

Creating Reading Lists using Leganto

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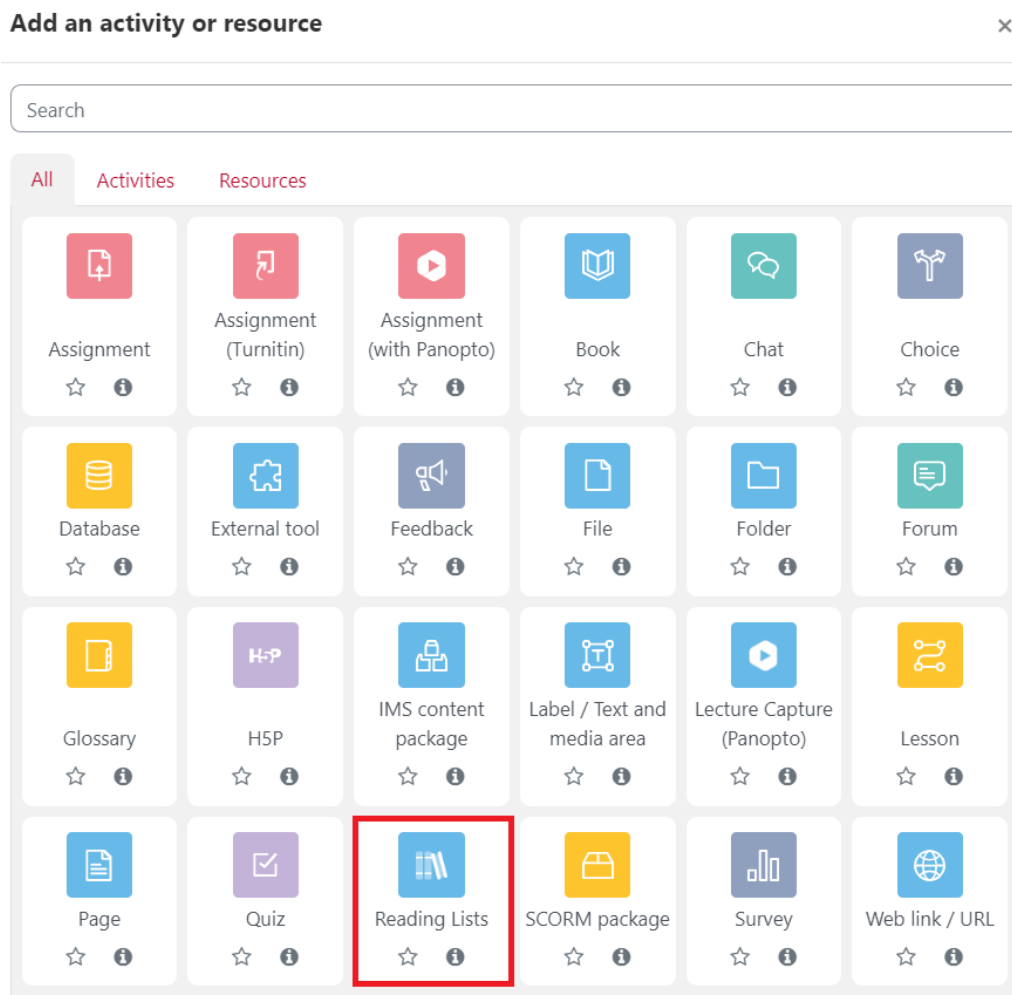
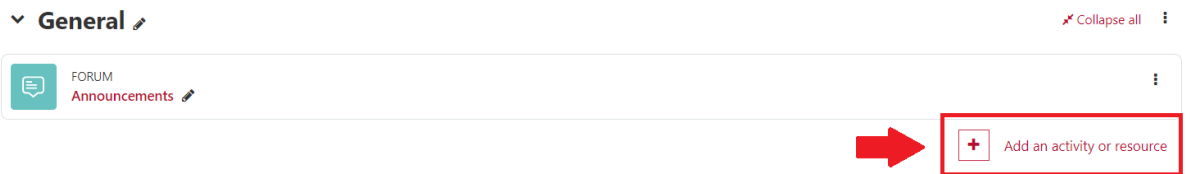
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1. Accessing Leganto via the VLE

- 1.1 Sign into the [VLE](#) with your UM IT Account and select the relevant course
- 1.2 Click on *Start editing* on the right hand side:



- 1.3 Under *Announcements*, click on *Add an activity* and select *Reading Lists*



1.4 Type **Reading Lists** in the *Activity name* field

▼ **General**

Activity name !

Show more...

Select content

> **Privacy**


> **Grade**

> **Common module settings**

> **Restrict access**

> **Activity completion**

Send content change notification ?

 Save and return to course Save and display Cancel

Click *Save and return to course*

1.5 Click on the created link to open Leganto. The software will open in a new tab.




2. Adding a new Reading List in Leganto

2.1 You will be presented with a welcome screen. To proceed Click *Create it*:

Welcome to your course materials


This application is a next generation reading list management tool. It enables academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.

