



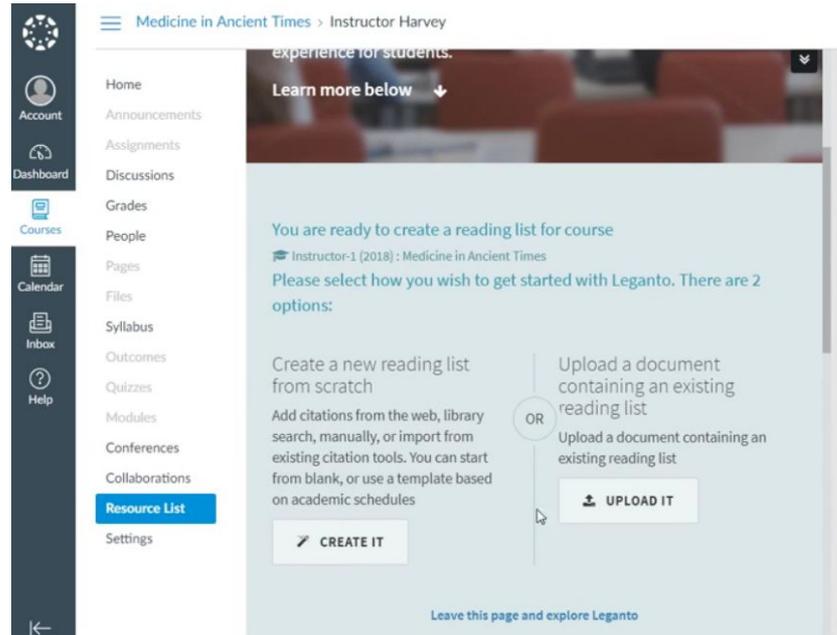
Course Reserves Reading Lists in Leganto

Navigate to Leganto

To create a course reading list, open Canvas and navigate to Leganto by clicking on the **Resource List** link.

If your course does not yet exist in Leganto, you can click on **Create** to quickly add the course.

To create your reading list, either **Upload** a document containing an existing reading list, or click **Create It** to create a new reading list from scratch.



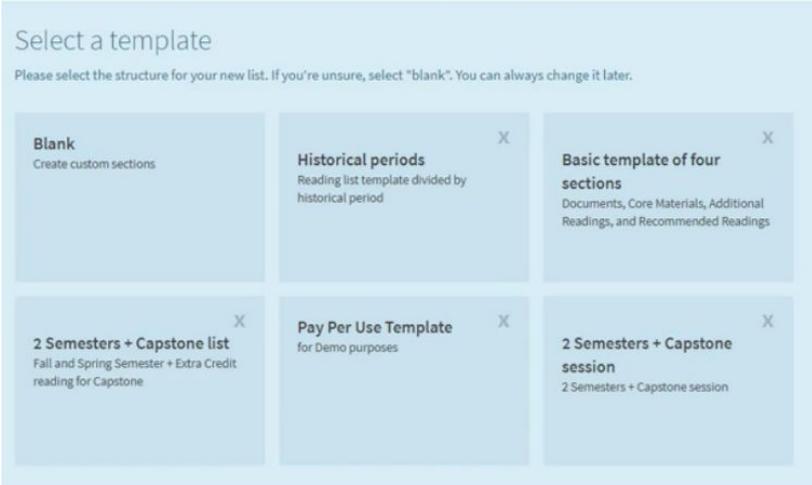
The screenshot displays the Canvas LMS interface. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Help, and a back arrow. The main content area shows the course page for 'Medicine in Ancient Times' by Instructor Harvey. A top navigation bar includes 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', 'Outcomes', 'Quizzes', 'Modules', 'Conferences', 'Collaborations', 'Resource List' (highlighted in blue), and 'Settings'. The 'Resource List' page features a header with 'Learn more below' and a dropdown arrow. Below this, a message states: 'You are ready to create a reading list for course Instructor-1 (2018) : Medicine in Ancient Times. Please select how you wish to get started with Leganto. There are 2 options:'. Two options are presented: 'Create a new reading list from scratch' (with a sub-description: 'Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules') and 'Upload a document containing an existing reading list' (with a sub-description: 'Upload a document containing an existing reading list'). A vertical separator with 'OR' in a circle is between the two options. At the bottom of each option is a button: 'CREATE IT' for the first and 'UPLOAD IT' for the second. A link at the bottom right says 'Leave this page and explore Leganto'.



