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### **Please contact your subject librarian:**

- if you can't see a list you should have access to
- if any of the citation links within lists are not working
- you have any other questions or need further help

Please note that this guide is accurate at the time of writing, but software updates may result in some minor changes in appearance and function

# Logging in to and Logging out of Leganto: Course Resources

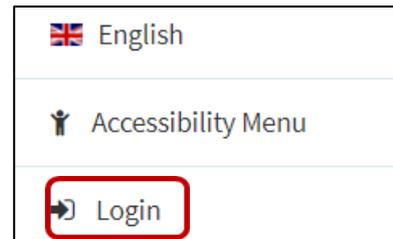
Leganto: **Course Resources**

To log in to **Leganto: Course Resources**.

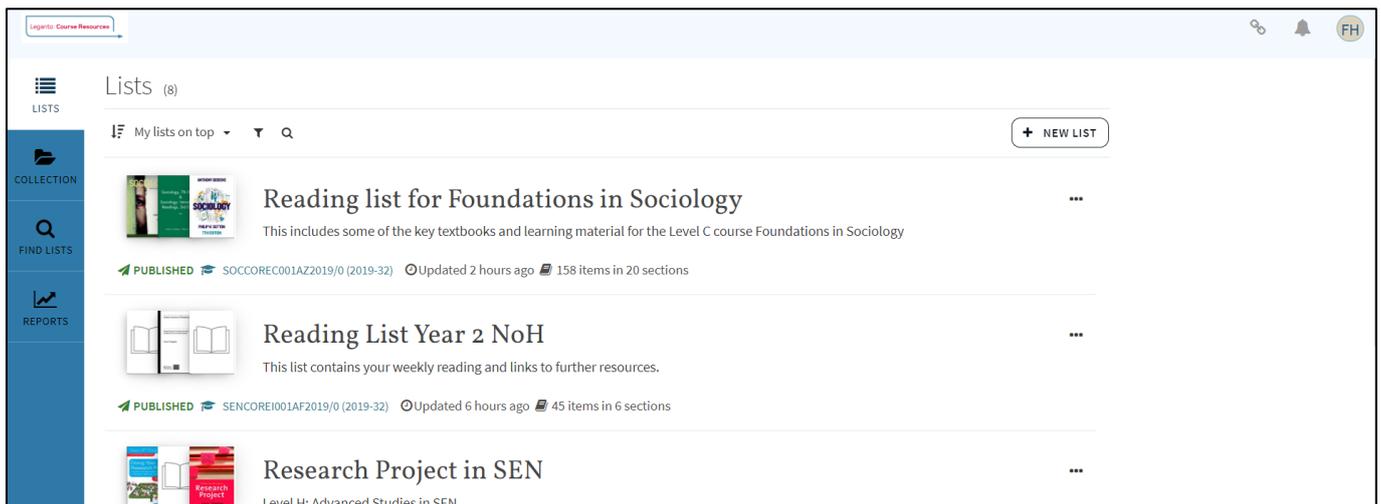
Go to <https://readlists.hope.ac.uk/> and click on **Login**.



Select Login and enter your network username and password.



From here you can edit existing resources lists or create new ones.

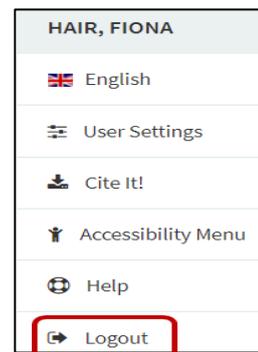


To log out of **Leganto: Course Resources**.

Click on your initials on the top right of the screen.

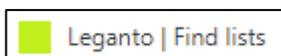


Select **Logout**.



## Bookmark to toolbar

The address can be bookmarked in the usual way to your toolbar or bookmark manager



## Creating a new course resources list and attaching it to a course

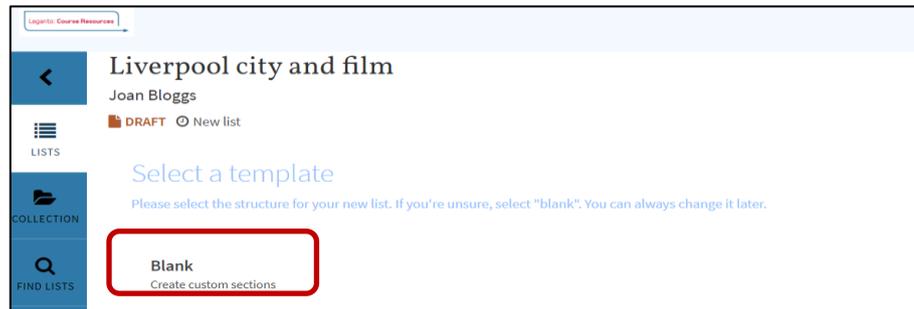
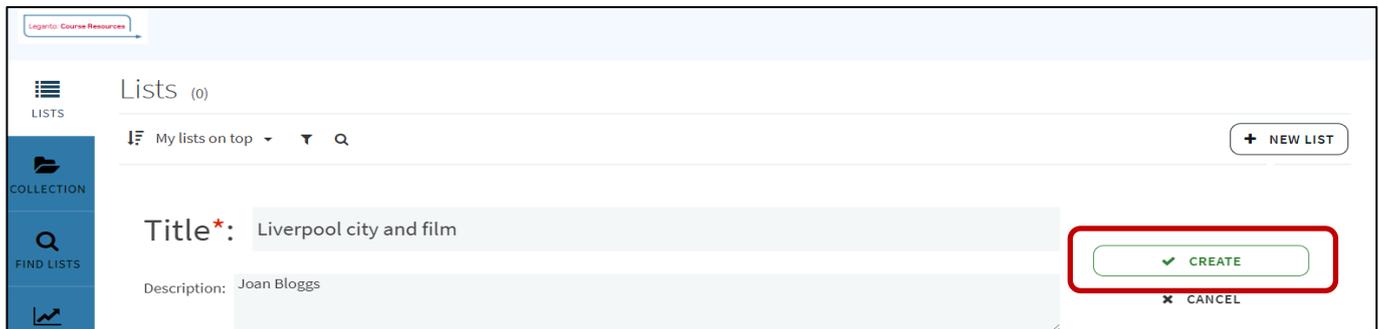
Leganto: Course Resources

Log in to **Leganto: Course Resources**.

Select **New List**.

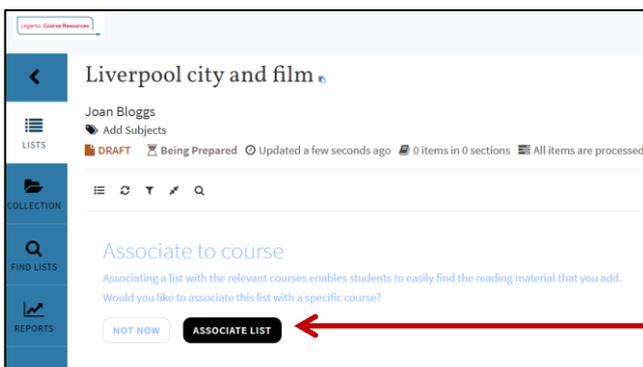


Give it a title - usually the same as the course. You can also add a description which could include your name and/or level of study. Click on **Create**.



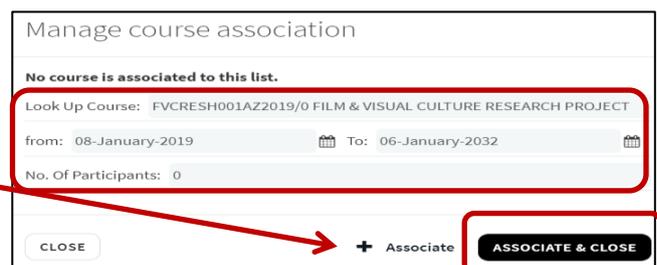
Select **Blank** or a previously saved template.

NB. once you have created a resources list structure you can save it as a template to use for other course resources lists (see **Reading lists options**.)



At this point you should attach your resources list to a course by selecting **Associate List**.

Enter the relevant details in the pop-up box. Click on **Associate & close**. The course details will appear under the title header.