You are ready to create a reading list for course.

 DGP0858-SEM1-A-1920 (2020) : DGP0858-SEM1-A-1920: Introduction to Motorsport 1
Please Select how you would like to begin from the following options:


Create a new reading list from scratch

Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules

 **CREATE IT**

Roll over reading lists from an existing course

Copy reading lists from a previous term to your course. You can edit the reading lists after they are rolled over.

 **ROLL OVER**

2.2 You may wish to add a description

2.3 Click on *Create* - to design a Reading List. **Do not change the title** of the Reading List.

Create a new reading list from scratch

Title*: DGP0858-SEM1-A-1920: Introduction to Motorsport 1

Description:

✓ CREATE

✕ CANCEL

2.4 Select a template. **Use *Core and Recommended* or *Thematic* for your default Reading List.**

You may create additional Reading Lists with different templates:

Select a template

Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

Blank Create custom sections	Core and Recommended (Default Reading List) List divided into two sections. Use this template for your default Reading List.	Weeks List divided into Weeks.
Modules List divided into Modules.	Thematic (Default Reading List) List divided into Topics. Use this template for your default Reading List.	

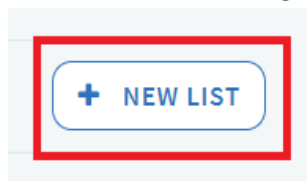
3. Creating PREP default Reading List (for study-units not yet available in the VLE)

You can create your Reading List before a study-unit code is available in the VLE. The steps below apply to creating a **new** Reading List. For reusing previously created Reading Lists, refer to Section 10 of this guide.

3.1 Access Leganto and click *List* on the left side of the screen:



3.2 Click *New List* on the right side of the screen:



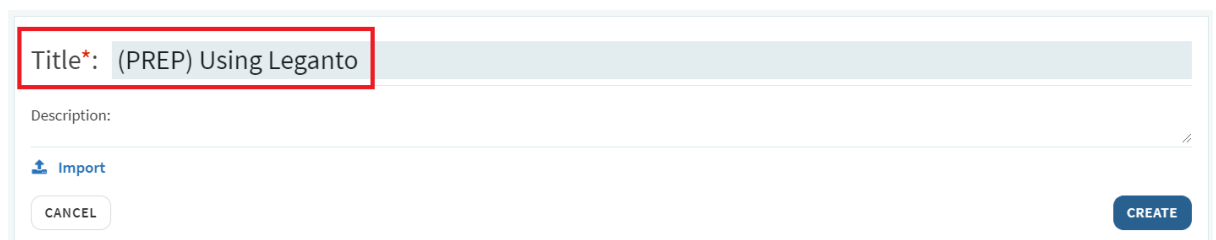
3.3 Give your Reading List a title as per instructions below:

For study-units which are not yet available in the VLE, the following format for default Reading Lists should be applied to the title: (PREP) <Study-Unit Code>: <Course Title>

Example: (PREP) ART1234: Introduction to Art

For new study-units which are still being reviewed for approval (hence a general study-unit code is not available), the format should be as follows: (PREP) <Proposed Course Title>

Example: (PREP) Introduction to Art

A screenshot of the Leganto 'New List' form. The form has a light blue background. At the top, there is a text input field labeled 'Title*' with the text '(PREP) Using Leganto' entered. Below this is a 'Description:' field. At the bottom left, there is a blue 'Import' button with an upward arrow icon. At the bottom center, there is a 'CANCEL' button. At the bottom right, there is a blue 'CREATE' button.

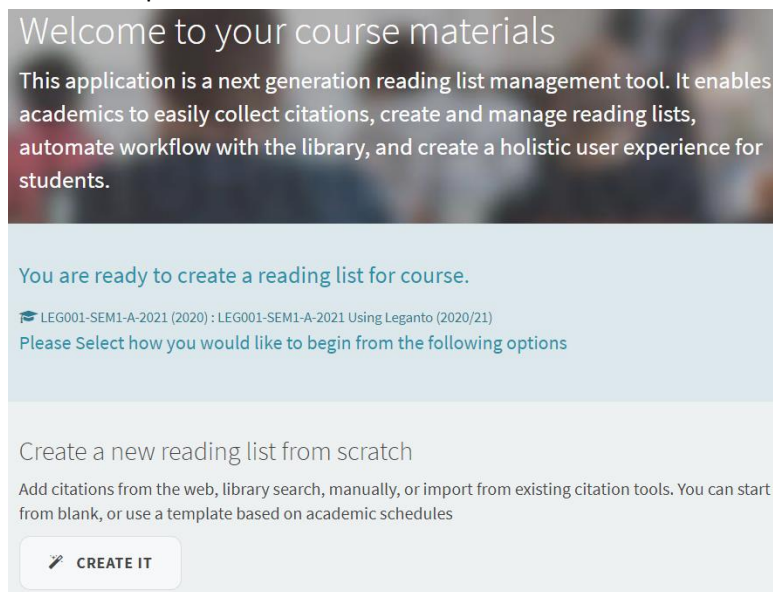
3.4 Select a template. **Use Core and Recommended for your default Reading List** and proceed with creating your Reading List (refer to sections 4-9 of this guide).

