Intro to Creating a Course Reserve List in Leganto

1. Turn on Editing in your course’s Moodle page
2. Click “Add an activity or resource”
3. Click on the “Leganto Reading List” Button and then click the “Add” button
4. You will be taken to this page. Once here name your course reserves tool by filling in the “Activity name” field.*
   *You may consider naming your course reserves tool: Course Reserves, Reading List, or Readings
5. Click “Save and display”
6. Click the “Open in new window” Button
7. Enter the dates for your course and press “Create.”
   Do not fill in the number of Students or Academic Department.
8. Click “Create” to create a new Reading List.
9. Click “Create” again.
10. Choose “Blank Template”
11. Click the “New Section” button. Add a title in the “Section Title” field and then press create.
   This will allow you to separate readings into sections. Some examples of these sections include: Class
   Weeks, Required Readings, Recommended Readings, Books, Articles, etc. You may also add a section
   description in the “Description Field.”
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12. Click the “Add Items” plus-button +
   You can click and drag items in your reading list by hovering over the right of the item.

13. Use the box on the right side of the screen to search for items you would like to put on your reserves list.
   - When looking for **electronic resources**, you should leave “OneSearch” selected under “Search In.”
   - When looking to add **physical books** to your course reserves, change “Search In:” to “Library Catalog”

14. Once you have found a resource you would like to add to your reserves: click on the article, choose the section you would like to add the resource to, then press the “ADD” button.

15. A) When you’ve added an **electronic resources** to your course reserves, you will see the green “Complete” indicator at the bottom left of the item.
    B) When you’ve added a **physical resource** to your course reserves, you will see a gray “Being Prepared” indicator at the bottom left of the item until the library staff has approved the item and placed the book in physical course reserves.

16. To add PDFs to your course reserves, select “Add Item” then click “Create.” Enter bibliographic information in the fields below.
17. You will see an area to upload PDFs, scanned documents, or other files at the bottom.
18. You can then choose which section of your course reserves page you would like to add the document to, and click “ADD.”