Arranging items in a reading list

How do set the order in which items appear within a reading list?

1. Navigate within the course to the location of the reading list link.
2. Click the reading list link.
3. If a "Click for Readings" button appears, click that button.
4. In the Search page that opens in a new window or tab:
   a. Click the "See Current Reading List" link near the top of the page.
   b. Locate the "Sort Order" boxes for the items in your reading list. Each item has a sort order box located to the right.
   c. Type numbers in the Sort Order boxes to set the order in which items appear.
      • Items with smaller numbers appear higher on the list than items with larger numbers.
      • Multiple items may have the same sort order number. When multiple items have identical sort order numbers, reading list will choose the order in which they appear.
   d. Click the "Update Notes and Sort Order" button for every item for which you changed the sort order.
5. Return to D2L by closing the Search window or tab.

Ask A Librarian

For additional assistance, Ask A Librarian.