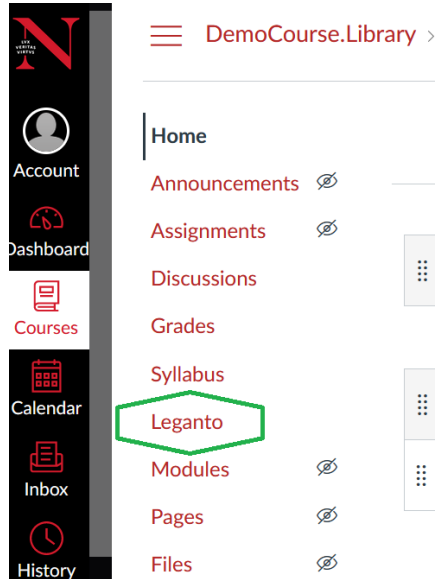


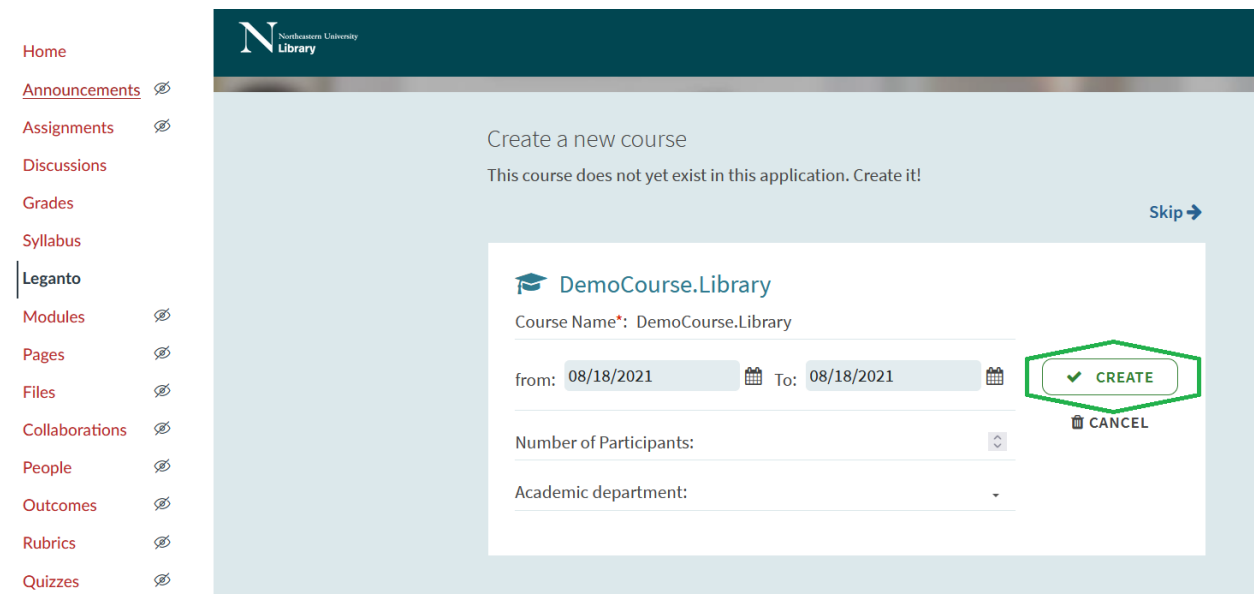
## Step 1

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



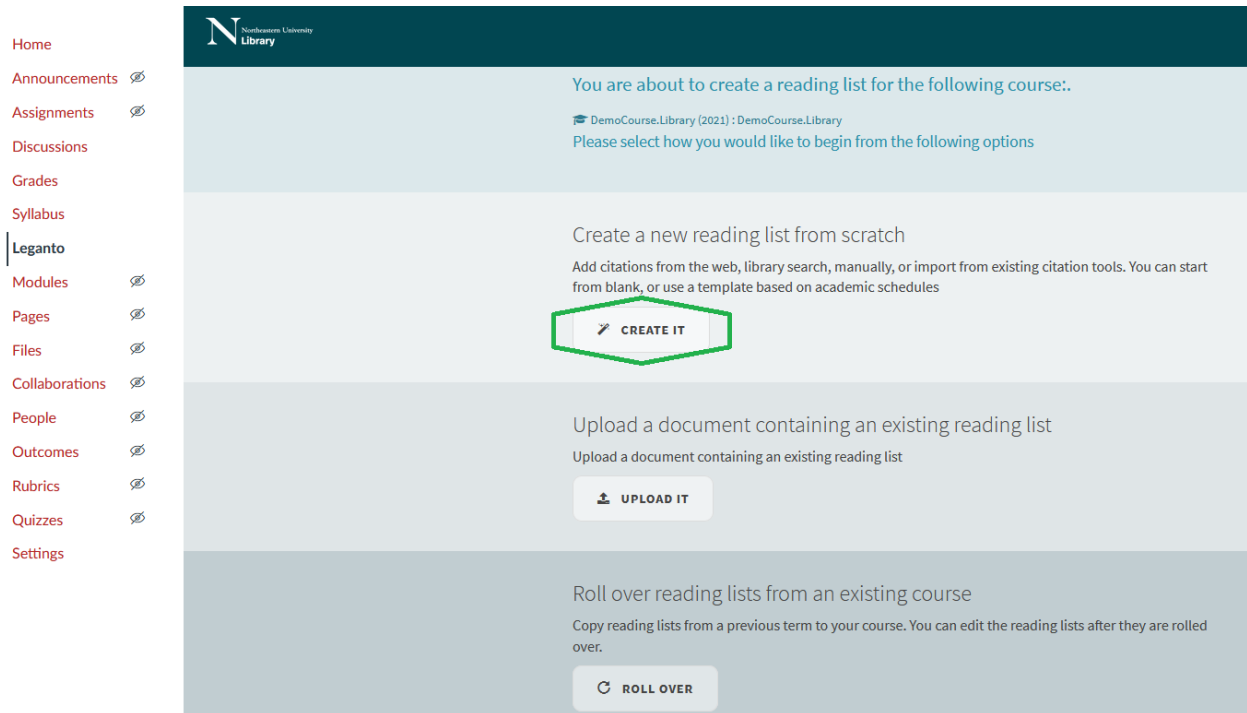
## Step 2

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



