



Creating an online Reading List for your students in Leganto

This document will show you how to

1. Create an online reading list using Leganto.
2. Add resources to your reading list.
3. Structure and annotate your list.
4. Make your reading list visible to your students.
5. Find further support.

1. Create an online reading list

a) Make a previous year's reading list available via Blackboard

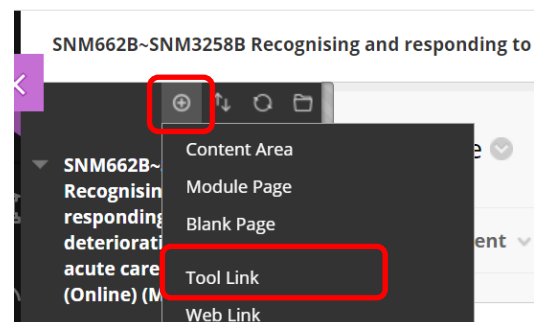
1. In your Blackboard course, click on the Reading List link in the left menu.
2. You should see your list with a title indicating it has been rolled over from the previous year. If not, please email readinglists@sheffield.ac.uk
3. Edit your list as necessary by adding and removing items.
4. Publish your list to make it visible to your new students by clicking the Publish button.



b) Create a new reading list in Blackboard

1. In your Blackboard module, click on the Reading List link in the left menu.
2. Click the Create button to create your reading list on the Reading List system. The title of your list will auto-fill with the name of the module and the academic year.

3. If you cannot see a Reading List link in the Blackboard menu, you will need to add it yourself using Add Menu Item - Tool Link.
 - Type 'Reading List' into the name box.
 - Choose Leganto Reading Lists from the 'Type' drop down menu.
 - Tick 'Available to users' and click on the Submit button.
 - The link will appear in the left menu.



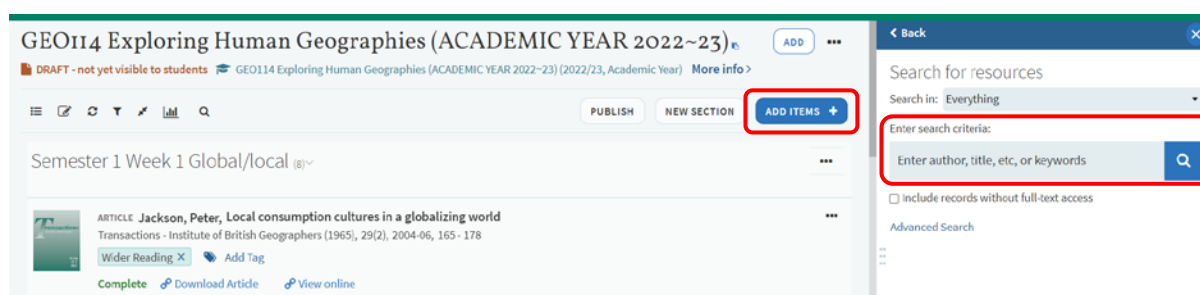
4. When you have created the list, choose your list structure. You can change this later.

- c) Create a new reading list via My Services (not linked to Blackboard)
 1. From the Staff Hub, go to My Services and select Reading Lists on Leganto.
 2. The Reading List system will open.
 3. To create a new reading list, click on the + New List button towards the right of the screen.
 4. In the Title field, enter the title of the module or the programme and click Create.
 5. When you have created the list, choose your list structure. You can change this later.

2. Add resources to your online reading list

a) Add books and journal articles from the Library collection

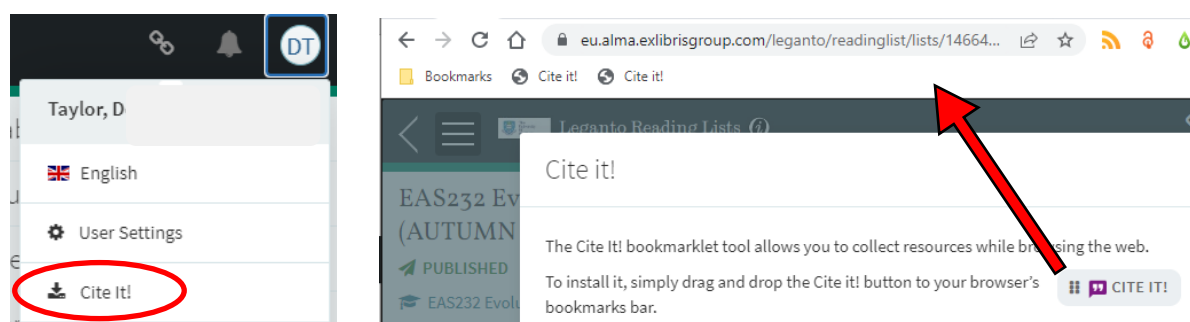
1. To add resources to your reading list, click on the Add Items button, then Search.
2. Enter your search terms. If you prefer, you can search in StarPlus and then copy the ISBN or DOI into this search field.



