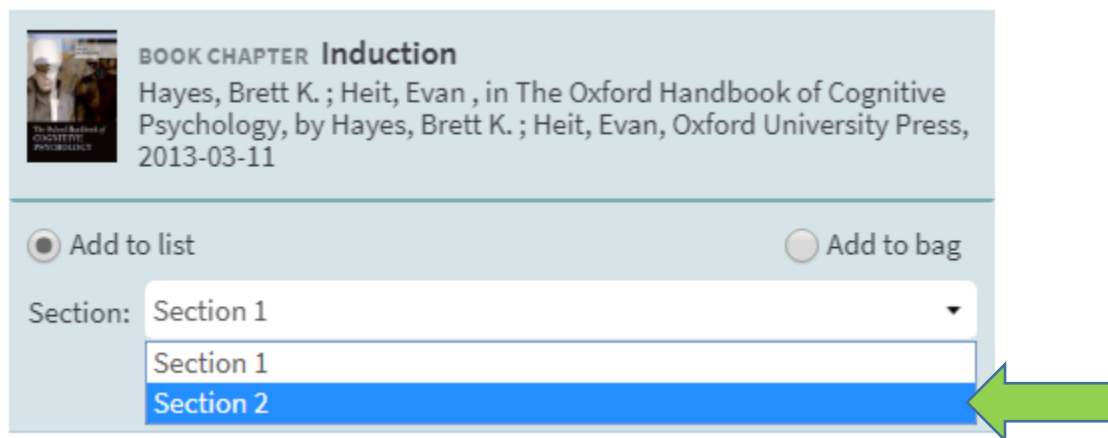


Course Resource Lists Tips & Tricks

- (1) Ordering Your Citations
- (2) Tagging Citations
- (3) Filtering Your List

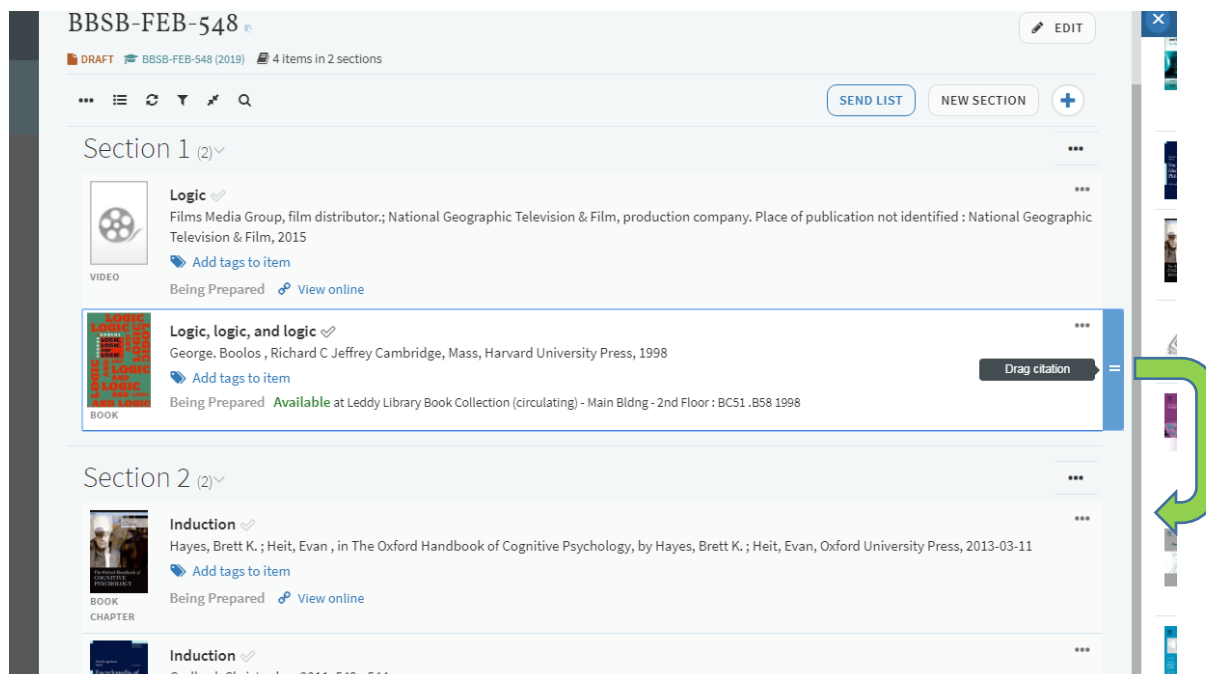
1) Ordering Your Citations & Sections

When you add a citation to your list you can specify which section it should appear in.



