

# Course Readings: add a note in a section

## Introduction

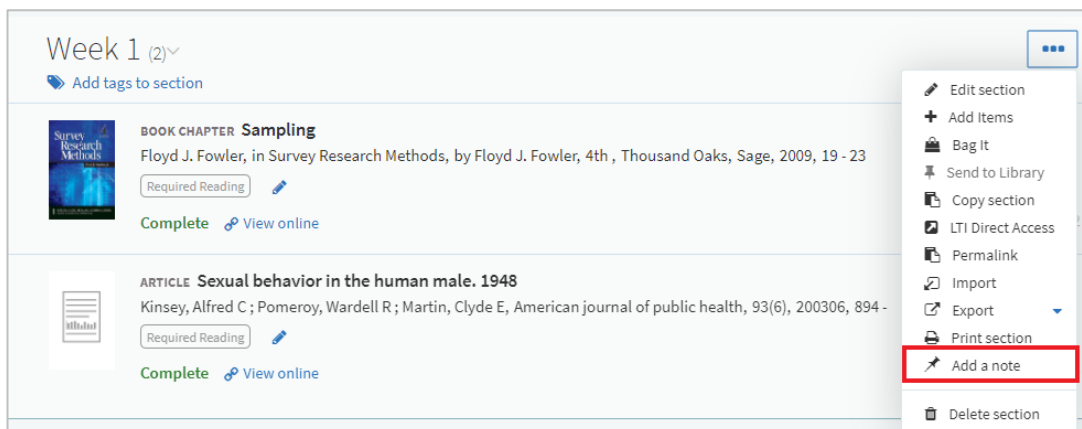
**Add a note** function, is another way to provide information to your students. It can be moved within the list and is editable.

## Procedure

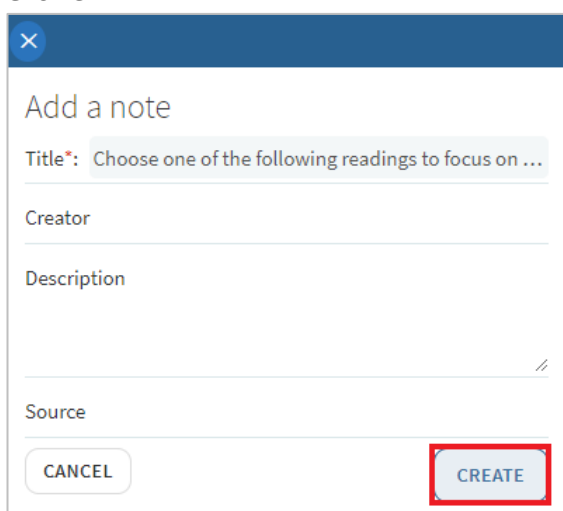
1. Click on the section's **...** icon



2. Click on **Add a note**



3. Type in the information (only Title is a required field)
4. Click **CREATE**



**Add a note**

Title\*: Choose one of the following readings to focus on ...

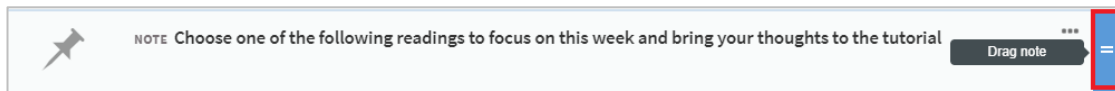
Creator

Description

Source

**CANCEL** **CREATE**

5. Click the blue bar (Drag note) on the right of the citation, then drag and drop the note into position within the list (if needed).



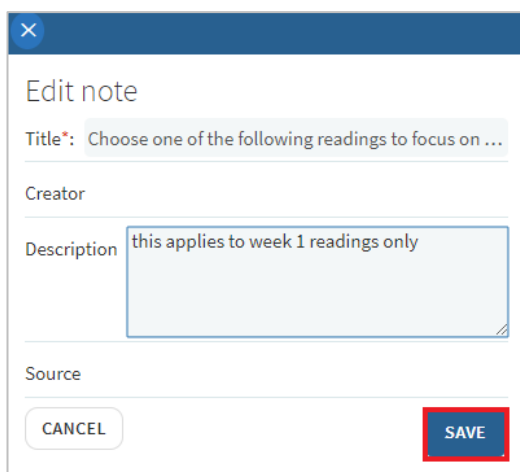
**Note:** any text in the title field will be bolded.

## Editing an existing note

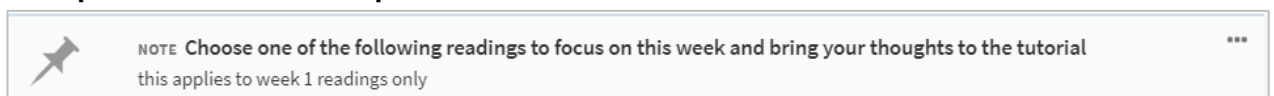
1. Click on the note's ... icon



2. Over type or add text and click **SAVE**

A screenshot of a dialog box titled "Edit note". It has a close button (X) in the top left corner. The "Title\*" field contains the text "Choose one of the following readings to focus on ...". Below it is a "Creator" field. The "Description" field contains the text "this applies to week 1 readings only". At the bottom, there is a "Source" field and two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red box.

## Example of note with description



## Contact Us

For further support or questions, contact the Library on +61 8 8313 1061 or email [course readings@adelaide.edu.au](mailto:course readings@adelaide.edu.au)