3. Drag the item from the search results panel into the relevant section on the left. If your list is long, make sure the section you need is visible on the left.

b) Add resources from the internet: web pages, videos, Open Access articles

1. First add the Cite it! button to your browser toolbar. Click on your initials at the top right corner of the reading list system.
2. Click on Cite It! then drag the Cite it! button to your browser toolbar or bookmark folder.



3. Navigate to the web page that you want to add to your reading list. Click on the Cite It! button on your browser toolbar or bookmark folder.
4. Cite it! will open a box displaying information about the resource. You can amend these details.

5. Either add the resource directly to your reading list, selecting which section to put it into, or add it to your Collection to use later.
6. Click 'Add and Close' to save.

Please note:

- To improve accessibility for students, and to allow them to choose which format to read, use Cite It! to link to the document landing page rather than linking directly to the document itself.
- To request new material, you can add details of the resource to your reading list. Use the Cite It! button to capture an item record from a publisher's web site and the Library will aim to make the resource available to your students.

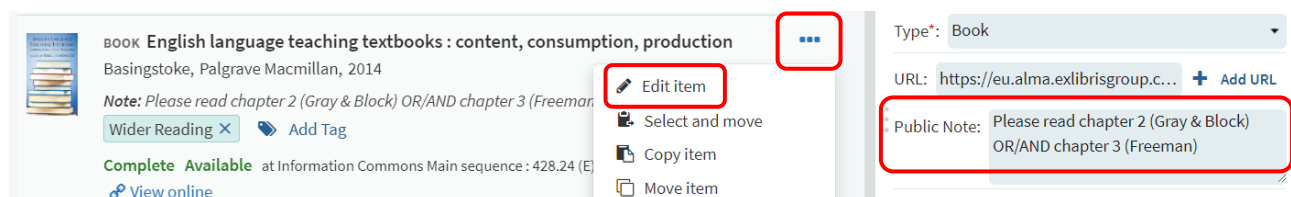
3. Structure and annotate your list

Providing clear guidance to your students will help them engage successfully with the recommended reading.

1. Divide a longer list into sections, perhaps by topic or by academic week.
2. Tag your resources to indicate Key reading. Select 'Add tag'.



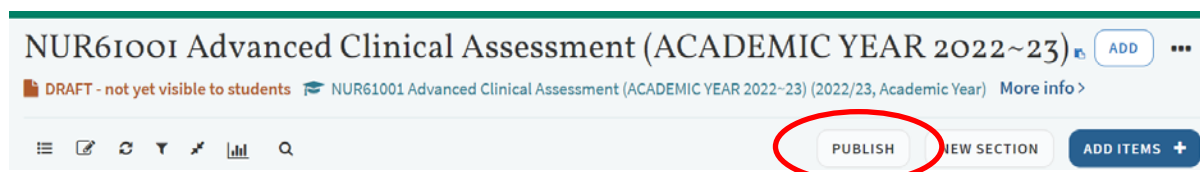
3. Annotate resources to direct students to a particular chapter or author. Edit the item by clicking on the three-dots button and then enter a Public Note on the right.



4. There are two ways to move a resource on your list. Use the blue handle to the right of the item to drag it up or down or use 'Select and move' to move multiple resources.

4. Make your reading list visible to your students

You will need to **Publish** your reading list so that students can view the list and access the recommended reading.



5. Find further support

The Library reading list webpage: <https://staff.sheffield.ac.uk/library/teach/reading-lists>

Contact your Liaison Librarian: <https://www.sheffield.ac.uk/library/staff/faculty-engagement/contacts>

Email: readinglists@sheffield.ac.uk



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