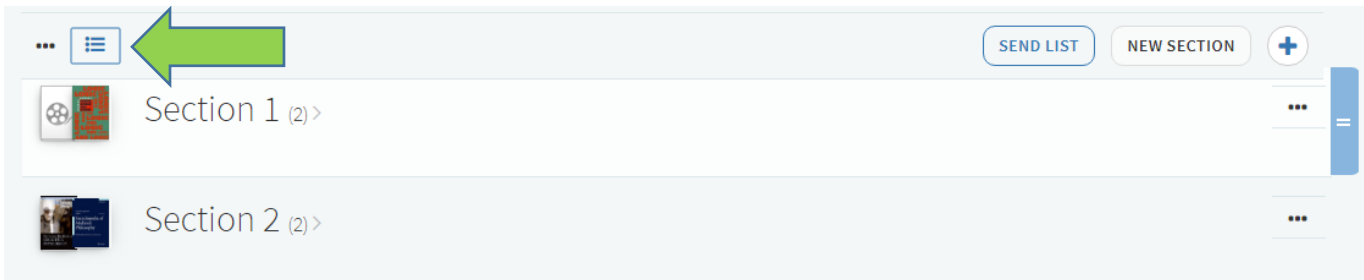
The screenshot shows a form for adding a citation. At the top, there is a book cover for 'The Oxford Handbook of Cognitive Psychology' and the text 'BOOK CHAPTER Induction' followed by the citation details: 'Hayes, Brett K. ; Heit, Evan , in The Oxford Handbook of Cognitive Psychology, by Hayes, Brett K. ; Heit, Evan, Oxford University Press, 2013-03-11'. Below this, there are two radio buttons: 'Add to list' (selected) and 'Add to bag'. Underneath, there is a 'Section:' label followed by a dropdown menu. The dropdown menu is open, showing 'Section 1' and 'Section 2'. A green arrow points to 'Section 2', indicating it is the selected option.

You can also **move citations** around in your list by dragging & moving citations around in the list

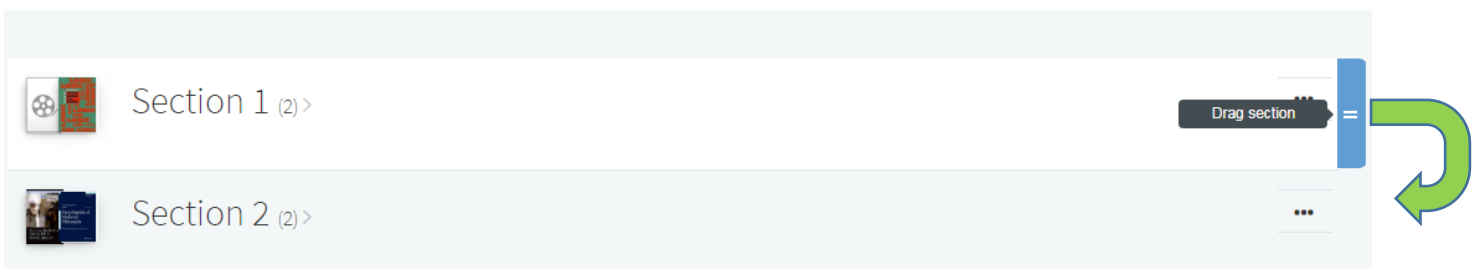


The screenshot shows a course resource list interface. At the top, it says 'BBSB-FEB-548' and 'DRAFT BBSB-FEB-548 (2019) 4 Items in 2 sections'. There are buttons for 'SEND LIST', 'NEW SECTION', and a plus icon. The list is divided into two sections: 'Section 1 (2)' and 'Section 2 (2)'. In 'Section 1', there are two items: 'Logic' (a video) and 'Logic, logic, and logic' (a book). A green arrow points to the 'Logic, logic, and logic' item, which has a 'Drag citation' handle. In 'Section 2', there are two items: 'Induction' (a book chapter) and 'Induction' (a book). The 'Induction' book item has a green arrow pointing to it, indicating it is the target for the drag operation.

