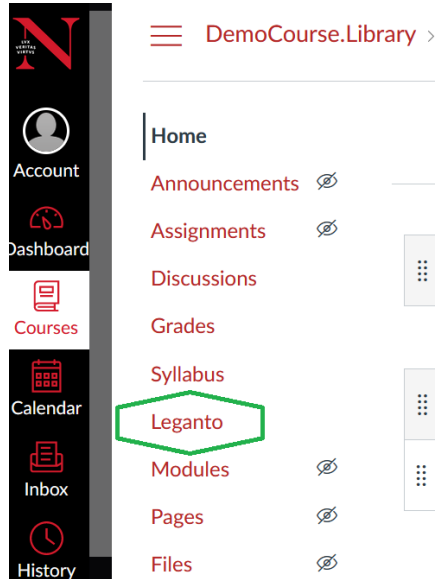


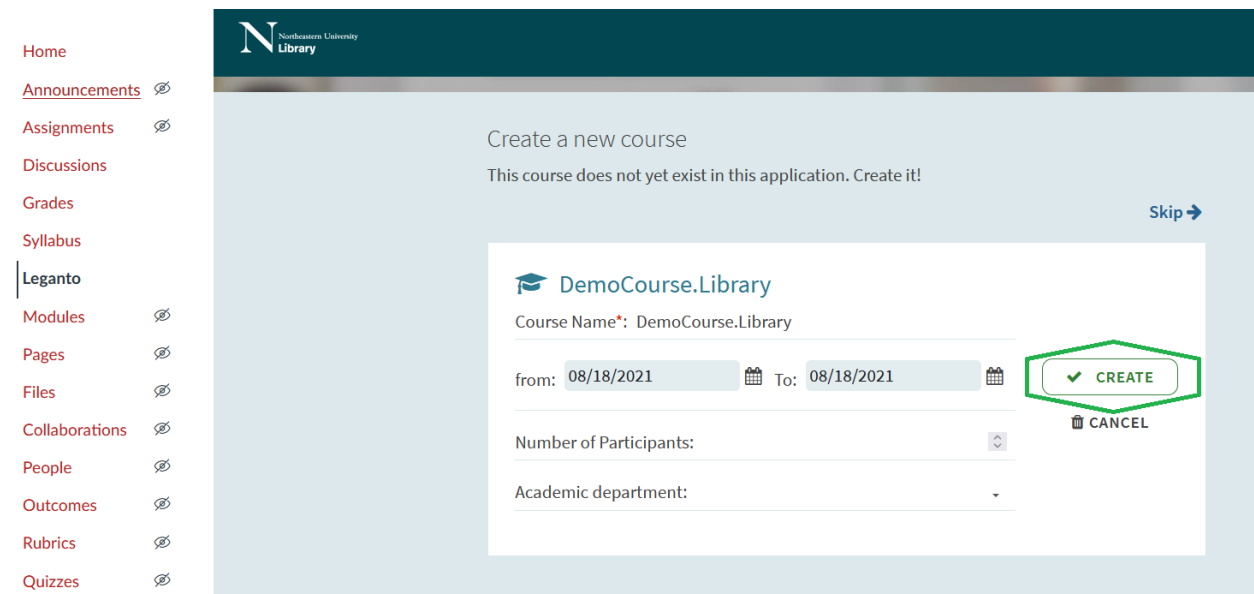
Step 1

Open the “Leganto” tool link from your Canvas course’s home menu:



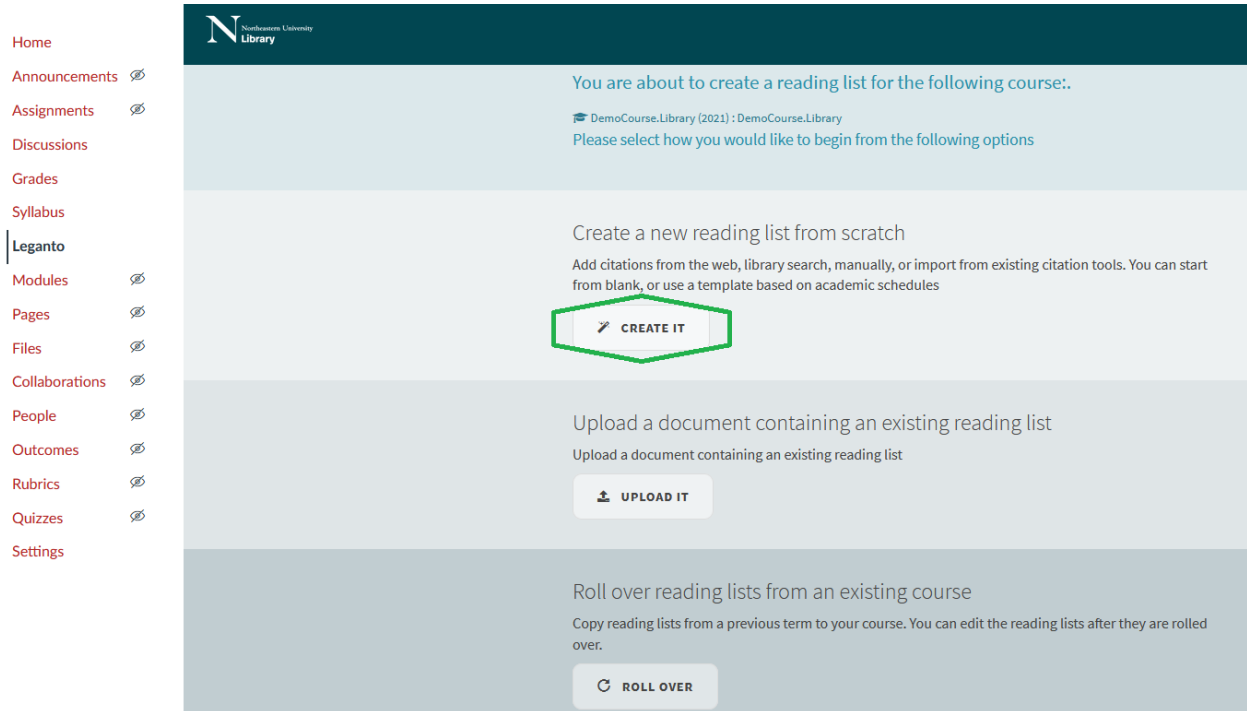
Step 2

Fill in your course details and click the button that says “Create” on the Leganto course creation screen:



Step 3

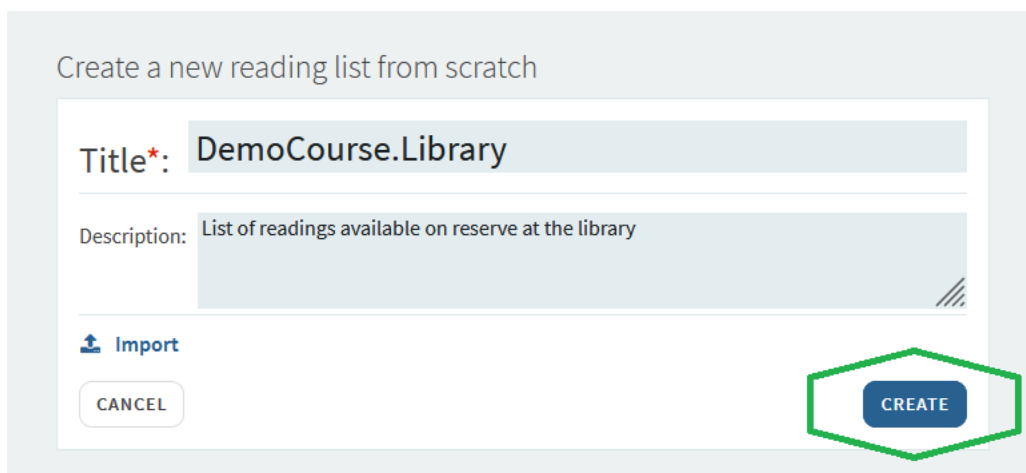
Click the button that says “Create It” to start a new reading list from scratch:



The screenshot shows the Leganto interface for creating a reading list. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto (highlighted), Modules, Pages, Files, Collaborations, People, Outcomes, Rubrics, Quizzes, and Settings. The main content area has a dark green header with the Northeastern University Library logo. Below the header, it says "You are about to create a reading list for the following course:." followed by "DemoCourse.Library (2021) : DemoCourse.Library" and "Please select how you would like to begin from the following options". There are three options: 1. "Create a new reading list from scratch" with a subtext "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" and a green-outlined "CREATE IT" button. 2. "Upload a document containing an existing reading list" with a subtext "Upload a document containing an existing reading list" and an "UPLOAD IT" button. 3. "Roll over reading lists from an existing course" with a subtext "Copy reading lists from a previous term to your course. You can edit the reading lists after they are rolled over." and a "ROLL OVER" button.

