Your Course Readings list is organized in Sections. You can name your Sections in any way. The Sections will contain the citations for resources appropriate to their designation e.g. Week 1, Module 3, Required Readings etc.

To create Sections:

1. Click the 'New Section' button in the menu ribbon beneath the reading list title.
2. Name the Section in the 'Title' field of the pop-up window.
3. You may wish to add explanatory notes in the 'Description' field.
4. Use the calendar options to set start and end dates to indicate the duration and visibility of the Section. This is an optional feature. Note: if using this feature the section will not be visible outside of the set dates.
5. Click the 'Create Section' button.
6. Repeat to create additional sections for the reading list.

The most recently created Section will appear at the top of the page. You can change the order of your sections in the list.

To reorder your Sections:

1. Click in the blue space.
2. Hold and drag to the required sequence.

FURTHER ASSISTANCE
Email: CollServ@usc.edu.au
Web: https://libguides.usc.edu.au/coursereadings