Leganto how to…

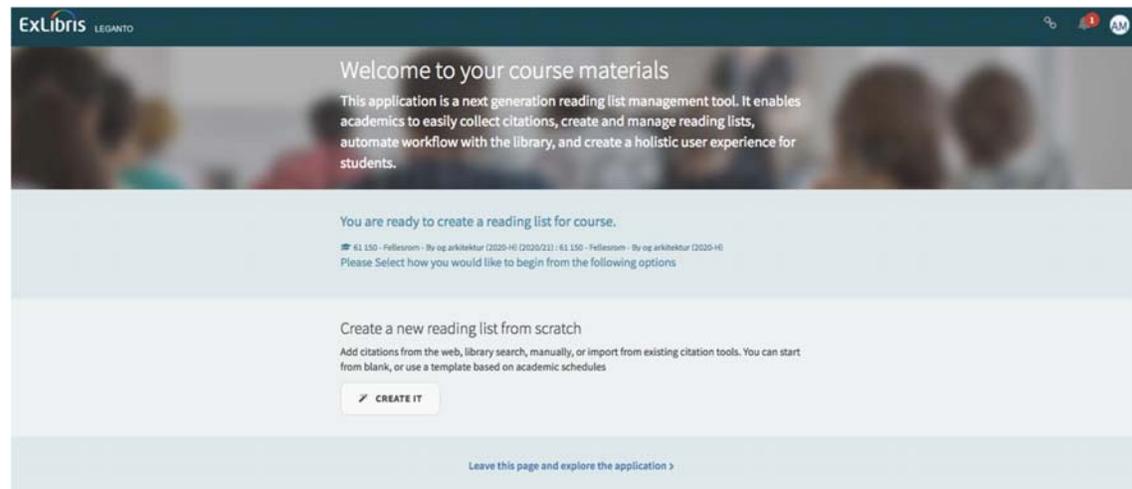*- Getting your reading list up and running.*

Content

1. MOODLE

First stop – Your course in Moodle. Here is a link to "Course reading list"
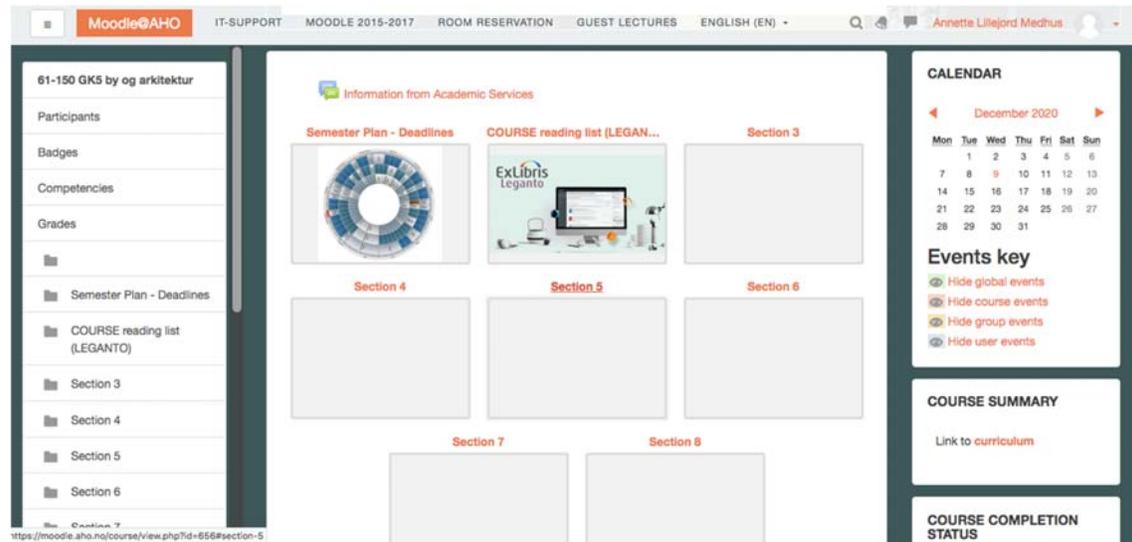
2. CREATE READING LIST

