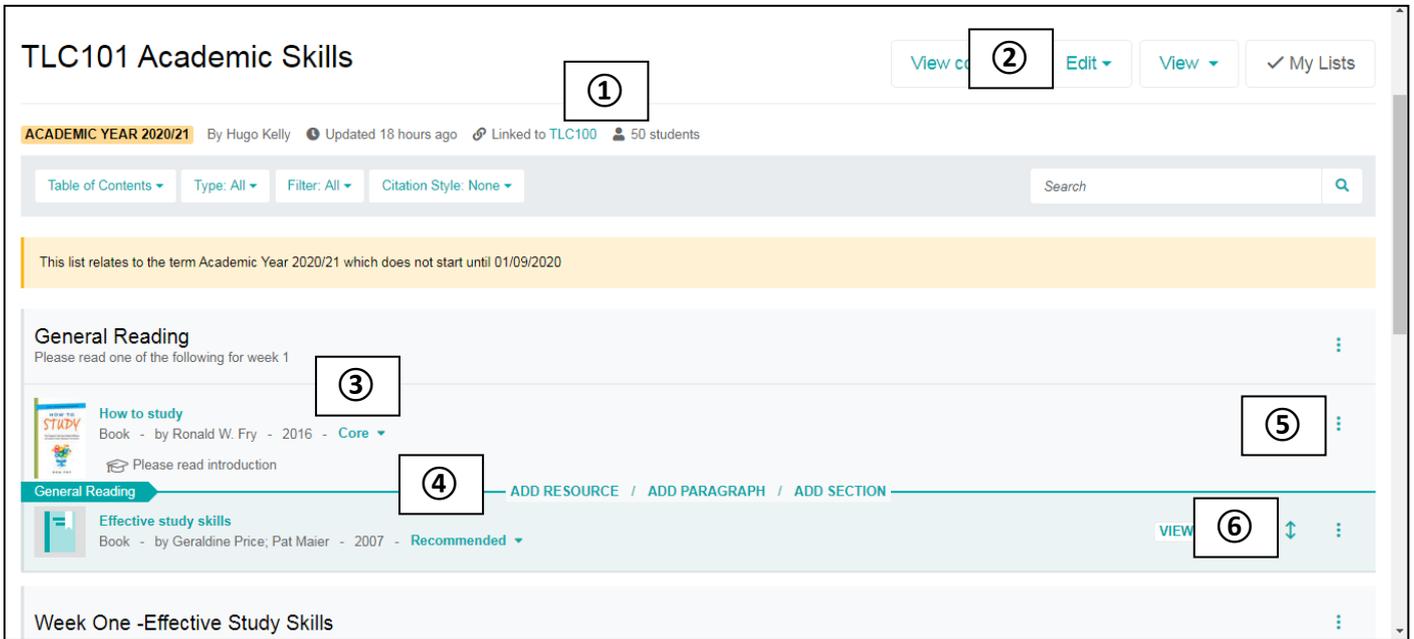# Reading Lists - the New List Edit View

- The New List Edit view integrates the reading list view and the edit function into one screen.
- Open your list as normal from **My Lists** and a version of the screen will be displayed**.**

① **Module Links and Student Numbers**: This is where you can see what modules the Reading List is linked to and the student numbers on the module. The Library requires the student figure for accurate ordering.

② The **Edit Function** allows you to:

- link to new modules & add/update student numbers.
- invite your colleagues to share and edit the list
- copy a list and other functionality

③ You can **Assign Importance** or update the importance of an item on the list using this dropdown menu. This is very important information for the Library so we are know how many copies of books or e-book licences to order.

④ The ACTION **Bar** is an important change. This allows you to:
- Add Resource: use this to add in items that you have saved in your bookmarks previously. When the search box opens just start typing the title.
- Add a Paragraph: provide some general information about the module or the resources that the students should be aware of. You can cut and paste in text from another document and format.
- Add a (new) Section to your list.

⑤ The **Command (Three dots)** menu allows you to:
- edit or remove the section or edit and remove an item
- edit the item details i.e. you notice incorrect bibliographic information in the book or article details or wish to add in a weblink.
- add in student notes about a particular item on the list

⑥ The double arrows allow you to drag an item or section around the list with your mouse.