Adding & Moving Sections

Before you can add items to your list, you must first create at least one section for the items to sit in. Sections can be created for each topic, or week-by-week to compliment your teaching structure.

Tip: Sections automatically add to the top of the list. If you’re creating several sections, it is best to add them to your list in reverse order.

To create sections:
- Click New Section on the top line of your list.
- Add a title to the section, and any description, then click Create.
- Repeat the above for each new section you require.

Once sections have been added, you can also rearrange them into a different order. To do this:
- Click on the Toggle section view icon (on the top left of your list) to collapse all sections. This will hide any individual citations and just display section heading.
- Move your cursor over the right side of the section so a blue line appears.
- Click and hold the blue line on any section to drag and drop into your desired location.
- Once you’re happy with the arrangement, click the Toggle section view icon again to open the list back up.