3.5 Once your study-unit is created in the VLE create a new Reading List under *Announcements* (refer to Section 1 of this guide).

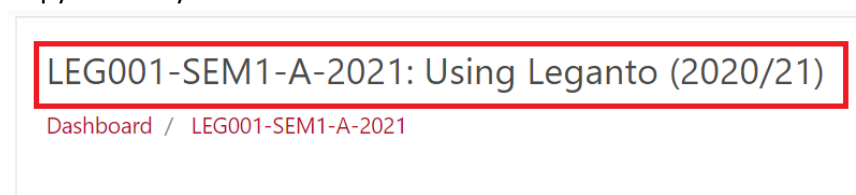
3.6 Click on created link:



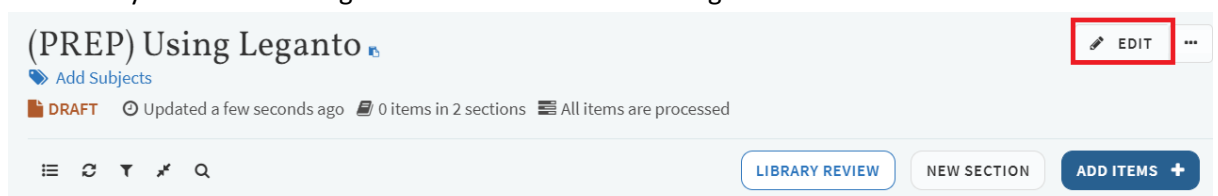
3.7 You will be presented with a welcome screen. You can close it.



3.8 Copy the study-unit code from the VLE:



3.9 Return to your PREP Reading List and click on *Edit* on the right side of the screen:



3.10 Replace the title with the one the study-unit code that you copied and click Save:

Title*: LEG001-SEM1-A-2021: Using Leganto (2020/21)

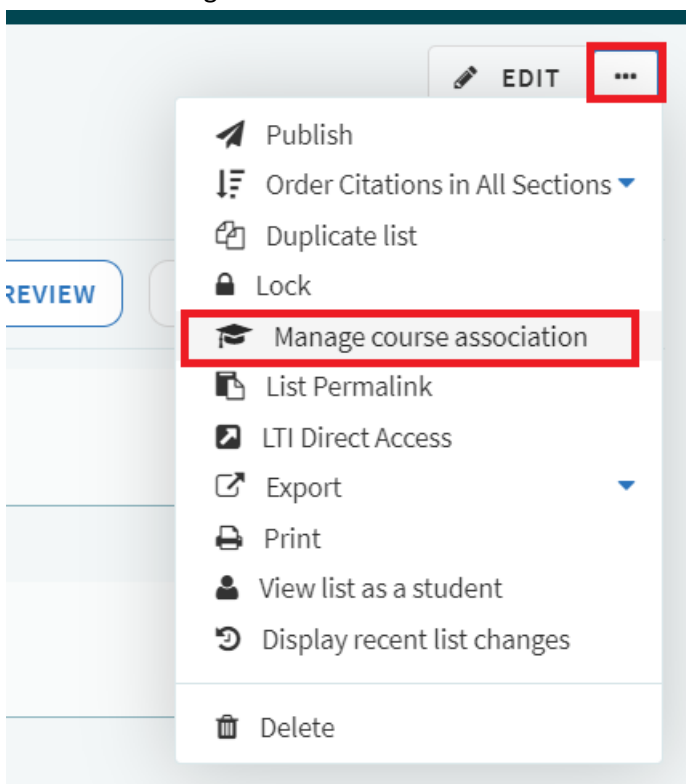
Description:

Creative Commons license:

from: DD-MM-YYYY To: DD-MM-YYYY

CANCEL SAVE

3.11 To associate the Reading List with a study-unit in the VLE, click on the three dotted icon and select Manage course association:



3.12 Select your study-unit from the list:

Manage course association

No course is associated to this list.

Look up course

- XXXXX___LEG001-SEM1-A-1920 Using Leganto
- ART1234-YR-A-1920 ART1234-YR-A-1920: Introduction to Art
- LEG001-SEM1-A-2021 Using Leganto LEG001-SEM1-A-2021 Using Leganto (2020/21)
- LEG001-SEM1-A-2021 LEG001-SEM1-A-2021 Using Leganto (2020/21)

3.13 Click *Associate & Close*:

Manage course association

No course is associated to this list.

LEG001-SEM1-A-2021 LEG001-SEM1-A-2021 Using Leganto (2020/21)

CLOSE

ASSOCIATE & CLOSE

4. Creating additional Reading Lists

In addition to a default Reading List associated with a study-unit, you can create other additional Reading Lists and associate them with the same study-unit.

You may choose one of the other templates available or add a separate section for each week, module, semester, etc. for your additional Reading Lists or to create a reading plan.

