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Leganto Reading Lists

Leganto Reading Lists is Cardiff Metropolitan’s new reading list management system. It provides an efficient and easy way to compile and publish reading lists. Fully integrated with MetSearch and Moodle, it provides students with easy access to all course materials through a single interface.

With Leganto, you can assemble materials of all types; physical & e-books, online or digitised book chapters, scholarly articles, videos, images, electronic resources and any other type of material, to create a flexible and interactive reading list.

Benefits for Staff

- Easy to use: Allows you to include resources of different formats; from journal articles to physical books, ebook chapters and even multimedia.
- Fully integrated with the library management system so you can include direct links through to material on MetSearch.
- Makes it easier to keep reading lists up-to-date and ensure the most recent editions are listed.
- Analytics and reports are available to gain insight into usage of materials and adjust course content accordingly.
- Allows you to provide digitised content in a way that meets the Copyright Licensing Agency’s legal requirements.

Benefits for Students

- Easy access to all course reading and materials in one place: Directly accessible via Moodle.
- Includes direct links to MetSearch, providing easy access to online resources directly from the list.
- Gives information about how many print copies we have and where to find them in the library.
- More opportunities for students to engage with their reading lists – students can suggest resources to add as well as being able to like resources, comment on lists and create their own.

Benefits for the Library

- Strengthen the library’s involvement in, and contribution to, teaching and learning.
- Enables librarians to support academic staff in developing reading lists that make the best use of library collection.
- Ensures that the Library always has adequate copies of items on your lists.
- Allows the library to make better informed purchasing choices: Fully integrated with the library management system Reduced risk of copyright infringement.
Getting Started

You can access Leganto by logging in to Moodle and clicking on the Reading List link in the menu of your required module or click here and log in using your Cardiff Met username and password.

The first time you access Leganto you will see a ‘Welcome to your reading lists’ introduction. Please read the steps and follow the instructions to setup Cite It! in your browser bookmarks. You can find further instruction on how to do this in the Create section of this guide.

CREATE A READING LIST LINK IN YOUR MOODLE MODULE

To enable your students to access the reading list for their module you need to add the link to Leganto into your Moodle module. The reading list tool (LTI Link) will rollover with your Moodle module for the new academic year.

- Go to your course page and select Turn editing on from the Actions menu.

- Click on Add an activity or a resource
Now you need to configure the new External Tool:

- **Activity Name** – This is the name of the link that will be visible for students for example "Reading List".
- **External Tool Type** - Select Reading List
- Click Save and return to course

- The link has been created and you can now Turn editing off.

CREATE A READING LIST LINK TO A SPECIFIC READING LIST OR SECTION

You can use the same external tool in Moodle to create links to specific Module Lists or List Sections by using the relevant LTI Direct Access link from Leganto. To find this link:

- Go to the specific reading list or reading list section within Leganto and click on the ellipses menu:

- Select LTI Direct Access and copy the code
To add this link into Moodle, you now add an **External Tool** as you would when linking to an entire Reading List, but when configuring the new **External Tool** follow these extra steps:

- **Activity name** – The name of the link that will be visible for students, for example “Essential Reading”.
- **External tool type** – Reading List
• Then, under Show More, paste the LTI Direct Access code into the Custom Parameters text box.

• Click Save and Return

**Welsh Language**

The Leganto interface can be viewed in either Welsh or English. To select your language preference, click on the language option in the top-right corner of the page.
**MY LISTS**

All the lists you manage or contribute to will appear in My Lists. Adding your reading lists to this page allows you to quickly find and edit them in one place.

**MY COLLECTION**

My Collection is your own personal citation library and can be a starting point to gather together items you may wish to use in your reading lists. You can save items here for quick access to add to reading lists later. You can find instructions on how to add items to a reading list from My Collection in the Create section of this guide.

To keep track of the items in your personal collection you can add tags to filter them. Any tags and notes added in My Collection are personal to you and will not be visible when the item is added to a reading list.
Creating a list

**CREATE A NEW LIST**

- Click on **New List** in the top right of the **My Lists** page.

  ![NEW LIST](image)

- Give your reading list a title. This could be the module code followed by the title of the module or whatever is appropriate for your reading list. Add an optional description if required and click **Create**.

  ![Title Field](image)

- Select a **template**. You have the option to use a pre-determined template for your school or you can select a blank template if you would prefer to create your own list structure, e.g. teaching weeks, subjects, reading priority, etc.

  ![Select a template](image)

- You must **associate your list** with its module to make it visible to the right student group in Moodle. This can be done when prompted, or later by going to the ellipses menu for the list on **My Lists** and clicking **Manage course association**.

