

Leganto: Instructor Quick Guide

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About

Ex Libris Leganto is a tool for instructors and library staff to collaboratively create and manage reading lists for academic course reserves. Leganto helps to find materials, adds them as citations to a reading list, delivers them to students, and communicates with library staff.

Connecting Leganto to Canvas

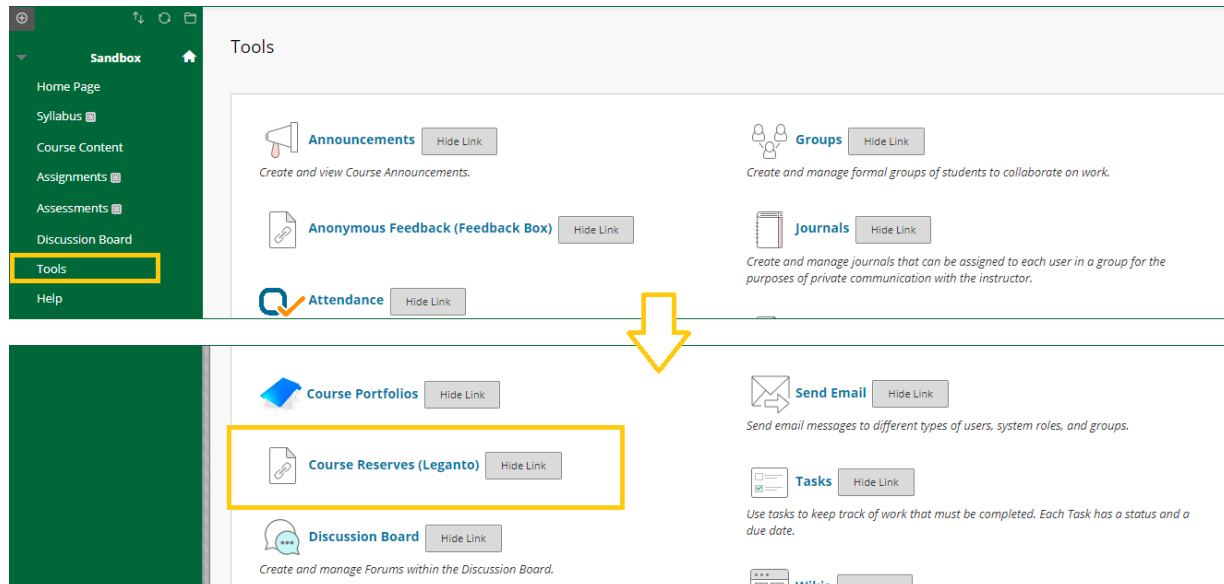
1. Log into Canvas and select the course to which you want to add Course Reserves – Leganto.
2. Go into the Settings and then select the Navigation tab.
3. Drag Course Reserves (Leganto) box up to items available to students.
4. Select the green save button at the bottom of the page.

The screenshot shows the Canvas interface with the 'Navigation' tab selected. The left sidebar contains a list of course items, with 'Settings' highlighted by a green arrow labeled '1'. The main content area shows a list of items available to students, with 'Course Reserves (Leganto)' highlighted by a green arrow labeled '3a'. A green arrow labeled '2' points to the 'Navigation' tab. A green arrow labeled '3b' points to the 'Course Reserves (Leganto)' item. A green arrow labeled '4' points to the bottom of the page, with the text 'Scroll down and save.' next to it.

