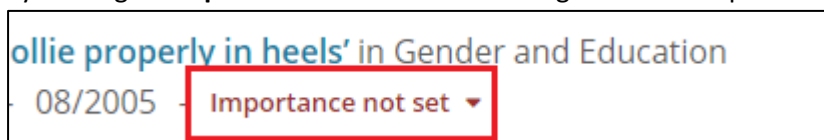
- If required, add a note for students about the resource (e.g. "Chapter 3 is particularly relevant to this week's seminar"):
  - Click ⋮ to the right of the resource.
  - From the menu, choose "Note for students".
  - Type or paste the note into the text field that appears, and click **Save**.

For further support and advice in using the Resource Lists service, please contact your subject librarian.

Editing resource details

- Click ⋮ to the right of the resource.
  - From the menu, choose "Edit".
  - A form containing the resource details will open. Edit it as required, and click **Save**.
  - You can use the **Remove** option to delete information that is not required, and the **Add field** drop-down menu (at the bottom of the form – see image below) to add additional information.
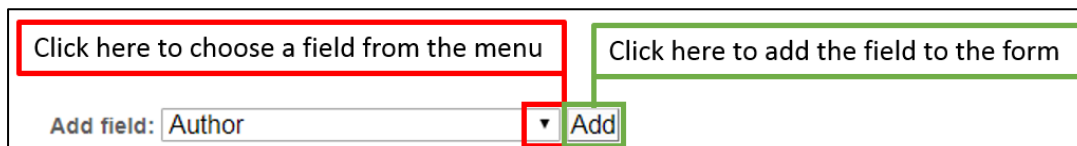
Moving sections, paragraphs and resources within a list

- Click ⋮ to the right of the resource.
- From the menu, choose "Cut".
- Hover your cursor over the position in the list where you wish to move the section, paragraph or resource.
- Click **PASTE** to confirm the item's new position in the list.

-

- To move paragraphs and resources, you can also use the ↕ icon to drag-and-drop the item to the new location.
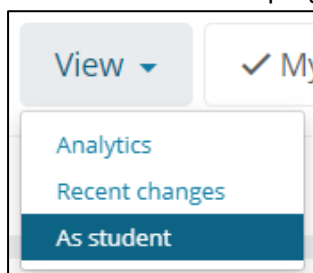
Deleting a section, note or resource from a list

- Click ⋮ to the right of the resource.
- From the menu, choose "**Delete**".
- Confirm the deletion to remove the item from the list.
  - NB. Bear in mind that if you delete a **section**, you will also remove all the resources contained within it. These can be manually returned to the list using the method described user **Resources** on page 2 of this document.

Viewing a list as a student

To view a list as a student would see it, without the various editing options that you see as an academic:

- Click **View** near the top-right of the screen, and choose "As student" from the menu.

- To return to the normal list view, click the **Exit student view** button.

For further support and advice in using the Resource Lists service, please contact your subject librarian.