



Creating an online Reading List for your students in Leganto

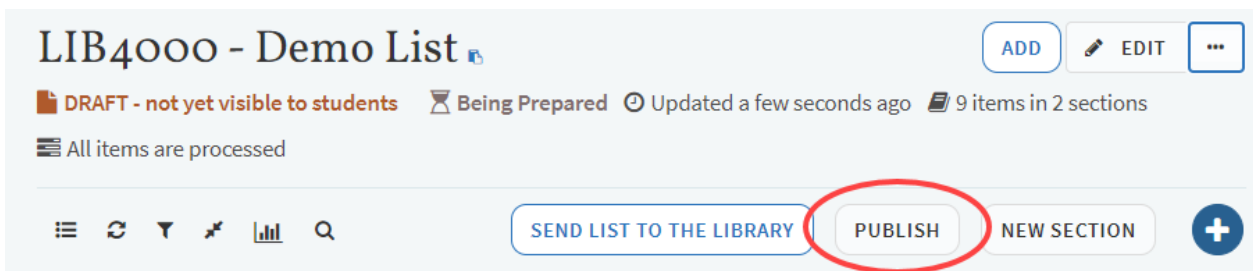
This document will show you how to

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 (Resource 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.



LIB4000 - Demo List

ADD EDIT

DRAFT - not yet visible to students Being Prepared Updated a few seconds ago 9 items in 2 sections

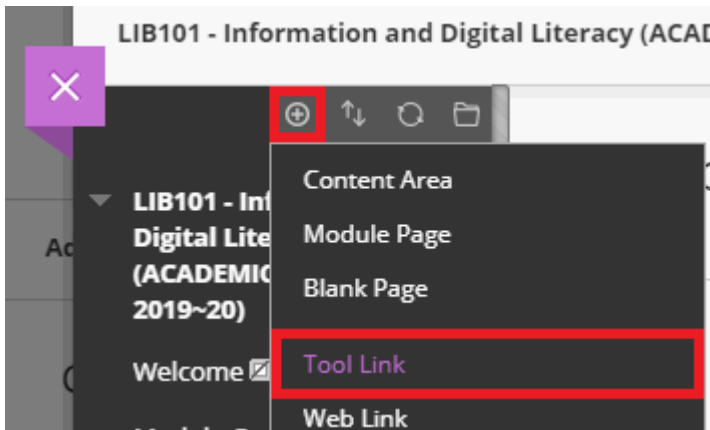
All items are processed

SEND LIST TO THE LIBRARY PUBLISH NEW SECTION

b) Create a new reading list

1. In the relevant Blackboard course, click on the Reading List (Resource 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.

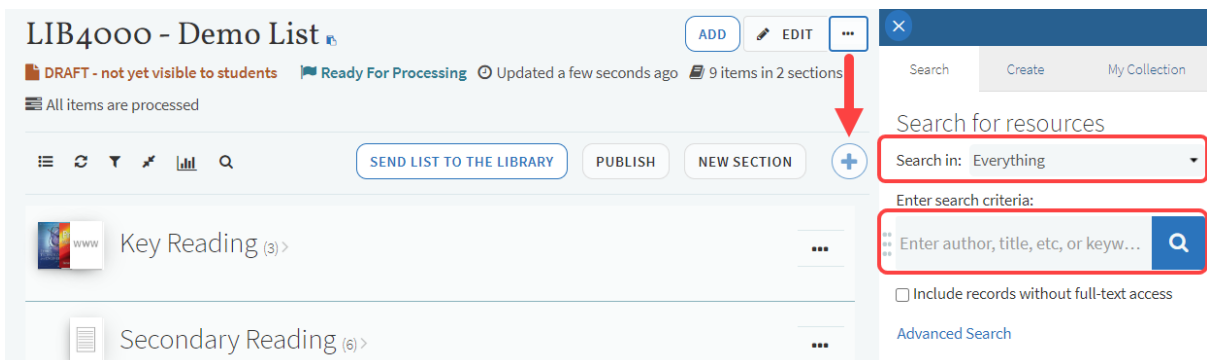
3. If you cannot see a Reading List (Resource List) link in the Blackboard menu, you will need to add it yourself under Add Menu Item - Tool Link.
 - Type 'Reading List' into the name box and choose Reading List (Resource List) from the 'Type' drop down menu.
 - Click 'Available to users'.
 - Click on the Submit button.
 - The link will now appear in the left menu.