The first time you create a reading list in Leganto, you click "create it".
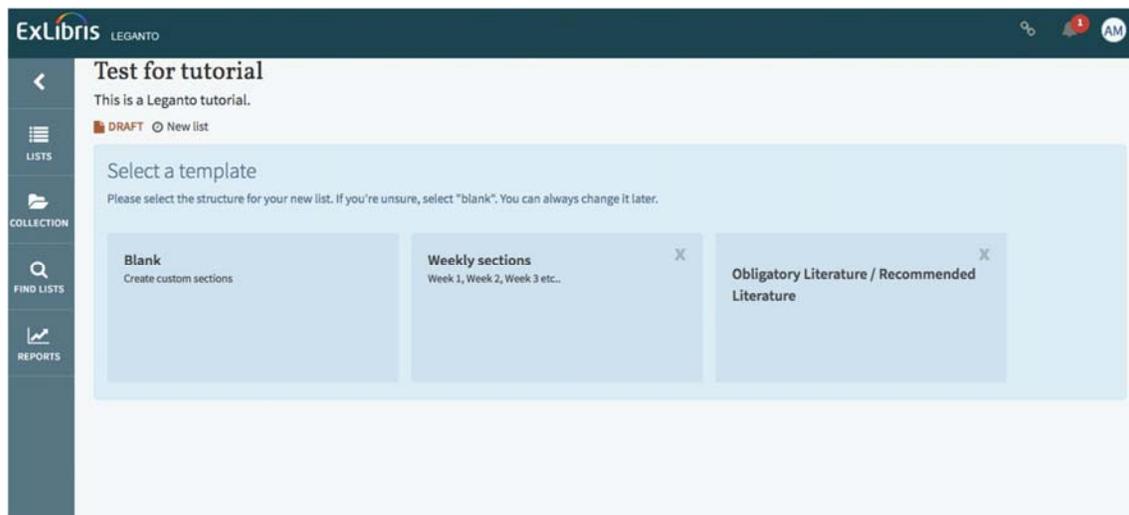
3. TIP! DUBLICATING READING LISTS