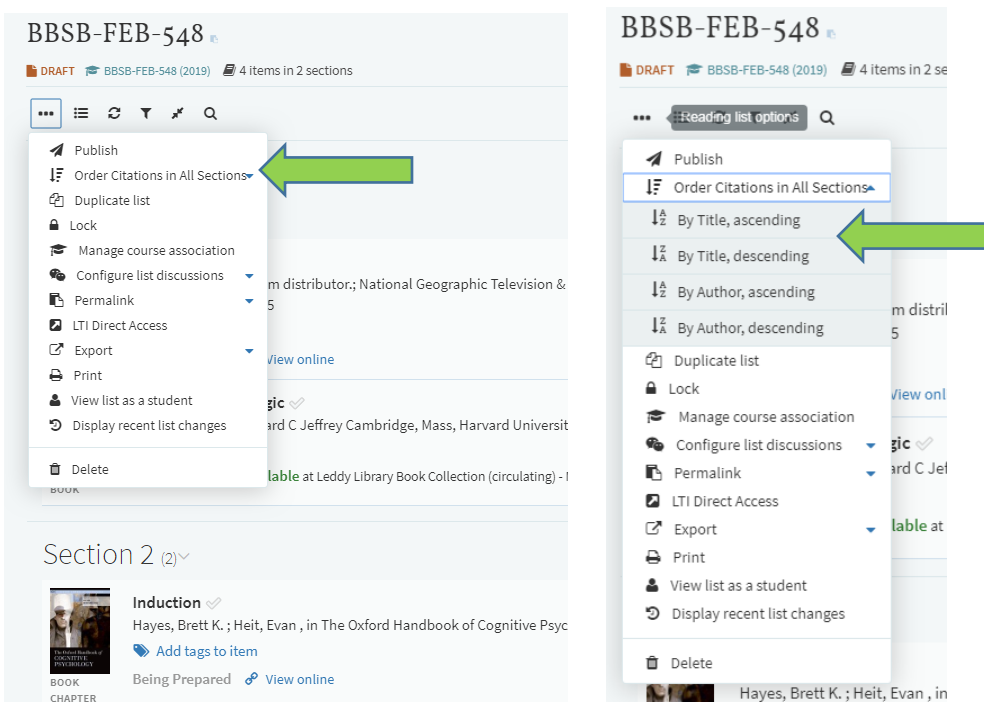
Sections can be reordered as well. First, click the section toggle button to switch to a display of the sections in your list. This will temporarily hide the citations on your list. Clicking the toggle again will revert to citation view.



Second, just drag and move the section where you want to place it.



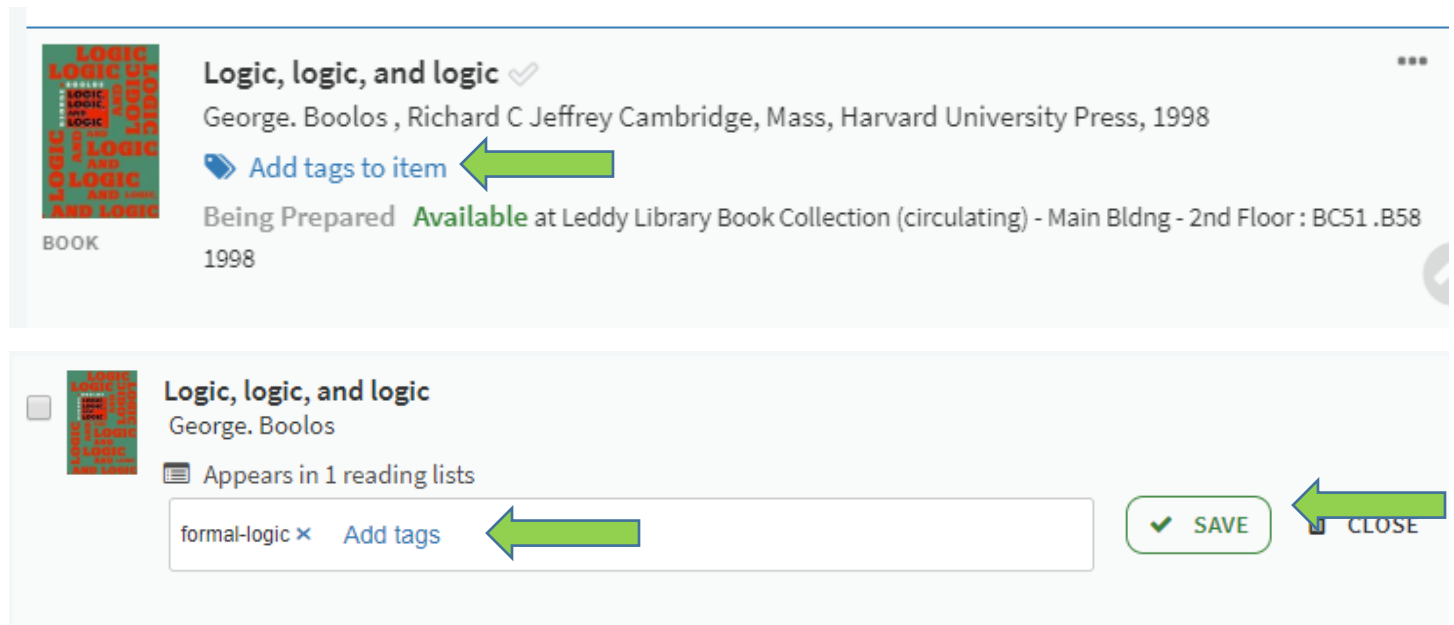
You can also set the **default display order** of citations from the list menu. Select order Citations in All Sections. Then choose the default citation order.



