Introduction
My Collection is Course Reading’s citation manager, often used in conjunction with Cite It. The collection is searchable and can be sorted by date added, title or author. Add items from My Collection to a section in your course list. Copy readings from your list into My Collection for future use.

Procedure
Adding items from My Collection

1. Click on the + to open the Add items pane.

2. Click on the My Collection tab.

3. Click on a previously added citation.

4. Click the drop down arrow.
5. Select the Section from the drop down list.

6. ADD

7. Drag the citation into the correct order within the section if needed.
Copying a citation from your list, into My Collection

1. Click on the citation's ⋯ icon

   ![Copy to my collection button]

2. Select Copy to my collection.

   Pop-up message displays.

   ![Item is copied to your collection]

Viewing the copied citation

Click COLLECTION and sort by Date added

Alternatively, you can see the copied citation via Add items > My Collection tab (sort by Date added)
Note: My Collection, can be managed via COLLECTION in the left sidebar. You can batch import citations there. The collection can be sorted by date added, title or author. You can filter the list by tags or by material type. Delete citations from the collection individually or in bulk.

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