4.1 To add a section, click *New Section*:

DRAFT Being Prepared Updated a few seconds ago 0 items in 2 sections All items are processed

LIBRARY REVIEW **NEW SECTION** ADD ITEMS +

Title*:

Description:

from: DD-MM-YYYY To: DD-MM-YYYY

Import

CANCEL CREATE

4.2 Once you fill in all the details, click *Create*:

LIBRARY REVIEW NEW SECTION ADD ITEMS +

Title* Module 1

Description: Research Methods

from: 21-October-2020 To: 18-November-2020 Section visible only during these dates

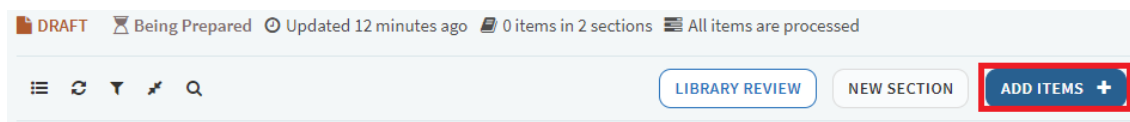
Import

CANCEL **CREATE**

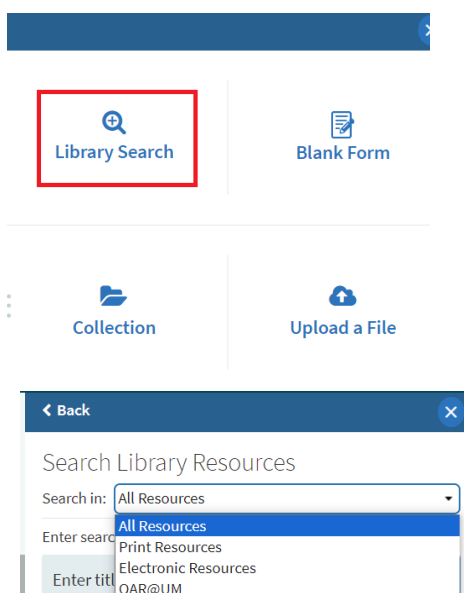
5. Adding citations to your Reading List

5.1 Adding items from the Library catalogue (HyDi)

5.1.1 To add items to your Reading List, click on *Add Items* on the right hand side of the screen:



5.1.2 You will see a panel on the right side. Click on the *Library Search*. You can search for material using the title, author or keywords. This panel allows you to search for print and electronic material from the UM's Library collection. You can choose a search scope from the drop-down menu:



You can also use the *Advanced Search* where you can search by the ISBN or ISSN:

Search Library Resources

Simple Search

Search in: All Resources

Title: Search by Title

Author: Search by Author

ISBN: Search by ISBN

ISSN: Search by ISSN

+ Add another field

SEARCH

5.1.3 Search for material by title, author or a keyword and select an item from the result list:

Search in: Print Resources

academic writing

Advanced Search

Search results (153)

- BOOK Introduction to academic writing**
Alice. Oshima , ; Ann Hogue 3rd ed., Pearson/Longman, 2007
Available in format(s): P - Physical
- BOOK Looking ahead : developing skills for academic writing.**
Elizabeth Byleen , Heinle & Heinle, 1998
Available in format(s): P - Physical
- BOOK Academic writing and grammar for students**
Alex. Osmond , Sage Publications, 2013
Available in format(s): P - Physical

BOOK Introduction to academic writing
Alice. Oshima, Ann Hogue, 3rd ed., Pearson/Longman, 2007
Available in format(s): P - Physical (1 copies, 1 available)
Available at Main Library
General : PE1408 .O72 2007

Add to: List Clipboard

Section: Core

ADD & EDIT ADD

5.1.4 To add the item to your Reading List, select the section where you wish to add it and click *Add*, or drag the item to the relevant section on the screen:

BOOK Introduction to academic writing
Alice. Oshima, Ann Hogue, 3rd ed., Pearson/Longman, 2007
Available in format(s): P - Physical (1 copies, 1 available)
Available at Main Library
General : PE1408 .O72 2007

Add to: List Clipboard

Section: Core

ADD & EDIT ADD

Core (0)

Recommended (0)

Advanced Search

Search results (185)

book Introduction to academic writing to academic writing

Alice. Oshima, Ann Hogue, 3rd ed., Pearson/Longman, 2007

Available in format(s): P - Physical (1 copies, 1 available)

Available at Main Library
General : PE1408 .O72 2007


book Introduction to academic writing

Alice. Oshima, Ann Hogue, 3rd ed., Pearson/Longman, 2007

Available in format(s): P - Physical (1 copies, 1 available)

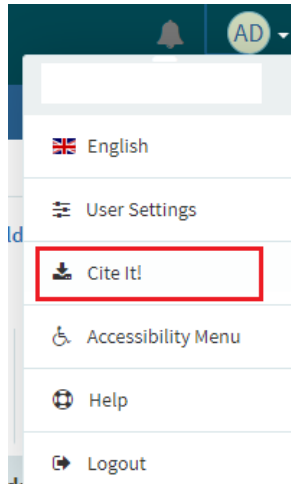
Available at Main Library
General : PE1408 .O72 2007

