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1. Log in to Leganto Reading Lists

1. Go to the Leganto homepage – http:// - and click on Guest in the top left-hand corner to log in using your username and password.

You will see the Leganto welcome screen the first time you log in:

![Leganto Welcome Screen](image)

You can also log in from the DLE.....

2. Add the Cite It! bookmark tool

You can use the Cite It! tool to add websites, journal articles, or any books not currently held by the Library. This section will show you how to install Cite It!

1. Make sure the bookmarks toolbar is visible at the top of your browser. If it is not there, please see the instructions at the end of this guide.

2. Click through the Leganto welcome screen and follow the guidance to drag and drop the Cite It! button into your bookmarks toolbar.

3. Cite It! will look like this once installed in your browser’s bookmarks toolbar:
If you don’t want to add the Cite it! button now, it can be installed later by clicking on your user profile (in the top right-hand corner of Leganto) and selecting Cite it! from the drop-down menu.

3. Set up a new list

1. Click on the new list button in the top-right of the screen.

2. Give your list a title. This will usually be the name of the course. Also add the description, which should include the name of the course organiser.

3. Click on the create button.

4. Now, if you wish, you can select a list template from the options provided. Select Blank if you want to create your own section headings.

5. At this stage, you can connect your Reading List with a course by clicking associate list, or you can do this later.

a. Select the correct course by typing a course code or course title into the search box, then clicking associate & close.

Please note: These course details come from the University’s central systems. If you can’t find your course, please email informationspecialists@plymouth.ac.uk. You can select not now and continue setting up your list.

6. More than one list can be associated with the same course code.

7. The list needs to be associated with the course code for the link in the corresponding Learn course to work. When the list is associated to a course code it will appear in the list header. Make sure you associate your list with the correct year.
4. Structure your list

The first thing to do is add some sections to your new list. Your list can be structured in a variety of ways, most commonly, lists are organised by:

- **Time period** (Semester 1, Week 2, etc),
- **Topics** (Research skills, Essay readings, etc),
- **Resource types** (Books, Key journals, etc).

💡 Structure your list to reflect the course structure. For example if Lecture notes are organised by week, structure your list by week, so students can easily go between notes and the list to find readings. You may want to set up separate lists for ‘Further reading’ or ‘Essay readings’.

1. Click on new section.

2. Give your section a **title** and description (optional). For example, ‘Week 1’ and click on **create**.

3. You can now start adding resources to your list if you wish. However, we suggest setting up the structure first. You can add more sections by repeating the process above.

4. Click on the x to remove the **Add items** pop up box.

5. When the list structure is in place, you can start adding resources.
5. Add resources to your list

1. Click on the + button at the top of the list.

2. This will open a panel to the right of your list. Use the first ‘Search’ tab to find any resources held by the Library (including books, ebooks, articles and journals) to add to your list.

Adding a book

1. Click on the item you would like to add. You can:
   a. Drag and drop the item directly into the list, or
   b. Select a section from the drop-down menu and click on add.

Once you have finished adding items to this section, click the x to hide the search panel.

💡 In many cases, if both a print book and an ebook are available, the ebook will be added automatically when you add the print book to your list.

If not, you can add your preferred format to the list and include a note to say that the other format is also available. Alternatively, you can add both the print book and the ebook to your list.
The Library’s purchasing decisions are based on the priority level you have given an item on your list. Please don’t forget to prioritise the resources on your list!

You can request additional copies of ‘Essential’ or ‘Recommended’ reading, as well as purchase of ‘Further Reading’ on a title-by-title basis, using Library Discussion.

Prioritising items on your list

1. Click on Add tags to item

![Add tags to item](image1)

2. From the drop-down menu, select ‘Essential’, ‘Recommended’ or ‘Further Reading’ and click on save.

![Select priority level](image2)

Adding an e-journal article

The same process applies to adding an e-journal article to your list.

1. Search for the article you wish to add, select it from the search results and click add.

To edit the item details, click on add & edit instead. When you have finished modifying the details, click save to return to your list.
Adding a book chapter
To add a chapter from a book:

1. Search for and add the book (physical or electronic) to your Reading List (as described above).

2. Click on the book you have just added.

3. Scroll down to the Public note section and click on Add note.

4. Now enter the chapter details (e.g. ‘Please read: Chapter 4, pp. 125-139’ and click save.

5. Click on the x on the top-left on the item panel to return to your Reading List. The note instructing students which chapter to read will appear underneath the item.

Adding a website
1. Go to a website (e.g. www.bbc.co.uk) you would like to add to your list.

2. Click on the Cite It button installed in your bookmarks toolbar.

3. This will open an ‘Add this to my list’ pop-up window. Leganto will automatically fill in as much information as possible about the resource. Check and modify this information if necessary.

4. At the bottom of the pop-up window:
   a. Select Add to: List
   b. Select your Reading List from the drop-down menu
   c. Click add & close

The public note can be used to provide further information to students. For example, to add information about which pages/chapters to read, or provide specific questions to focus on.
8. Editing a Reading List

Filter and Search your Reading List

You can filter or search your list by using the two buttons in the menu bar towards the top of the list.

