

Making Changes to Your List (Including Adding Notes & Tags)

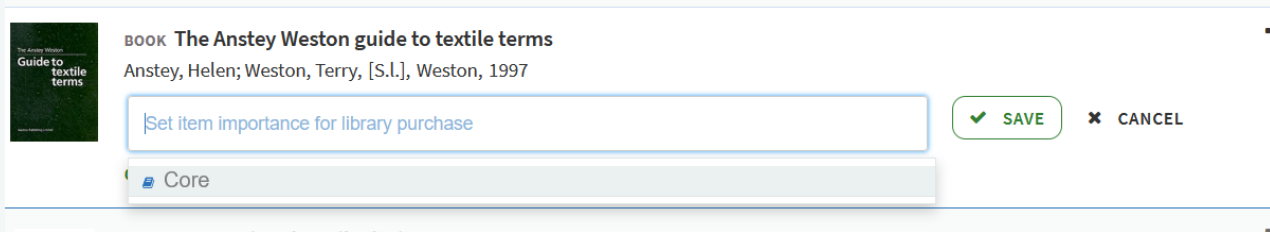
Once you have initially set up your list, you are free to edit it at anytime. (**Note: Remember to always click Library Review anytime you make changes to your list**).

You can add or remove items, or rearrange those already on your list. You can also improve the design of the list to help your students, such as:

Adding a Core Tag to an Item

A core tag identifies a resource as the main basis for the module teachings. This ensures the library prioritises this in their purchasing formula.

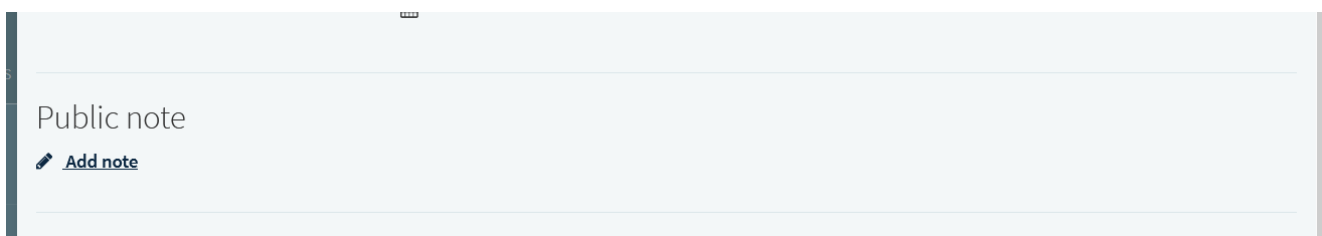
- Scroll to the item you wish to mark as Core.
- Click Set importance for library purchase.
- Click inside the box (which should make the Core tag visible).
- Click on the Core tag, and click Save.



Adding Notes to an Item

Adding a note to a citation helps students to understand why this particular resource was chosen, and can provide some additional structure to their reading.

- Click on the title of the item you wish to add a note to.
- Scroll down to the Public Note section and click Add note.
- Add your note into the text box and click Save.



Deleting Items from a List

If you no longer require an item on your list, then this can simply be deleted.

- Find the item you no longer require and click ...

- Click *Delete item*.
- When the confirmation box pops up, click *Delete again*.