Step 4

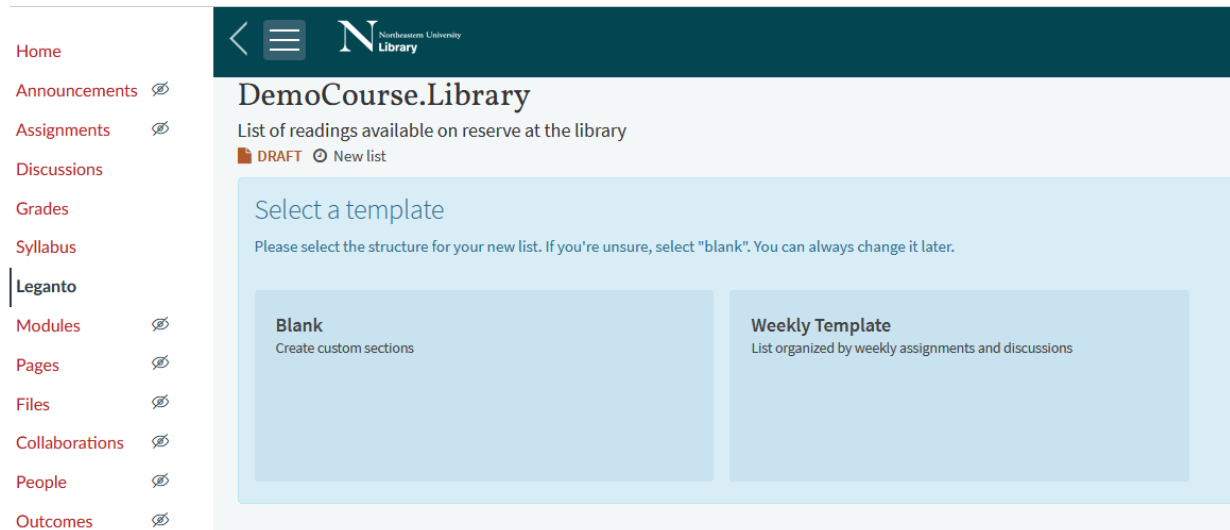
Give your list a title and (optional) description, then click “Create”:



The screenshot shows a form titled "Create a new reading list from scratch". It has two input fields: "Title*" with the value "DemoCourse.Library" and "Description:" with the value "List of readings available on reserve at the library". Below the fields are three buttons: "Import" (with an upload icon), "CANCEL", and "CREATE" (highlighted with a green outline).

