Before you start adding items, you need to decide how the list should be broken up into sections. These can be weekly, bibliographically (e.g. “Core”, “Essential” & “Background” etc...), thematically or just a single section (e.g. “Key Texts”)

From My Lists, click the name of your module then
You can organize your list any way you want:

Creating “Sections”
• On the right of the screen, click and drag it into the centre.
• Write in your desired section name (“Week 1”, “Core Reading”, “Key Texts” depending on how you want the list to be broken down (if at all).
• Drag as many “New Section” boxes as you need underneath and title them accordingly (e.g. “Week 2”, “Background Reading”).

Creating Sub-Sections
• You may wish to create sections within sections so that, for example, a “Week 1” section contains separate “Essential”, “Background” and “Additional” categories.
• Click and drag it into an existing section:

You can then add items to the different sections according to their importance.