NB. You can attach your resources list to more than one course by selecting **+Associate** and entering the additional course/s details. Click on **+Associate** between each new addition then **Close** or **Associate & close** when done.

Now you are ready to divide your resources list into sections.

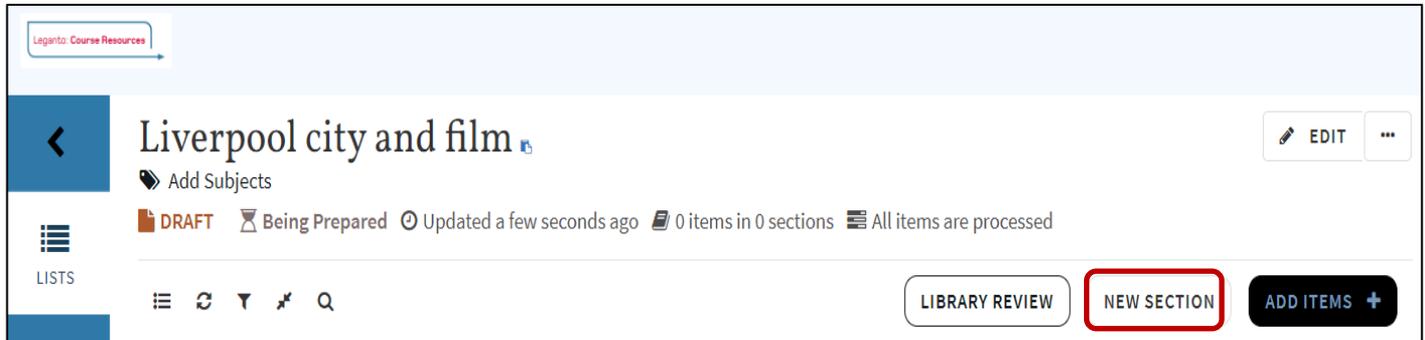
## Creating sections to group together and organise your resources

Leganto: Course Resources

For ease of navigation add sections to group resources together - by time period, format or theme etc.

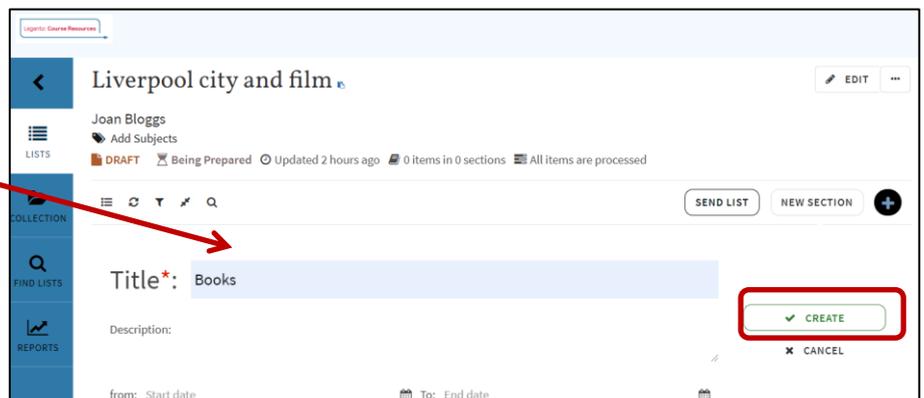
NB. You will need to add at least one section before you start adding items.

Click on **New Section**.



Add a title, then click on **Create**.

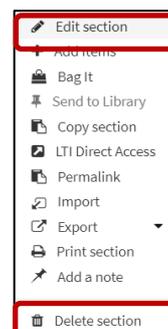
Repeat the process to add more sections.



The order of sections can be changed at any time by hovering your mouse over the far right of a section, then clicking the blue handle to drag and drop in the new place.

NB. if you have items in the section remember to compress the section using the **Toggle section view** tool  before moving (see **List tools**).

To edit or delete a section click on the section box ellipsis and select from the pop-up menu.



Now you are ready to start adding items to your resources list, but first add the **Cite It!** button to your toolbar if you haven't already done so.

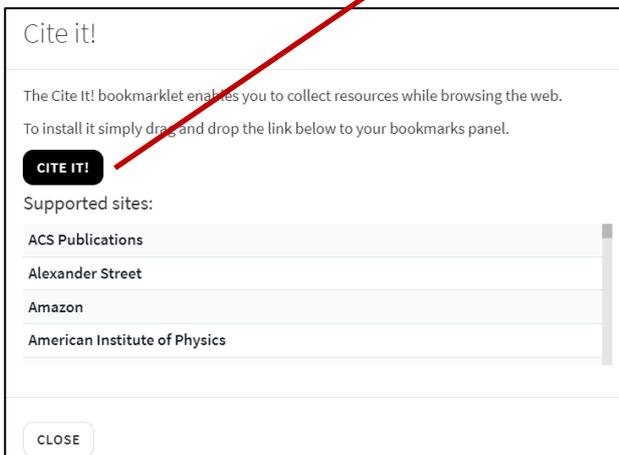
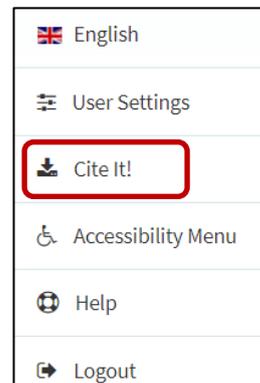
## Adding the Cite It! button to your toolbar

Leganto: **Course Resources**

Adding the **Cite it!** Button to your toolbar means that you can easily add resources from the Web and items from databases that are not searchable via OneSearch such as Box of Broadcasts.

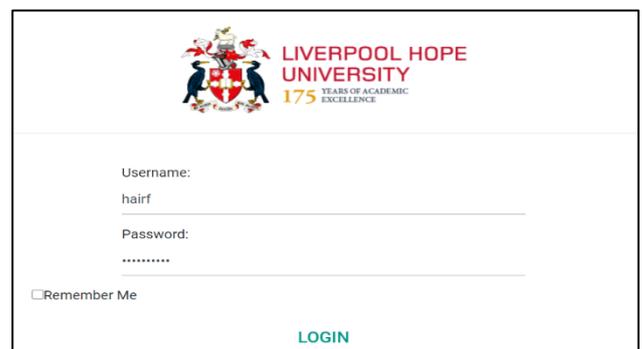
To install the **Cite it!** button log in to **Leganto: Course Resources**, if you are not logged in already.

Click on your initials at the top of the toolbar and from the pop-up menu click on **Cite It!**



From the pop-up window simply drag and drop the **Cite it** button to wherever you want it on your toolbar.

NB. You must be logged in to **Leganto** in order to add items using the **Cite It!** tool. If you try to use **Cite It!** when not logged in, you are prompted to do so.

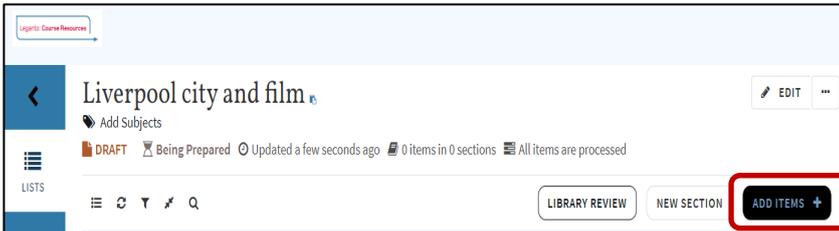


Now you are ready to start adding items to your resources list.

