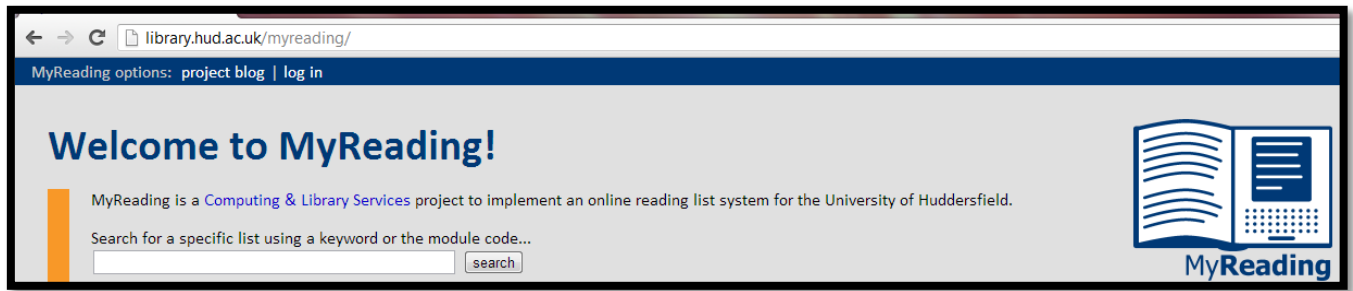


MyReading – Managing Sections (Creating New Sections)

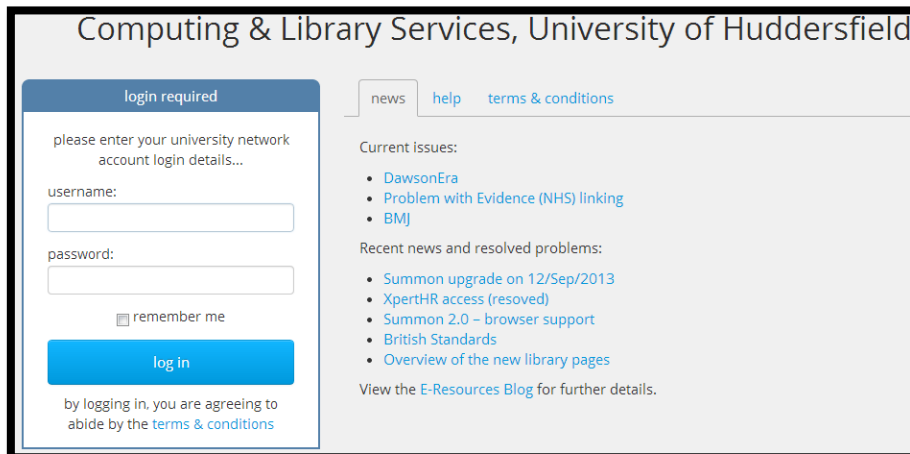


Type this web address into your preferred browser e.g Google Chrome:

<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 Sections (Creating New Sections)

ZZZ0002: DEMO LIST 2

















Module Leader: unknown
 This list was last updated on 20/Nov/2012
 URL: <http://library.hud.ac.uk/my/ZZZ0002>



Welcome to the new MyReading interface! For more information on the changes, please see [this blog post](#). If you'd like to temporarily return to using the old interface, [click here](#). Please report any problems to myreading@hud.ac.uk

According to the most recent data we've received from ASIS, this module is dormant in the 2012/13 academic year.

This is a demo list used for training purposes. (edit)

 <i>web site » recommended reading</i> » www.bbc.co.uk BBC Web Site	☆☆☆☆☆	
 <i>journal article » essential reading</i> BouHaidar, R. - Forensic webwatch: Forensic computing in <i>Journal of Clinical Forensic Medicine</i> (2005)	☆☆☆☆☆	
 <i>book » essential reading</i> DalGLISH, KENNY., Gallacher, Ken. and DalGLISH, KENNY (1982) - King Kenny : an autobiography	☆☆☆☆☆	
 <i>journal article » recommended reading</i> Ford, Karen L. - Detecting neonatal jaundice in <i>Community practitioner : the journal of the Community Practitioners' & Health Visitors' Association</i> (2010)	☆☆☆☆☆	
 <i>journal article » recommended reading</i> Ford, Karen L. - Detecting neonatal jaundice in <i>Community practitioner : the journal of the Community Practitioners' & Health Visitors' Association</i> (2010)	☆☆☆☆☆	
 <i>book » essential reading</i> Jasper, Melanie and Jumaa, Mansour (2005) - Effective healthcare leadership	☆☆☆☆☆	
 <i>book » recommended reading</i> Jevon, Phillip (2010) - Advanced cardiac life support a guide for nurses (2nd ed)	☆☆☆☆☆	
 <i>journal article » recommended reading</i> Kaufman, David - Rumsen Ohlone Folklore: Two Tales in <i>Journal of Folklore Research</i> (2008)	☆☆☆☆☆	


library.hud.ac.uk/myreading/lists/ZZZ0002

MyReading: My Lists | list options ▼

- print this list
- edit list options
- manage sections
- add new item to list
- view activity summary
- view list history
- flush list cache

ZZZ0002: DEMO LIST 2

Module Leader: unknown
 This list was last updated on 20/Nov/2012
 URL: <http://library.hud.ac.uk/my/ZZZ0002>



Click on list options in the blue bar at the top of the page and select manage sections.