Create a Reading List

Leganto asks if the instructor would like to use a predefined template (or structure) for the new reading list.

Choose a template and click on **Edit** to begin editing the reading list details.



Select a template

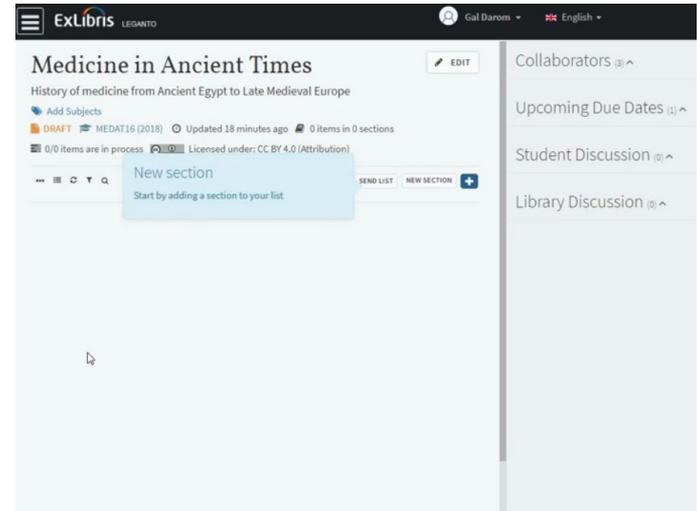
Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

Blank Create custom sections	Historical periods Reading list template divided by historical period	Basic template of four sections Documents, Core Materials, Additional Readings, and Recommended Readings
2 Semesters + Capstone list Fall and Spring Semester + Extra Credit reading for Capstone	Pay Per Use Template for Demo purposes	2 Semesters + Capstone session 2 Semesters + Capstone session

Add Sections to List

Most templates give the option to divide the reading list into sections which can represent semesters, weeks, topic divisions, etc. To add a section, click **NEW SECTION**. Edit the section's details by clicking **Options > Edit Section**

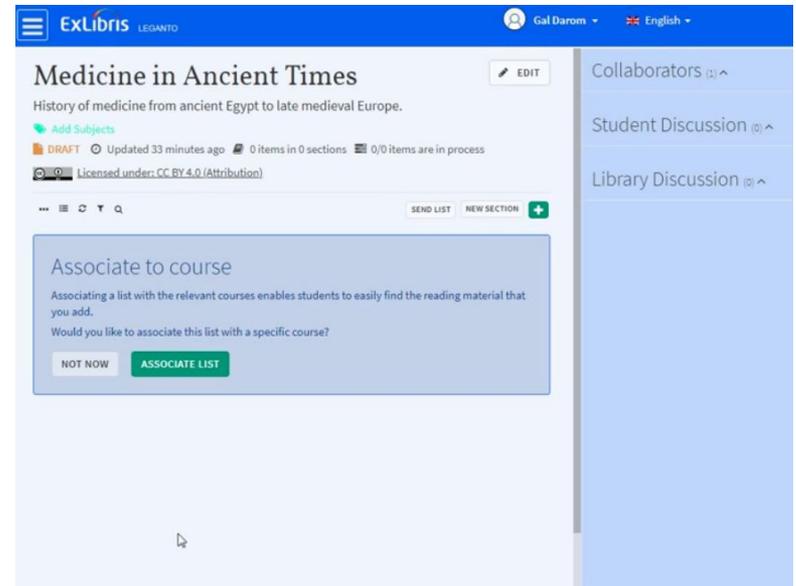
Add other sections and change the order of those sections by clicking-and-dragging.