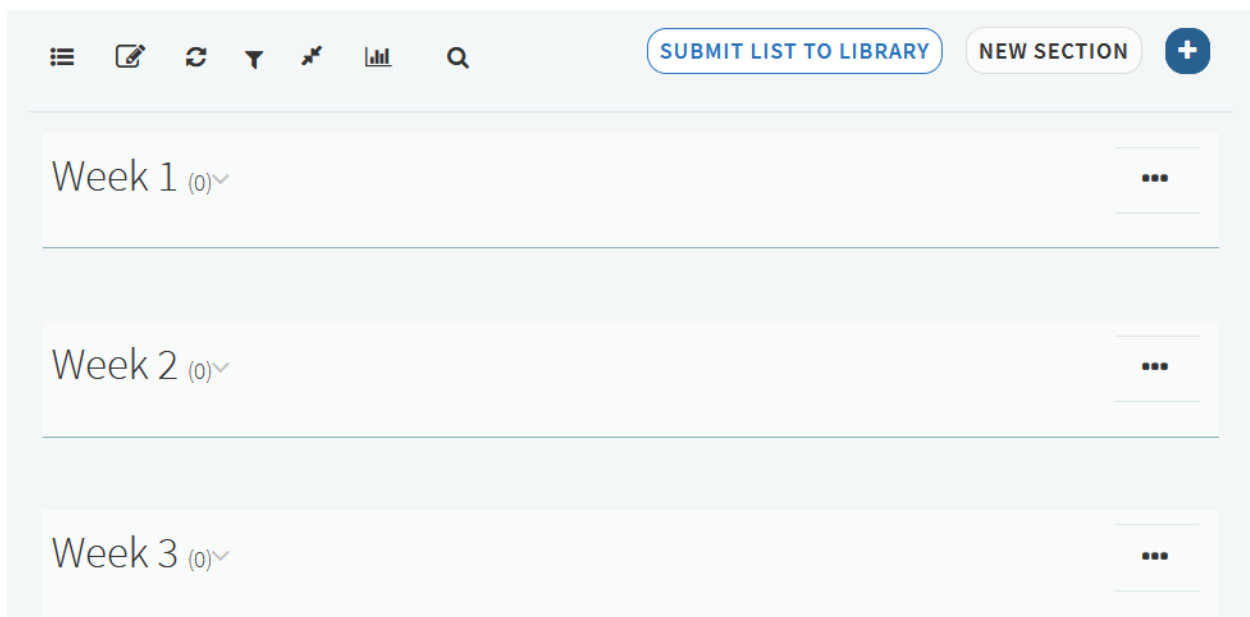
Step 5

Select a list template – Blank, or Weekly:



The screenshot shows the 'DemoCourse.Library' interface. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto (highlighted), Modules, Pages, Files, Collaborations, People, and Outcomes. The main content area has a dark blue header with the Northeastern University Library logo. Below the header, it says 'DemoCourse.Library' and 'List of readings available on reserve at the library'. There are 'DRAFT' and 'New list' buttons. A light blue box titled 'Select a template' contains the instruction: 'Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.' Two options are shown: 'Blank' (Create custom sections) and 'Weekly Template' (List organized by weekly assignments and discussions).







If you select the Weekly Template, your list will automatically be broken into weekly sections:

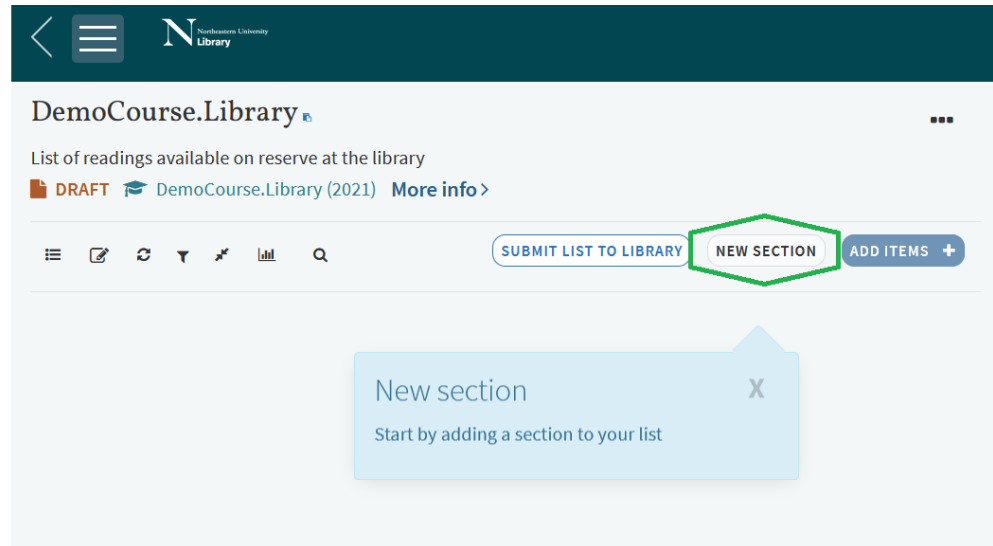


The screenshot shows the 'Weekly Template' list structure. At the top is a toolbar with icons for menu, edit, refresh, filter, share, chart, and search. There are two buttons: 'SUBMIT LIST TO LIBRARY' and 'NEW SECTION' with a plus icon. Below the toolbar are three sections: 'Week 1 (0)', 'Week 2 (0)', and 'Week 3 (0)'. Each section has a dropdown arrow and a three-dot menu icon on the right.

