

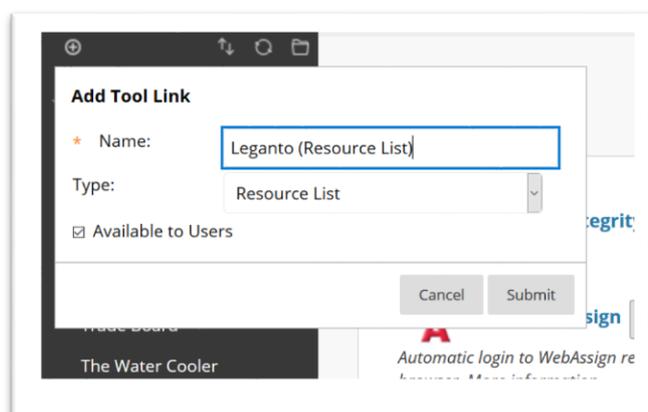
Leganto Quick Start Guide

Leganto is a new reading list management system for Northeastern University. Leganto offers a number of advantages for instructors and students. It enables the instructor to develop a reading list within a Blackboard course site and push it through to the Library for processing. You can use Leganto as a resource list for both library and non-library resources. Leganto provides the flexibility to break readings into weeks and sections, and to add all different types of resources to your lists, including self-uploaded materials and web content. The advantage for your students is that all of their course readings are accessible from within their Blackboard course page.

This guide will provide you with an overview of the main steps you need to follow to set up your Leganto reading list.

1. Install the Resource List link in Blackboard

Create a link to your Reading List in Blackboard by adding in a new Tool link. You'll want to name it "Leganto (Resource List)" and select Resource List as type.



2. Access your Reading List from Blackboard

All Northeastern instructors can create a course reading list from their Blackboard course page. From here you will be able to edit and maintain your reading list throughout the semester.

3. Structure your Reading List

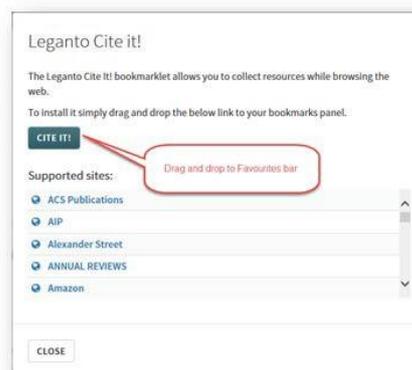
Creating structure in your list is as simple as creating sections. Sections can be used to group your readings. Readings could be grouped by weeks (e.g. Week 1, Week 2...), while others might be organized by subjects or resource types. It's up to you to decide what you will call your sections!



Next you need to add resources to your list -- from the library catalogue, online databases, YouTube, websites, journal articles, etc. The possibilities are endless... within copyright of course.

4. Add citations to your reading list

To add resources, click the plus icon at the top of your list. Use the search tab to find library resources; the create tab to link to websites and upload documents; or install the 'Cite It' bookmarklet to ensure you are always ready to add resources to your list when you find something useful on the web.



5. Edit your citations

Check your citations for accuracy and make any edits as necessary. You can add notes to accompany the citations. Notes can be made public for students or private for library staff only.

6. Tag your resources

If you are requesting library-owned materials for the reserves shelf, make sure you use tags (especially the loan period tag) before submitting your list to the library.

Tag the resources in your list to let the library know if you have any items you need to go on the Snell Reserves shelf and to let your students know where they can get materials.

Loan period: 3 hours	Let library staff know that the item should be cataloged with a 3-hour loan period for students
Loan period: 24 hours	Same as above
Students: available at NU Bookstore	Indicates to students that they can purchase it themselves in the bookstore.
Students: available on Reserve	Indicates to students that a physical copy is available on the Reserves shelf at Snell Library.
Students: required reading	Instructors can use this to indicate required readings to their students.
Instructor's personal copy	A request attribute, to indicate to the library that a physical personal copy will be (or has already been) provided for Reserves
Copy ordered for reserve (tag used by Snell staff only)	Tag used by library staff to let students/instructors know that a physical copy has been ordered for the library but is not yet available.
Library: place on reserves	Request to move materials; a physical copy of the item is owned by the library and should be moved to the Reserves shelf.
Library: purchase needed	This request covers any type of item, physical or electronic, that the instructor would like the library to buy a copy of or acquire access to.

7. Send your list to the Library

Send your list to the Library for processing by clicking the "Submit List" button at the top of your list. The library staff will process the list and publish the finalized list for you. Students will be able to access the list from Blackboard once the list is published.



You can edit, add, and delete items from the reading list throughout the semester. The library will automatically be notified of any changes made to your list that require additional processing.

Need help?

For additional information about Leganto or course reserves:

- Phone: 617-373-8778
- Email: libraryreserves@northeastern.edu
- Web: Snell Library Course Reserves
<https://library.northeastern.edu/services/course-reserves>

For additional information about Blackboard:

- Phone: 617-373-4357
- Email: ats@northeastern.edu
- Web: Blackboard Learning Resources
<https://www.northeastern.edu/ats/teaching-technology/blackboard/blackboard-learning-resources/>