## How to add print and e-books held by the library

Leganto: **Course Resources**

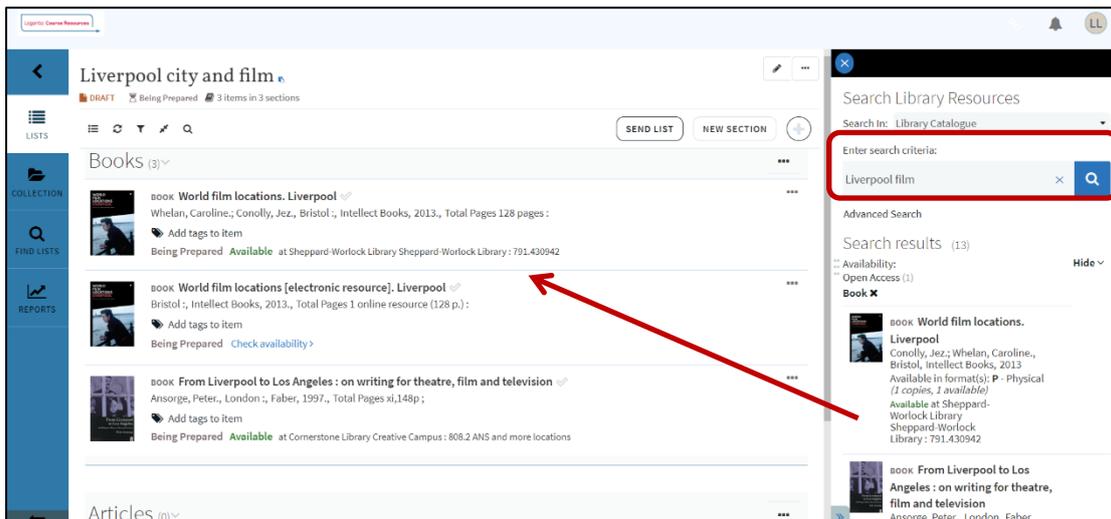
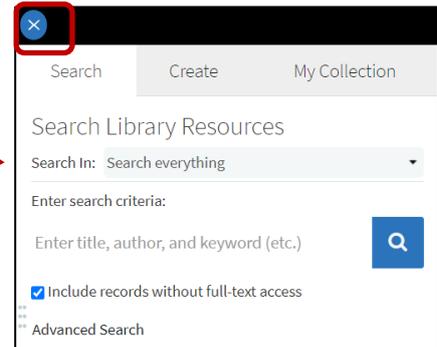
It's easy to search for books and e-journal articles held by the library to add to your resources list.



Click on **Add Items** to open the **Search Library Resources** panel on the right of the page.

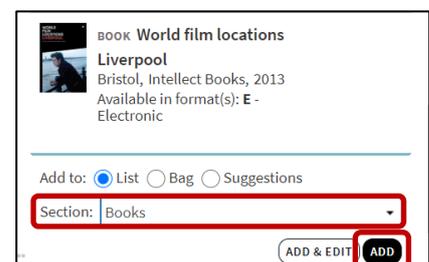
Then search for items as you would in OneSearch. The panel can be closed by clicking on the X.

To search for books change **Search In** from **Search everything** to the **Library Catalogue**.



Enter your search criteria and from the results list drag and drop items to the relevant section.

Alternatively you can add by items by clicking on the result in the search panel, selecting a **Section** from the drop-down menu and clicking on **Add**.



To edit or delete an item, click on the ellipsis on the top right of the item box and select from the pop-up menu.



An item can be moved to another section at any time by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place, or by using the **Move** function in the item pop-up menu.

## How to add e-journal articles held by the library

Leganto: **Course Resources**

Searching for e-journal articles held by the library to add to your resources list is the same as for books, but this time select **Articles and more** from the **Search in** drop-down menu.

Click on **Add Items** to open the **Search Library Resources** panel.

The screenshot shows the Leganto interface for a course resource titled "Liverpool city and film". The "ADD ITEMS" button is highlighted with a red box. Below it, the "Search Library Resources" panel is open, showing search criteria "film cities liverpool and formost" and search results for the article "Film cities: Liverpool & Formost". The "ADD" button in the panel is also highlighted with a red box.

Enter search criteria as you would in OneSearch. Then either drag and drop to the relevant section or click on the **Add** button. The panel can be closed by clicking on the **X**.

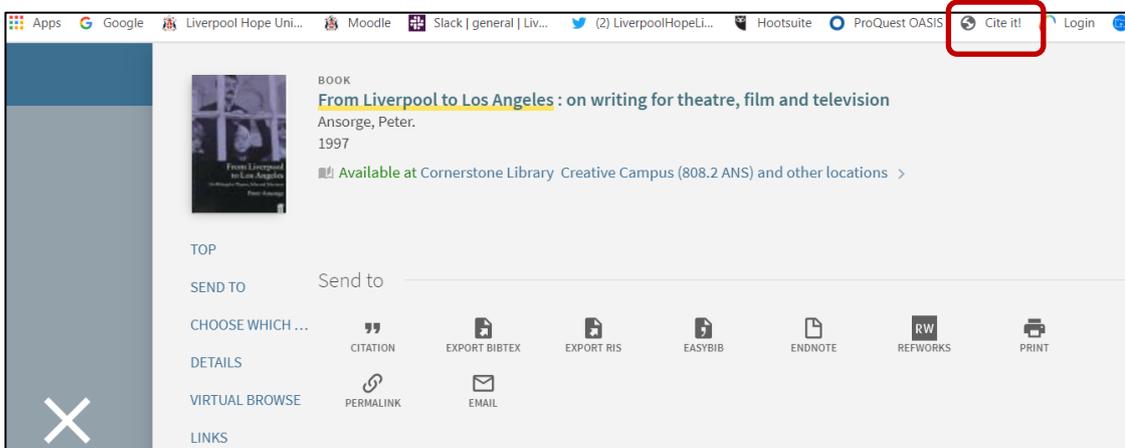
The screenshot shows the Leganto interface with the search results added to the list. The "ADD" button in the search panel is highlighted with a red box. A red arrow points to the article "Film cities: Liverpool & Formost" in the list, which has an ellipsis menu icon next to it.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.

## How to add items directly from OneSearch (you need the **Cite It!** button on your toolbar for this)

Leganto: **Course Resources**

When searching or browsing OneSearch you can easily add items to either a specified resources list or your **Collection** (see **Building a Collection**).

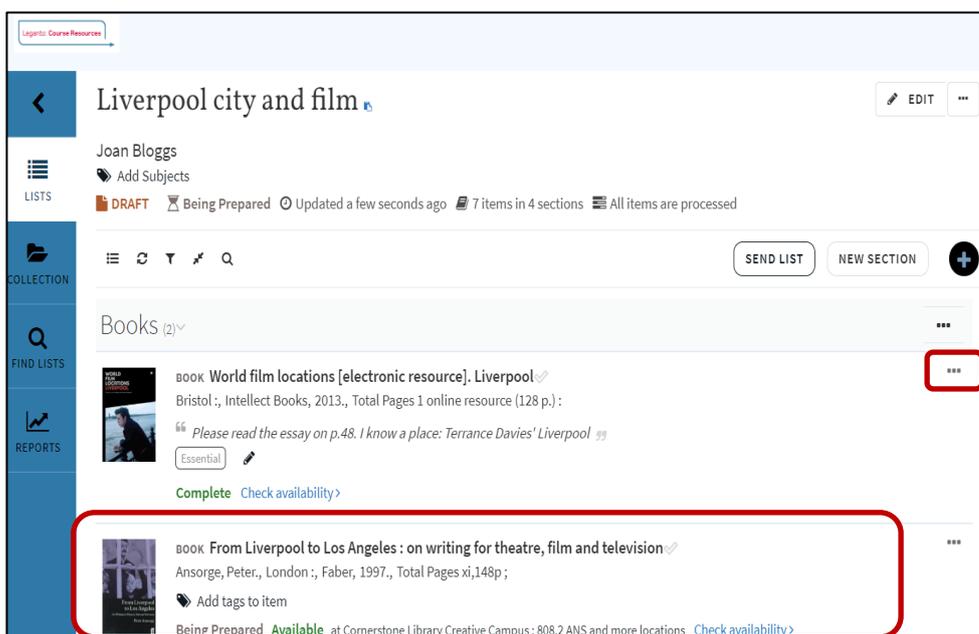
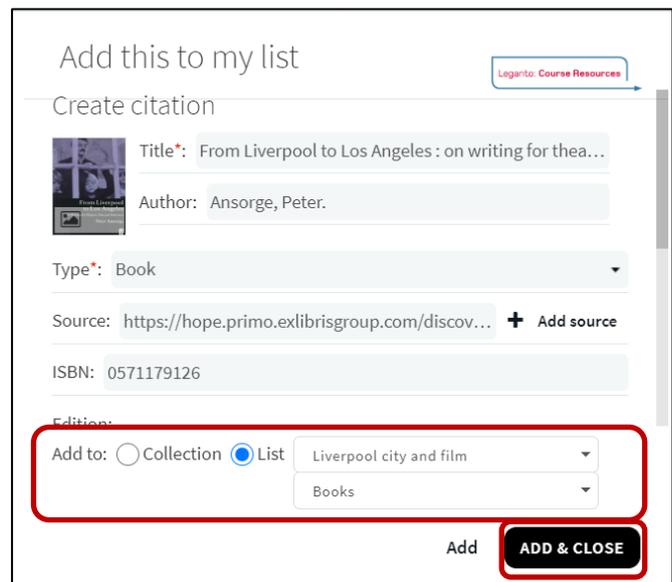


In OneSearch go into full record view of the item you wish to add and click on the **Cite It!** button on your toolbar.

