Organising your readings in Readings Online

This guide shows that you can control how readings appear to students by changing the order readings appear in and by grouping readings into folders.

**How to sort your readings**

You can arrange the order in which your readings are presented in Readings Online using ‘drag and drop’

‘Drag and drop’:

1. Left click and hold the mouse button on the reading to be moved
2. Drag the reading to the position you’d prefer it to display
3. Release the left mouse button and the reading will move to its new position

Note: the position of the reading during the move will be highlighted in pale green

**Creating groups for your readings**

Groups can be created to organise the display of readings for students. Some examples of reading groups could be; by ‘week’ (Week 1, Week 2), ‘type’ (Required readings, Optional reading) or subject area, etc.

1. To create a new group to sort your readings into click on **New group**

2. Give the group a name and click on ✓ to create the group

3. Your new group will appear at the bottom of the screen beneath your Ungrouped readings group

Note: Clicking on a group title will expand or collapse the group display

4. To move readings between groups use the drag and drop method.
Managing your readings groups

To change the name of a group;

Click on the button to update the group name and click on the to save

To delete a group;

Empty the group, by moving or deleting all readings from the group

Click on the button and when prompted by the ‘Group removal’ pop up read the note and choose ‘yes’ to continue and delete, or ‘non’ to cancel and keep the group

LMS Readings view – additional info

Unit Library

The Unit Library only displays to LMS Staff roles and is useful for storing readings that are not for display to students.

Ungrouped readings

The Ungrouped readings group is the system default group for new readings.

Readings menu

The Add, New group and Unit Settings options are available only to those with LMS staff/teaching access.

Legend

Clicking on the Legend button will display a list of readings status with explanations. Click again to hide.

For information on how to manage your readings, refer to the Readings Online How To Guides at http://readings-online.unimelb.edu.au