## Step 3

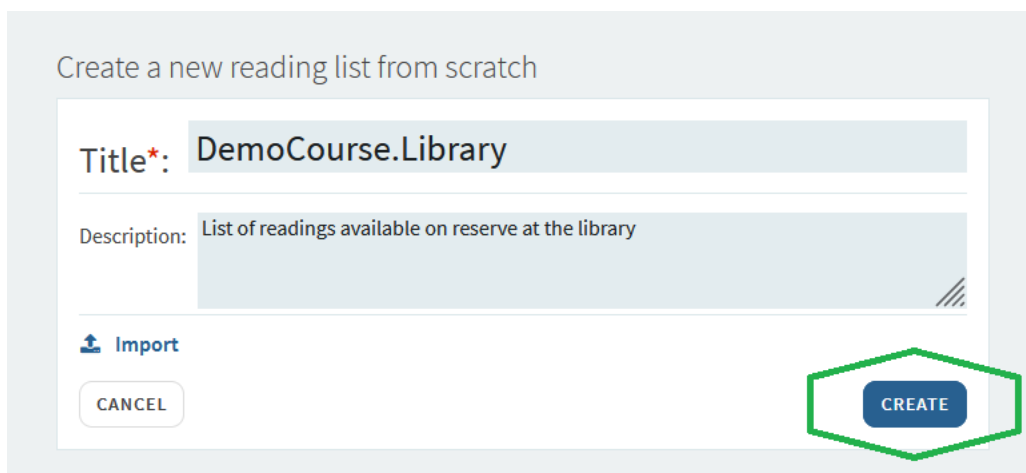
Click the button that says “Create It” to start a new reading list from scratch:



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 a download icon), "CANCEL", and "CREATE" (highlighted with a green outline).