The item information should already be in the **Cite It!** pop-up box, but you can edit as necessary.

Choose the **List** and section you want to add the item to and click on **Add & Close**.

Alternatively you can choose to add it to your **Collection**.



The item will appear in the selected resources list and section.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.

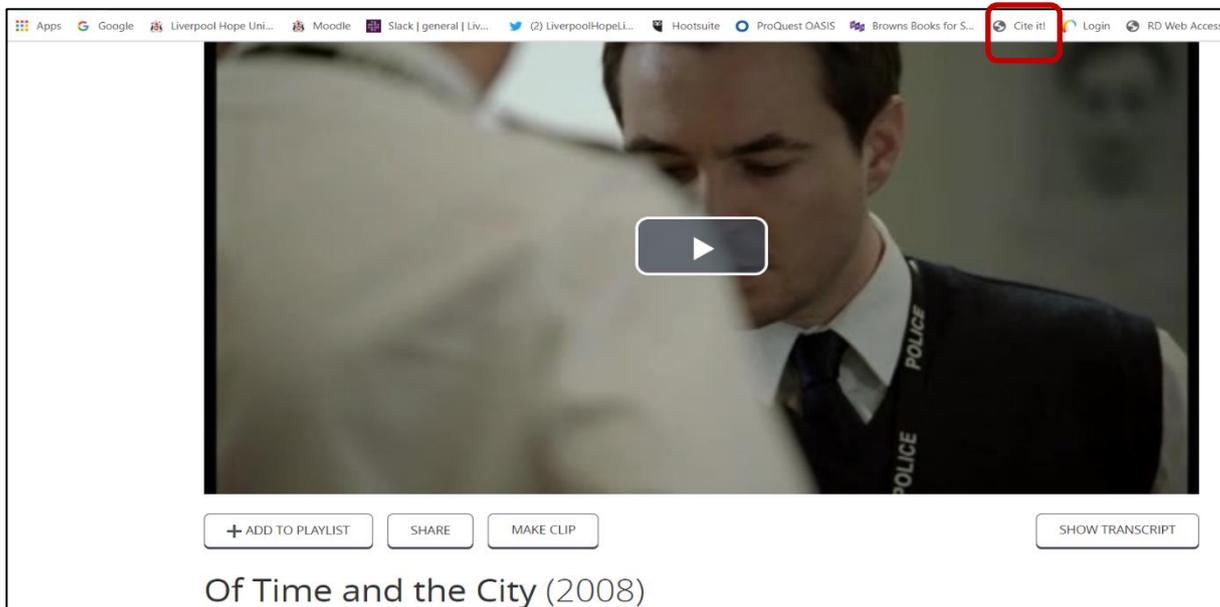
## How to add resources from databases

(you need the **Cite It!** button on your toolbar for this)

Leganto: **Course Resources**

It's easy to add items in other formats or directly from our databases by using the **Cite It!** button.

First identify the item you wish to add to the resources list; in this example it's a programme from Box of Broadcasts.



Then click on the **Cite It!** button on your toolbar

The **Cite It!** pop-up box allows you to alter or add information about the item such as **Title**, **Author**, **Source**, etc.

Add this to my list Leganto: Course Resources

Create citation

Title\*: Of Time and the City · BoB

Author: Terrance Davies (director)

Type\*: Video

Source: <https://learningonscreen.ac.uk/ondemand/index.php/prog/016DF...>

Source: Box of Broadcasts ✕ + Add source

Duration: 75 mins

Add to:  Collection  List Liverpool city and film

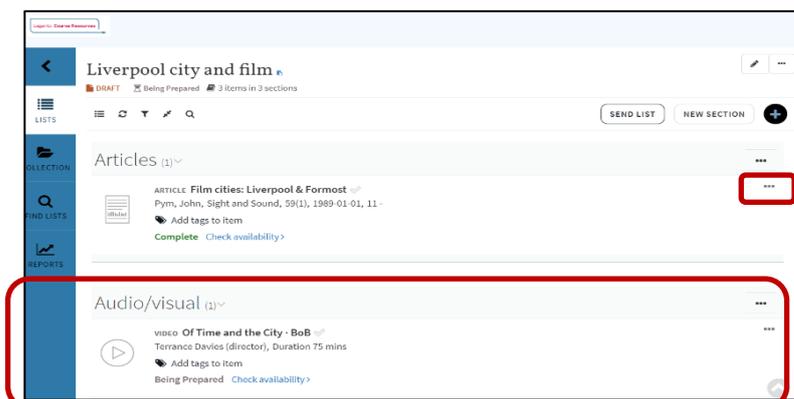
Audio/visual

Add ADD & CLOSE

Choose the **List** and section you want to add the item to and click on **Add & Close**.

The item will appear in the selected resources list and section.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.

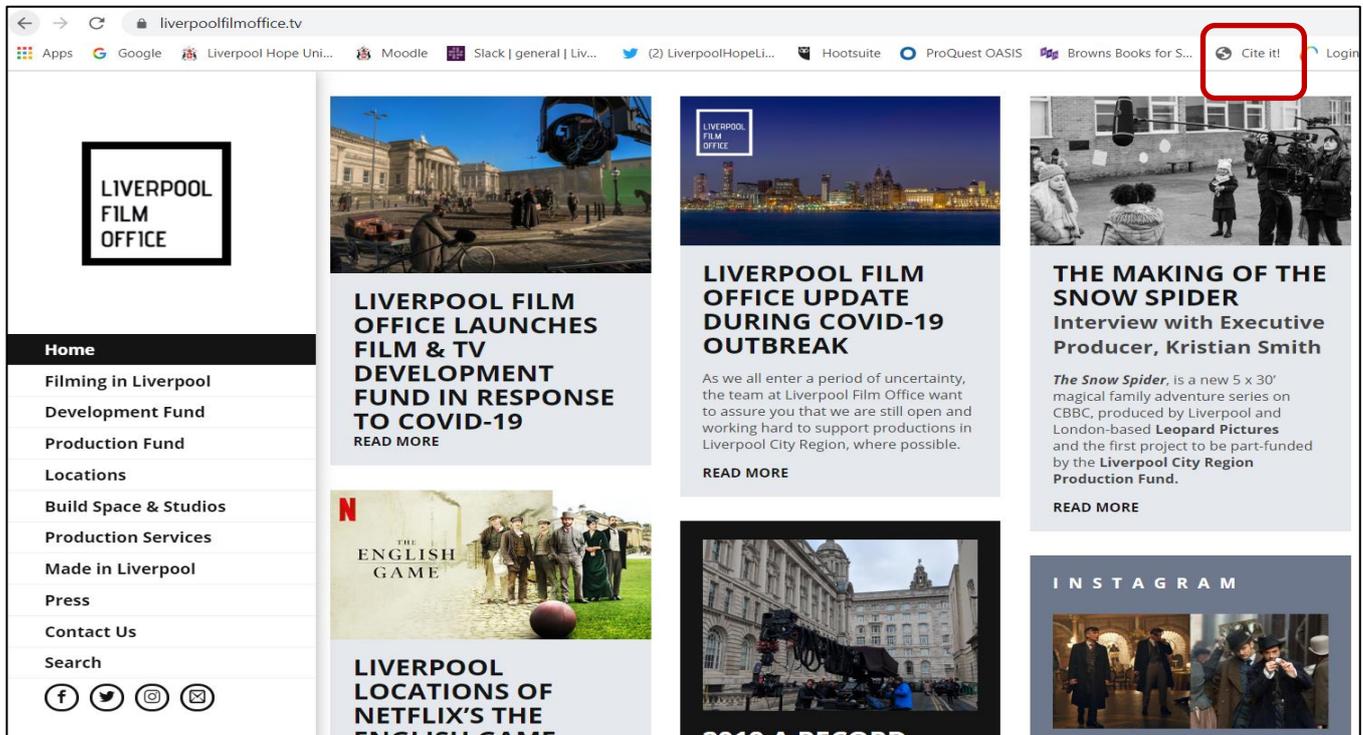


## How to add Websites

(you need the **Cite It!** button on your toolbar for this)

