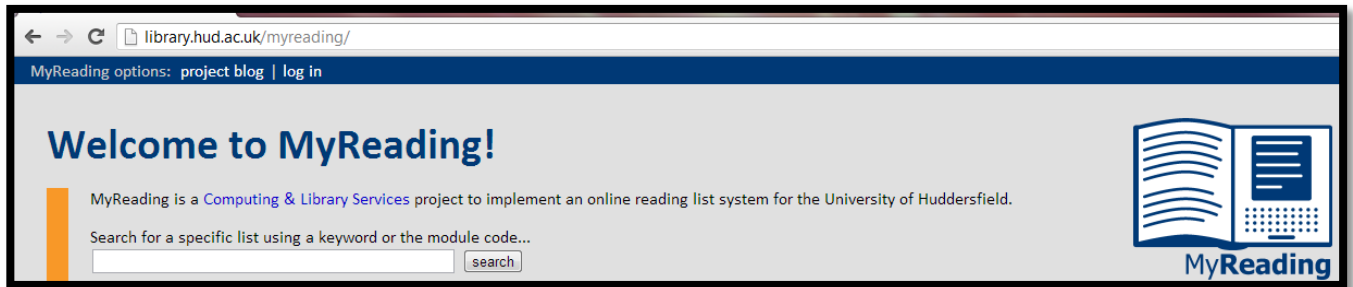


# MyReading – Managing Items (Editing an Item)

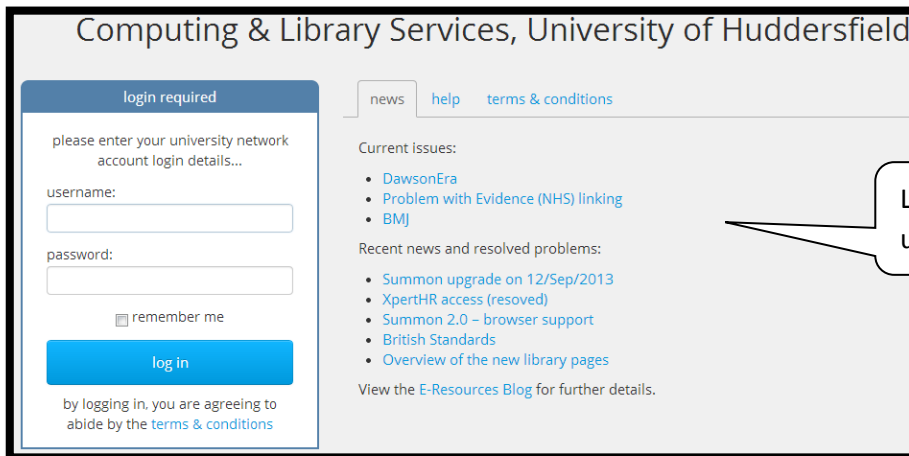


Type this web address into your preferred browser e.g Google Chrome:

<https://library.hud.ac.uk/myreading>

Or Access it through the “MyReading” tab in UniLearn.

1



Log in using your university  
username and password.