Associate List with a Course

To assign a new reading list to your course, click on **“ASSOCIATE LIST”**. Search for your course by course name or course code and select the relevant course from the list.

Click **Associate**.



The screenshot displays the ExLibris interface for a course titled "Medicine in Ancient Times". The course description is "History of medicine from ancient Egypt to late medieval Europe." The interface shows a "DRAFT" status, updated 33 minutes ago, with 0 items in 0 sections and 0/0 items in process. A license notice "Licensed under: CC BY 4.0 / Attribution" is visible. The "Associate to course" dialog box is open, asking "Would you like to associate this list with a specific course?" and providing two buttons: "NOT NOW" and "ASSOCIATE LIST". The right sidebar shows options for "Collaborators (0)", "Student Discussion (0)", and "Library Discussion (0)".

Add Citations to Your Reading List

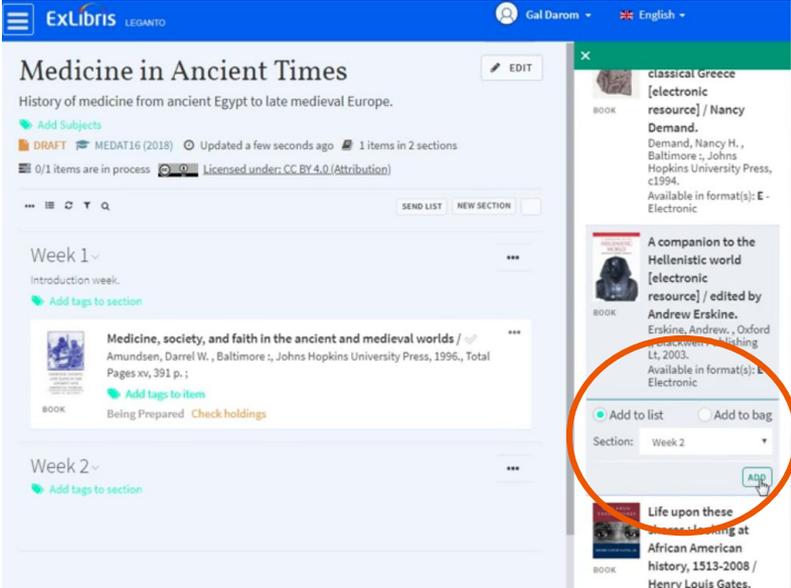
To add a citation by search, click on the '+' icon.

To search Fondren's inventory use 'Simple Search' or 'Advanced Search'.

Note that each citation has an availability status stating whether the citation is available in physical format or an electronic format.

Add items via drag-and-drop. Another way to add is by selecting an item, which shows us additional item options; selecting a **List** section; and clicking **Add to List**.

The citation is now added to the desired section.



The screenshot displays the ExLibris LEGANTO interface. The main content area shows a reading list titled "Medicine in Ancient Times" with a description: "History of medicine from ancient Egypt to late medieval Europe." Below the title, there are options to "Add Subjects" and "DRAFT MEDAT16 (2018) Updated a few seconds ago 1 items in 2 sections". A search bar and navigation icons are visible. The list is organized into sections, with "Week 1" expanded to show an "Introduction week" and a book entry: "Medicine, society, and faith in the ancient and medieval worlds / Amundsen, Darrel W., Baltimore ; Johns Hopkins University Press, 1996., Total Pages xv, 391 p. ;". The book entry includes an "Add tags to item" button and an "Add" button. A right-hand sidebar shows a list of books, with the "Add to list" button for the selected item circled in red. The sidebar also shows "Add to bag" and "Section: Week 2" options.

Remove an Item from List

To remove items, go to options > Delete item, and confirm.

