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 items 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
      1. In the relevant 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
      1. In the relevant 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 Reading List from the ‘Type’ drop down menu.
         - Tick ‘Available to users’ and click on the Submit button.
         - The link will now appear in the left menu.

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2. Add items to your online reading list

   a) Add books and journal articles from within the Library collection
   1. To add items to your reading list, click on the Add Items button.
   2. Choose between three searches - Primo Central to find journal articles; All University of Sheffield to find books, e-books, journals, databases; Everything.
   3. Enter your search terms. Alternatively, you can search in StarPlus and then copy the ISBN or DOI into the search box in the reading list system.

   4. Click on the reading list section into which you intend to add the resource, then drag the item from your search results into the section.

   b) Add resources from the internet: web pages, videos, Open Access articles
   1. First add the Cite it! button to your browser. From within the reading list system click on your initials.
   2. Click on Cite It! then drag the Cite it! button to your browser toolbar or bookmark folder.
3. Find the web page that you want to include on your reading list. Click on the Cite It! button that you have just added to your browser toolbar or bookmarks.
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.

To improve accessibility for students, please use Cite It! to link to the document landing page rather than linking directly to the document itself.

3. Structure and annotate your list
Providing clear direction to your students will help them engage successfully with the recommended reading.

1. Divide your list into sections, perhaps by topic or by academic week.
2. Tag your resources to indicate Key reading. Select ‘Add tags to item’.

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. Move items around your list by dragging the blue bar. Alternatively, use ‘Select and move’ to relocate multiple resources.

4. Make your reading list visible to your students
You will need to Publish your reading list so that students can see the list in Blackboard and access the recommended resources.
5. Find further support

The Library reading list webpage: https://www.sheffield.ac.uk/library/teach/readinglists

Contact your Liaison Librarian: https://www.sheffield.ac.uk/library/libstaff/sllist

Email: readinglists@sheffield.ac.uk