## Step 5

Select a list template – Custom, or Weekly:

The screenshot shows the 'DemoCourse.Library' interface. On the left is a sidebar with navigation links: Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto Course Materials, Modules, Pages, Files, and Collaborations. The main content area is titled 'DemoCourse.Library' and shows a 'DRAFT' status with a 'New list' button. Below this is a 'Select a template' section with the instruction: 'Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.' Three template options are presented in light blue boxes:

- Custom**: Blank: one default section; add custom sections as needed
- Weekly Template: 12 Weeks**: Sections are organized by Weeks 1-12
- Weekly Template: 6 Weeks**: Sections are organized by Weeks 1-6

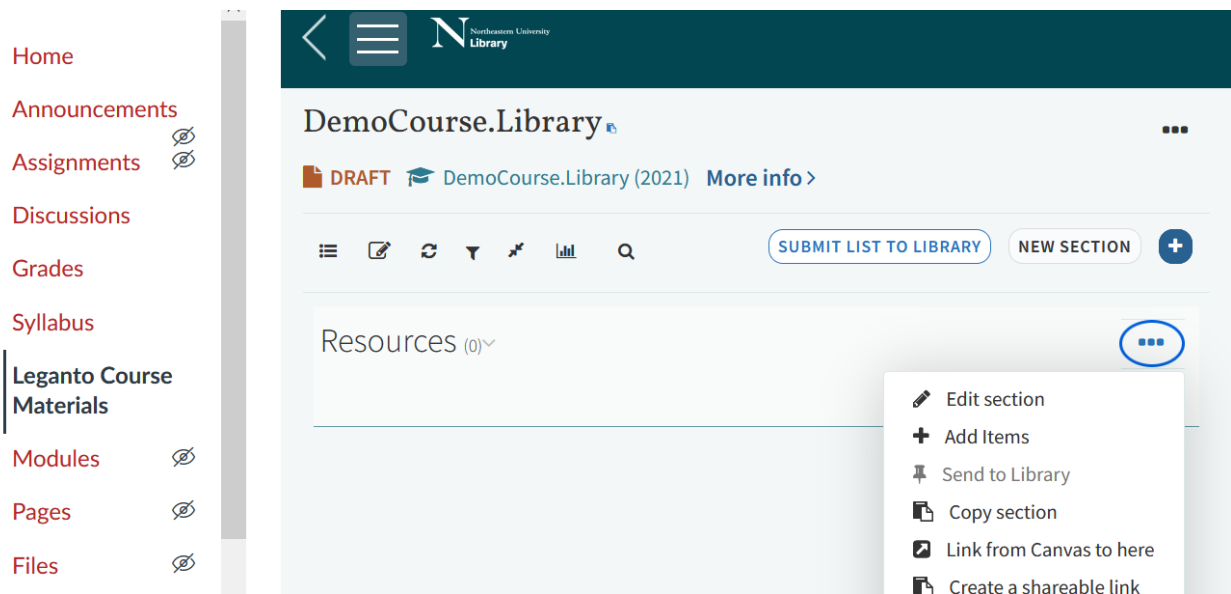
If you select one of the Weekly Templates, your list will automatically be broken into weekly sections:

The screenshot shows the 'DemoCourse.Library' interface with a toolbar at the top containing icons for list management and buttons for 'SUBMIT LIST TO LIBRARY' and 'NEW SECTION'. Below the toolbar is a list of weekly sections:

- Week 1 (0) with a dropdown arrow and a menu icon (three dots)
- Week 2 (0) with a dropdown arrow and a menu icon (three dots)
- Week 3 (0) with a dropdown arrow and a menu icon (three dots)