1. To filter the items on your list:
   a. Click on the filter icon  
   b. Filter your list by:
      i. Sections
      ii. Tags
      iii. Types
      iv. Other (‘Has due date’, ‘Likes’, ‘Marked as read’ or ‘Not marked as read’)

2. To search the items on your list:
   a. Click on the search icon  
   b. Type your search terms into the search box

View and edit citation information

1. Click on the citation, then click on Edit to change any of the item’s details.
Move citations and sections one by one: drag and drop

1. Hover over the citation you want to move and a blue bar will appear on the right-hand side.

2. Click on the blue bar, then drag and drop the citation to a new position on your Reading List.

3. You can move a section in exactly the same way. However, before moving a section, make sure the list is collapsed (click on toggle section view).

4. Hover over the section you want to move and a blue bar will appear on the right-hand side.

5. Click on the blue bar, then drag and drop the section into a new position on your Reading List.
Move multiple citations and sections: Bag It

If you want to move more than one citation, ‘Bag It’ is a useful feature. You can collect citations or sections into a ‘bag’, then move or copy them all in one go.

1. Click on the three dots ... to the right of a citation and then click on Bag It. You can click on as many citations as you like – these will appear in My Bag in the right-hand panel.

2. When you’ve finished adding citations to your bag, click to the position in the Reading List you want to move or copy them to.

Invite colleagues to edit your list

You can invite colleagues to edit your list by clicking on Collaborators in the right hand pane and then clicking on Manage collaborators. Select a colleague from the drop down list, decide if they should be given permissions to manage or edit the list and then click Send invitation.
Deleting your list

1. Click on the three dots (…) (the reading list options menu) at the top of your list, then select Delete.

Deleting a list and/or citations and sections

Please note: If you accidentally delete your list, the Library can recover it for you.

However, if you delete an individual citation or section, you will be asked to confirm that you would definitely like to delete it. There is no way to roll back after this is confirmed and the Library won’t be able to recover the deleted citation/section.
9. Add resources to My Collection

You can save resources at any time to add to your Reading List at a later date. This can be done by adding items to **My Collection** rather than directly to a Reading List.

1. Using the **Cite It!** button, follow the guidance in section 6 up to step 4.

2. At the bottom of the pop-up window:
   a. Select **Add to: Collection**
   b. Click **add & close**

   ![Add to Collection and List](image)

3. **Add an item from My Collection to your Reading List**

   1. Go to your Reading List.
   2. Click the + button and select the **My Collection** tab.
   3. Click on your chosen item from My Collection.
   4. Now you can either drag and drop the item into your Reading List or pick a section from the drop-down menu and then click **add**.

![Add an item from My Collection](image)

4. **Add notes and tags to items in My Collection**

   These notes and tags are **private** and won’t be visible if the item is added to a Reading List.

   1. Click on the **My Collection** tab in the left-hand panel.

   ![My Collection tab](image)

   2. To add a **note**:
      a. Click on the item you wish to add the note to.
      b. Scroll down to the **Private note** section and click on **Add note**.
      c. Type your note and click on **save**.

   3. To add a **tag**:
      a. Go back to **My Collection**, scroll to a resource and click on **Add tags to collection**.
      b. Type your tag into the box and click on **save**. A tag containing more than one word will need to be joined by a hyphen or underscore.
10. Send your list for review and publish

When you’ve finished building or updating your list, remember to send it to the Library.

**Send your list to the Library**

Click on send list for review (near the top of the screen). When you send a list, the Library will check current holdings and order new or additional copies to meet ratios based on student numbers and priority, provide copyright-compliant digitisations (if requested) and ensure a number of copies of “Essential” books are available.

**Remember:** If you would like the Library to act in response to your changes to the list, you need to send it for review!

Once you’ve published your list, every time you add new items to a list, you must click on send list for review if you want the Library to act. If there’s no action required from the Library, you don’t need to send the list for review.

**Publish your list**

You are now ready to publish your list. **You need to do this in order to make your list visible to students.**

To publish a list:

1. Click on the three dots (…) (the reading list options menu) at the top of your list, then select Publish.

![Publishing a list](image)

**Please note:** Unpublished lists will have a status of ‘Draft’ and can only be viewed by list creators and collaborators.

1. **To make your list available to students in Learn, make sure:**
   1. The Reading List is published
   2. The list is associated with the correct course code
Appendix: Add the bookmarks toolbar

Add the bookmarks toolbar in Chrome
Select Ctrl+Shift+B or click on the tools icon in the top-right corner and select Show bookmarks bar.

Add the bookmarks toolbar in Internet Explorer
Right click at the top of the screen and select Favourites bar.

Add the bookmarks toolbar in Firefox
Click on the bookmarks icon, then click on Bookmarks.
Next, click on Bookmarking tools
Then, click on View Bookmarks Toolbar
If you require this document in an alternative format, such as large print or a coloured background, please contact.....