Step 6










If you selected the blank template, add at least one section to your list:

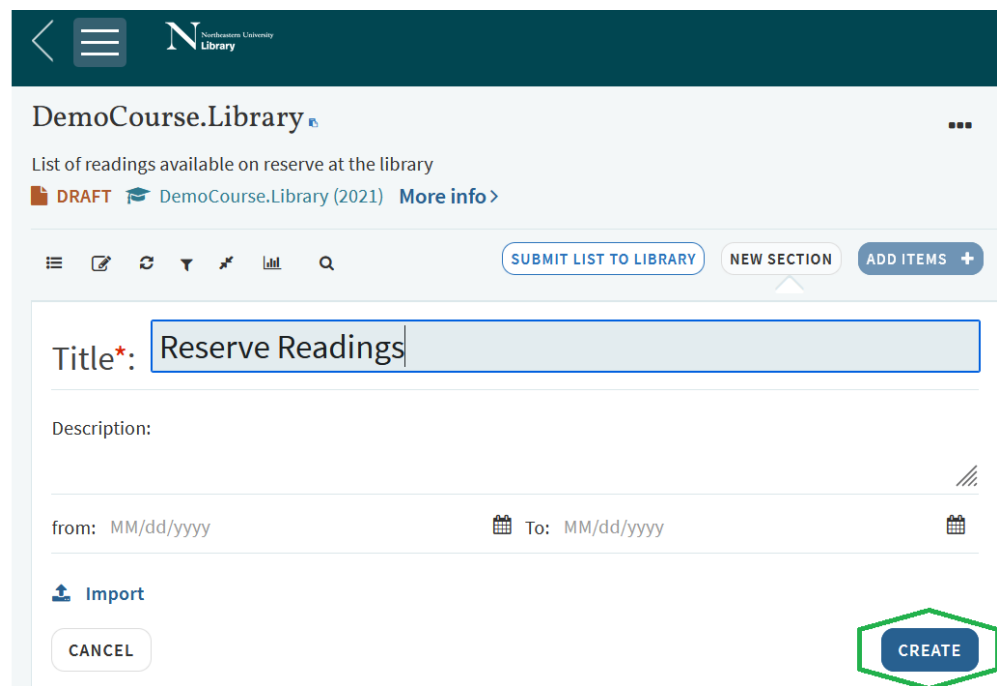
- Home
- Announcements 
- Assignments 
- Discussions
- Grades
- Syllabus
- Leganto
- Modules 
- Pages 
- Files 
- Collaborations 



The screenshot shows the Leganto interface for 'DemoCourse.Library'. The page title is 'DemoCourse.Library' and the subtitle is 'List of readings available on reserve at the library'. Below the title, there is a 'DRAFT' status and a link to 'DemoCourse.Library (2021) More info >'. A toolbar contains several icons and three buttons: 'SUBMIT LIST TO LIBRARY', 'NEW SECTION' (highlighted with a green hexagon), and 'ADD ITEMS +'. A light blue modal box is displayed in the center, titled 'New section' with a close 'X' button. The modal text reads: 'Start by adding a section to your list'.

Give your section a title and select "Create":

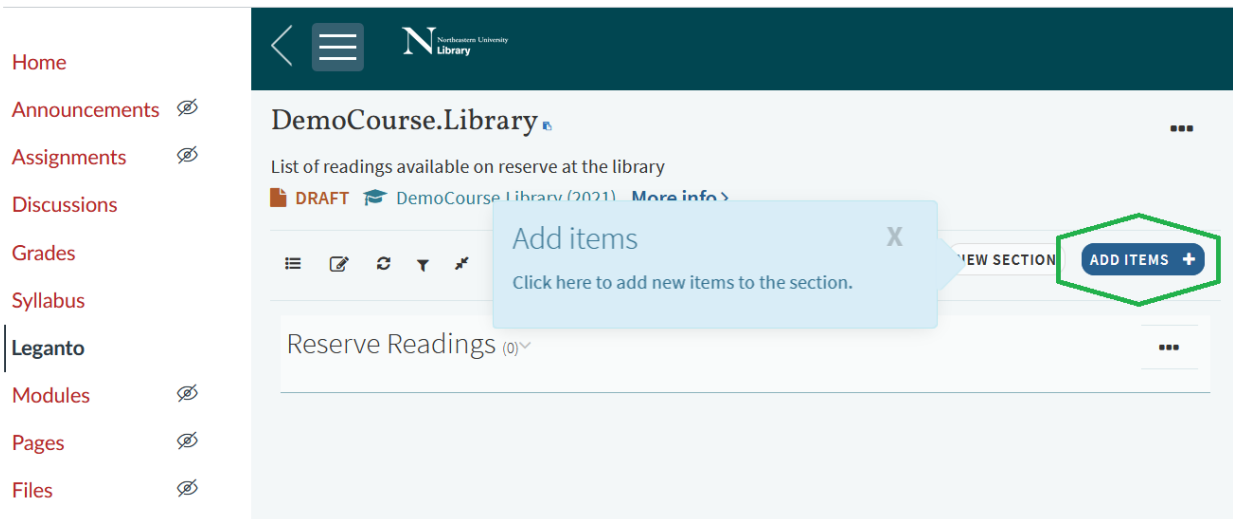
- Home
- Announcements 
- Assignments 
- Discussions
- Grades
- Syllabus
- Leganto
- Modules 
- Pages 
- Files 
- Collaborations 
- People 
- Outcomes 
- Dubrice 