2

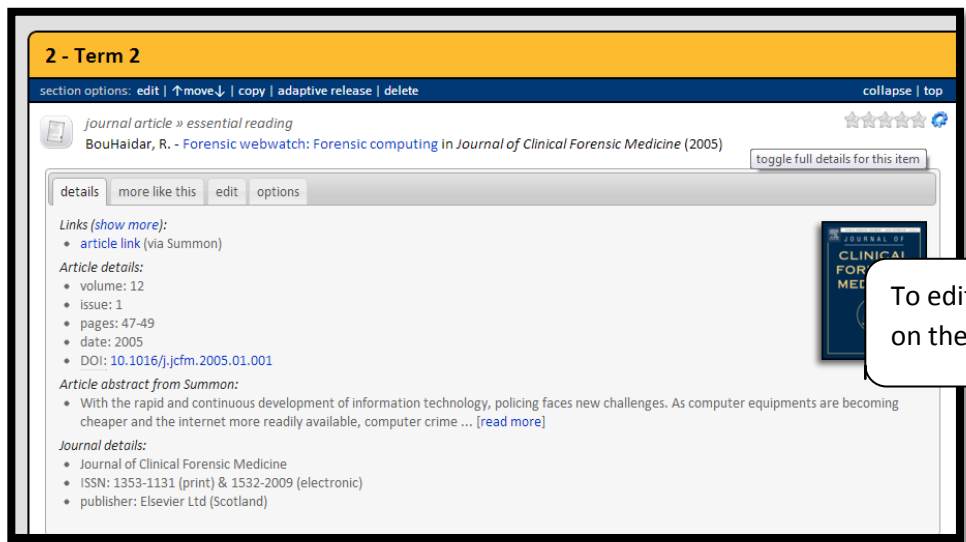
**Your Modules**

module active in current academic year (2012/13)?		total number of enrolled students for the academic year			
module	module title	info	items	2012/13	2011/12
N ZZZ0002	demo list 2		20	0	0
N ZZZ0004	DEMO LIST 4		16	0	0
N ZZZ0006	demo list 6		11	0	0
N ZZZ0008	demo list 8		11	0	0
N ZZZ0010	demo list 10		18	0	0
N ZZZ9999	DUMMY MODULE		4	0	0

Select the reading list you want to manage sections in, (scroll down to your modules and click on the module code to open the list).

3

# MyReading – Managing Items (Editing an Item)

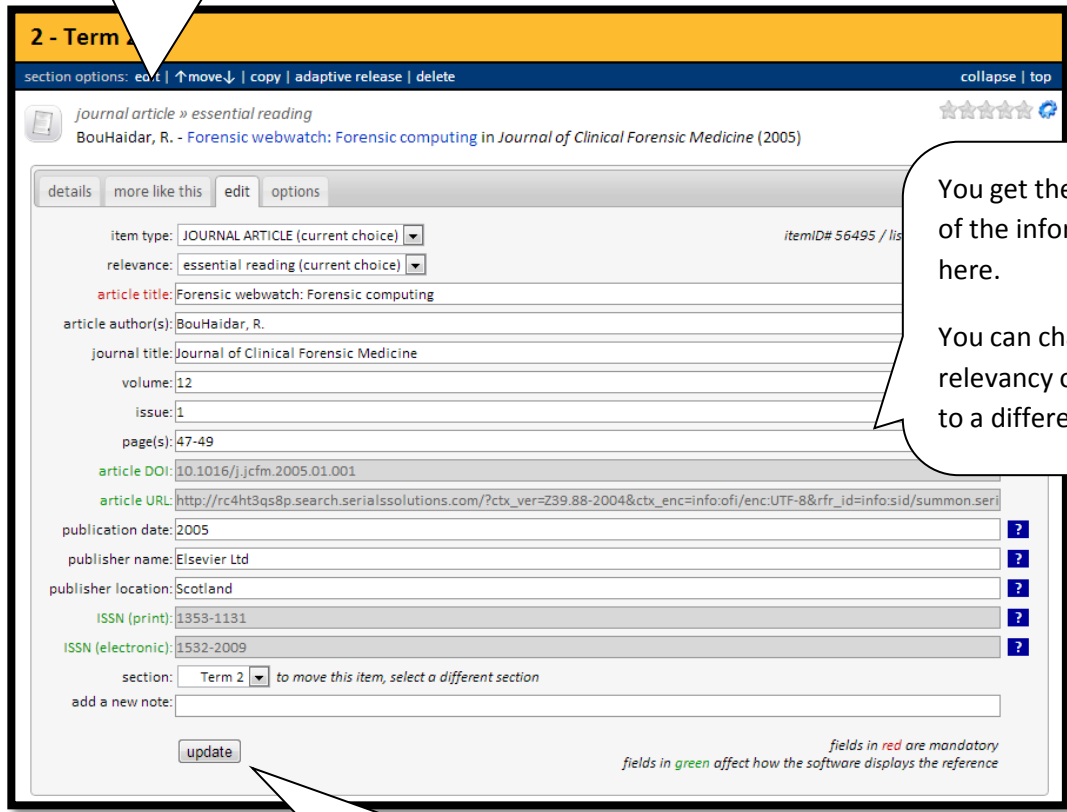


To edit a specific item on your list, click on the item to expand it

4

Click on the edit tab, this will bring up all the information for that item.