  ![Manage course association](image)
CREATE LIST SECTIONS

- If you are using a blank template or would like to add a section, click New Section.

Give your section a title and optional description. You also have the option to enter start and end dates for each section. If you only want students to see a section during these dates then you can tick the appropriate box. Click Create to finish adding the section. You can continue to add more sections as needed. Once added, you can re-arrange the order of sections by dragging and dropping.
ADD AN ITEM USING SEARCH

- Click on the + button to add resources to the list:

- This will open a side-pane where you can use Search to find and add items held by the Library. Select the Search tab to search for items on MetSearch. You can search by title, author, ISBN, ISSN and keywords, just as you would on MetSearch. You can also select to search for a specific type of resource or search everything.

- Once you’ve done your search, select the appropriate item from the results and add it to the reading list. You can drag and drop items from your search results directly into the required section of your reading list. If you need to edit an item's details first, you can click Add and Edit.
ADD AN ITEM USING CREATE

Before using Create to add a new item to your list, always use Search to check if the item is already held by the Library.

- Click on the + button to open the side-pane.
- Click on the Create tab, fill in Title and Author, select the item Type (e.g. book, article etc.) and complete the fields with any additional details.
- If the item has a URL, add this to the Source field.
- Check Add to list, choose a section from the drop-down menu, and click Add

Be aware of copyright restrictions if choosing to upload content. To request digitisation of a chapter, article or extract under the terms of the Copyright Licensing Agency HE Licence, please see the relevant instructions below.

CITE IT!

The Cite It! button allows you to add resources which are not held in the Library to your list directly from selected websites.

To add the Cite It! button to your browser bookmarks:

- Click on your username in the top-right of the screen
- Click Cite it!
• Drag the blue button which appears in the pop up screen to your bookmarks bar.

• When you find a relevant item listed on a website, click on the Cite it! button and a pop-up will appear. You can then edit the details and add it directly to your reading list or to My Collection.
**Adding items from My Collection**

- Click on the + button to open the side-pane.
- Click on the **My Collection** tab. The items you have saved will appear in this list and you can drag and drop them into the appropriate section of the list or click on the title, select **Add to list** and click **Add**.

![My Collection interface with example items](image-url)

- **Organizational Behaviour**
  Robbins, Stephen P.; Judge, Tim; Campbell, Timothy T., Ft Publishing International - M.U.A., 2010-08-02
  - Add to list
  - Section: Required Reading

- **Essentials of organisational behaviour**
  - Add to list

- **Management theory and practice.**
ADDING TAGS

All items on your list will need to be tagged to indicate priority. These tags are visible to students and are used by the Library to determine how many copies we need to make available for students.

- You can add tags to your list items by clicking Add tags to item.

- You will then need to choose the relevant tag; Required, Recommended, Further or Core.

**Required** - all students must read this. The library will ensure there are sufficient copies available for a ratio of one book to eight students.

**Recommended** - all students are advised to read this. It is expected that students will read at least some material from this category and the Library will ensure there are sufficient copies available for a ratio of one book to sixteen students.

**Further** - students may choose to read this. The library will endeavour to ensure we have at least one copy available.

- When you’ve selected your tags, click Save.
REQUEST DIGITISATION

The Library can digitise extracts, chapters and articles added to Leganto under the terms of our CLA (Copyright Licencing Agency) HE Licence.

Placing a digitisation request is easy, use Search to add a book or print journal to your reading list. Click on the citation and then select Digitisation Request.

- Fill out the relevant details in the pop up that appears and click Submit.
• Your request will now have the status of **Digitisation in Progress**:

• When your request has been processed the library the status will change to **Digitisation Approved**. A link to the document will then appear on the citation. Students can then click and download their reading instantly.

You can find out more about digitisation and complying with the CLA Licence on our Document Delivery pages.
Editing a list

EDIT ITEMS

- You can edit the bibliographic information for items in your list by clicking on the item options button and selecting **Edit item**.

Here you can amend the item type, for example specifying Book Chapter if there is a specific chapter required for reading. We can also digitise individual chapters and so that they are accessible directly from Leganto in a PDF format, you can find information how to do this here.

ADD NOTES

If you want to add notes to an item, click on the item in the list to open a pop-up window with additional information such as links and item availability. Here you can add notes: **Public notes** are visible to anyone viewing the list and **Private notes** are only visible to you.
**Move sections and items**

You can change the order in which sections and items appear by individually dragging and dropping them into new parts of the list.

To reorder sections and items in bulk you can use the **Bag It** function:

1. Click on the item options button for the sections or items you wish to move and choose **Bag It**.
2. Click on the part of the list you wish to move the chosen sections or items to, and they will be inserted there.