ADD & EDIT ADD

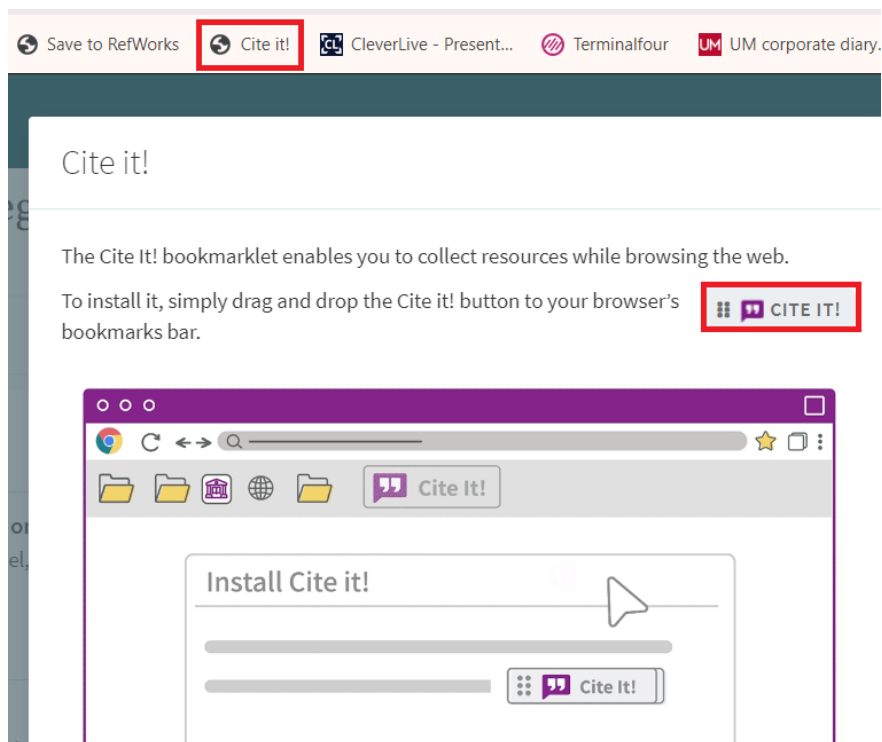


5.2 Adding citations from the Web via *Cite It!*

- 5.2.1 Another way to add citations to Leganto is to use a browser widget called *Cite It!* It allows you to add a webpage or an item on a webpage to your Reading List.
- 5.2.2 To install *Cite It!* on your browser, click on your username (right-hand side of the screen) and click *Cite It!*



- 5.2.3 You will be able to see the list of all websites supported by *Cite It!*. To install *Cite It!* in your browser, simply drag and drop the *Cite It!* button on your browser toolbar:



5.2.4 To add an item from the web page to your Reading List, access the website and then click *Cite It!*

amazon.co.uk/Biology-Dummies-3rd-Lifestyle/dp/1119345375/ref=sr_1_4?keywords=biology&qid=1583246229&sr=8-4

Cite It!

amazon.co.uk
Try Prime

Deliver to Malta

Today's Deals Vouchers AmazonBasics Best Sellers Gift Ideas New Releases Gift Cards Customer Service

Books Advanced Search Amazon Charts Best Sellers & more Top New Releases Deals in Books School Books Textbooks Books Outlet Children's Books Calendars

Biology For Dummies and over 8 million other books are available for Amazon Kindle. Learn more

Back to results

Biology For Dummies, 3rd Edition (For Dummies (Lifestyle)) Paperback – 10 Mar 2017
by Rene Fester Kratz (Author)
★★★★☆ 68 ratings

See all 4 formats and editions

Kindle Edition £7.50	Paperback £9.38
-------------------------	--------------------

Read with Our Free App 7 Used from £8.98 15 New from £9.02

Want it delivered by Friday, 6 Mar.? Order within 23 hrs 7 mins and choose Expedited Delivery at checkout. Details

Note: This item is eligible for **click and collect**. Details
The ultimate guide to understanding biology Have you ever wondered how the food you eat becomes the energy your body needs to keep going? The theory of evolution says that humans and chimps descended from a common ancestor, but does it tell us how and why? We humans are insatiably curious creatures who can't help wondering how things work starting with our own bodies. Wouldn't it be great to


5.2.5 A pop up will appear with the details of your item. Please make sure to check the details before adding this item to your Reading List:

Customer Service Amazon Prime | 30-day free tri

Add this to my list

L-Università ta' Malta

Create citation

 Title*: Biology For Dummies, 3rd Edition (For Dummies (Lifest...
Author: Rene Fester Kratz