If you already have a reading list in Leganto, you can use that as either a starting point or reuse it in its full. Find the course list you want to duplicate, and "duplicate list".
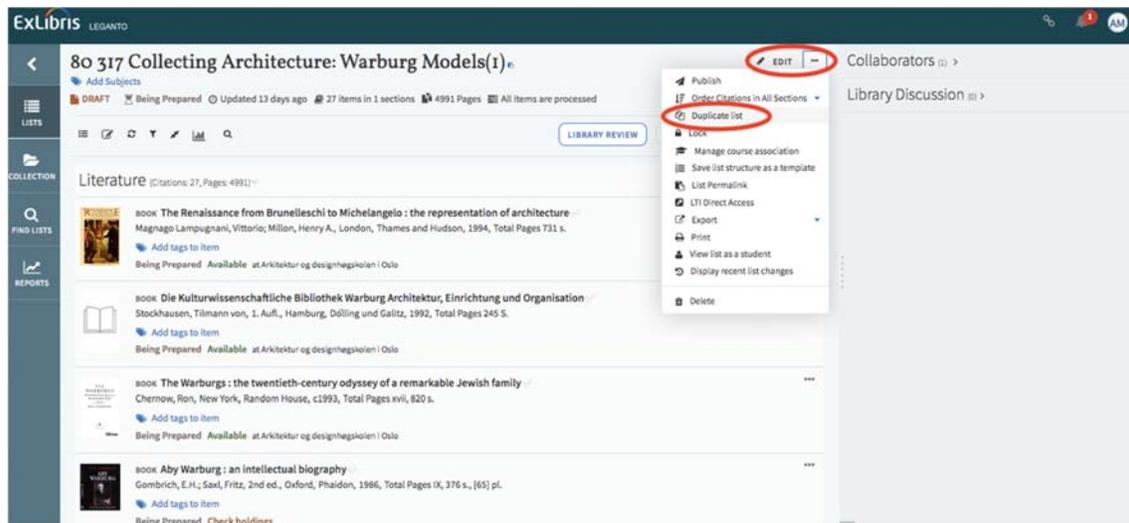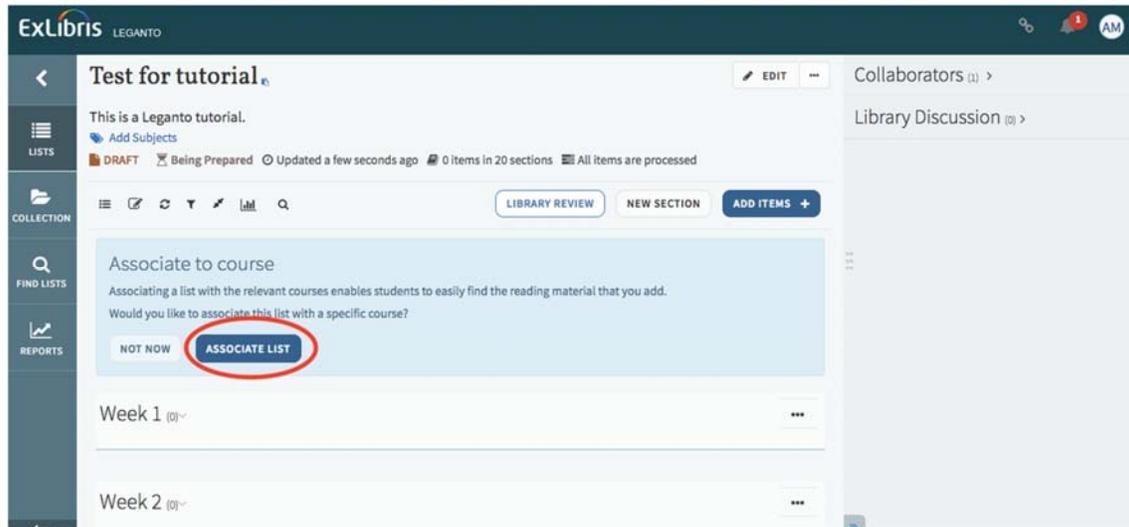

4. LAYOUT

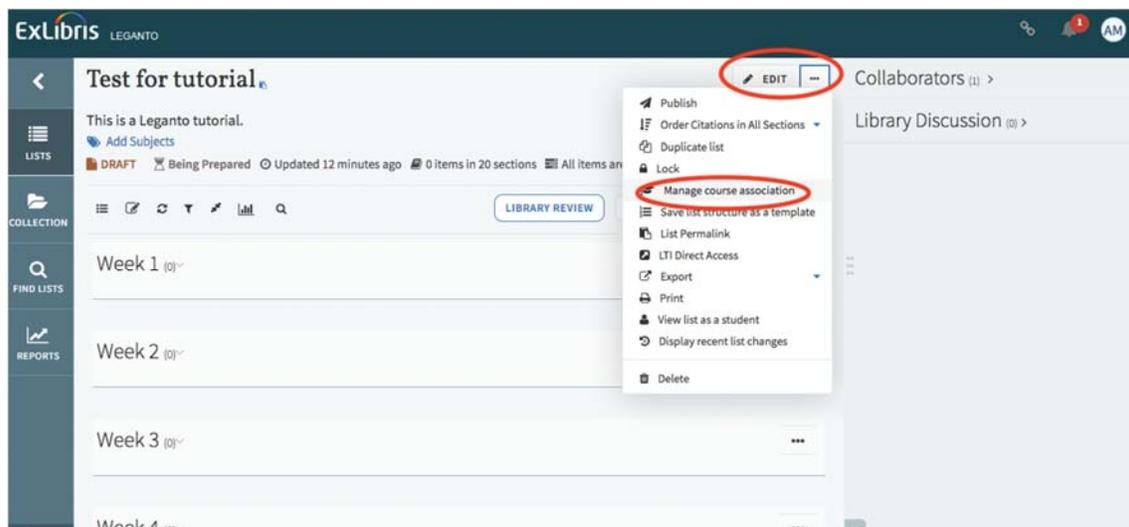Choose the section layout you want or create your own ("blank").