Course Details	Sections	Navigation	Apps	Feature Options	Integrations
Home					
Syllabus					
Announcements					
Modules					
Assignments					
Discussions					
Grades					
Collaborations	🔒				
Rubrics	🔒				
People	🔒				
Quizzes	🔒				
Files	🔒				
Pages	🔒				
Outcomes					
Settings					


Course Details	Sections	Navigation	Apps	Feature Options	Integrations
Drag and drop items to reorder them in the course navigation.					
Home					
Syllabus					
Announcements					
Modules					
Assignments					
Discussions					
Grades					
Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.					
Course Reserves (Leganto)					
Course Evaluations					
Chat					
Help Desk					

Connecting Leganto to Blackboard



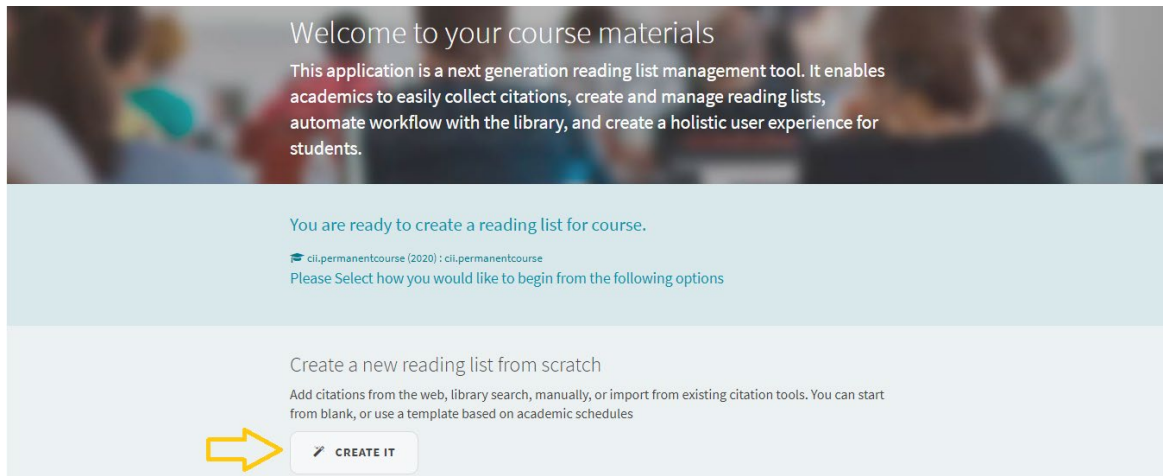
Note: if you do not see Course Reserves (Leganto) under **Tools**, click on **Customization** under **Course Management** and select **Tool Availability**. Check the box next to **Course Reserves (Leganto)** and hit **Submit**.

Optional:

To add Leganto to a course menu, use the  circled plus icon in the upper left-hand corner and select Tool Link. Choose a name for the list. In the drop-down next to Type: select Course Reserves (Leganto) from the list.

Creating a Reading List

Before adding resources to Leganto for students to access, you must create a reading list to organize them. You may create multiple reading lists per course.



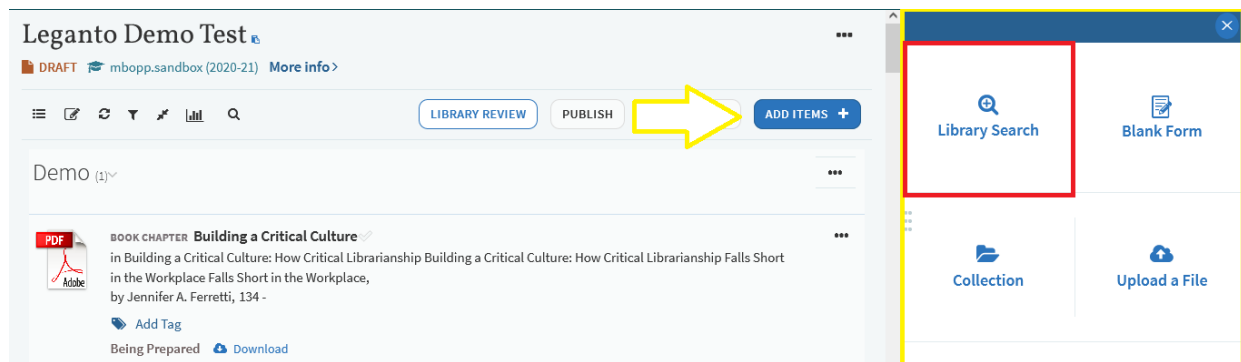
1. Navigate to Leganto. On the Leganto welcome screen under **Create a new reading list from scratch**, click on **CREATE IT**. Add the course description and hit **CREATE**.
2. You will notice blue text boxes that will help guide you through Leganto for the first time.
3. Select a template (if you are unsure, start with Blank and add the sections you need)
4. Click **NEW SECTION**
5. Enter the title of the section, an optional description, and Click **CREATE**. You can create multiple sections to help organize the list by subject, resource type, or time.
6. If preferred, add dates to divide the reading list into time units.

