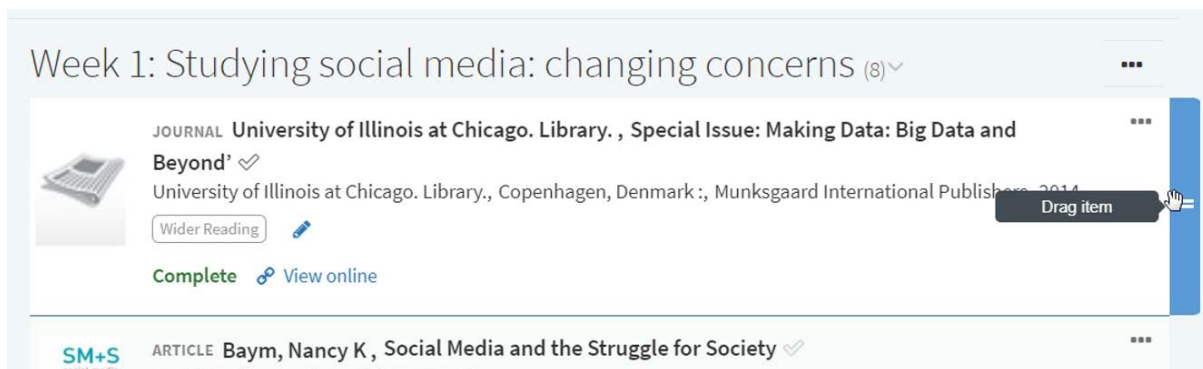# Using Resource Lists: a guide for staff - Organising your Resource List

This part of the guide will take you through some of the features you can use to organise resources within your Resource Lists.

Moving resources

To move a single resource within a list:

1. Click on the blue handle that appears at the right side of the resource.

2. Drag it to the desired location.

To move multiple resources:

If you would like to move multiple resources to a different position in your list then you may find the 'Bag It' feature useful:

1. Click on the resource menu and click 'Bag it - select and move'
2. Repeat this for each resource you want to move
3. The bagged resources will appear in the right hand panel and the number of items added will display in the bag icon in the top right hand corner of the screen.
4. Hover over the resource list in the location you wish to move the resources to.
5. Select Move to take the resources from the first location and move them to the new one.
6. Select Copy to keep the resource in its original location and duplicate it in the new one.

Adding sub-headings and notes

Adding sub-headings:

If a section within a list becomes long and would benefit from greater organisation then it may be useful to add a sub-heading. To do this:

1. Go to the section menu, then click on "Add a Sub-heading".
2. This will open up in a new panel on the right hand side of the screen where you will need to add the title of the sub-heading.
3. Click on Create.
4. This will add the sub-heading to the very end of the section.
5. The Sub-heading can be moved into position by grabbing the blue handle that appears at the end of the section and dragging the note to its desired location.

Adding notes to recommend specific chapters:

If you want to add additional information, such as which chapter you would like students to read, to a specific resource in your list then you can add a public note. To do this:

1. Click into the citation to open the full details
2. Go to Public Note, then click "Add Note"
3. In this text box you can provide more information about the resource or the parts of the resource that you would like students to look at.
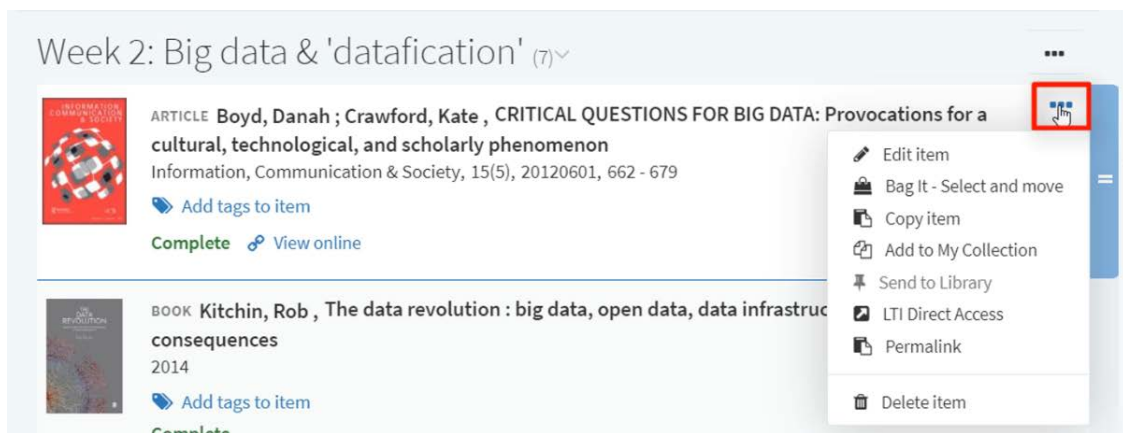4. Click save.

