Creating a Reading List - Leganto

Reading list replaces the previous Library eReserve to offer students the direct link to their unit resources.

It is important to note that scanning chapters of books, attaching journal articles and newspaper clips directly into your teaching unit on Blackboard may infringe copyright law. So, by directing students to access resources via Reading List where the resources would be linked from the Library would safeguard you from any infringement of copyrights.

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Step 1 – How to access the reading List from your Blackboard unit

1. Click on the Reading List menu item from the left navigational menu. Then, click on the Reading List link.

2. Upon clicking the Reading List link, you will be brought to the ExLibris – Reading List screen (there is an intermittent screen which is skipped over automatically).
Step 2 – Installing Cite It!

1. For your convenience, you can collect resources as you search and browse on the Internet by using a bookmarklet named ‘Cite It!’. Installing it will have it appear on your browser bookmark bar. E.g.s.

   In **Mozilla Firefox** browser window, this is the bookmark bar where the Cite It! bookmarklet will be located.

   ![Mozilla Firefox Bookmark Bar](image1.jpg)

   If your browser bookmark bar is not appearing, right-click anywhere on the grey area after the Help menu and select **Bookmarks Toolbar**.

   ![Mozilla Firefox Bookmark Bar Settings](image2.jpg)

   In **Google Chrome** browser window, this is the bookmark bar where the Cite It! bookmarklet will be located.

   ![Google Chrome Bookmark Bar](image3.jpg)

   If your browser bookmark bar is not appearing, click on the vertical dots button on the top right corner of your browser window, then select **Bookmarks** follow by **Show bookmarks bar**.

   ![Google Chrome Bookmark Bar Settings](image4.jpg)

2. To install this Cite It! bookmark, go to your ExLibris – Reading List screen. Click the dropdown arrow that is located next to your name to select **Leganto Cite It!**.

   ![ExLibris – Reading List](image5.jpg)

3. A pop-up window will appear with the Cite It! button in the middle of the window. Mouse over this button to click-n-drag this button to your browser bookmark toolbar.

   ![Cite It! Button Pop-up](image6.jpg)
Step 3 – Adding collaborators

You are able to give other staff access to contribute to your reading list.

1. In your ExLibris – Reading List screen, on the right hand side, click on the **Manage collaborators** link.

2. Start adding colleagues to your reading list by typing their staff ID in the provided field and click the **Send Invitation** button.
Step 4 – How to create a reading list

A. Creating a Reading list for a unit for the first time

Click on your Blackboard Reading List link. If a Reading list has not been previously attached to the Blackboard unit, you will be presented with the Reading List wizard. Then,

1. Click on the Create It button

B. Creating a reading list with a specific unit in mind

If this is not your first reading list, but you are creating another new list for a specific unit, (e.g. when a new UC wanted to start a new reading list or a unit that has gone through review and the old associated list is no longer valid) when you click on the Reading List link from your Blackboard site, you will enter your My List screen.

1. Click the New List button

2. A pop-up window will appear for you with a proposed Reading List name which you can edit your requirements (e.g. Learning Skills) in the Title field. Click on the Create button when you are done.

3. You are then prompted to choose a template to start. Let’s use the Blank one.
4. Next, you would want to start adding resources according to how you would be structuring learning in your Blackboard unit by clicking on the **New Section** button.

5. Type the title of your section and optionally provide a description about the section. You can attach the date of release for the section if it is necessary (this setting for section visibility will only be available if you have specify a start date and should align to how you intend to release the corresponding content in Blackboard to students).

6. You can create as many new sections as you like. The name you provide for each section should be intuitive enough for students to associate with the structure you have in your unit (in Blackboard or as listed on the Program Calendar in your unit outline). E.g. if you are applying weekly structure, you can be naming each section according to weeks.
C. Collating resources for creating specific unit reading list(s) later

If you are a new unit coordinator who is still in the process of planning your learning structure but would like to start gathering resources for your subject(s) of teaching.

1. When you click on the Reading List link in anyone of your Blackboard unit, choose to click **My Collection** from the left menu rather than creating a new reading list using the My List button (the default screen you will be brought to is the My Lists screen).
Step 5 – Adding item to reading list or collection

Once you have started a new reading list or decided to gather resources in your collection, you can begin to add resources by clicking the + button (next to each section title in your reading list) or + Add Item button (under My Collection screen) using any of the 4 ways below (the Library Search is the best way to add).

D. Using Library Search

This search allows you to search all items held in the Library (use either the Simple or Advanced Search function). Fill in as much detail as possible to start searching for the relevant resource you need (*Note: please avoid ambiguous spelling and the use of special characters such as hyphens or ampersands). Click on the item and add it to your Reading List.

![Library Search Screenshot]

E. Using the Cite It! Button

Remember you install this Cite It! Button in your bookmark bar in your browser at the start of this guide. When you navigate to a website or while you are accessing an electronic resource such as a journal article or a YouTube clip, clicking on this button will add that piece of resource to your reading list/collection.

E.g. You would like to add the Library Referencing guide page as a resource, navigate to the webpage and click on the Cite It! button on your bookmark bar to bring up a yellow pop-up window.