Leganto: **Course Resources**

For a website, simply go to the website you wish to add to your resources list and click on the **Cite It!** button on your toolbar



Add this to my list

Create citation

Leganto: Course Resources

WWW

Title: Liverpool Film Office

Author:

Type: Website

Source: <https://www.liverpoolfilloffice.tv/> + Add source

Publisher:

Publication Date:

Add to:  Collection  List

Liverpool city and film

Websites

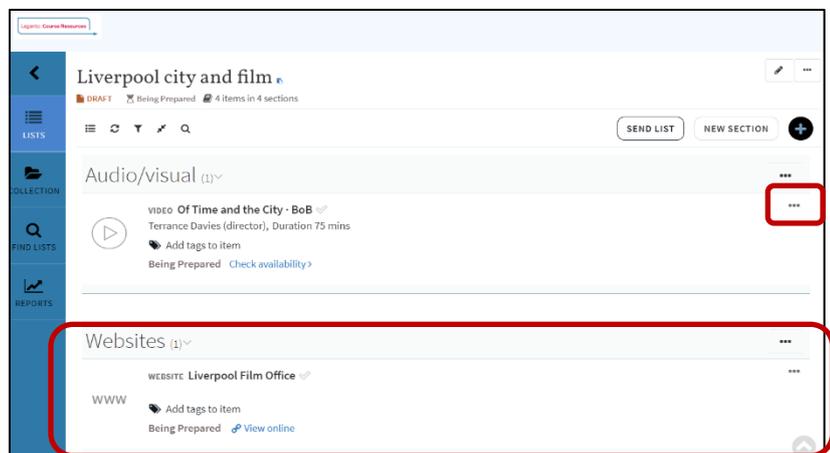
Add **ADD & CLOSE**

Modify and add information in the **Cite It!** pop-up box as necessary

Choose the **List** and section you want to add the item to and click on **Add & Close**.

The item will appear in your selected resources list and section.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.

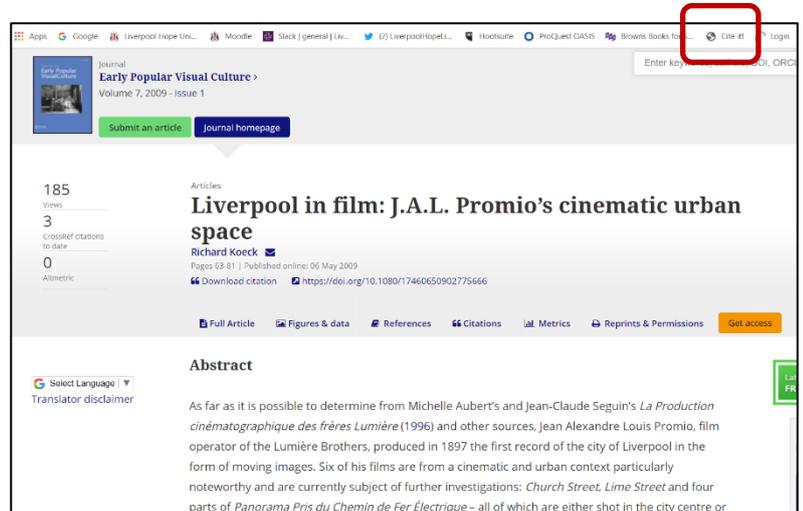
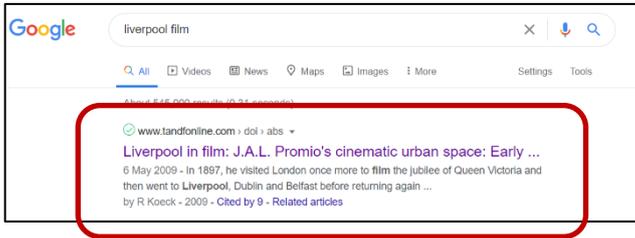


## Adding articles found on the Web

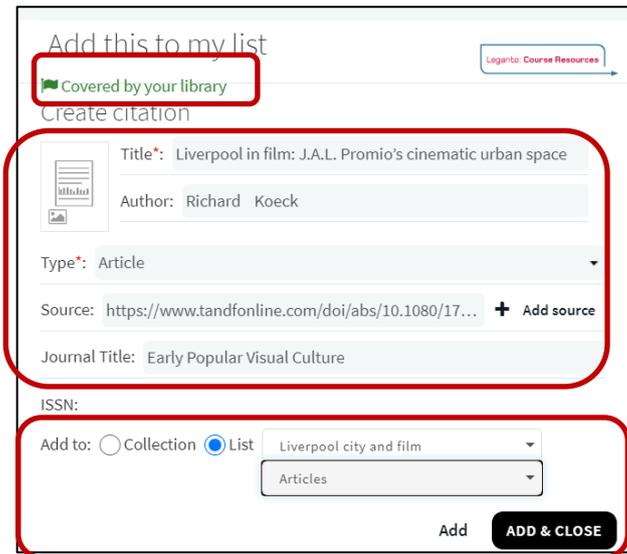
(you need the **Cite It!** button on your toolbar for this)



When searching the Web you may come across an article you wish to add to a resources list.



From the full result record click on the **Cite It** button on your toolbar

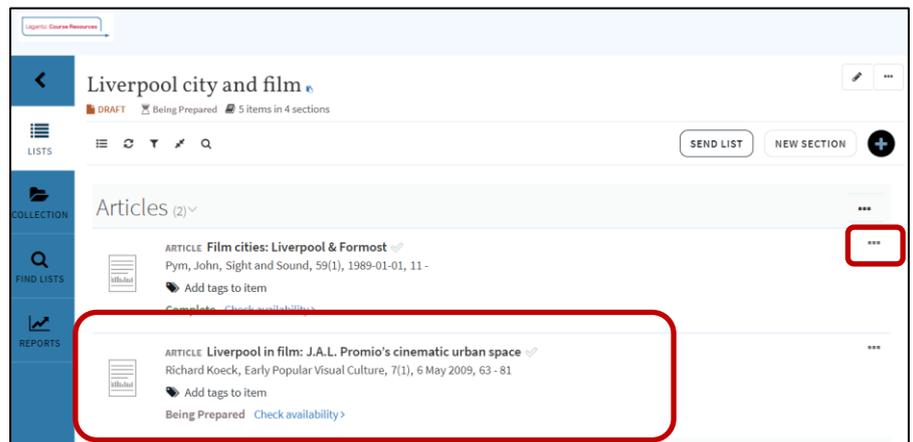


You can see straight away whether it's an article to which we have online access by the **Covered by your library** flagged in the **Cite It!** pop-up box.

Modify information as necessary, choose the **List** and section you want to add the item to and click on **Add & Close**.

The article will appear on the resources list with the full text link, exactly the same as if you'd added it using the **Search Library Resources** panel.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.