5. ASSOCIATE LIST WITH COURSE (NB!)

Associate your reading list with the relevant course. This is will eventually give your students the accesses they need to view the list.
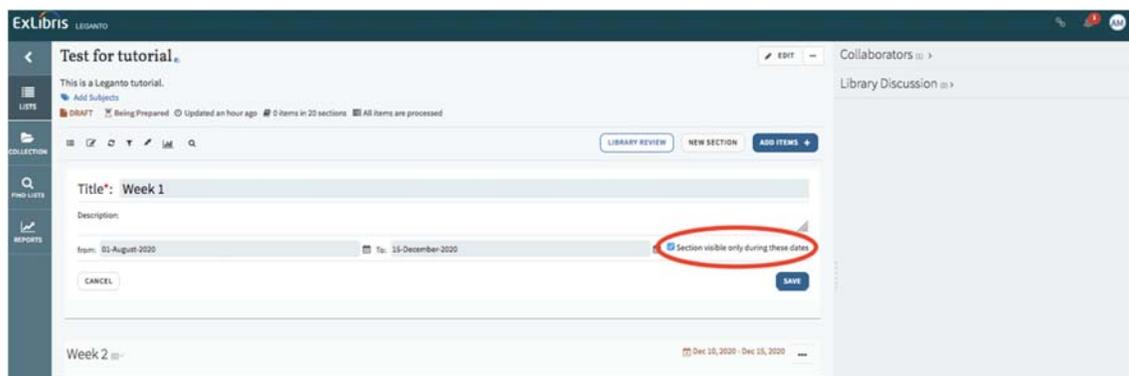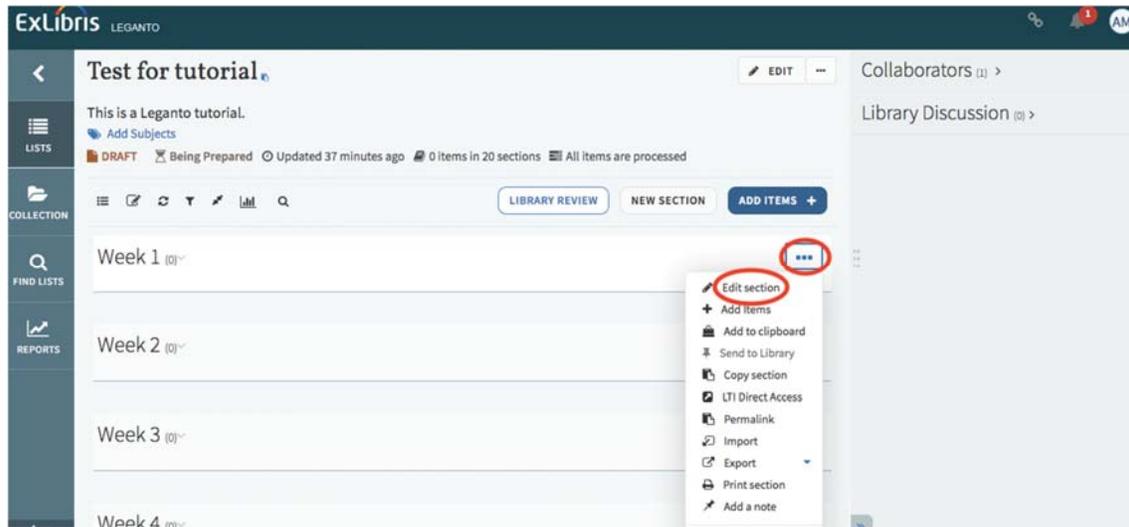

You can edit your reading list association later as well;

6. TIP! HIDE SECTIONS FROM STUDENTS

By default, Leganto makes all content visible to your students. But if you have a lot of content, and don't want to make everything visible at the same time, you can choose to

hide sections from your students within a specific period. For example if you want to "drip" content weekly.