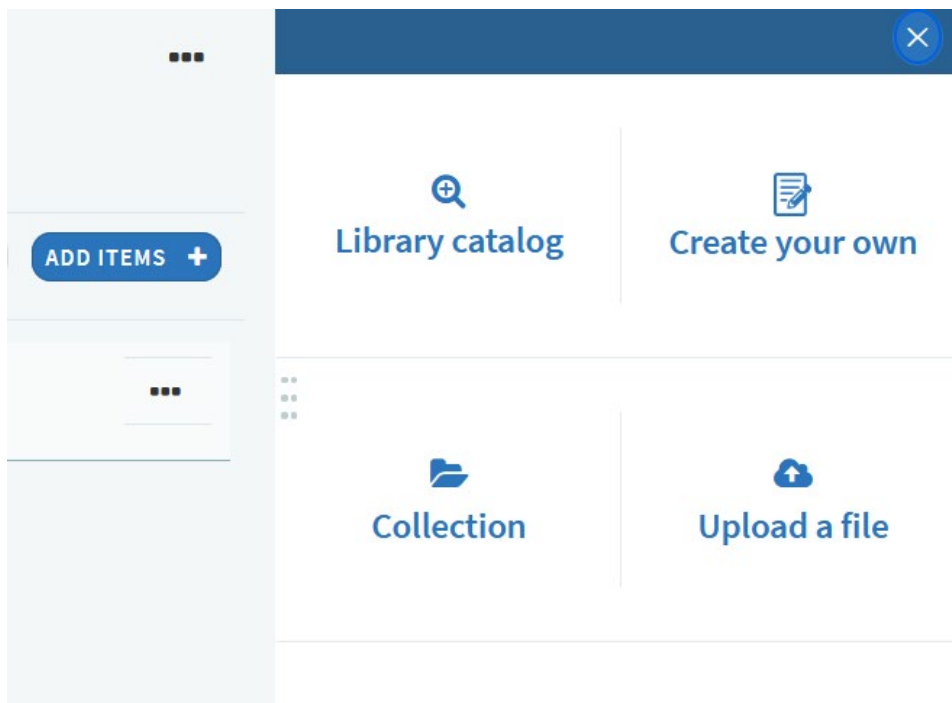
The screenshot shows the Leganto interface for 'DemoCourse.Library' with the 'NEW SECTION' button selected. The form fields are: 'Title*:' with the text 'Reserve Readings' entered; 'Description:' with a text area; 'from: MM/dd/yyyy' and 'To: MM/dd/yyyy' with calendar icons; and an 'Import' button. At the bottom, there are 'CANCEL' and 'CREATE' buttons. The 'CREATE' button is highlighted with a green hexagon.