4

Manage Sections for ZZZ0007: DEMO LIST 7

Create a new section or edit an existing section...

- ZZZ0007: DEMO LIST 7 (0 items)
 - Term 1 Reading (21 items)
 - Term 2 (4 items)
 - Term 3 (2 items)

Select create a new section.

5

MyReading – Managing Sections (Creating New Sections)

MyReading options: return to list | log out

Create a new section (step 1)

section title (required):

section subtitle (optional):

create this section within:

You will then need to enter a title for your section and if you want enter a subtitle this is optional.

Then select where you want the section to be the default is in the main list but you can also create sub-sections within sections if appropriate. Then click submit.

6

MyReading options: return to list | log out

Manage Sections for ZZZ0002: DEMO LIST 2

Create a new section or edit an existing section...

- ZZZ0002: DEMO LIST 2 (23 items)
 - Term 1 (0 items)
 - Term 2 (0 items)

When you have finished creating your sections you can move them there are two ways to do this; the first is to click on the place you have just put your new section.

7

MyReading – Managing Sections (Re-Ordering Sections)

You can re-order your section to how you want, drag and drop it to the required position and click on submit. [This option will not be presented if it is the first section to be added to the reading list.]

1

The second way is to navigate to one of your sections and under the heading of the section click on move.

2

The screenshot shows the MyReading interface with a list of items including a book chapter, two web sites, a video, and a journal article. Below the list, there are two sections: '1 - Term 1' and '2 - Term 2'. Each section has options for edit, move, copy, adaptive release, and delete.

You will now be able to drag and drop your sections to rearrange them as you want.

3

The screenshot shows the 'Edit section: Term 2' form. It includes fields for 'section title' (Term 2) and 'section subtitle (optional)'. There is a dropdown for 'this is a section within:' (ZZZ0007: DEMO LIST 7) and a visibility dropdown (section is visible (default)). A 'submit' button is present. Below this is the 'Options for the items in this section' section, which includes a dropdown for 'bulk edit options for the items:' (leave all items as they are) and a dropdown for 'to move the item(s) to a another part of this list, select a different section:' (Term 2 (leave items here)). Another 'submit' button is present. The 'Section order' section shows a list of sections to be rearranged: 'ZZZ0007: DEMO LIST 7', 'Term 1 Reading', 'Term 2' (highlighted in green), and 'Term 3'. A 'submit' button is at the bottom. The 'Delete section' section has a note: 'to delete this section, please delete the subsections first'. The 'Permanent link to this section' is provided as <http://library.hud.ac.uk/my/5103/54407>.

Edit section: Term 1

Section order

drag and drop to rearrange the sections:

The screenshot shows the 'Section order' section in the 'Edit section: Term 1' form. It displays a list of sections to be rearranged: 'ZZZ0002: DEMO LIST 2', 'Term 1' (highlighted in green), and 'Term 2'. A 'submit' button is located below the list.

Permanent link to this section

<http://library.hud.ac.uk/my/4290/55495>

When you have the sections where you want them, click on submit and it should return you to your reading list.

4

MyReading – Managing Sections (Deleting a Section)



1 - Term 1

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

- web site » recommended reading » www.bbc.co.uk
BBC Web Site
- journal article » recommended reading
Ford, Karen L. - Detecting neonatal jaundice in *Community practitioner : the journal of the Community Practitioners' & Health Visitors' Association* (2010)
- book » recommended reading
Kenner, Carole and Lott, Judy Wright (2007) - *Comprehensive neonatal care : an interdisciplinary approach* (4th ed)
- book chapter » essential reading
Redmond, Anthony D. (2006) - *ABC of conflict and disaster*
» chapter 1: "The Good Chapter"

2 - Term 2

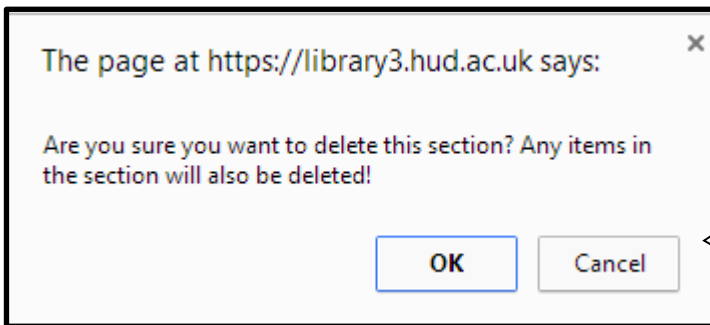
section options: edit | ↑move↓ | copy | adaptive release | delete collapse | top

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

3 - Term 3

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

Navigate to the section on your reading list that you want to delete and in the blue bar under the section heading click on delete. **1**



Confirm that you want to delete the section. You should be returned to your list and the section will have been deleted. **2**