Step 1

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

![Canvas course menu with Leganto highlighted](image)

Step 2

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

![Leganto course creation screen](image)
Step 3

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

![Create It Button](image)

Step 4

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

![Create Reading List](image)
Step 5

Select a list template – Custom, or Weekly:

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

If you want to add more sections, select “New Section”
For each new section you add, give the section a title and select “Create”:

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:
Questions?

Submit a [Leganto Help Request form](#)

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