

Managing Courses in Alma – Script

Welcome to this session for Library staff working with Courses in Alma.

In this session we'll discuss the management of Courses in Alma and how the information configured in Courses is displayed in Leganto.

Library staff who work with Courses in Alma can search for courses using Alma's persistent search. For example, I can search by the course code. or review the courses from Alma's Fulfillment menu, Course Reserves area, Courses.

When the page opens, all the courses that exist in Alma will display. Course details, such as course name, Instructor name, and course status display. You can sort the courses list by these columns. Use the search box to find a specific course, and the filtering options will help you narrow your results.

You can use the +Add Course Link to create a new course manually. Note that it is possible to create courses in bulk using the course loader, or to have them created via LTI.

From the row action tool, you can choose to duplicate to make an exact copy of the course or choose Copy Reading List to make a copy of any existing reading list in Alma and associate it to this course. The create list – reminder email can be used to email the instructors of the course and remind them to create a reading list. Note that this can also be done in bulk.

Click the Reading List option to see the reading list or lists associated with this Course. To view the citations for a reading list choose View. Scroll to see the citations or click View in Leganto To see the View in Leganto link. Note that from a reading list, in the courses tab you can also view the course information.

Going back to the course, let's click on edit to manage the course information.

On the Manage Course Information page, under the Course Information tab, you can add or edit course information. Here we can see the course code and name. Note that if Leganto is integrated with your Learning Management System, you will need to ensure that the Alma course code matches the course code in the LMS. There must be a match on either the course code or one of the searchable IDs.

The processing department is also mandatory, and this will determine which department within the library will work on reading lists for this course.

The course record also includes Start date and End date fields for the Course.

The Number of participants is the number of students enrolled in the Course and is an important parameter for fulfilling citations as well as for analyzing citation usage in Alma Analytics. This number is also displayed in Leganto.

As mentioned previously, the searchable ID fields may contain additional course IDs which can be used to create a match between Alma's course record and the course in the Learning Management System. They can also be used as additional search fields in Primo and other external systems.

Let's switch to the Instructors tab to see the list of instructors linked to this course. Use the Add Instructor link to add an instructor to the course. From the row actions list, choose the

Remove option to remove the instructor from the course or choose Hide so that the instructor's name will not appear in this course in Leganto.

If you don't ever want the course instructor's names display in Leganto go to Alma configuration menu > Leganto > Features > Leganto Features and set the `instructors_in_leganto` parameter to false.

Instructors will automatically become owners of all the reading lists associated for a Course. If you don't want this to be the case, within the Alma Configuration, Leganto go to List Management Settings and ensure that this parameter is set to false.

Note! That in Leganto an instructor can create a reading list, but to associate the reading list with a course, the instructor must be listed as an instructor on that course.

Once you finish updating the course information, click the save button to return to the Courses page. Let's see how some of the fields we've just configured in Alma display in Leganto.

To see the reading list in Leganto click View in Leganto link. Leganto will open; the course reading list displays.

At the top of the reading list, you can see the basic course details. Hover over to see more details.

If configured in Alma, the Instructor's name will also display in the right pane.

This concludes an overview of course management in Alma.

Thank you for joining!