![Cite It! Button Screenshot]

Fill in the necessary fields. Then select whether to add this resource to your Collection or List before clicking the Add It button.
F. Adding an item manually

When you click the + button (next to each section title in your reading list) or + Add Item button (under My Collection screen), the Search Library page also allows you to add item manually/ upload file. Please remember NOT TO upload materials that may infringe on copyright laws. Course materials only is preferred. If in doubt, please see Curtin University copyright website.

1. Upon clicking Add item manually/ Upload file link, a pop-up window appears for you to enter details and upload files:

2. Click on dropdown chevrons to select the type of resources (e.g. article, video, website) and add more item details such as Creative Commons license. Click in the box marked for you to drag or browse for file to locate your file on your computer. There is a file restriction of 50MB.

3. After choosing a file, this line about your claim of ownership to the file will appear with the ticked box as its default. This will shorten the processing time when the Library checks for copyright resources in your Reading list.

4. Then click the Add button to confirm adding this file.
G. Adding from My Collection

Besides using any of the above ways to add resources to My Collection, you can also add resources from My Collection into your specific reading list (just think of My Collection as a pile of resources which you can then organize into them relevant topics or weeks that are in the form of reading lists).

1. In your reading list screen, click on the Open Collection button.

2. My Collection screen will open on the right side of the screen for you to drag the item across into your Reading list on the left panel.
Step 6 – Associating a reading list to a Blackboard unit

After you have created a new reading list, remember you will need to associate that list to a Blackboard unit. Once you have a reading list under your belt, when you click on the Reading List link in Blackboard, you will be brought to your associated Reading List screen. However, if you still encounter this screen, click the Leave this page and explore Leganto link to bring up your reading lists.

1. From the My Lists screen, select the reading list you would like to associate with a unit, then click the Reading List options button.

2. Select Course association options follow by Associate this list with a different course.
3. A pop-up box will appear requesting that you click on a dropdown menu. You will only see the Blackboard unit code (NOT the study package code) where you are listed as the Unit Coordinator in the dropdown list.

4. Upon selecting the unit to associate the reading list to, click on the Associate button.

5. *Note: it is good practice to then go into the Blackboard unit you have associated the reading list to. Check to make sure the reading list aligns to the unit especially between the sections in the reading list to the structure the Blackboard unit is setup. You might need to add/edit the Section names and Section descriptions to correctly reflect what is shown in the Blackboard site.
Step 7 - Publishing your Reading list

You will need to publish your reading list before your students are able to view it.

H. Adding tags to item

Before you publish, you might wish to add tags to the items on your reading list for reasons explained through the examples below.

1. Click on the **Add tags to item** link.

2. A textbox will appear. Click in the textbox to reveal a list of suggested tags. Choose the appropriate ones (You can choose more than one tag).

- Tags with the **graduate cap** icon 🎓 are visible to students and provide a convenient way to flag items as Essential and recommended.

- Tags with the **building** icon 🏢 will send messages to the Library and are visible only to you and Library staff. E.g. Selecting **Digitise**, will inform Library staff to digitise your resource, and choosing **Purchase** will request the Library to buy the item.

3. Click **Save**.

4. For tags such as Digitise or Purchase, you might want to explain your request in the **Library Discussion box**. Click on the title of the item or its image to see a pop-up window. Scroll down the window to the Library discussion section, click on the **Send a note to librarian** link, type your request details and click on the **Comment** button.
I. Send reading list to the Library for processing

Once you are ready, you will need to click on the Reading List options button to select Send to Library. This is to allow the Library to process your requests (if any) and also to check items you attached manually or via Cite It! for copyright clearance.

J. Publish your reading list

You are now ready to publish your reading list by clicking on the Reading List options button to select Publish.
Step 8 – Other useful functions

K. Duplicating reading list or individual section in a list

By now, you might have noticed that by clicking the Reading List options button also allows you to duplicate a reading list.

And if you click the button at the section level to select Copy section, you will be able to copy a specific section from your current reading list into another reading list by selecting from the dropdown menu another reading list and clicking Confirm.
L. **Re-organising the sections**

You can re-ordering the sections in your reading list by:

1. Click on the **Toggle section view** button.

![Toggle section view button](image1)

2. You will see a list of the sections you have included in your reading list.

![List of sections](image2)

3. Mouse over the section title you want to re-shuffle to see your cursor changes into that of a grabbing hand. Drag and drop the section into the order you would like.

M. **Using the Export feature to archive reading list/collection/section or create bibliography**

Clicking the **...** button at the reading list/collection/section level also allow you to

1. Export the reading list into a .RIS file format for safekeeping. If you would like to delete a reading list/collection/section from a Blackboard unit, it is good practice to archive a copy of it first by clicking on the corresponding **...** button to select **Export**, then follow by **To RIS file** before you delete.

![Export options](image3)

2. Exporting the reading list **To Word** allows you to choose the referencing style you would like the items to be presented in. This will enable you to then copy and paste the reference easily into your bibliography part of your write-up.

![Export to Word options](image4)