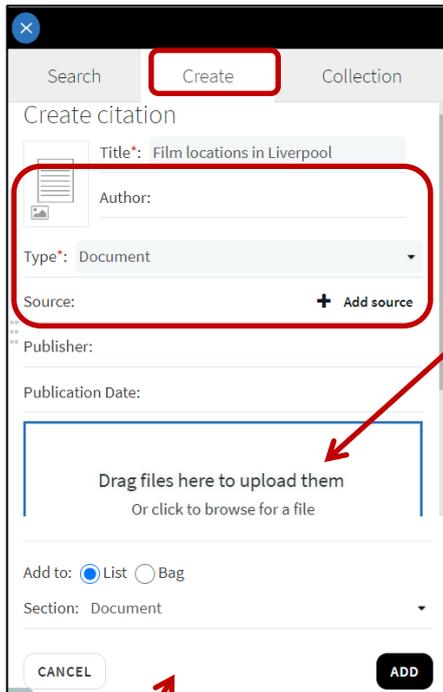
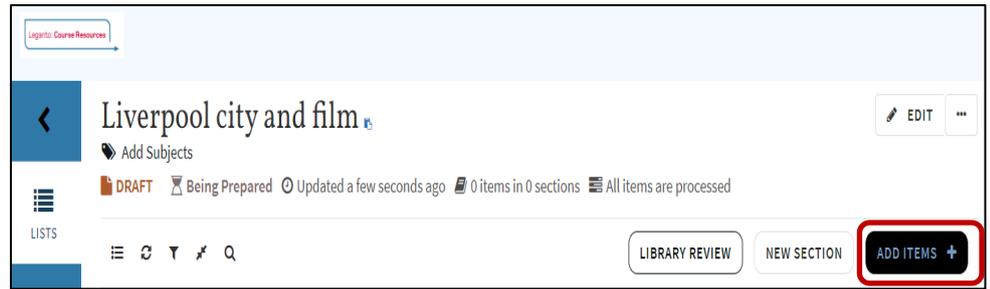


## Adding your own documents

Leganto: Course Resources

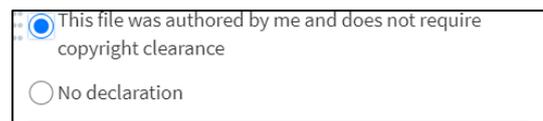
It's easy to add your own items, but please make sure anything you add in this way is either copyright compliant or owned by you.

From your course resources list click on **Add Items**.



Select **Create** from the panel on the right and enter the relevant **Title** and any other citation information and item **Type**.

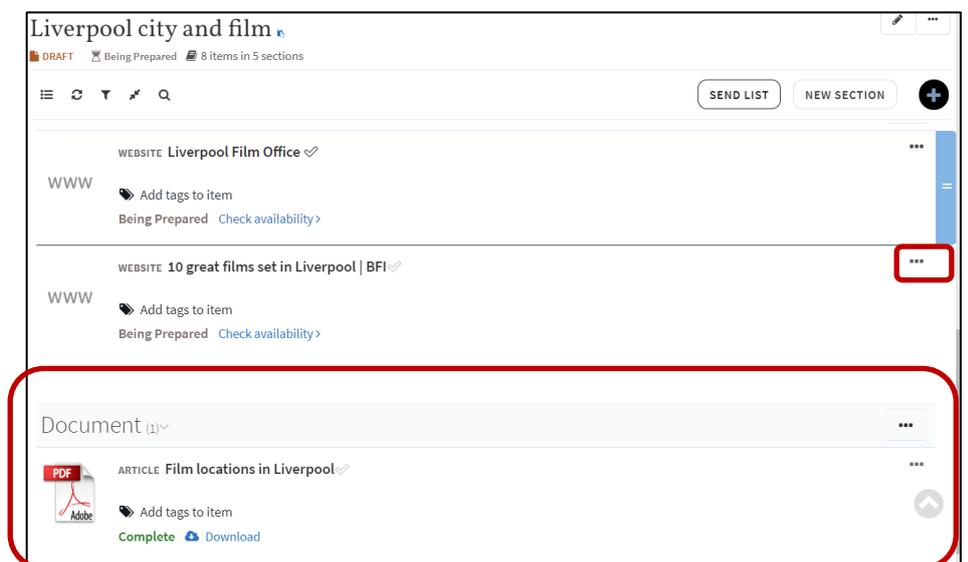
Then simply drag or browse for the item to upload and select the relevant copyright declaration from the pop-up box.



NB. If you are uploading a document you authored that does not require copyright clearance, you may want to consider protecting it by selecting one of the CC licence options from the drop down menu before you add the item to the list. Scrolling down from the upload box gives this CC information.

Select the **Section** where you want the item to appear and click on **Add**.

Items can be edited, deleted or moved to another location on the list by clicking on the ellipsis on the top right of the item box and selecting from the pop-up menu. Items can also be moved by hovering your mouse over the far right of the item, then clicking to drag and drop in the new place.



# How to add tags and notes



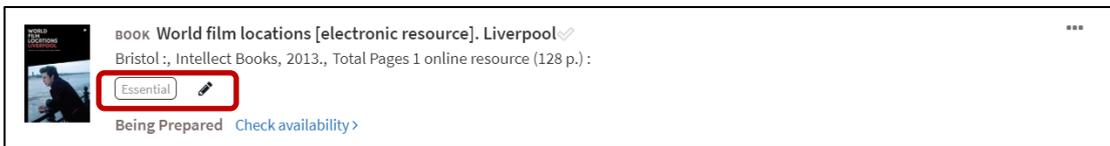
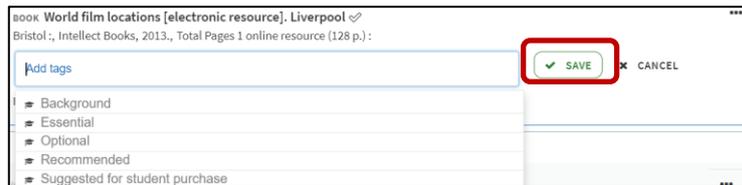
You can prioritise individual items in your resources list to signal their importance to students by using **tags**.

Click on **Add tags to item** under the title.



Click on **Add tags**.

Select an option from the pop-up menu and click on **Save**.



**Tags** can be edited by clicking on the pencil icon. But don't forget to click on **Save** after editing

A **public note** can be added to an item to give more information to students. Click on the item title to open the full record.

Click on **Add note**, enter the information and click on **Save**



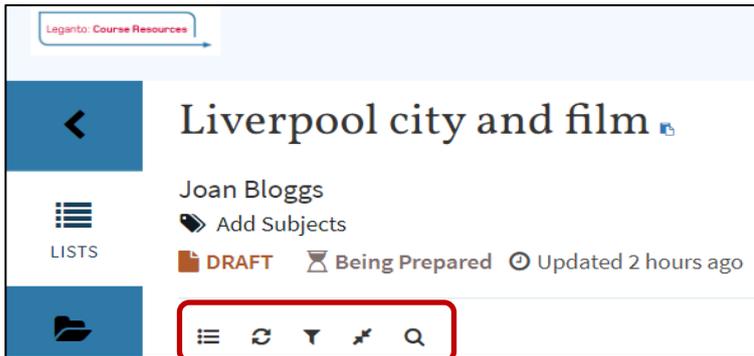
**Public notes** can be edited in the item full record.



## List menu, Reading list options and Item menu

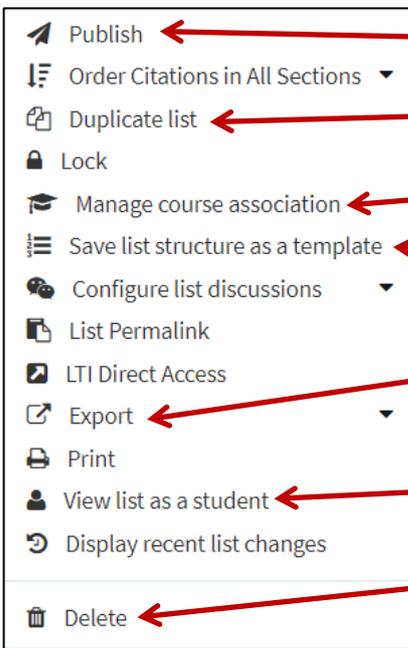
Leganto: **Course Resources**

**List tools** – to help manage and navigate your resources list.



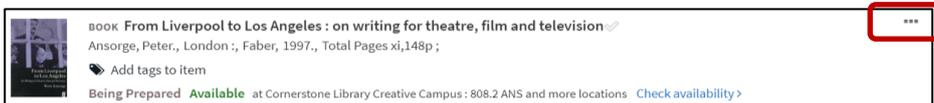
- Toggle section view** to compress and expand sections.
- Refresh this page.**
- Filter list** by sections, tags, types.
- Compact view** to see more citations on the screen.
- Search for item** in this resources list.

