Leganto is a new piece of software allowing reading lists to be made available online. This aim is to enhance the student experience by providing ease of access to a single list, and to provide academic staff more flexibility to add/remove items to their lists as required.

Step 1 – Logging on

Simply login to Blackboard and navigate to the module you wish to create a list for/edit.

Step 2 – Creating a list

Now that you're logged in:

- Go to **'Reading List'** in the left hand menu (if Reading List is not there, contact your Librarian)
- **Create** for a new list. Or to **edit**, your list will simply open.
- Give your list a **title**, module number followed by module title eg LIB101 Abertay Library
- Select a template or use a blank template to add your own sections
- Associate to course

Step 3 – Adding citations

There are a number of ways to add citations to your list, depending on what it is you want to add:

3.1 Adding an item eg book, journal article

- Click on the **+** symbol
- **Enter** the item title or search by keywords
- Select '**All collections**' from the dropdown.
- **Search**.
- Click the item you want to add, choosing the correct edition.
- Select '**Add**'. The item will automatically be added to your list. Close the search box once you have added all the items.
- Check that each item is in the right section. Drag and drop to move them, if required.
- **Tag** the item. Items need to be tagged as Essential or Recommended to ensure we purchase a sufficient number of copies.
- **Public Note**. Click on the title to add a public note to the students eg "this is MUST read!".

A very short video:
https://www.youtube.com/watch?v=NfqOipUl9R0

3.2 Adding a webpage

To add a webpage, add Leganto Cite It! to your toolbar:

- Click on your profile/name in the top right corner
- Click 'Leganto Cite It!'
- Drag and drop the link to your favourites toolbar
- Navigate to the website you would like to add
- Click the Leganto Cite It! link in your toolbar.
- Edit as required
- Add to **List** in the correct section
- Add it.

NOTE: different browsers operate slightly differently. **If in doubt, use Chrome.**
A very short video:
https://www.youtube.com/watch?v=6gAtupzrDnY

3.3 Adding a book we don't have

You can still add titles to your list we don't currently have:

- Follow the same instructions in 3.1. **All collections** also searches a central catalogue.
- Or, add the item as a webpage from eg Amazon. Follow the steps in 3.2 to add the Amazon page as a webpage.

Remember, if requesting new titles, please allow sufficient time for new items to arrive in the library.

3.4 Requesting a chapter to be digitised

If you only need the students to read a particular chapter and you would like it digitized:

- Follow the instructions in 3.1 to add a book
- From your list, click on the title, add a note in the **Library Status** section. Please indicate which edition, chapter and page numbers you would like digitised.
- Click **Comment**

Remember, within copyright, we can only digitize one chapter or up to 10% of a title. If you would like your students to read more than one chapter, add a public note to the item eg Read chapters 2-4.
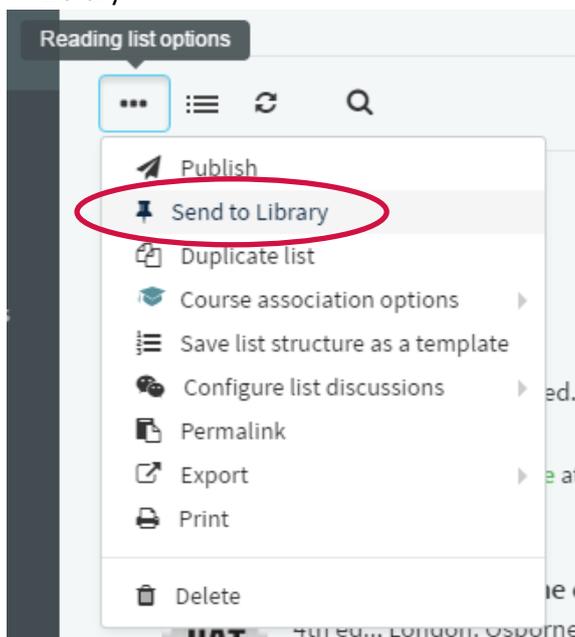
Step 4 – Send to Library

This step is essential.

After you have edited/created your list, please '**Send to Library'.** This ensures that your changes are checked by library staff and sufficient copies ordered.

To do this:

- From the … dropdown menu, select Send to Library

Step 5 – Publish

You're now ready to publish!

- Click 'Publish' under the same menu as above
- Select 'No additional options are required.'
- Confirm

Your list will now be live to view.

NOTE: any subsequent changes you make will automatically be visible, so long as the list is Published.

Additional features

Adding an item manually

You may want to link to other documents:

- Click on the **+** symbol as if adding a book
- **Add item manually/Upload file**
- Complete the details, entering item **title** and **type**, with **Source** (if item has a URL) and **Upload** file (if required.)
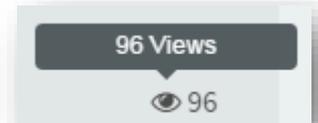- **Add**

Adding Collaborators

If you would like your colleagues to be able to edit and add items to this list:

- Under Collaborators, **Manage Collaborators**
- Search for your colleague's name
- **Send invitation**

Views

You can keep track of how many times an item has been viewed by your students:

Need help?

If you need help with any aspect of your online list, contact your Academic Librarian:

Dundee Business School
Lisa Gardiner
e-mail: l.gardiner@abertay.ac.uk
Tel: (30)8891

Arts, Media and Computer Games
Carolyn Mustard
e-mail: c.mustard@abertay.ac.uk
Tel: (30)8867

Science, Engineering and Technology
Susan Smith
e-mail: susan.smith@abertay.ac.uk
Tel: (30)8874

Social and Health Sciences
Noelle McDougall
e-mail: n.mcdougall@abertay.ac.uk
Tel: (30)8836