

Course Readings: creating an item for your reading list

Introduction

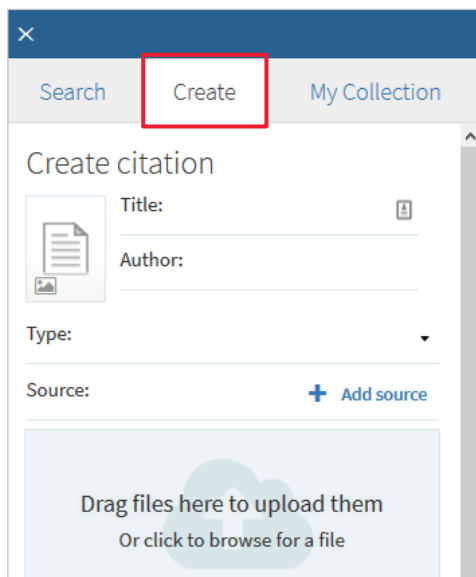
In addition to adding items to a reading list via **Search**, you can also create an item manually. This could be a website, or something you've created yourself (e.g. a document, media).

Procedure

1. Click on the **+** to open the **Add items** column



2. Click on the **Create** tab.



3. Add a title for the item and an author, if applicable.

- Click on the drop-down arrow next to **Type:** and select an item type from the menu. Depending on the item type, add other details as applicable.

The screenshot shows a 'Create citation' form. The 'Type' dropdown is set to 'Website' and is highlighted with a red box. The 'Section' dropdown is set to 'Week 1' and is also highlighted with a red box. The form includes fields for Title, Author, Source, Publisher, and Publication Date. There is a large area for uploading files with the text 'Drag files here to upload them' and 'Or click to browse for a file'. At the bottom, there are radio buttons for 'Add to list' (selected) and 'Add to bag', and a 'Section' dropdown menu. There are 'CANCEL' and 'ADD' buttons at the bottom.

- If your item contains files, click-and-drag them onto the **Drag files here to upload them** area, or browse and upload them.
- Click on the drop-down arrow next to **Section:** to select the section where your item will be saved.
- Click on **ADD**.

Note: you can move an item to another section at any time by clicking-and-dragging it up or down in your course list.

Contact Us

For further support or questions, contact the Library on +61 8 8313 1061 or email course readings@adelaide.edu.au