Using My Collection

My Collection is your personal collection of resources within the Resource Lists system. This feature can be useful if you anticipate adding the same resource to multiple lists or sections of lists.
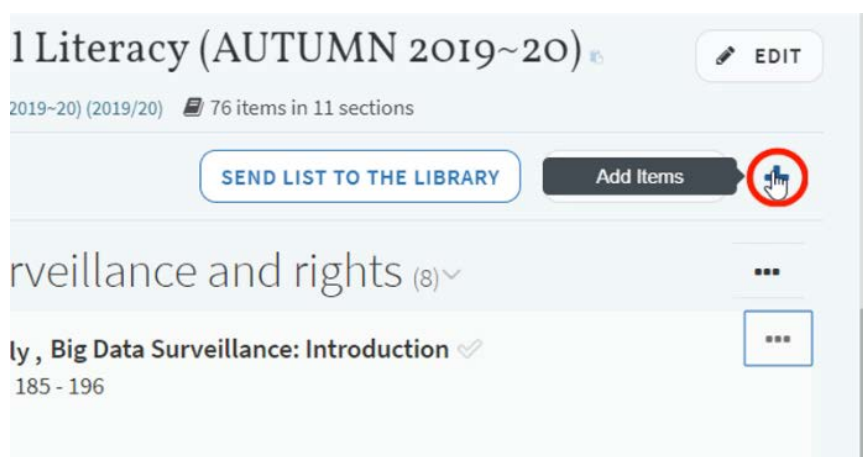
To add a resource to 'My Collection':

1. Go into the resource menu

2. Click on "Add to My Collection".

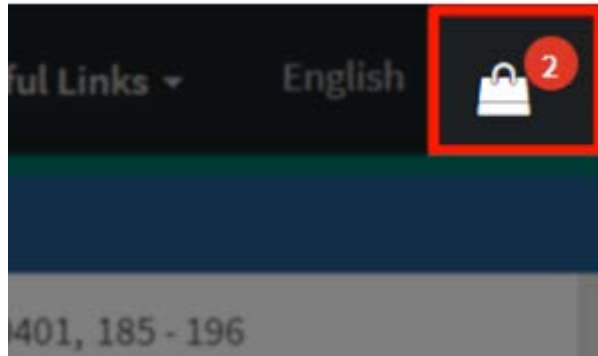## To add resources from 'My Collection' to a resource list:

1. Go to the list you want to add to and click to open the section you want to add items to.
2. Click on the 'Add items' menu.

3. Click on the My Collection tab in the right hand panel.
   a. To add a single resource to the list, click and drag the resource straight across.

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    b. To add multiple resources from 'My Collection' to the list at once then you can:

        i.   Click the first resource

        ii.   Select "Add to bag", then click "Bag it - Select and Move"

        iii.   Repeat this for as many resources as you wish to move.

        iv.   The number of resources added will display in the bag icon in the top right hand corner of the screen.

        v.   Click on the bag icon.

        vi.   Take your cursor to the section that you want to add the resources to and select the Copy option.

To delete resources from My Collection:

1. Click on My Collection in the menu on the left hand side of the screen.
2. Select the resources you wish to remove by clicking into the checkboxes.
3. Go to "Collection Options" and click "Delete Selected Items".
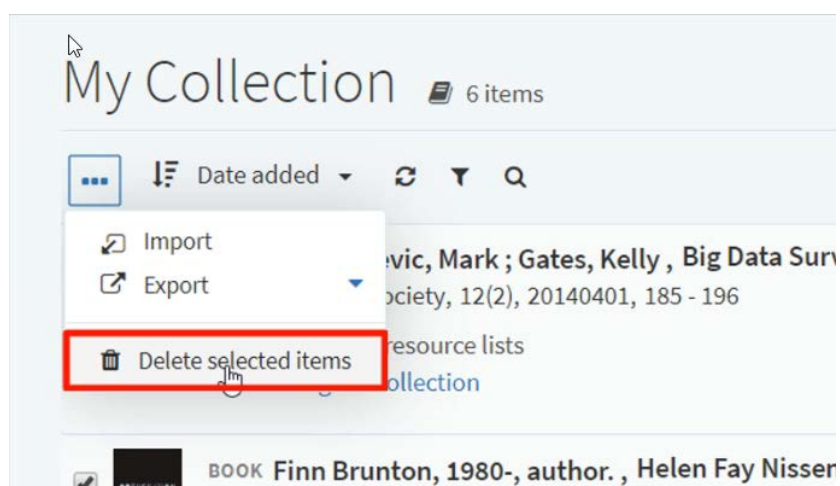
Further guidance

You can find the other videos and PDF guides in the collection **Using Resource Lists: a guide for staff** on the **Library resources for your students** webpage (https://www.sheffield.ac.uk/library/teach/resourcelist).

If you need any further guidance then please contact us at resourcelists@sheffield.ac.uk.

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