Rolling Over a Course Reserve List in Leganto

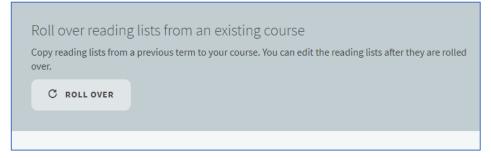
\*NOTE: When a reading list is rolled over to a new course it will no longer be accessible through the previous course. It is highly recommended to roll over a Reading List after the previous course is completed.

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

Roll over from an existing course



- 1. Add the "Leganto Reading List" activity to your future session's Moodle page and click "Save and display" (see Intro to Creating a Course Reserve List in Leganto for instructions on how to do this).
- 2. Click "Open in new window".
- 3. Click "ROLL OVER" at the bottom of the page.



4. Begin typing the course code of the existing course you would like to roll the Reading List over from and select the course.

cmp

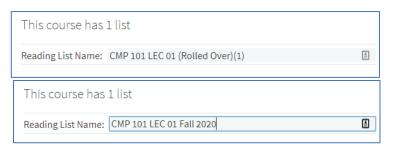
CMP 101 LEC 01 CMP 101 LEC 01

CMP 101 LEC 03 CMP 101 LEC 03

CMP 102 LEC 01 CMP 102 LEC 01

CMP 101 LEC 05 CMP 101 LEC 05

5. Adjust the "Reading List Name" by removing "(Rolled Over)(x)" from the title. Add the semester, year, and/or module the new course will be taught in.



6. Select "ROLL OVER" at the bottom



7. A window will pop up confirming the roll over. Click "OK" to confirm the roll over.



- 8. The new **Reading List** will open in a new window.
- 9. Click "SUBMIT"



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