7. ADDING BOOKS, E-BOOKS, ARTICLES ETC. FROM THE LIBRARY SEARCH IN LEGANTO.

Click "add items" and you will get the interface of the library system you might be familiar with - Oria. Simply click the book, choose the section and then add.

You can choose to search within the AHO library or Norwegian libraries. Note that if the AHO library does not have access to books on your course list, we will buy them and make them available at the library.
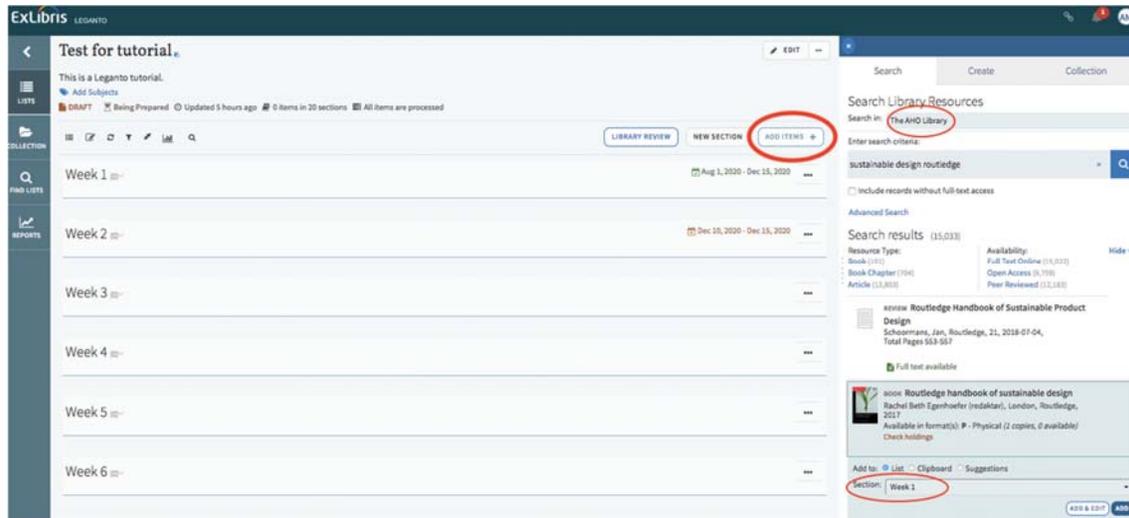
If you want to add a book chapter from a book, you can "add and edit". This way, you can edit information such as chapter title, pages so on. Just think about what kind of information your students need.

Choose the type of document; book chapter, article etc.

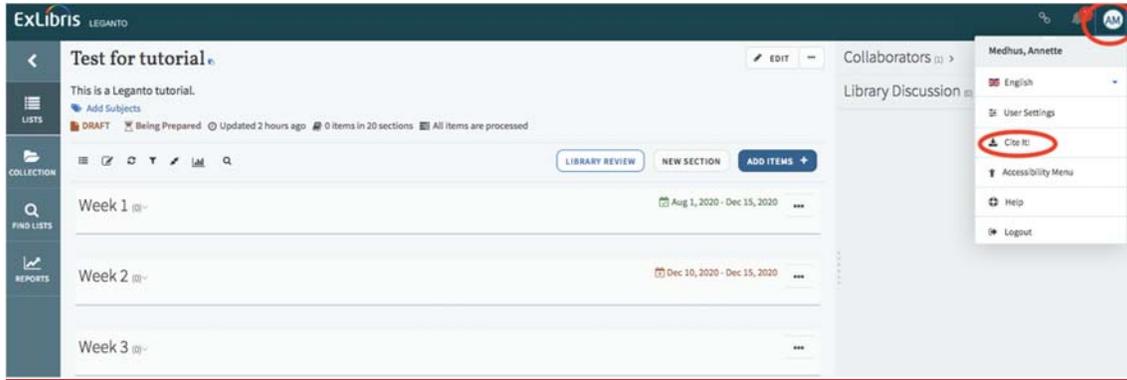Add articles the same way as books. Search, choose section and add.