Populate Your Reading List

There are three main methods for adding resources to a reading list — link to library resources, upload personal files, or add resources from the web.

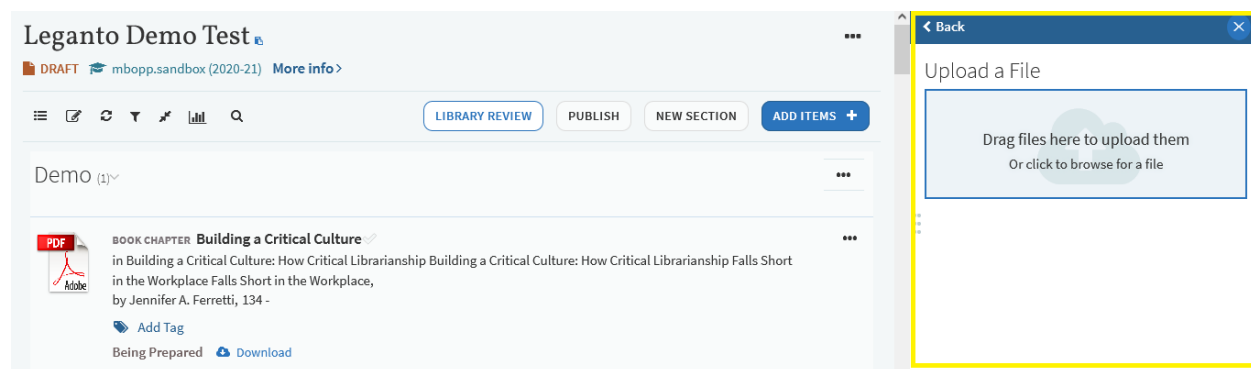
Add Resources from Mason Libraries

The library catalog can be searched within Leganto to quickly add citations to a reading list.



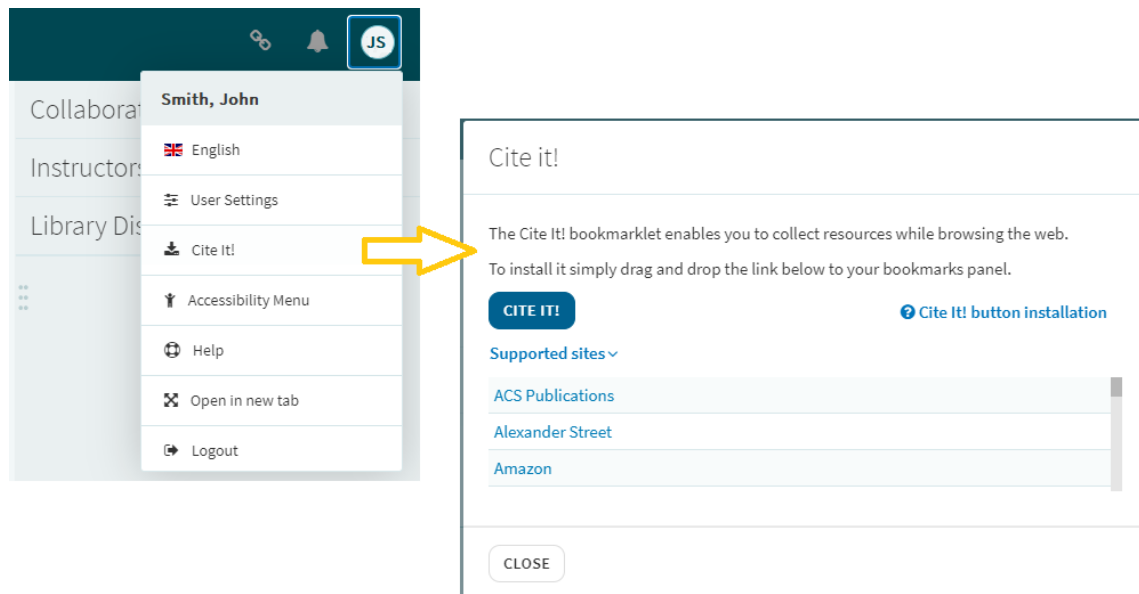
1. To add items to a reading list, click on **ADD ITEMS +**. Select **Library Search**.
2. To search the library collection, type key terms into the search bar or click on **Advanced Search** to organize the search by title, author, etc.
3. Each item should have an availability status noting whether the item is available physically or electronically.
4. Drag and drop needed citations into the reading list OR select an item and click **ADD**.

