Modifying Lists and Resources

Once you've created your resource list, you can manage it in different ways. This session will show you how to add other people as collaborators on your list, how to manage and organize your resource list, sections, and items. And how to add additional information like tags for your students.

Under Instructors you can see the list of Instructors in your course and under Collaborators the list of Collaborators for your resource list. Collaborators are people who can work on the resource list with you.
To add a collaborator, click 'Manage collaborators', search for the person you would like to add and click the send invitation button. This will add them to the list and will send an invitation via e-mail, telling them that they were added to your list.

Note that you can change the permissions that each collaborator has: You can specify if the collaborator should be able to only edit the list, or if they should also be able to manage the list, meaning they can edit, delete and add other collaborators. You can change the permissions for each collaborator by clicking on the existing permissions and choosing the other option. You can also remove a collaborator entirely by clicking on the X icon next to their name.

You may also want to make other changes to your list. You can edit the list details, by clicking on the list menu and choosing Edit. There is also a section menu where you can perform actions on the section, such as editing or copying the section, which will copy the section name and all of the resources within the section.

You can also make changes to the resources on your list. Let's look at some of the options: you can edit the information about a resource by clicking Edit Item. Here you can change any of the information about the resource, and you can also add a public note which will display to your students. The public note is a way to share additional information with students, such as which pages they need to read or your expectations for this resource. You can also add a due date, letting students know your expectations for when they should complete this reading or other resource. Click Save to save your changes.

You can also add tags to resources. Tags are a great way to let students know which resources are required, or to notify the library of specific requests. Click Add Tag, The tag options will vary, depending on what has been configured for your institution. Choose the tag that you wish to add, or start typing to narrow the list. Click the X to remove it.

You can also edit resources in bulk: select the Edit multiple items icon, and then either select all resources or select specific resources by clicking the checkbox next to each item. Now you can delete all the selected items, or edit them – you can add or remove tags, set a due date or remove the due date, set or remove the public or private note, and enable or disable public annotations for PDFs. Here, you can see that the Essential tag was added to all the marked resources.

You can change the order of the resources in the list by simply dragging and dropping the item to a new place in the list. To copy or move resources between sections or lists, open the item menu and choose Copy or Move citation. In this example, let's copy it. Then choose to which list and to which section you would like to copy, and click on confirm.

You can also move or copy resources within your list in bulk, using the Clipboard. From the item menu, choose Add to clipboard. The resource is added to your Clipboard and the clipboard icon appears. Repeat this for all the resources that you want to copy or move. You can close your clipboard section and open it again using the clipboard icon. Once you're done adding the items, open the clipboard, hover your mouse over the area of the list where you want to move or copy the items, and select Move or Copy. In this case, the resources are copied, and my clipboard is emptied.
Note that the Clipboard is also emptied automatically if you navigate away from the resource list.

If you wish to completely remove a resource from your list, open the item menu and choose Delete Item. Click Delete to confirm.

This concludes our session on modifying lists and resources.
Thanks for joining!