8. CITE IT! - ADD-ON

This lets you add webpages, open access articles and everything you can´t find in the library.

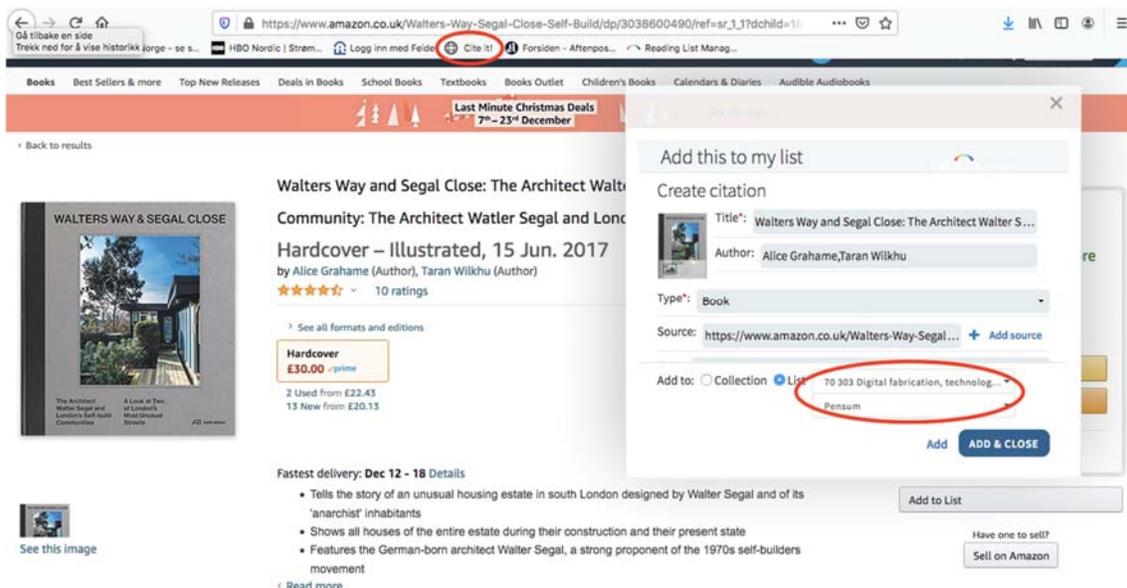In addition, you can link to books the library don´t have – but you want us to get.

The library will go through your list and be able to notice books we need to buy.

8.1 Installing the add-on

8.2 USING CITE IT!

Visit the webpage you want to add to your reading list. Click "Cite it", add to list, choose your list, and add and close!