Type*: Book

Source: https://www.amazon.co.uk/Biology-Dummies-3rd... + Add source

ISBN: 1119345375

Edition: 3rd edition

Add to: Collection List

Test Reading List 1

Core Readings

Add ADD & CLOSE

5.2.6 To add an item to your Reading List, select a Reading List and a relevant section from the drop down menu. When you are ready, click *Add*:

Add to:
 Collection List

SELECT OR SEARCH A READING LIST ▼

Add to:
 Collection List

ACADEMIC READING AND WRITING ▼

WEEK 1 ▼

Add **ADD & CLOSE**

Your item was successfully added to list

[List page](#)

5.3 Adding citations manually

5.3.1 You may add citations manually. In the panel on the right hand side of the screen, click:

- *Blank Form*
- Enter the publication details
- Click *Add*

Library Search

Blank Form

Collection

Upload a File

Continue adding sections and publications until you create a complete list.

5.4 Adding book chapters or specific page range

You may add a specific chapter or pages that you would like your students to read. You can do it by creating the reference manually or adding a note.

To add citation manually:

- Click *Blank Form* in the panel on the right hand side of the screen

- Select *Book Chapter* from the *Type* drop-down menu
- Enter the publication details.
- Click *Add*:

The image shows a 'Create citation' form with a dropdown menu for 'Type' open. The 'Book Chapter' option is highlighted with a red box. The 'Add' button at the bottom right is also highlighted with a red box.

5.4.1 You can add a note to the item specifying which pages or chapters your students should read. To do that, click on the item from your list to display a full record:

The image shows a book record for 'Introduction to academic writing'. The record includes the title, author (Alice Oshima), ISBN (9780131933958; 0131933957), edition (3rd ed.), total pages (xii, 221 p.), publication date (2007), and publisher (Pearson/Longman). There are buttons for 'More details' and 'Add tags to item'. Below the record, there is a section for 'Links & Availability' and 'REQUEST OPTIONS'.

5.4.2 Scroll down until you see Student Note and click *Add public note*:

The image shows a 'Student note' section with a button labeled 'Add public note' and a pencil icon.

5.4.3 Add your note and click Save:

Student note


Add note:

Read Chapter 4

✓ SAVE

✗ CANCEL

5.4.4 Your comment will be visible as part of citation:




Book Information literacy in the workplace ✓
Marc Foster editor, Facet, 2017, Total Pages xv, 189 p.
Note: Read Chapter 4
[Add tags to item](#)
Available at Main Library General : ZA3088 .I532 [View online](#)

6. Assigning purchase tags

- 6.1 Where a physical item is required and is not available within a specific Library collection, a purchase tag should be attached to the citation to indicate that the Library should acquire the item.

To assign a purchase tag to the chosen material, click *Add tags to item*:



BOOK Survey research methods ✓
Floyd J. Fowler, 3rd ed., Sage, 2002
Available in format(s): **P** - Physical (2 copies, 2 available)
[Add tags to item](#)
Being Prepared **Available** at Main Library General : HN29 .F68 2002

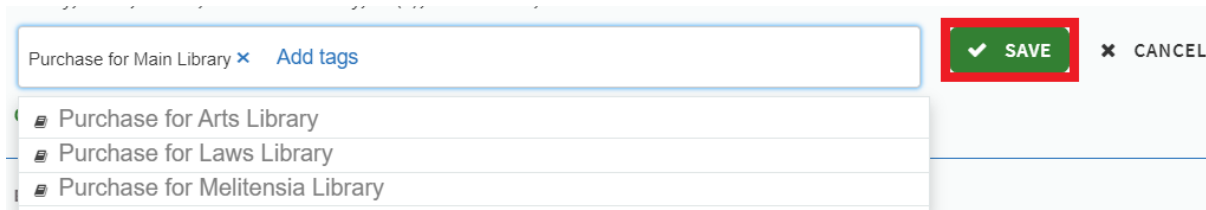
- 6.2 Select the tag from the drop-down menu:

Add tags

- ▢ Purchase for Main Library
- ▢ Purchase for Arts Library
- ▢ Purchase for Laws Library
- ▢ Purchase for Melitensia Library

✓ SAVE ✗ CANCEL

6.3 Click Save:



7. Sending your list for the Library Review

- 7.1 Once your list is completed, click *Library Review* to send it to the Library for processing. Remember to re-send the list whenever new items are added. **Sending your list for the Library Review does not make it visible to your students:**



8. Adding collaborators

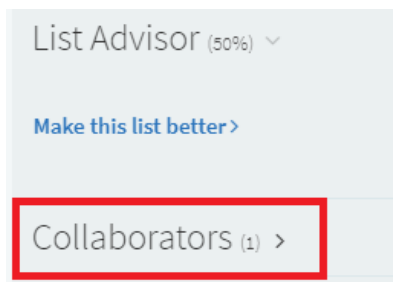
There are two main roles in Leganto being Owner and Collaborator.

An **Owner** can add, edit, change, remove or move items/list sections, add/remove collaborators or delete the entire list.

A **Collaborator** can add, edit, change, remove or move items/list sections.

