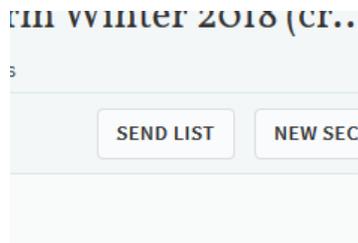


Submitting & Publishing Your List & Next Steps

There are two ways to submit your list to the Library: (1) Send List (2) Publish List.

In either case, it will notify us that the list needs to be checked so that we can adjust the location of physical items requested, perform digitization, request copyright clearance if necessary, or purchase a digital or print version of texts as needed.

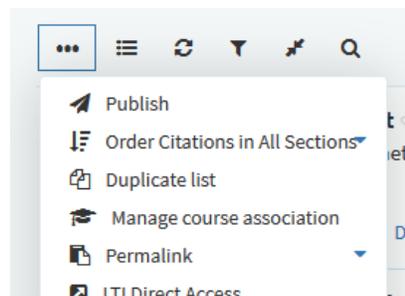
(1) Hitting “Send List”



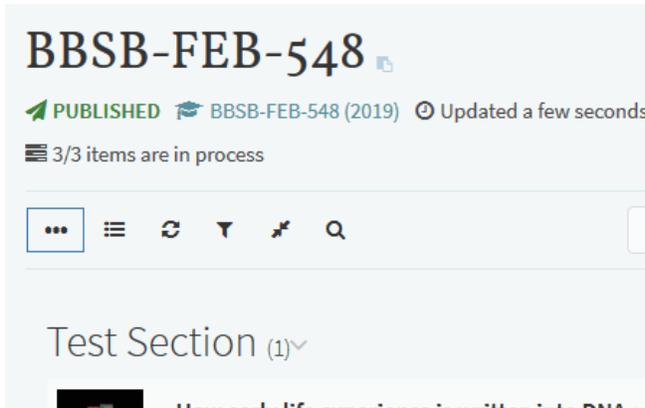
Sending the list does not make the list visible to students. The status will still be “Draft” until published.



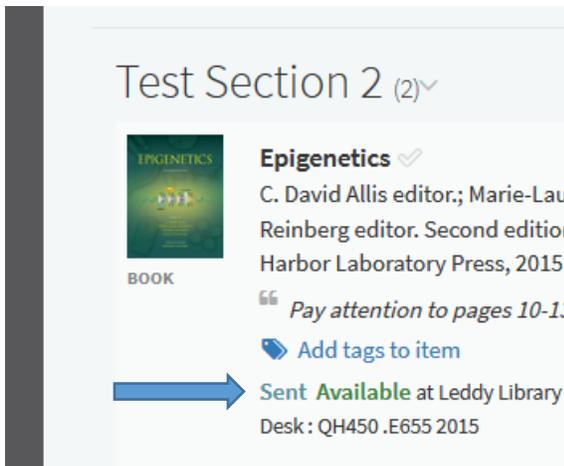
(2) Hitting “Publish” in the reading list menu will send any items not yet processed to the library, but it will also make the list available to students. Hitting unpublish will remove the list from visibility.



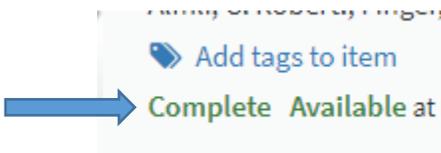
Once the list is published its status will change from Draft to Published indicating that it will be visible to students.



**Please note that if you publish the list prior to the library completing their work, any items that the library needs to work on (adjust the location of physical items requested, perform digitization, request copyright clearance if necessary, or purchase a digital or print version of texts as needed etc.) will not be complete. Links to electronic resources should be functional.