2. Add items to your online reading list

a) Add books and journal articles from within the Library collection

1. To add items to the list, click on the + symbol near the menu on the right.
2. Choose between three searches - **Primo Central** to find individual 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.

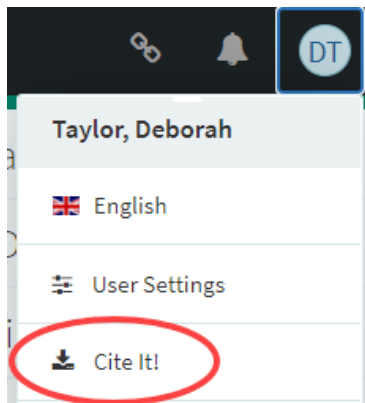


4. Click on the section that you want to add the resource to, then drag the item from your search results into the section.

If the resource that you want to share with students is not available in the Library collection please complete the [Library resource recommendation form](#) on the Library Teach web page.

b) Add resources from outside the library collection: webpages, videos and 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! and drag the Cite it! button to your browser toolbar or bookmark folder.



Click on the Cite it! button and drag to your browser toolbar.



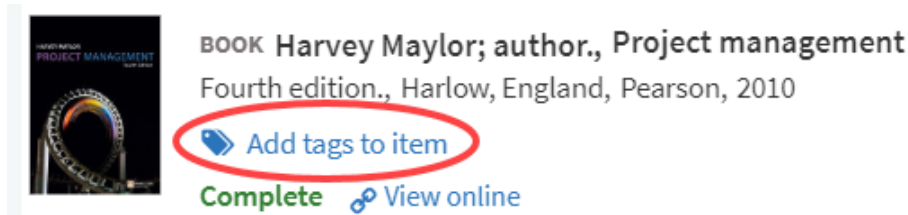
3. Find the web page that you wish to add to your list and click on the Cite It! button that you have added to your browser toolbar or bookmarks.
4. Cite it! opens a box that displays information about the resource. You can edit these details.
5. Either add the resource directly to your reading list, selecting which section to put it in, or add 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 (e.g. to a pdf).

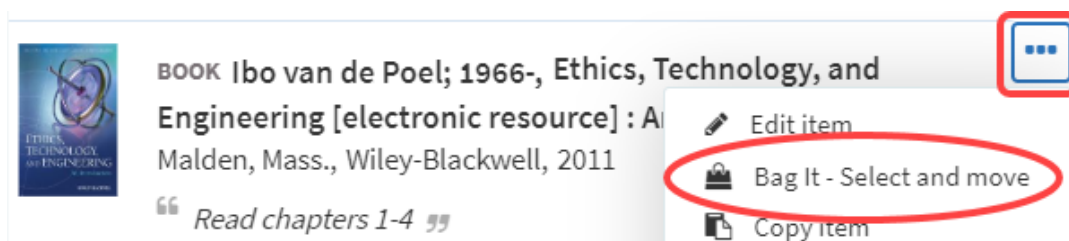
3. Structure and annotate your list

Providing clear direction to your students will help them engage successfully with the module resources.

1. Divide your list into sections, perhaps by topic or by academic week.
2. Tag your items to indicate Key reading. Click on 'Add tags to item'.

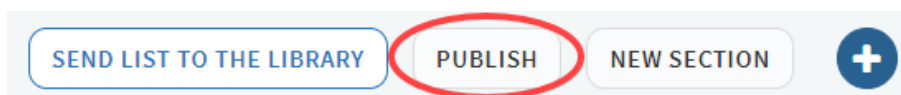


3. Annotate items to direct students to a particular chapter or author. Click on the item to show the full details then scroll down to edit the Public Note.
4. Move items around your list by dragging them. Alternatively, use 'Bag it' to relocate multiple items.



4. Make your reading list visible to your students

You will need to **Publish** your list so that students can see the list in Blackboard and access the resources.



5. Find further support

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

Speak to your Liaison Librarian: <https://www.sheffield.ac.uk/library/libstaff/sllist>

Email: readinglists@sheffield.ac.uk



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