As a course instructor, you will automatically become a list owner and you will be able to add collaborators.

- 8.1 To add a list collaborator click *Collaborators* on the right side of the screen:



8.2 Click *Manage collaborators*:



8.3 Enter an email address of your colleague into *Invite new collaborators* box:

Manage collaborators

Existing collaborators:

AD DERKOWSKA, AGATA Can manage list ▾ ×

Invite new collaborators

luke.brincat@um.edu.mt

BRINCAT, LUKE JOSEPH - Support Staff (Non-academics)

Manage collaborators

Existing collaborators:

AD DERKOWSKA, AGATA Can manage list ▾ ×

LB Brincat, Luke Can edit list ▾ ×

Invite new collaborators

Enter names or email addresses

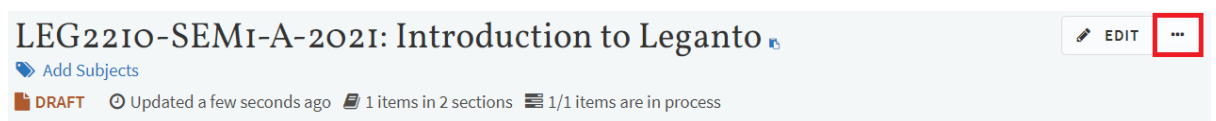
CLOSE SEND INVITATION

8.4 Click *Send Invitation*

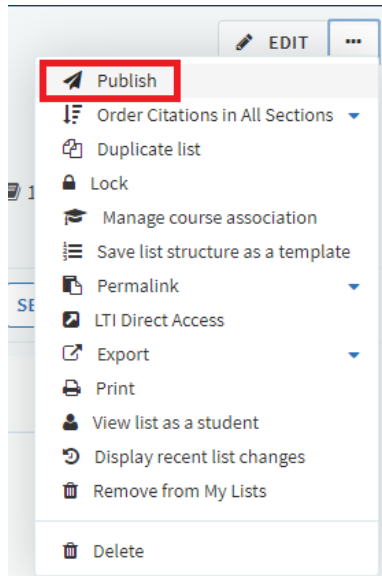
9. Publishing your Reading List

Initially, your Reading List will be saved as a draft. To make the list visible to your students, you need to publish it.

9.1 Click on the three dotted icon:



9.2 Click *Publish*:



9.3 Select who should be able to view your Reading List. You can choose from the following options:

- Course students – the Reading List will be only available to students who are enrolled on the study unit in the VLE. **USE ONLY FOR ADDITIONAL READING LISTS.**
- All students at the institution – the Reading List will be available to the entire UM community via the *Search list* feature. **USE ONLY FOR DEFAULT READING LISTS.**
- Anyone – the Reading List will be available publicly via the *Search list* feature. **CURRENTLY NOT IN USE.**

9.4 Click *Confirm*. The list will be available to the chosen group.

Publish list

Course students

All students at the institution

Anyone

10. Reusing a Reading List

10.1 Roll Over: reuse a Reading List without making any amendments

10.1.1 To *Roll Over* an existing Reading List access your study-unit in the VLE and create a new Reading List under *Announcements* (refer to Section 1 of this guide). *Roll Over* duplicates the entire Reading List and associates it with a new study-unit. This can be done only after study-units are created in the VLE.

10.1.2 Create a new Reading List under *Announcements* (refer to Section 1 of this guide) and click on created link:




10.1.3 You will be presented with a welcome screen. To proceed Click *Roll Over*:

You are ready to create a reading list for course.

📖 LEG001-SEM1-A-2021 (2020) : LEG001-SEM1-A-2021 Using Leganto (2020/21)
Please Select how you would like to begin from the following options


Create a new reading list from scratch

Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules

 CREATE IT

Roll over reading lists from an existing course

Copy reading lists from a previous term to your course. You can edit the reading lists after they are rolled over.

 ROLL OVER

10.1.4 Select study-unit from the drop-down menu:

Roll over from an existing course

Look up course

XXXX__LEG001-SEM1-A-1920 Using Leganto

ART1234-YR-A-1920 ART1234-YR-A-1920: Introduction to Art

LEG001-SEM1-A-2021 Using Leganto LEG001-SEM1-A-2021 Using Leganto (2020/21)

LEG001-SEM1-A-2021 LEG001-SEM1-A-2021 Using Leganto (2020/21)

10.1.5 Click *Roll Over*:

Roll over from an existing course

LEG001-SEM1-A-2021 LEG001-SEM1-A-2021 Using Leganto (2020/21) ▼

This course has 1 list

Reading list name: LEG001-SEM1-A-2021: Using Leganto (2020/21) (Rolled Over)

List and section dates: Copy ▼

Public note: Copy ▼

Public tags: Copy ▼

CANCEL ROLL OVER

10.1.6 Change the Reading List title to reflect the current study-unit by copying study-unit code from the VLE (see Point 3.8):