Step 7:

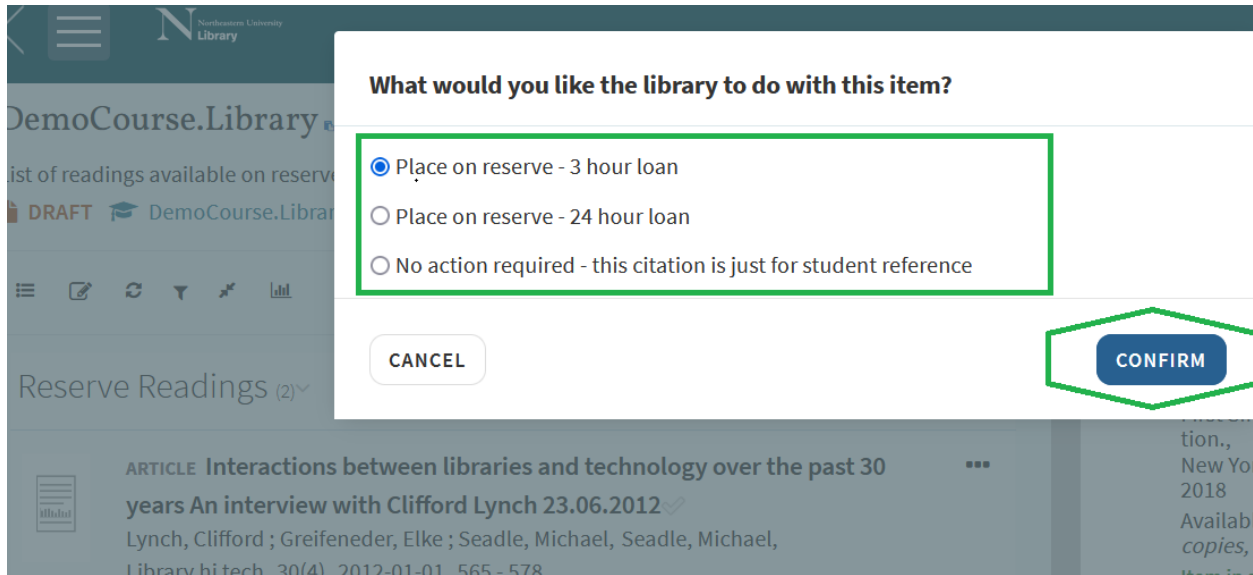
Add materials to your list using the “Add Items” button:



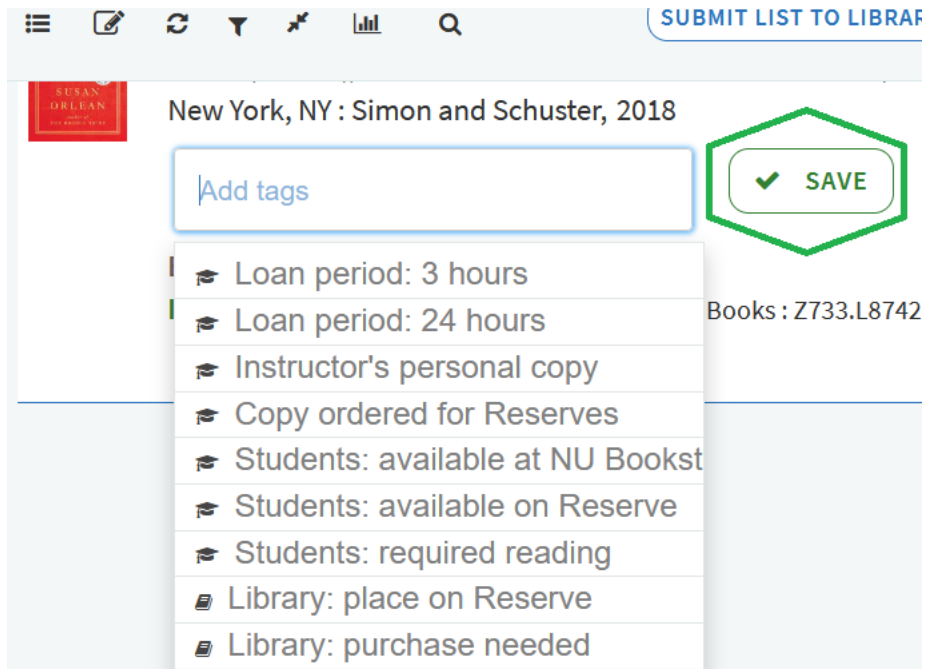
Choose whether to add an item from the library catalog, enter your own citation information, or upload a file:



When adding a print book or DVD from the library collection, you will be prompted to select a loan period if it is going on reserve:

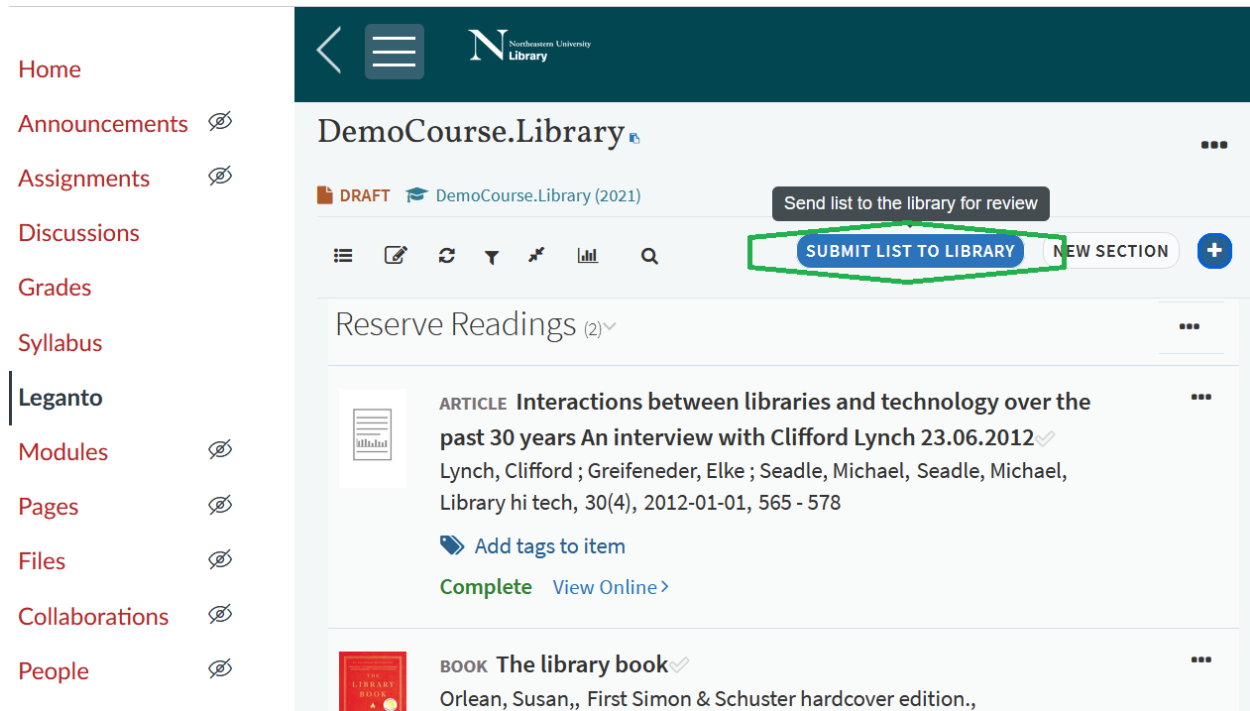


After adding items, you have the option of adding tags to each citation to convey additional information to students or library staff who will be viewing the list:



Step 8

When you are done adding items, submit the list to the library for review:



The screenshot displays the user interface for 'DemoCourse.Library' on the Northeastern University Library system. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto, Modules, Pages, Files, Collaborations, and People. The main content area shows a 'DRAFT' status for 'DemoCourse.Library (2021)'. A dark button at the top right says 'Send list to the library for review'. Below this, a toolbar contains icons for list management and a prominent blue button labeled 'SUBMIT LIST TO LIBRARY', which is highlighted with a green hand-drawn box. To its right is a 'NEW SECTION' button with a plus icon. The main content area lists 'Reserve Readings (2)'. The first item is an 'ARTICLE' titled 'Interactions between libraries and technology over the past 30 years An interview with Clifford Lynch 23.06.2012', with authors 'Lynch, Clifford ; Greifeneder, Elke ; Seadle, Michael, Seadle, Michael, Library hi tech, 30(4), 2012-01-01, 565 - 578'. It includes an 'Add tags to item' button and a 'Complete View Online >' link. The second item is a 'BOOK' titled 'The library book' by 'Orlean, Susan,, First Simon & Schuster hardcover edition,,

Questions?

Submit a [Leganto Help Request form](#)

Or reach us by e-mail at LibraryReserves@northeastern.edu