The screenshot displays the ExLibris LEGANTO interface. The main heading is "Medicine in Ancient Times" with a subtitle "History of medicine from ancient Egypt to late medieval Europe." Below this, there are status indicators: "DRAFT", "MEDAT16 (2018)", "Updated 5 minutes ago", and "3 items in 2 sections". A search bar and navigation icons are visible. The list shows "Week 1" with an "Introduction week." section. The first item is "A companion to science, technology, and medicine in ancient Greece and Rome" by Georgia L Irby-Massie, with a "Delete item" option highlighted in the context menu. The second item is "Medicine, society, and faith in the ancient and medieval world" by Amundsen, Darrel W., with a "Delete item" option also visible. A right sidebar shows search results for "Medicine in Ancient Greece" with a list of items.

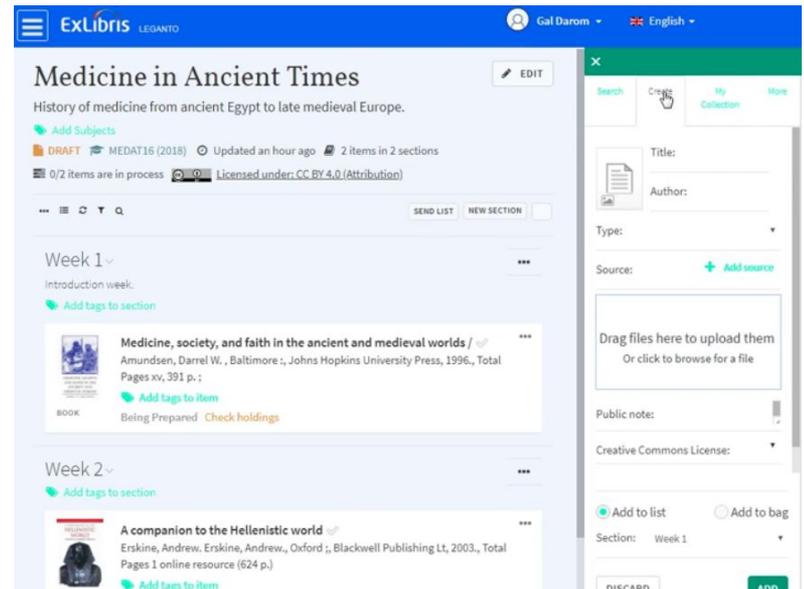
Upload File

To upload your own files as citations to the list, click on the '+' button and open the 'Create' tab.

If your resource is available online, add its URL in the **Source** field.

Select the item **Type**. To customize the Article icon with an image of your choice, click on the icon, drag your image, resize the thumbnail, and confirm.

The item has been added to the list, and you can access the item by clicking **Download**.



The screenshot displays the ExLibris LEGANTO interface. The main content area shows a list of items under the heading "Medicine in Ancient Times". The first item is "Medicine, society, and faith in the ancient and medieval worlds" by Amundsen, Darrel W., published by Johns Hopkins University Press in 1996. The second item is "A companion to the Hellenistic world" by Erskine, Andrew, published by Blackwell Publishing in 2003. A "Create" modal is open on the right side of the screen, allowing the user to add a new item. The modal includes fields for "Title", "Author", "Type", and "Source", along with a "Public note" field and a "Creative Commons License" dropdown. There are also radio buttons for "Add to list" and "Add to bag", and a "Section" dropdown menu. A "Drag files here to upload them" area is visible, along with a "Public note" field and a "Creative Commons License" dropdown. At the bottom of the modal, there are "Add to list" and "Add to bag" radio buttons, and a "Section" dropdown menu. A "Public note" field and a "Creative Commons License" dropdown are also present. The "Add" button is highlighted in green.

Sending Reading Lists to the Library and Publishing

When you have finished compiling your list, send the entire list to the library for processing/review from the **send list** link.

All citations with the status 'BEING PREPARED' have their status changed to 'Sent'.

After the library staff has reviewed the list, they will set the Reading List status to "Complete" and let you know that it is ready to be Published--**students can not see the list until you complete this step!** Open the Reading List options menu and choose **Publish**. The reading list status is changed to Published with a note of who can see this list.



Questions? Comments?

Please don't hesitate to ask!
You can contact us by email at
reserves@rice.edu or by phone at
(713) 348-4021

