

Creating Reading List Templates in Leganto - Script

Hello, in this training session we'll create reading list templates in Leganto.

Reading list templates saves time by creating the reading list structure or sections, rather than starting from scratch. Only library staff can create new templates, and all templates will be visible to anyone who creates reading lists in Leganto.

Under the Lists page in Leganto, your existing reading lists appear. You can only create a template from an existing list, so either create a new list with the sections you want to include in your template, or use an existing list. Let's make a new template based on the Child Development reading list.

Click on the row action tool and select Save list structure as a template.

Enter a name and a description for the new template and click 'SAVE'. Remember that instructors and librarians will see this name and description, so it is helpful to be clear about the sections the template will create. The new template was saved.

This template will now be available to both instructors and library staff when they create new reading lists.

Now let's see how to make a new reading list that uses the reading list template we've just created. Again, start in the List page and click the +NEW LIST button to open a new list form. Enter a title and description for the Reading list and click the CREATE button.

All available templates are displayed, and now you can select the template on which you want to base your reading list; You can delete a template by clicking the X here.

After you click on the template entry, a new reading list will open automatically, and you can begin to add citations to it. You can also add new sections, delete them, or modify the sections, as needed.

Note that it is not possible to modify templates once they have been created, but you can use that template to create a new list, modify the sections as needed, and then save the new list structure as a new template.

This brings us to the end of this training session, creating reading list templates in Leganto. Thank you for joining!