Click on the title box ellipsis for **Reading List Options**



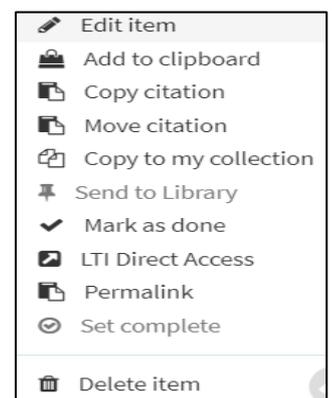
- Publish** – To publish your list.
- Duplicate list** – To duplicate your resources list and use/edit for another course.
- Lock**
- Manage course association** – To attach your resources list to a course.
- Save list structure as a template** – To use as a template for other course resources lists.
- Configure list discussions**
- List Permalink**
- LTI Direct Access**
- Export** – To export your resources list in a different format e.g. Word, PDF or Excel.
- Print**
- View list as a student** – How your students see this resources list.
- Display recent list changes**
- Delete** – Delete resources list option – use with care as deletion is permanent.

Click on the item box ellipses for the **Item box pop-up menu** - useful for managing items.



**\*Clipboard** – use to either move or copy multiple items to a different section of your list. As you add will appear on the top right. NB the Clipboard is only temporary and empties automatically when you leave the list.

- Edit item citation information.**
- Add to clipboard\***.
- Copy or move an item to another section in the list or to another courses list.**
- Copy an item to your **Collection**.**
- Delete an item from the list.**

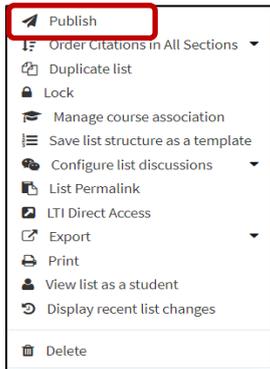


## How to publish a Leganto: Course Resources list

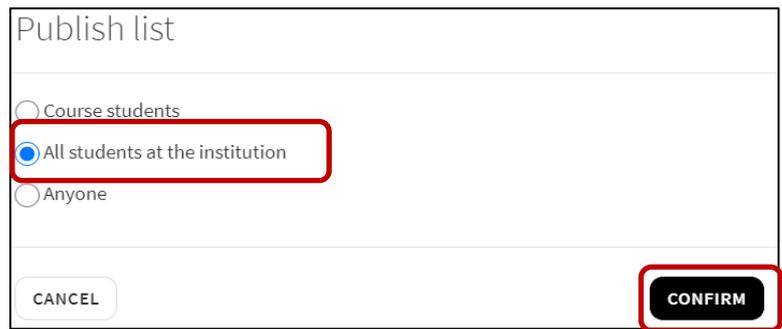
Leganto: **Course Resources**

When you're ready to make your course resources list available on Moodle you need to publish it.

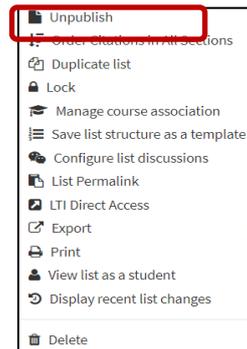
Click on the title bar ellipsis for **Reading List Options** and select **Publish**



Select **All students at the institution** and **Confirm**



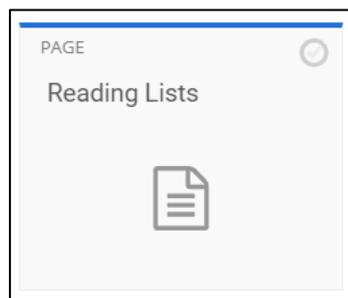
You can **Unpublish** a published list by going to the title bar ellipsis for **Reading List Options** and selecting **Unpublish**



Your course resources list can be found on Moodle. Click on the **Learning Resources** tile.



And then **Reading Lists**.

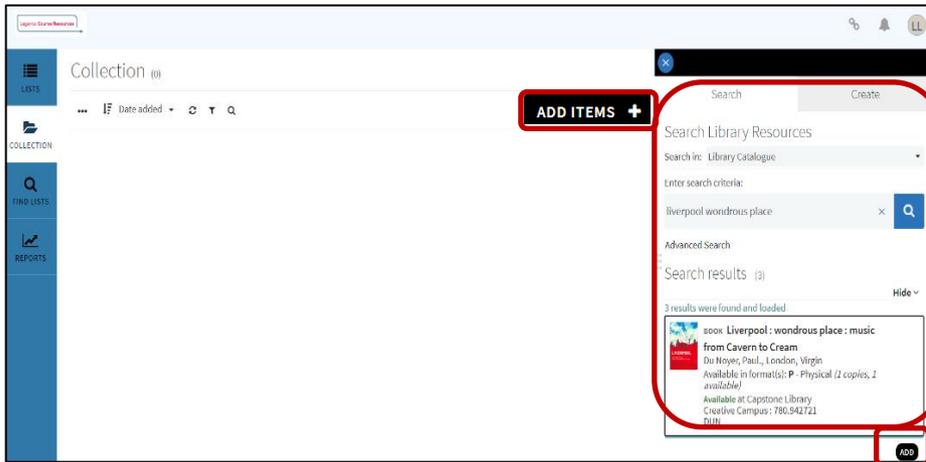


## Building a collection

In Leganto: Course Resources you can build your own **Collection** of items to add to your resources lists.



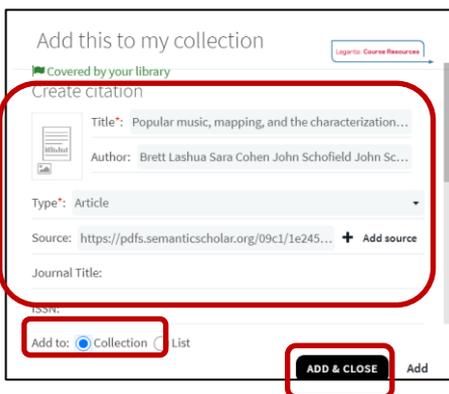
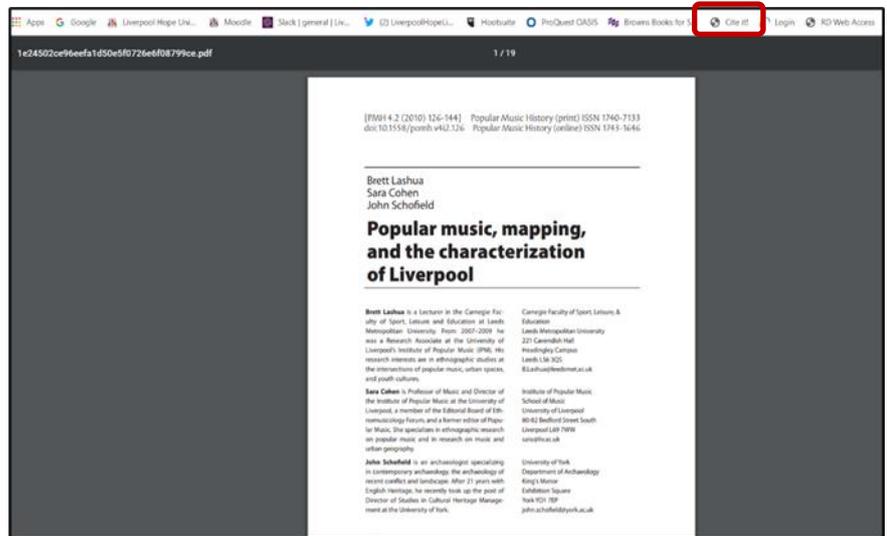
To add from items from OneSearch select **Collection** from left menu.



Click on **Add Items** to open the **Search Library Resources** panel. Enter your search criteria, click on the result you require, and select **Add**.

