

Course Readings: add items from my collection

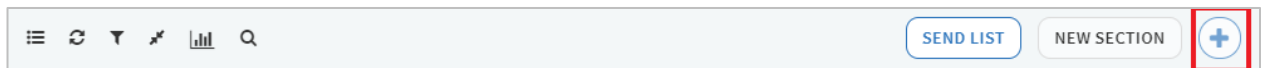
Introduction

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.

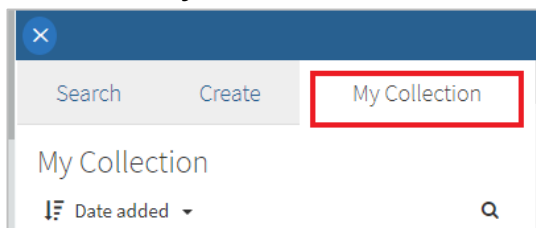
Procedure

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.

DOCUMENT **Searching for Wellbeing in Schools: A New Framework to Guide the Science of Positive Education**
Research Article Professor Lea Waters, Lea ...
2019

Add to: List Bag Suggestions

Section: Week 1

ADD & EDIT ADD

5. Select the Section from the drop down list.

DOCUMENT **Searching for Wellbeing in Schools: A New Framework to Guide the Science of Positive Education**
Research Article Professor Lea Waters, Lea ...
2019

Add to: List Bag Suggestions

Section: Week 4

- Week 1
- Week 2
- Week 3
- Week 4**
- Week 5

6. ADD

DOCUMENT **Searching for Wellbeing in Schools: A New Framework to Guide the Science of Positive Education**
Research Article Professor Lea Waters, Lea ...
2019
📌 Exists in list

Add to: List Bag Suggestions

Section: Week 4

ADD & EDIT ADD

7. Drag the citation into the correct order within the section if needed.

DOCUMENT **Searching for Wellbeing in Schools: A New Framework to Guide the Science of Positive Education**
Research Article Professor Lea Waters, Lea Waters, 2019

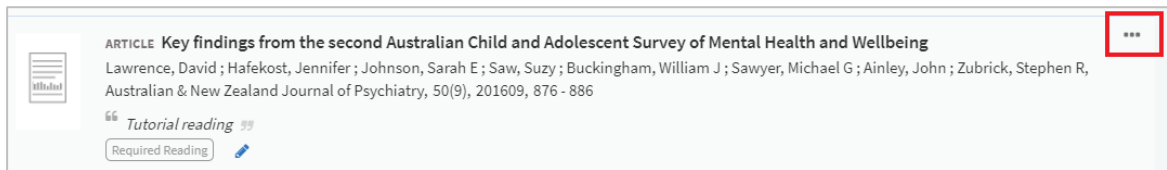
🔖 Add tags to item

Complete [View online](#)

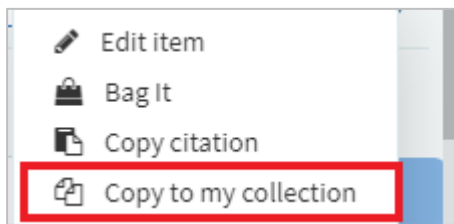
Drag citation

Copying a citation from your list, into My Collection

1. Click on the citation's ... icon



2. Select **Copy to my collection.**



Pop-up message displays.

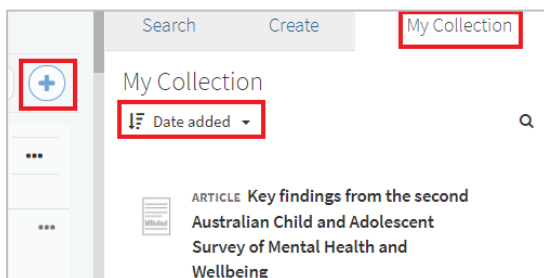


Viewing the copied citation

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.

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