Add Your Own Resources



1. To add files to a reading list, click on **ADD ITEMS +**.
2. Click on **Upload a File**
3. Drag and drop to upload files, or click to browse for file.
4. Update any information that Leganto was unable to find.
5. Click **ADD** to save the item to the list

Add Resources with Cite It!



Installation

1. To install, click on the circle icon containing your username and select Cite It!
2. Drag & drop the Cite It! link to the browser's toolbar.

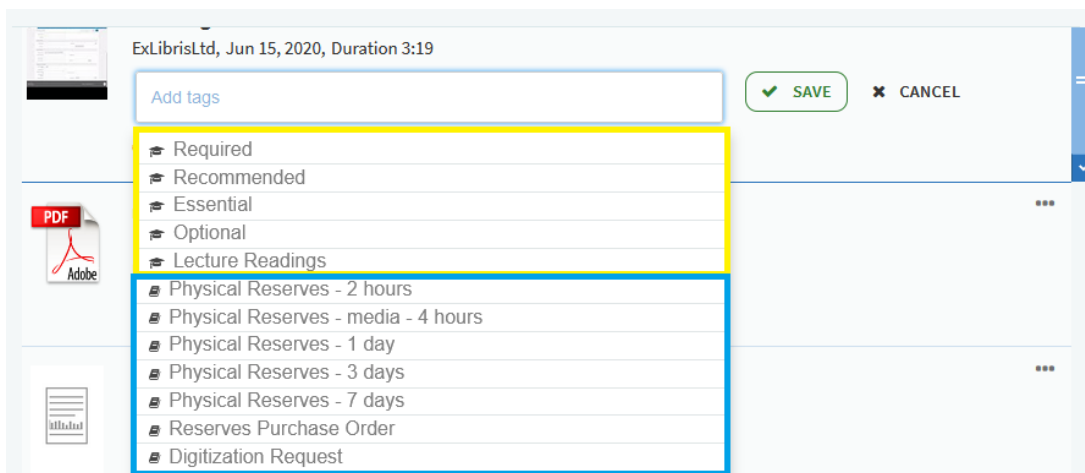
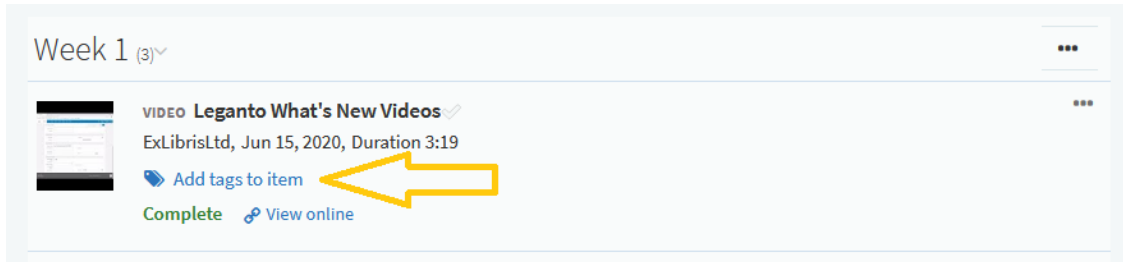
How to use it

