

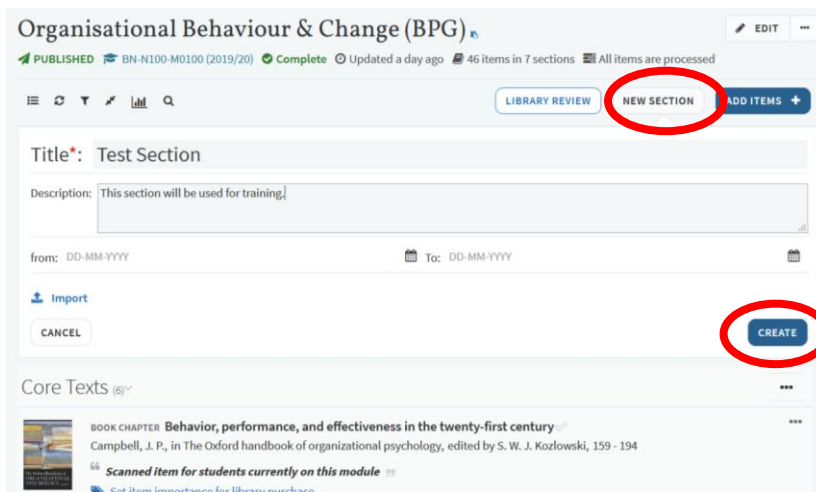
# Adding & Moving Sections

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.



Organisational Behaviour & Change (BPG) EDIT ...

PUBLISHED BN-N100-M0100 (2019/20) Complete Updated a day ago 46 items in 7 sections All items are processed

LIBRARY REVIEW **NEW SECTION** ADD ITEMS +

Title\*: Test Section


Description: This section will be used for training!


from: DD-MM-YYYY To: DD-MM-YYYY

Import

CANCEL CREATE

Core Texts (6) ...

 **BOOK CHAPTER** Behavior, performance, and effectiveness in the twenty-first century  
Campbell, J. P., in The Oxford handbook of organizational psychology, edited by S. W. J. Kozlowski, 159 - 194

 Scanned item for students currently on this module ...

[Get item information for library purchase](#)

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.

