

## ***Log in and Creating a Resource List***

Welcome to Leganto, a tool you can use to create and organize lists of course materials, and share them with your students. Leganto lets you easily find resources, add them to your course resource list, share them with students, and communicate with library staff about the resources as needed.

In this session we will open Leganto and create a resource list for a course.

You may start in your Learning Management System, or you may begin in Leganto directly. We'll look at both options.

When using a learning management system such as Canvas, Moodle, Blackboard, or other, log in, then choose your course. Using Canvas as an example, I'm going to click on the menu option called Course Materials. Your link to Leganto may be called something else, and you may access it from a different part of your course page. Talk to your library or LMS administrator if you can't find the link.

Once you click on the link to Leganto, you will see the option to create a list. Click on Create It. You can change the list title if you would like, and add an optional description. Once you're ready, click Create.

Now select which template you would like to use for the list. The template you will choose will be the structure of the list. Templates are defined by your library staff, so your options may look different than what you see here. In our example, let's proceed with the 8 week template.

This is your blank resource list. Here you can see it is associated with the course.

We will show how to add and edit sections to your resource list soon, but first, let's see how to create a new resource list if you do not begin in the LMS. Instead, you can log into Leganto directly.

Once you have signed in, you will see the homepage where you can view all of the lists of which you are an owner, a collaborator, or a follower.

To create a list, click New List. Enter a title and an optional description. Click Create.

Again, choose a template. This time we'll choose the basic template of four sections.

Because we started in Leganto directly, rather than using an LMS, we need to associate the resource list with a course. Click on "ASSOCIATE LIST". You can search for your course by course name or course code and select the relevant course from the list. Click ASSOCIATE & CLOSE.

Here you can see that the resource list is associated with your course. You can edit the resource list details, such as the list name, by clicking the list menu and choosing Edit. [point out, don't click on it]

Course materials can be organized into different sections, which can represent weeks, topic divisions, and so forth. Here, you can see all of the sections that were created through the template that I chose. To edit a section, click the section menu > Edit Section. Here you also have the option to delete a section.

To add a section, click **NEW SECTION**. Enter the title of the section, and an optional description. Here it is.

You can easily change the order of the sections: click on the Toggle section view icon to collapse the sections, then drag and drop them.

Now you can begin adding resources to your list. Check out our [Adding Course Resources](#) session.

Thank you for joining!