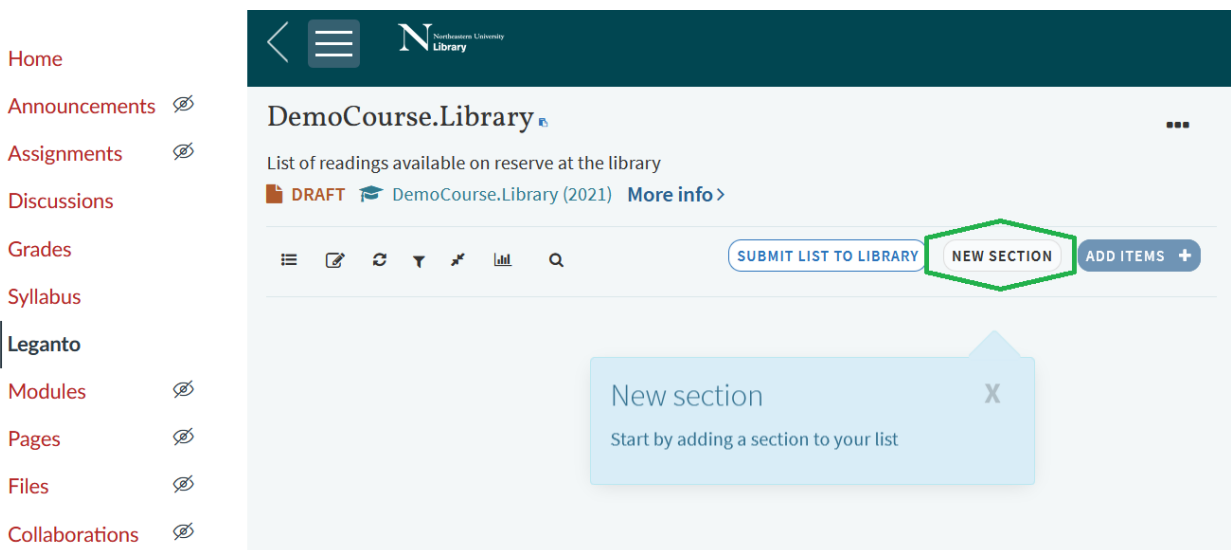
## Step 6

If you select the Custom template, your list will start with a single default section called "Resources." To edit or change the name of this section, use "Edit section":



The screenshot shows the Canvas LMS interface for a course library. On the left is a navigation sidebar with items like Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto Course Materials, Modules, Pages, and Files. The main content area is titled 'DemoCourse.Library' and shows a 'DRAFT' status for 'DemoCourse.Library (2021)'. Below this is a toolbar with icons for list management and buttons for 'SUBMIT LIST TO LIBRARY' and 'NEW SECTION'. A section titled 'Resources (0)' is visible, with a three-dot menu icon to its right. This menu is open, showing options: 'Edit section', 'Add Items', 'Send to Library', 'Copy section', 'Link from Canvas to here', and 'Create a shareable link'. The 'Edit section' option is highlighted with a blue background.

If you want to add more sections, select "New Section"



The screenshot shows the same Canvas LMS interface. The 'NEW SECTION' button in the toolbar is highlighted with a green hexagonal border. A light blue notification box is overlaid on the main content area, containing the text 'New section' and 'Start by adding a section to your list'. The notification box has a close button (X) in the top right corner. The 'Resources (0)' section is no longer visible, indicating that a new section has been added.

For each new section you add, give the section a title and select “Create”:

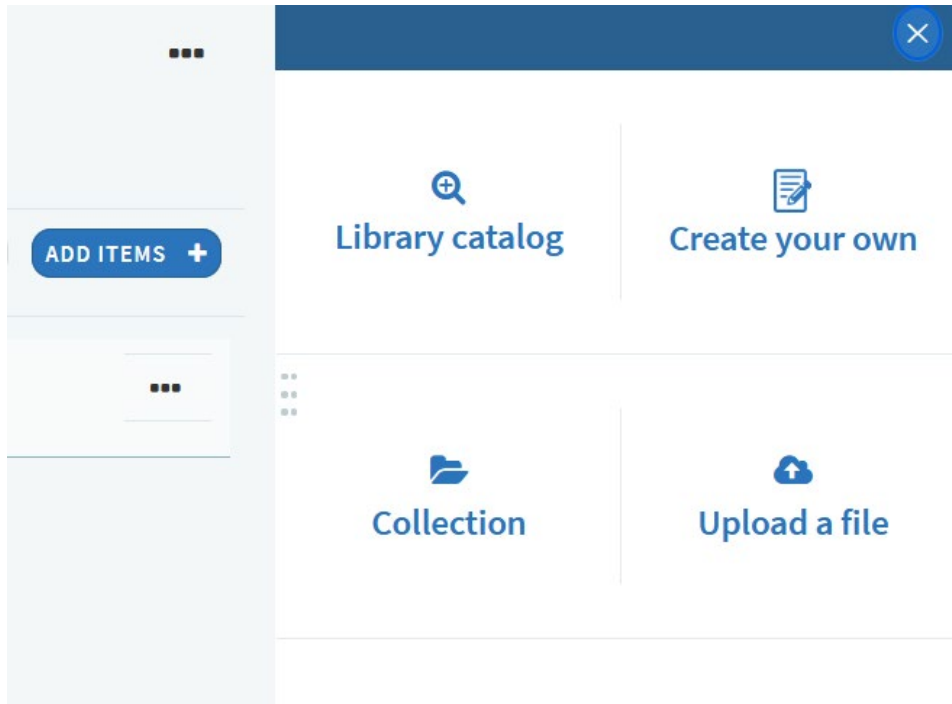
The screenshot shows the Leganto interface for a course titled "DemoCourse.Library". The left sidebar lists navigation options: Home, Announcements, Assignments, Discussions, Grades, Syllabus, Leganto (selected), Modules, Pages, Files, Collaborations, People, Outcomes, and Rubrics. The main content area shows a "List of readings available on reserve at the library" for a "DRAFT DemoCourse.Library (2021)" section. At the top of the main area are buttons for "SUBMIT LIST TO LIBRARY", "NEW SECTION", and "ADD ITEMS +". Below these is a form to create a new section. The "Title\*" field contains "Reserve Readings". There is a "Description:" field, and date pickers for "from: MM/dd/yyyy" and "To: MM/dd/yyyy". At the bottom of the form are "Import", "CANCEL", and "CREATE" buttons. The "CREATE" button is highlighted with a green hexagonal border.