If you are not sure if you want to use a reference, but want to keep it for further evaluation, you can add the link to your collection. This way you can add it to your list later.
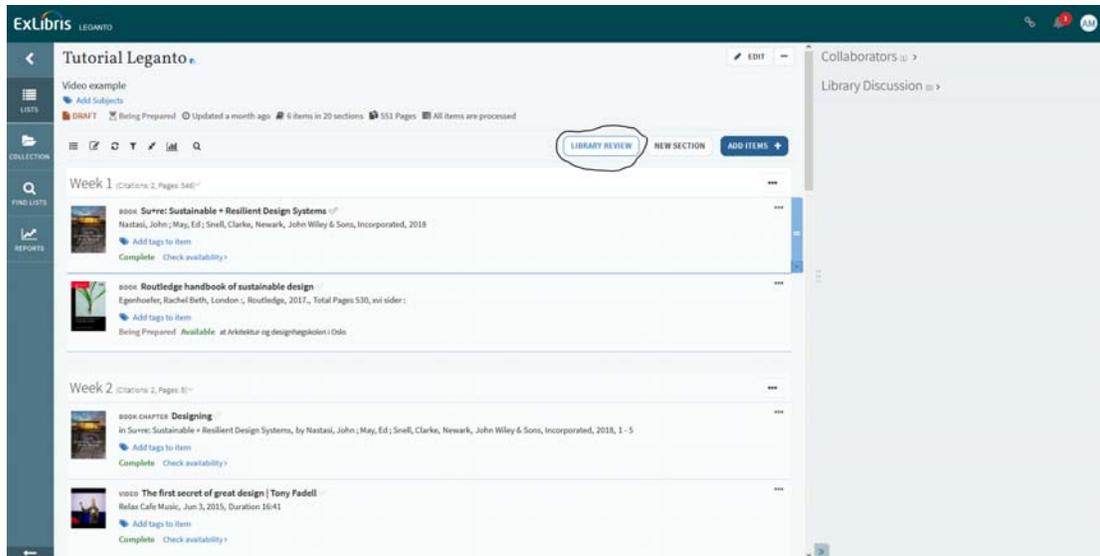
9. Adding a Pdf-file

If you want to add a pdf-file, please note the copyright restrictions. Try your best to find a link you can share, instead of the file itself. If you want to add a file – we have to register it in Bolk for copyright clearance.

Choose "create", type in title, choose the "type" and other information necessary. Drag and drop the PDF-file you want to upload. Remember to choose "section" and when you are finished; "add".
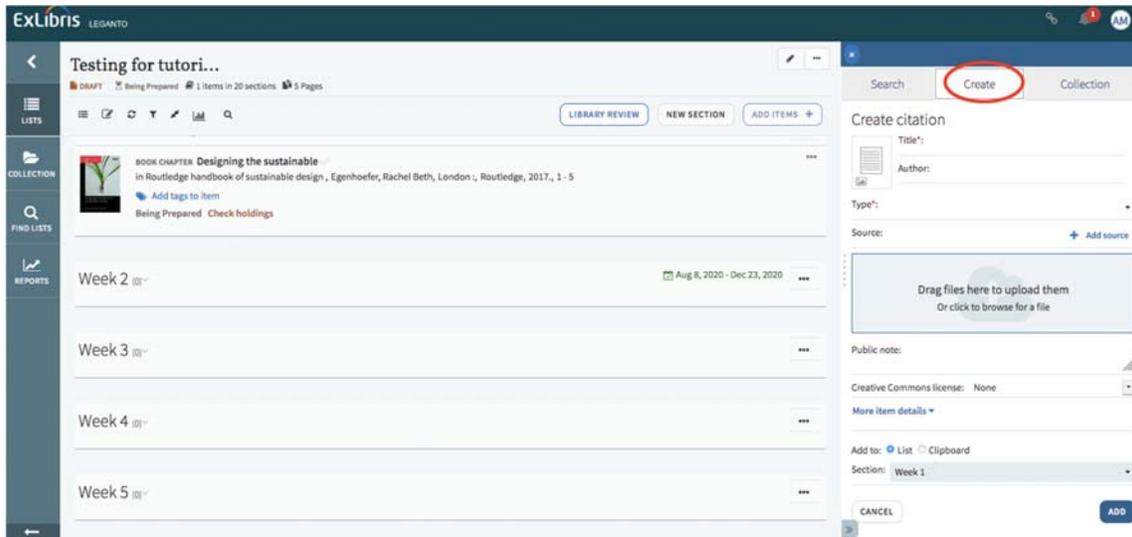
10. Library review/finishing (NB!)

Once you are satisfied with your reading list, send it to the library. This makes it possible for us to manage the courses in our system, and for us to publish the reading list to your students!

Best of luck!