2) Tagging

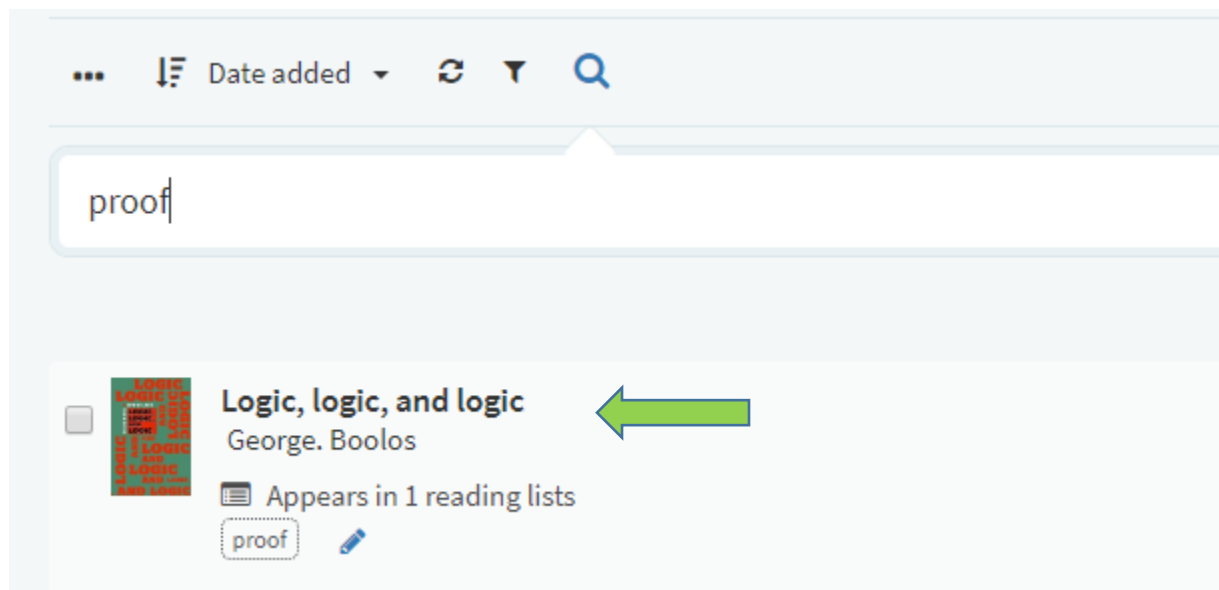
Adding tags to your citations allows users to search by those tags in the future to find related items.

Click "Add tags to item", enter your tag, click SAVE



The screenshot shows the item page for "Logic, logic, and logic" by George. Boolos. The title is followed by a checkmark icon. Below the title is the author and publisher information: "George. Boolos , Richard C Jeffrey Cambridge, Mass, Harvard University Press, 1998". A green arrow points to the "Add tags to item" button. Below this, the item's location is listed: "Being Prepared Available at Leddy Library Book Collection (circulating) - Main Bldng - 2nd Floor : BC51 .B58 1998". A second screenshot shows the tagging interface. It includes a search bar with "formal-logic" entered, a green arrow pointing to the "Add tags" button, and a "SAVE" button with a green checkmark and a "CLOSE" button with a red X. A green arrow also points to the "CLOSE" button.

Searching for your tag will show you all items with that tag.



The screenshot shows the search results page. At the top, there are icons for sorting (three dots), filtering (funnel), and a search icon. Below these is a search bar containing the text "proof". The search results show the item "Logic, logic, and logic" by George. Boolos. A green arrow points to the item title. Below the title, it says "Appears in 1 reading lists". At the bottom, there is a tag labeled "proof" with a pencil icon next to it.

3) Filter Your List

You can filter your list by Tags, citation types, dates, likes and other facets.

The image displays two examples of a filtering interface. Each example consists of a light blue header bar with three tabs: "Filter by tags", "Filter by types", and "Other".

The top example shows the "Filter by types" tab selected. Below the tabs, the text "Select types:" is followed by five buttons: "BOOK", "BOOK CHAPTER", "REFERENCE ENTRY", "VIDEO", and "WEBSITE".

The bottom example shows the "Filter by types" tab selected. Below the tabs, the text "Select subject:" is followed by four buttons: "Has due date", "Likes", "Marked as read", and "Not marked as read".

Questions?

Email: coursereserves@uwindor.ca

Phone: x3402