## Step 7:

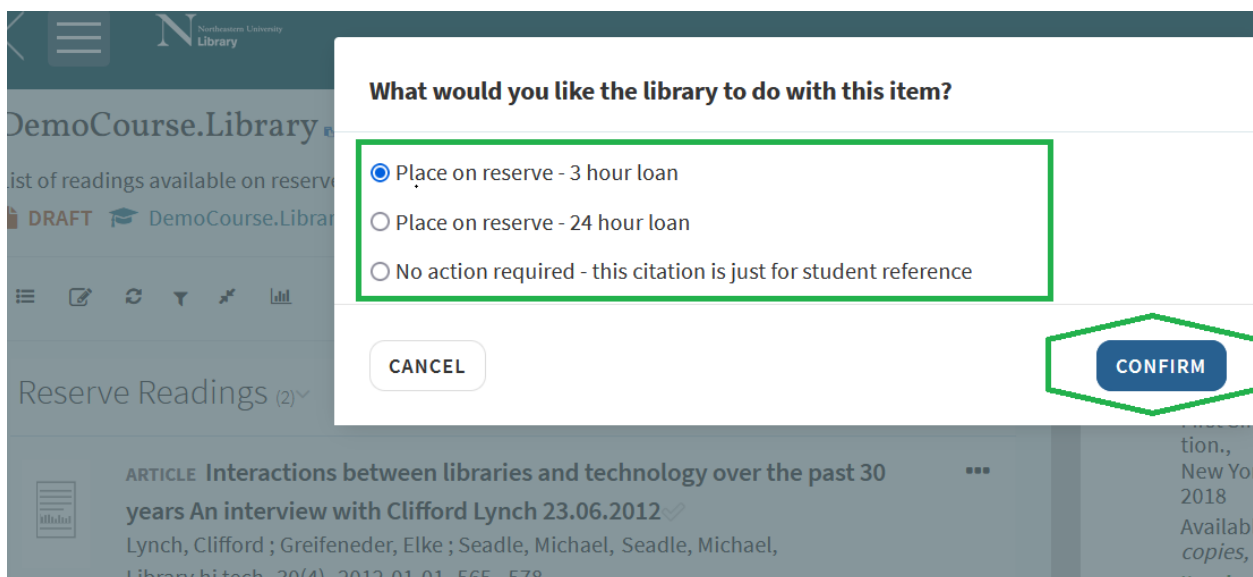
Add materials to your list using the “Add Items” button:

This screenshot shows the Leganto interface after a section has been created. The "Title" field now contains "Reserve Readings (0)". A light blue callout box with an "X" in the top right corner points to the "ADD ITEMS +" button. The callout text reads: "Add items. Click here to add new items to the section." The "ADD ITEMS +" button is highlighted with a green hexagonal border.