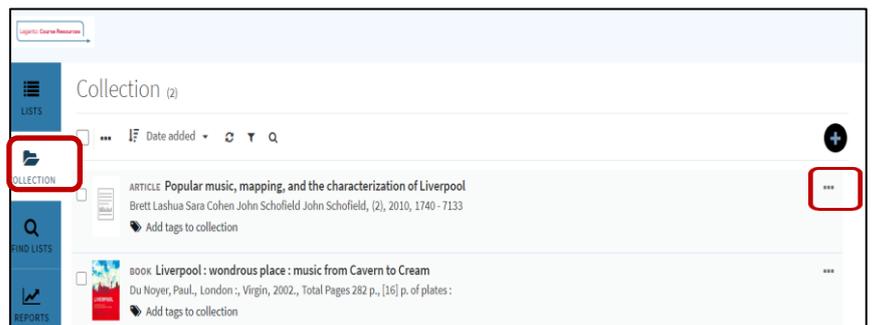
NB. Any items saved to **My Favourites** in OneSearch will automatically be transferred to your **Collection** in Leganto: Course Resources

You can also add items to your **Collection** using the **Cite It!** Go to the webpage you wish to add and click on the **Cite It!** button on your toolbar. Modify information as necessary, select the **Collection** button then click on **Add & Close**.



The item will appear in your **Collection**

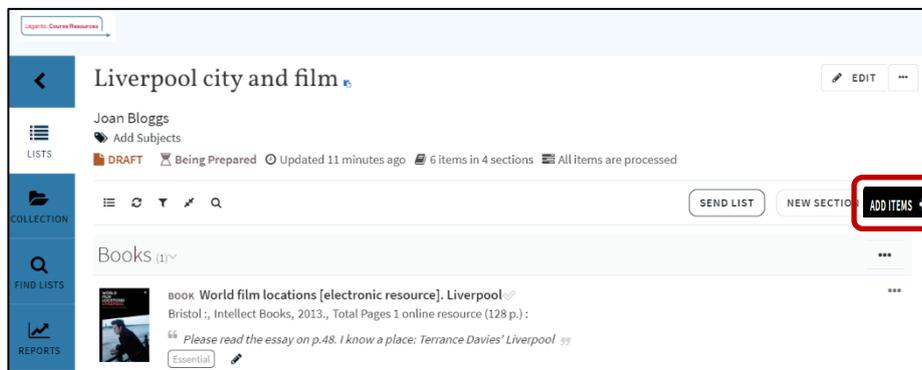
Items can be deleted from **Collection** by clicking on the ellipsis on the top right of the item box and selecting **Delete from the collection** from the pop-up menu.



## Adding items to a course resources list from your Collection

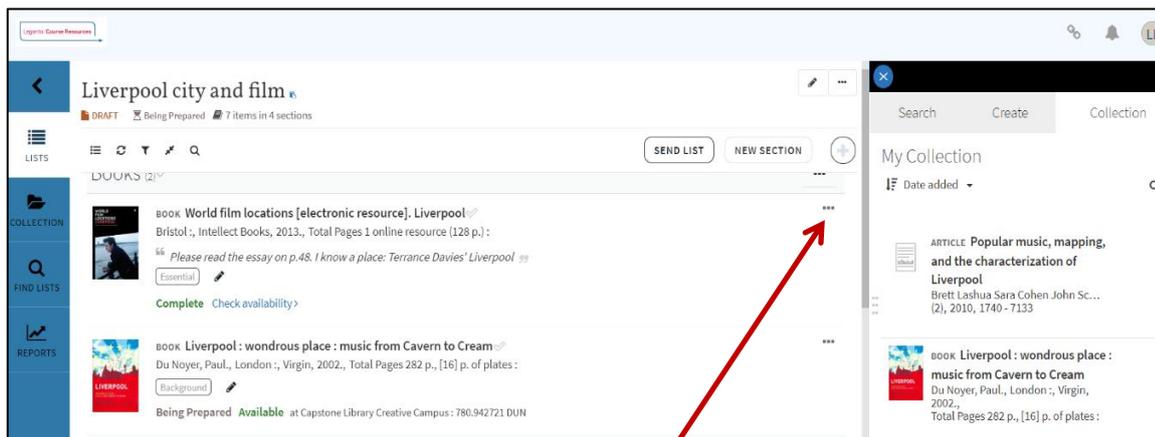
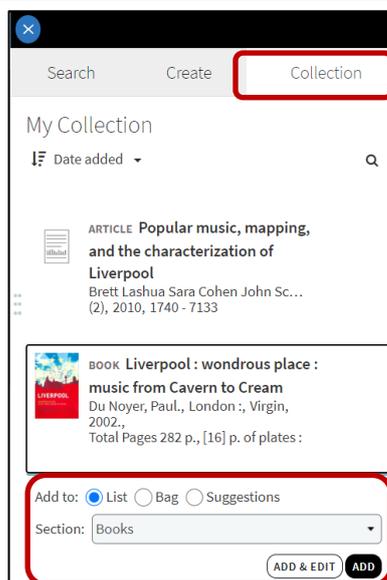
Leganto: Course Resources

From your course resources list select the **Add Items**.

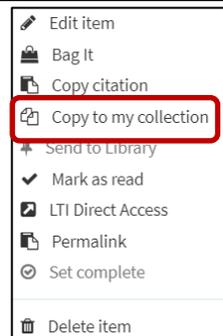


Select **Collection** from the panel on the right.

Items can either be dragged and dropped into the relevant section or added by clicking on the **Add** button.



Items from a resources list can also be added to your **Collection**. Click on the ellipsis on the right of the item box you wish to add and select **Copy to my collection** from the pop-up menu.

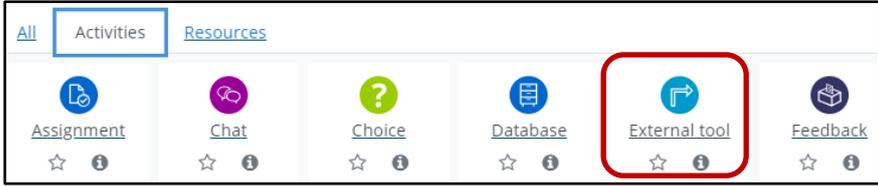


# Embedding reading list items into Moodle

Leganto: **Course Resources**

Go to the Moodle section where you want to embed the item and click on **Add an activity or course**

**+ Add an activity or resource**



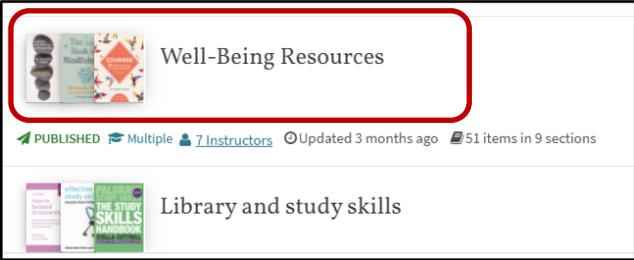
From the **Activities** tab select **External tool**

In the **Activity name** box enter the name of the item and select **Leganto** from the **Preconfigured tool** drop down menu

**Save and return to course** **Save and display** **Cancel**

Click on **Save and display** at the bottom of the form

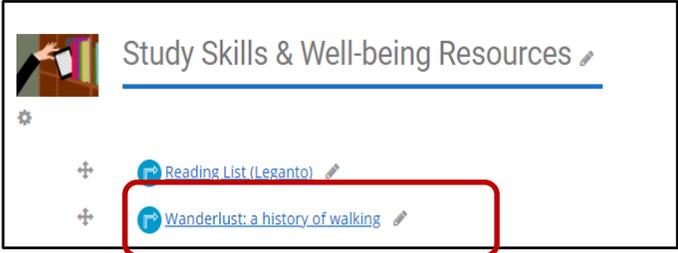
Select the reading list the item appears in



Find the item you want to embed and click on the ellipses next to the title

Select **Re-link from Moodle to here** and click on **OK**. A pop-up box will confirm that LTI link was relinked successfully

- Edit item
- Re-link from Moodle to here**
- Add to clipboard
- Copy citation
- Move citation
- Copy to my collection
- Mark as done
- Link from Moodle to here
- Create a shareable link
- Set complete
- Delete item



The link should now show in your chosen Moodle section