

Course Readings: adding, editing and indenting sections and section descriptions

Introduction

You can add as many sections as you need to your reading list and name them as you require to (e.g. by week, topic, kind of item). Sections can be added and edited at any time and will appear in the Reading List immediately.

Section descriptions can be added or edited at any time.

Sections can be indented to provide a different visual layout.

Procedure

1. Click **NEW SECTION**.



Epidemiology for Health and Medical Sciences EDIT

PUBLISHED 3820_PUB_HLTH_2007 (2018) Updated 21 days ago 26 items in 11 sections

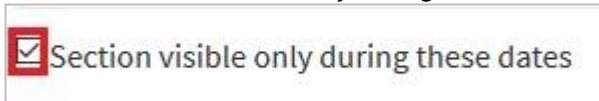
0/26 items are in process

SEND LIST **NEW SECTION** +

Week 1 (2) ...

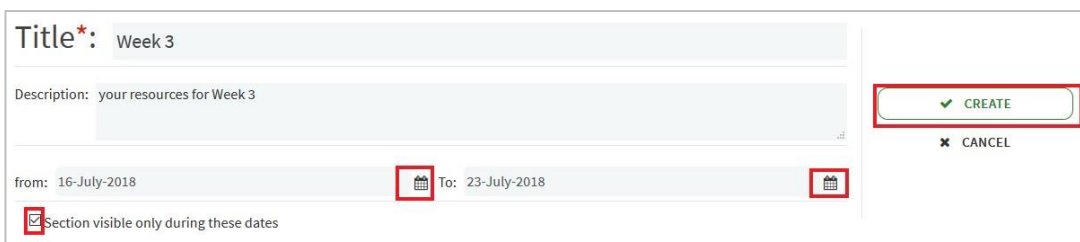
Week 2 (3) ...

2. Add a title and a description, if required.
3. Add dates for when you want the reading list to be viewable by students.
4. Check the Section visible only during these dates box.



Section visible only during these dates

5. Click **CREATE**.



Title*: Week 3

Description: your resources for Week 3

from: 16-July-2018 📅 To: 23-July-2018 📅

Section visible only during these dates

✓ CREATE

✗ CANCEL

Note: if you don't add dates, or add dates but don't check the section visibility only box, the section will be visible for the whole course duration.

Editing a section title; adding or editing a section description

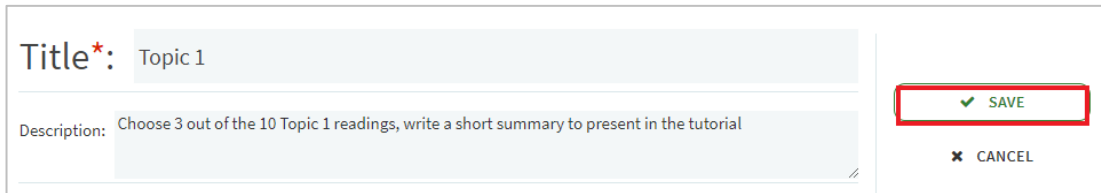
1. Click on the section's **...** icon



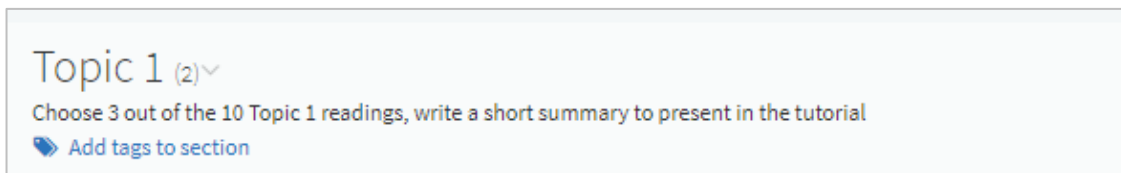
2. Choose **Edit section** from the drop-down menu



3. Over type any existing text or add text to Title/ Description, then click **SAVE**

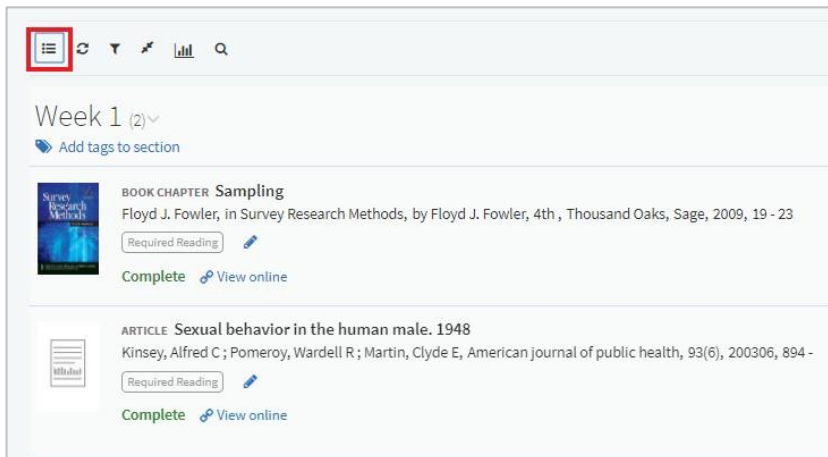
A screenshot of the section edit form. It has two text input fields: 'Title*' containing 'Topic 1' and 'Description:' containing 'Choose 3 out of the 10 Topic 1 readings, write a short summary to present in the tutorial'. To the right of the form are two buttons: 'SAVE' (with a green checkmark) and 'CANCEL' (with a red X). The 'SAVE' button is highlighted with a red rectangular box.

Example of Section title and section description



Indenting a section

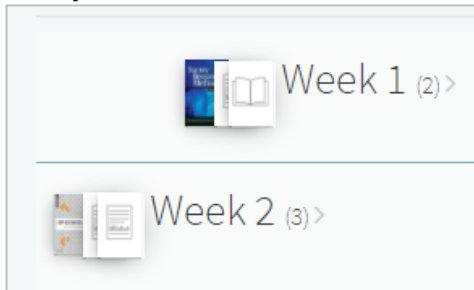
1. Click **TOGGLE SECTION VIEW**.



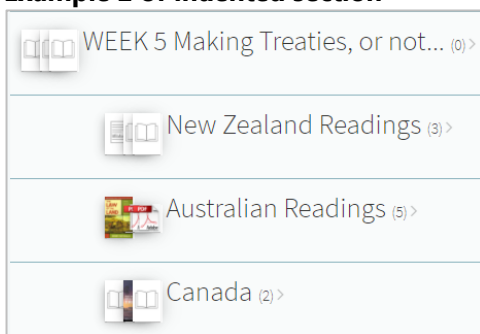
2. Hover pointer on the left side of the section you want to indent, until indent and outdent arrows show.
3. Click on indent arrow (maximum of 3 times).



Example 1 of indented section



Example 2 of indented section



Note: Outdent by hovering over the left of the indented section and click the outdent arrow.

Contact Us

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