5



You get the options to change most of the information for that item here.

You can change the item type, the relevancy of the item and move it to a different section.

6

Click on update when you have finished.

7

# MyReading – Managing Items (Delete an Item)

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

journal article » essential reading  
BouHaidar, R. - Forensic webwatch: Forensic computing in *Journal of Clinical Forensic Medicine* (2005) ★★★★★ [toggle full details for this item](#)

journal article » recommended reading  
Ford, Karen L. - Detecting neonatal jaundice in *Community practitioner: the journal of the Community Practitioners' & Health Visitors' Association* (2010) ★★★★★

book » essential reading  
Lillard, Terrence (2010) - Digital forensics for network, Internet, and cloud computing a forensic evidence guide for data ★★★★★

web site » recommended reading » www.rcm.org  
Royal College of Midwives ★★★★★

To delete a specific item on your list, click on the item to expand it. **1**

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

journal article » essential reading  
BouHaidar, R. - Forensic webwatch: Forensic computing in *Journal of Clinical Forensic Medicine* (2005) ★★★★★

details | more like this | edit | options

**Staff Options:**

- copy this item to one of your lists
- add an extra web link
- hide this item so students can't see it
- delete this item
- view item history

**Other Options:**

- permanent URL to this item:
- export as BibTeX
- export to EndNote

Click on the options tab. You will then have the option to delete the item, click on delete this item. **2**

The page at library.hud.ac.uk says:

Are you sure you want to delete this item?

OK Cancel

Confirm that you want to delete your item. **3**

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

**This item has been deleted! (undo)**

The item will be deleted and removed from the list. As a safety feature you have the option to undo the process of deleting the item by clicking undo. **4**

# MyReading – Managing Items (Hide an Item)

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

- journal article » essential reading  
BouHaidar, R. - Forensic webwatch: Forensic computing in *Journal of Clinical Forensic Medicine* (2005) toggle full details for this item
- journal article » recommended reading  
Ford, Karen L. - Detecting neonatal jaundice in *Community practitioner : the Journal of the Community Practitioners' & Health Visitors' Association* (2010)
- book » essential reading  
Lillard, Terrence (2010) - Digital forensics for network, Internet, and cloud computing a forensic evidence guide for moving targets and data
- web site » recommended reading » www.rcm.org  
Royal College of Midwives

To hide an item on your list from students click on the item to expand it.

1

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

journal article » essential reading  
BouHaidar, R. - Forensic webwatch: Forensic computing in *Journal of Clinical Forensic Medicine* (2005)

details | more like this | edit | options

**Staff Options:**

- copy this item to one of your lists
- add an extra web link
- hide this item so students can't see it
- delete this item
- view item history

**Other Options:**

- permanent URL to this item:
- export as BibTeX
- export to EndNote

Click on the options tab.

You will then have the option to hide the item, click on hide this item so students can't see it.

2

**2 - Term 2**

section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

journal article » essential reading  
BouHaidar, R. - Forensic webwatch: Forensic computing in *Journal of Clinical Forensic Medicine* (2005)

**i This item is currently hidden and students cannot see it. Would you like to make the item visible?**

details | more like this | edit | options

**Links (show more):**

- article link (via Summon)

**Article details:**

- volume: 12
- issue: 1
- pages: 47-49
- date: 2005
- DOI: 10.1016/j.jcfm.2005.01.001

**Article abstract from Summon:**

- With the rapid and continuous development of information technology, policing faces new challenges. As computer equipments are becoming cheaper and the internet more readily available, computer crime ... [read more]

**Journal details:**

- Journal of Clinical Forensic Medicine
- ISSN: 1353-1131 (print) & 1532-2009 (electronic)
- publisher: Elsevier Ltd (Scotland)

The item will be hidden from students but not you as the instructor, a message appears and stays within the item that has been hidden to let you know the student cannot see it.

To show the item to students, just click on make the item visible.

3