**Adding a due date**

It is possible to add a due date to a particular item on your list to let students know it needs to be read by a particular date:
• Click on the individual item within your reading list and scroll down to the Due Date section and select the appropriate date from the calendar.

• This date then appears next to the title of the item and will also be listed in the Upcoming due dates section on the right hand side of the screen.
**COLLABORATORS**

You can add other people as collaborators to your lists, in order to allow them to add and edit items.

- Click on the **Collaborators** tab in the reading list's side-pane and click **Manage collaborators**.

- Here you can find the person you want to add as a collaborator by searching for them by name or email address. Click **Send invitation** to notify them of their list collaborator status.

There are two collaborator levels:

- **Manager** – can edit the list, add collaborators, or delete the list.
- **Editor** – can edit the list, but cannot add collaborators or delete the list.

New collaborators have the default level of Editor, but the list Manager can re-assign levels.
Removing yourself as a collaborator from a list

If you are an instructor or a collaborator on a Reading List and you don't wish to be, you can remove yourself from the list:

- On the right hand side of the page select Collaborators and click Manage Collaborators

You can then remove yourself by clicking on the cross next to your name.
DELETING ITEMS AND SECTIONS

- Click on the ellipses for an individual item and click **Delete Item**.

You can do the same with list sections but note that all items within the section will also be deleted.

DELETING READING LISTS

- Click on the ellipses of the relevant reading list in **My Lists** and select **Delete**.
Publishing a list

**Sending a list to the library**

Once you have completed your reading list, you will need to send it to the library for processing so that we can purchase any items where necessary or complete digitisation etc. All items in your list have the status **Being prepared** before you send them.

- To send a Reading List to the Library select **Send List**:

You may also choose to send individual items or sections to the library.

Items will now have a status of **Sent**.

The status of the list will then change to **In Process**, to show it is being worked on. Librarians will change it to **Complete** once it has been processed. You will then receive an email to confirm this and to advise you to now **Publish** your list so that it is available to students.

**Publishing a list**

- You must then publish your list to take it out of draft status and make it visible to students. To do this, go to list options and click **Publish**:

The list will now have a status of **Published** and will be visible on your Moodle module.
Rollover

At the end of each academic year, you will need to rollover your reading lists so that they are available for next year's module.

- Once you have rolled over your module in Moodle, go to My Lists click on the ellipses menu (Reading list options) of the relevant reading list you want to rollover. Select Roll over list from the drop down menu.

- Search for the relevant course by module number or title and click Roll Over.
Analytics

REPORTS

It is possible to get usage reports and analysis on your lists by clicking on the Reports link on the left-hand menu.

Under the Analysis tab you can see how your lists compare in terms of the following metrics:

- Number of Full Text Views - how many times students have opened links to electronic resources on your list. Note that multiple clicks by the same student will be counted.
- Number of Comments - how many student discussions have been added to items on your list
- Number of Read It - how many items have been marked as 'read' by students
- Number of Likes - how many items have been 'liked' by students.

Under the Usage tab you can view additional metrics for your lists, including start/end dates, total number of citations and students.

The Inactive tab displays usage for lists which are not currently in use.

STUDENT INTERACTION

Leganto provides functionality for students to engage with their lecturers and interact with their lists.

STUDENT DISCUSSION

Users can leave comments on your lists by using the Student Discussion link on the right hand side of the reading list. They can also leave comments on individual items by using the Student Discussion link on the right hand side of the item details screen. To view this function:
Click on the ellipses for the reading list and select **Configure list discussions**, this allows you to turn student discussion on or off.

You will receive notification of new comments in the **Notifications** menu on the left hand side and can view discussions on the right hand menu. You can delete comments by clicking the trash icon.

You can view the number of comments received on each item or list through **Reports** (see above).

**STUDENT SUGGESTIONS**

Users can suggest items from their **My Collection** page to be added to lists.

A notification will be sent to the list managers and the suggestion will appear in the right side panel of the list. The list manager can the drag and drop the suggested item into their list, or delete it by clicking the trash icon.

**MARK AS READ**

The tick icon next to each item title allows users to keep track of what they have read on your list.

You can view the number of students who have marked each item as read on the list page, or through **Reports** (see above).

**STUDENT LIKES**

Users can like items in the right-hand pane on the citation details page.

You can view the number of students who have liked each item on the list page, or through **Reports** (see above).
Support

For any further support in using Leganto you can contact your Academic Librarian:

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<th>CSSHS &amp; CSESP</th>
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<tr>
<td>Nicola Herbert</td>
<td>Martha Ashford</td>
<td>Rebecca Evans</td>
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<tr>
<td>Jamie Finch</td>
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<td>Jane Brown</td>
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