

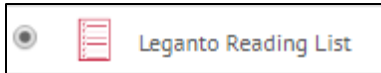
Intro to Creating a Course Reserve List in Leganto

1. Turn on Editing in your course's Moodle page
2. Click **"Add an activity or resource"**



Question?
Contact Morgan Ramos at
reserves@roberts.edu
585.594.6044

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



The screenshot shows the 'Adding a new External tool' form. The 'General' section is expanded, showing a text input field for 'Activity name' with a red asterisk indicating it is required. Below the field is a 'Select content' button. An 'Expand all' link is visible in the top right corner.

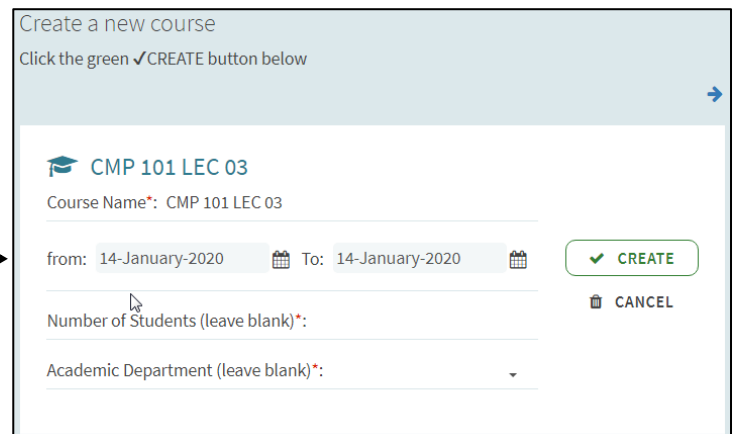
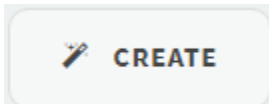
5. Click **"Save and display"**

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.



The screenshot shows the 'Create a new course' form. It includes a header with a green checkmark and the text 'CREATE button below'. The form fields are: 'Course Name*' (filled with 'CMP 101 LEC 03'), 'from' and 'To' date pickers (both filled with '14-January-2020'), 'Number of Students (leave blank)*', and 'Academic Department (leave blank)*'. There are 'CREATE' and 'CANCEL' buttons on the right.

9. Click **"Create"** again.

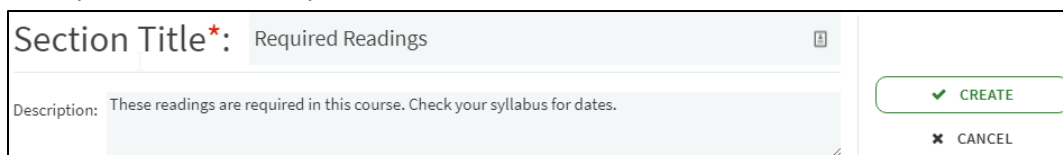


The screenshot shows the 'Reading List*' form. The title is 'Reading List*' and the course name is 'CMP 101 LEC 03'. Below the title is a text input field for the course name. There are 'CREATE' and 'CANCEL' buttons on the right.

10. Choose **"Blank Template"**
11. Click the **"New Section"** button. Add a title in the **"Section Title"** field and then press create.

NEW SECTION

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."



The screenshot shows the 'Section Title*' form. The title is 'Section Title*' and the section title is 'Required Readings'. Below the title is a text input field for the section title. There is a 'Description' field with the text 'These readings are required in this course. Check your syllabus for dates.' There are 'CREATE' and 'CANCEL' buttons on the right.

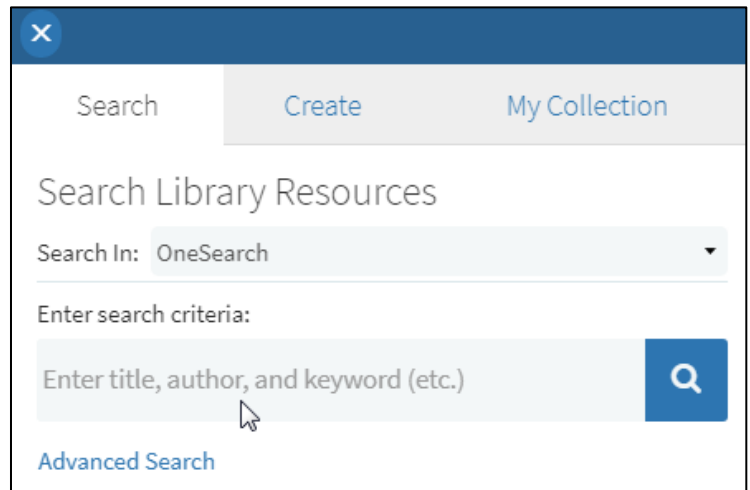
12. Click the “Add Items” plus-button 

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.

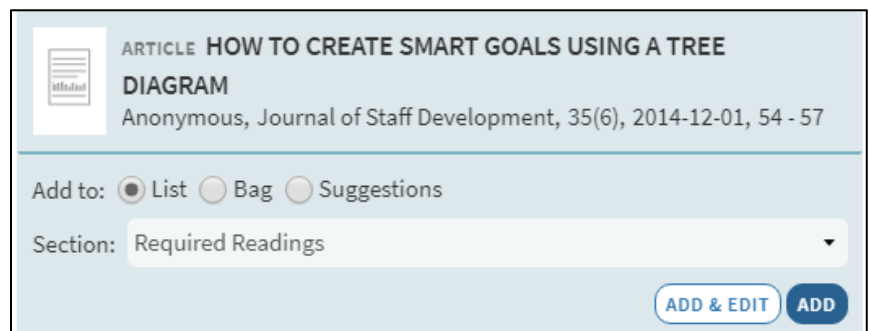
- When looking for **electronic resources**, you should leave “OneSearch” selected under “Search In”
- When looking to add **physical books** to your course reserves, change “Search In:” to “Library Catalog”



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. **Complete**

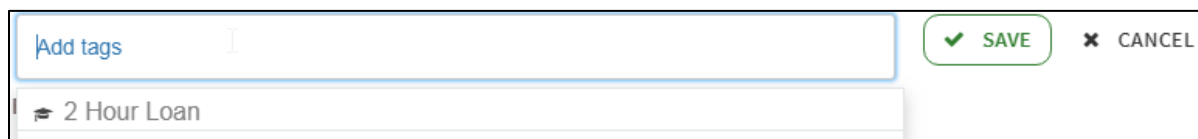
B) When you’ve added a **physical resource** to your course reserves, you will see a gray



“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.

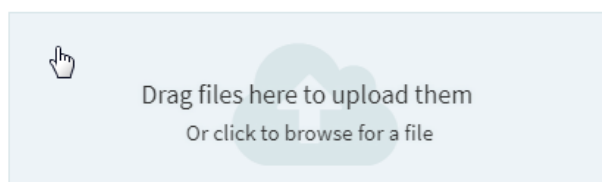
Being Prepared **Check holdings**

- Once your items have been placed in physical course reserves, your item will show as “Complete” on the bottom left.
- *Physical Course Reserves can only be borrowed by students for 2 hours at a time. Please tag your items appropriately using the “Add tag to item” button*



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.”