1. Find a web resource and add the item by clicking on the Cite It! widget in the bookmarks bar.
2. Edit the citation and choose the Reading List and desired Section.
3. Click **Add**.

Note: If you find a resource from the web, **Cite It!** will automatically search the library catalog and display an alert that says **“Covered by your library”** if the item is available for free at Mason.

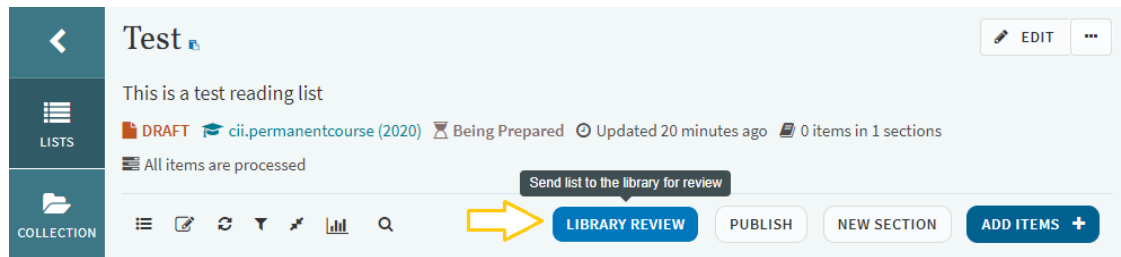
Tagging

Tags are pre-made labels for individual resources in a list. These aid the libraries in processing items or help you communicate information to your students. Adding tags is a vital step in the submission process.



1. Select **Add tags to item**
2. As you begin typing in the box, premade tags will appear
3. The icons next to the tags let you know who will be able to see them
 - a. Tags with the **graduation cap icon** will be seen by your **students AND the library**
 - b. Tags with the **book icon** will **ONLY** be seen by the **library** and are used for processing
4. Select **Save** once you have selected your tags

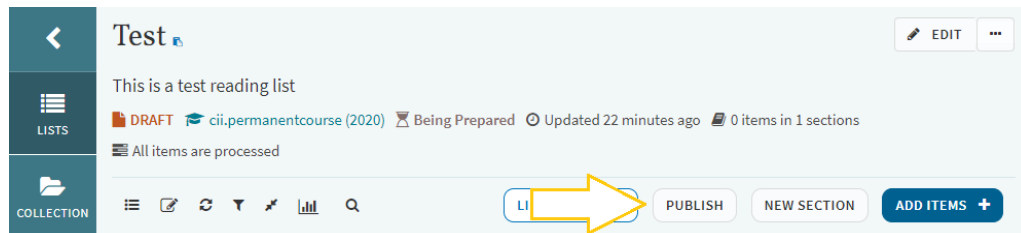
Submit for Processing



1. Click the **LIBRARY REVIEW** button to send a reading list to the library
 - a. All citations with the status **BEING PREPARED** will be changed to **Sent**.
 - b. When library staff starts processing a citation, the status is changed to **In Process**
 - c. When the status says **COMPLETE**, the citation is ready for the students to access

Publish Reading List

After making the list, it must be published before students can view it. A list can be made available only to students in the Blackboard course, anyone at Mason, or anyone anywhere.



1. Click **PUBLISH**
2. Select for whom to publish the list for and click **CONFIRM**

Additional help:

- Go to <https://infoguides.gmu.edu/leganto>
- View the Mason Leganto tutorial videos at <https://library.gmu.edu/tutorials>
- Email ereserves@gmu.edu



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