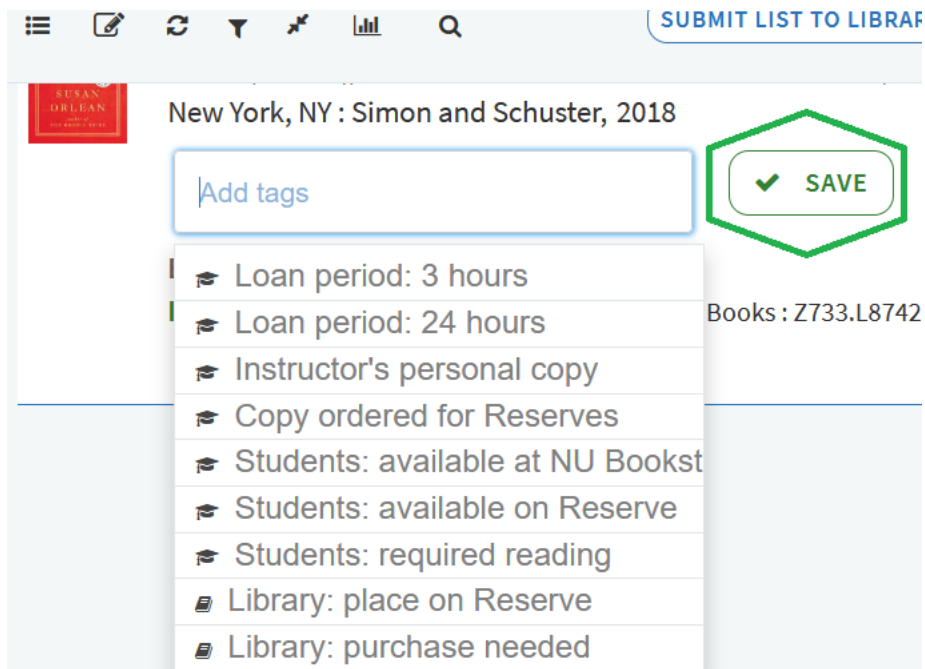
Choose whether to add an item from the library catalog, enter your own citation information, or upload a file:



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:

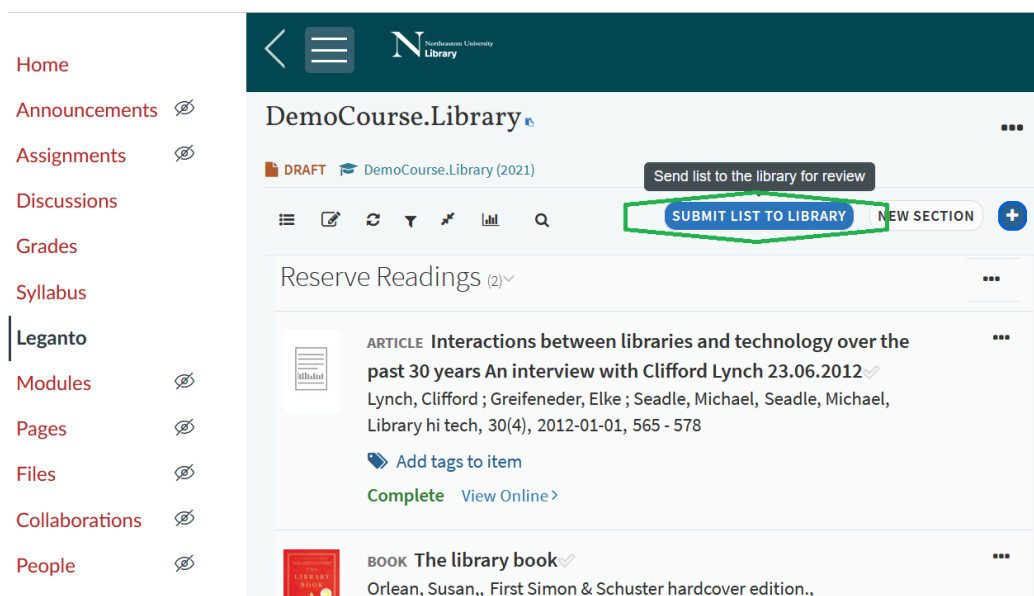


After adding items, you have the option of adding tags to each citation to convey additional information to students or library staff who will be viewing the list:



## Step 8

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



***Questions?***

Submit a [Leganto Help Request form](#)

Or reach us by e-mail at [LibraryReserves@northeastern.edu](mailto:LibraryReserves@northeastern.edu)