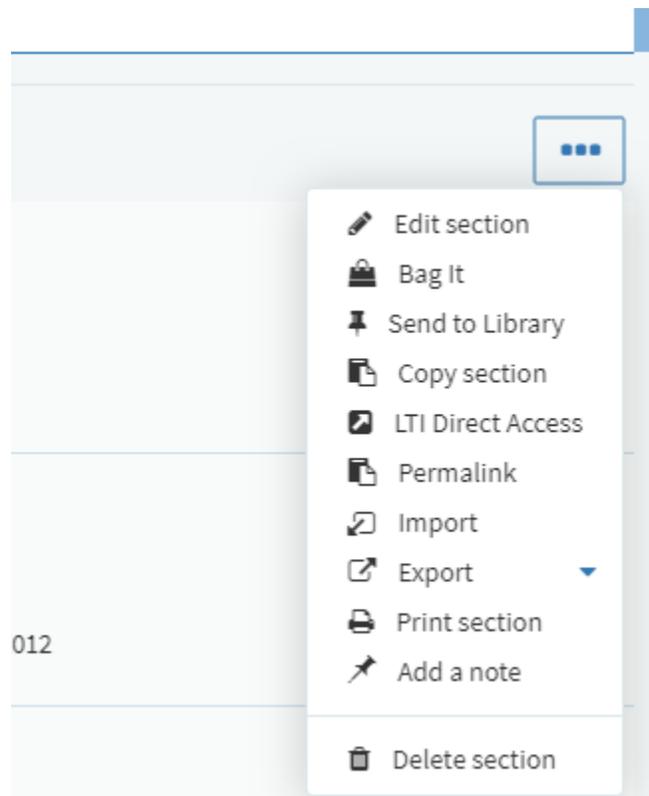
Once we have processed your list we will change the status to complete. You will also receive a notification of the status change. Leganto notifications will be bundled and sent once daily via email as well.



As always, if you have a personal item on your list that the library doesn't own, you will need to drop it off at the library and indicate which course it is for, and indicate that it is for the Leganto pilot.

Linking to Your List

You can share a permalink to your reading list or a section in your reading list by selecting "Permalink" from the menu for the list or list section.



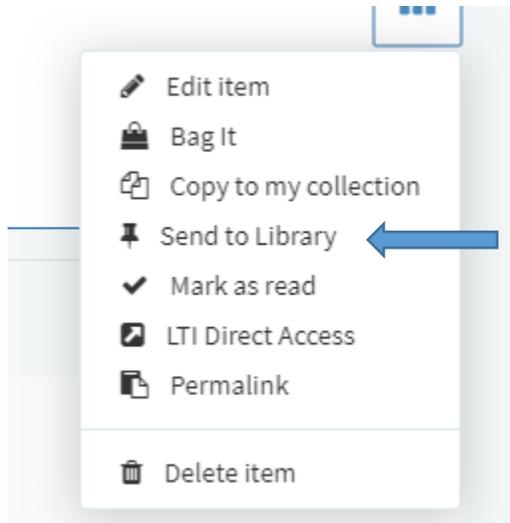
Next Steps Pilot Checklist

If you have **questions** at any time during the pilot please email courseserves@uwindsor.ca and djohnst@uwindsor.ca and indicate that you are part of the Leganto Pilot.

Before you expect your students to start using your reading lists please confirm that:

- (1) The list has been sent to and completed by the library. (Status of items on list should be complete).
- (2) Your list is set to published status.
- (3) Please check that your blackboard course site has the toollink to Leganto enabled for students so that they can connect to their course resource list.
 - a. If possible we would like to give a very brief demonstration for students during one of their first classes.

- (4) When the course begins, please notify students that they are part of a pilot for the new library course resource system and show them how they can access their readings through Blackboard.
- (5) Please forward any reports of students being unable to access their readings ASAP to djohnst@uwindsor.ca.
- (6) If you need to add any items to your list during the course of the term, please send that citation to the library to process. You can do so by click on the menu for that individual item.



- (7) Direct access to Leganto. As an instructor you can also access your list directly rather than through Blackboard by visiting: <https://uwindsor.alma.exlibrisgroup.com/leganto/login?auth=CAS>. You will be prompted to login with your UWin ID and password. Please notify us if you list doesn't appear when you login.