***Log in and Create a List***

Welcome to Leganto, a tool you can use to collect and organize lists of course materials, including books, articles, chapters, videos, websites, and anything else you want your students to engage with as part of your course. 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 access Leganto and create a new list of resources for a course.

You may start in your Learning Management System, or you may begin by logging into the tool directly. We’ll look at both options.

When using a learning management system such as Canvas, Moodle, Blackboard, D2L, 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 need instructions for adding the link to your course.

Once you click on the link to Leganto, you’ll have two options, either Create a new list from scratch or Create a list from an existing list. Let’s create a list from scratch. If it’s not already there, fill in the title of the list. You can add an optional description and note that it’s linked to the course from the Learning management system. Once you’re ready, click Next.

Now you can create the sections of your list. Click the drop-down menu to see which options are available to you. When you select one of the options, you will see a preview of the list structure below. Depending on which option you choose, you may also have the option to customize the number of sections. You will be able to edit the sections later if you need to. Once you have the list structure you would like to use as a starting point, click Create list.

Now you’re ready to start building your list. From the Add button you can create new sections and add items. You may see this banner, which lets you know that the list is not yet visible to students. When you’re ready to share your list, click My list is ready to see next steps.

Now let’s take a quick look at the second option for creating a list and click on Create list from an existing list. This is a list of your existing lists. If needed, you can search for additional lists. Once you found a list that you want to use, you have two options: If you are an owner of the list, you can Link course to this list, so this existing list – even if it’s already associated with a course, will now be associated with your course too. The other option is Duplicate list, which will create a copy of the list and link it with this course. Here’s the new copy of the list, linked to the course we’re working on. You can change the title, add a description, and under Advanced Settings, you can review and potentially edit which fields will be copied to the new list, for example, maybe you don’t want to copy your notes for students. When done, click Create list. And here is the new copy of the list which is associated with the course that you’re working on in the LMS. Now you can make any changes you would like.

It is also possible to log into Leganto directly and create a new list. Enter your name and password, or log in using your institutional log in page. Once signed in, you can 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 Create List. Enter a title and an optional description. From the Link to course, you can choose the course to which you want to associate the list with. Search for your course by course name or course code and select the relevant course. If you don’t know or don’t want to do this step yet, you can skip it and do it later. Click next. Again, you can create sections—we’ll use the default this time, and click Create list.

Here’s your new, blank list, with a default Resources section. At any point you can add a course by clicking on Link to course. In the Link to course section, search and select the course you want. And Save. If you need to make any changes to the course association later, from the list menu choose Manage Link to course.

As before, you have the banner that notifies you that this list is not yet visible to students. Click on My list is ready when you’re ready to publish your list or send it to the library.

Now that you have your list, you can start adding resources and organizing them into sections, which can represent weeks, topic divisions, and so forth. If you need to, you can add additional sections. Let’s see how to add them.

To add a section click Add, give it a name, Description and dates if you like, and select where you want this section to go – First, Last or after a specific section. And click Add. Keep adding all your sections the same way.

You can easily change the order of the sections when they are collapsed. If needed, click on Manage sections to collapse the sections, then drag and drop them using the drag handle. Open the Section menu icon list and see which actions you can perform, including Edit, Copy or Delete a section.

Now you can begin adding items to your list.

Thank you for joining!