

Course Readings: adding notes to an item

Introduction

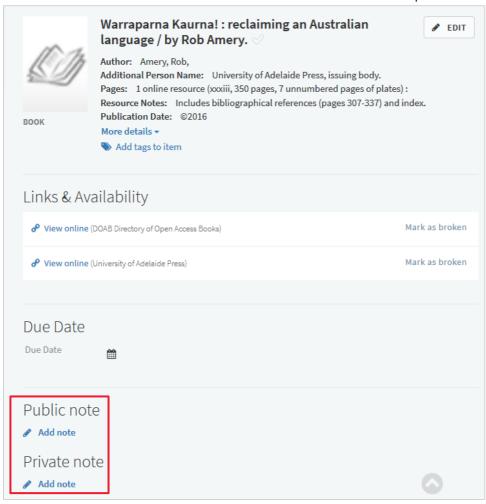
You can add notes to individual items in your reading list. Public notes are viewable by anyone and can be useful to provide more information to students (e.g. if the item is a book and you want them to read a particular chapter). Private notes are only viewable by you.

Procedure

1. Click on the title of an item to view its details.



2. Click on the **Add note** link under Public Note or Private Note as required.



3. Add the relevant text to the relevant notes field and click **Save**.



Note: to **bold** text, precede text with * (see the above example)

4. To edit or delete a note, click on the title or note text to view the details.



5. Click **Edit**. Update the text as required or delete it to remove the note completely. Then click **Save**.



The public note can also be added and edited via the **Edit Item** option. Add public note and click **Save**.



Contact Us

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