LEG001-SEM1-A-2021: Using Leganto (2020/21) (Rolled Over) EDIT

Add Subjects

DRAFT LEG001-SEM1-A-2021 (2020) Updated a minute ago 0 items in 2 sections All items are processed

LIBRARY REVIEW NEW SECTION ADD ITEMS +

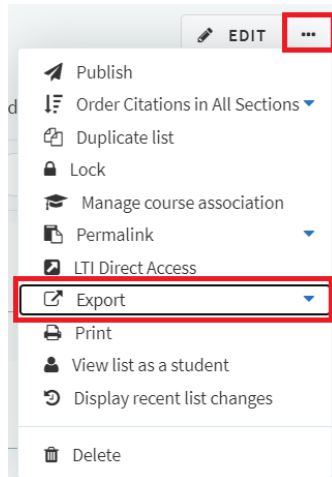
10.1.7 Publish your Reading List (refer to Section 9 of this guide).

10.2 Reuse your Reading List with amendments

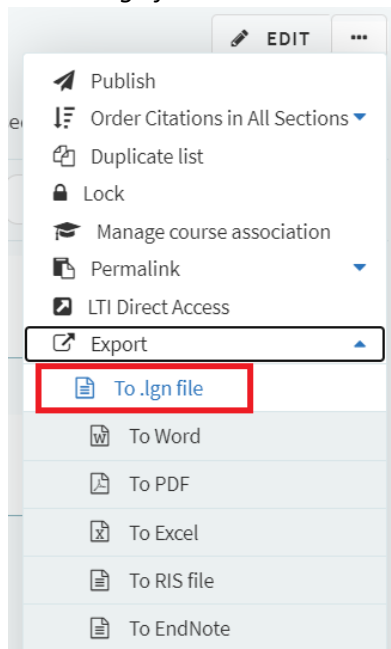
You can reuse your Reading List and amend it before your study-unit is available in the VLE. It is important that you **DO NOT** amend Reading Lists associated with past courses.

10.2.1 In Leganto access the Reading List that you wish to reuse.

10.2.2 Click on the three dots next to *Edit* button and click *Export*:



10.2.3 Click *To .lgn file*:

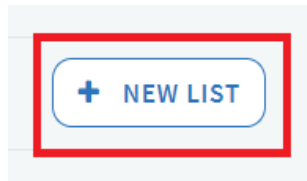


10.2.4 Save your list somewhere where you can easily find it.

10.2.5 In Leganto click *List* on the left side of the screen:




10.2.6 Click *New List* on the right side of the screen:




10.2.7 Click *Import*:

Title*:

Description:

 Import

 CANCEL


10.2.8 Find the Reading List that you downloaded and import it:

Title*: LEG001-SEM1-A-2021: Using Leganto (2020/21)

Description:

 Close Import

Uploaded citations (2/2)

legantoList.lgn (15296 bytes) 

 CANCEL

10.2.9 Change your Reading List title as per instructions below:

For study-units which are not yet available in the VLE, the following format for default Reading Lists should be applied to the title: (PREP) <Study-Unit Code>: <Course Title>

Example: (PREP) ART1234: Introduction to Art

For new study-units which are still being reviewed for approval (hence a general study-unit code is not available), the format should be as follows: (PREP) <Proposed Course Title>

Example: (PREP) Introduction to Art

Title*: (PREP) LEG001-SEM1-A-2021: Using Leganto

Description:

✕ Close Import

Uploaded citations (2/2)

legantoList.lgn (15296 bytes)

CANCEL CREATE

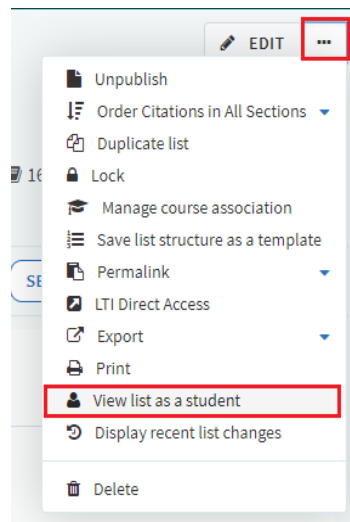
10.2.10 Click *Create*

10.2.11 Once the study-unit is available in the VLE, associate the Reading List with a course (refer to Points 3.5-3.13 of this guide) and Publish it (see Section 9).

11. Viewing the Reading List as a student

You can view the Reading List as it will be displayed by your students.

11.1 Click on the three dots next to *Edit* button and select *View list as a student*:



11.2 When you are finished, click on the "X" (Exit screen) on the blue *Student view mode* banner at the bottom right of the screen to return to your normal view:

Week 1 (10) ...
print resources, electronic resources, OAR

ARTICLE **Collecting water : Shashemene, Ethiopia, November 2015** ✓ ...
Bambrick, Hilary; Moncada, Stefano, 2016
[View online](#)

DISSERTATION **The European Union common foreign and security policy strengthening effectiveness within a new geopolitical framework.** ✓ ...
Stefano Moncada, M.A. EUROPEAN STUD., 2005
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