



# Course Resource Lists

Powered by **Leganto**



## Get Started in 10 Simple Steps

Leddy Library is transforming the current course reserves system with *Course Resource Lists* powered by Leganto, a web-based course resource tool that connects library materials with your Blackboard Learn course site.

This guide will tell you everything you'll need to know to get started.

### Link your Blackboard site to Course Resource Lists

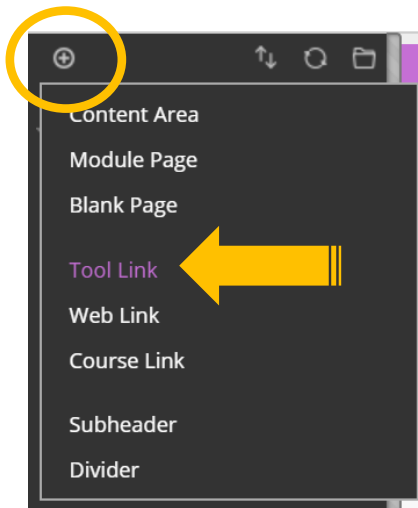
1. Connect from Blackboard
2. Launch Leganto and provide course info
3. Choose how to submit your list

### Create & customize your list in Course Resource Lists

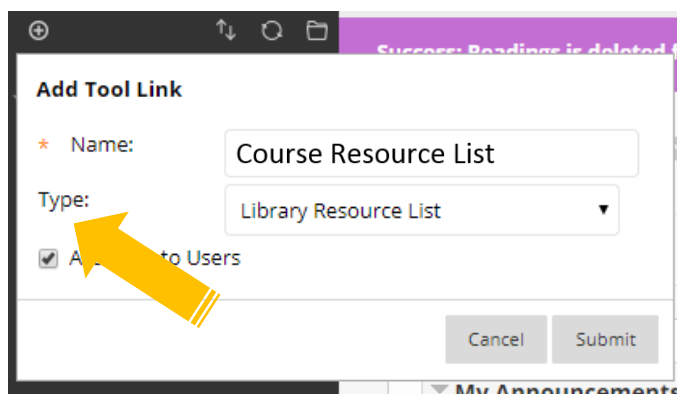
4. Create your list from scratch
5. Add sections
6. Add an entry to a library resource on to your list
7. Create a custom citation for a link or file
8. Add non-library resources with Cite it!
9. Create a Digitization Request
10. Submit your list & publish it for students!

# 1. Connect your Blackboard course to the Leddy Course Resource Lists

[Login to your Blackboard course site](#) and in your course menu, click '+' and select "Tool Link"



From the drop-down list, select the "Library Resource List" tool type. In the 'Name' field please use "**Course Resource List**" for student ease of use. Make sure to check off "Available to Users"



NOTE: If you don't have a Blackboard course site you can still use Course Resource Lists. Please email a word document with your course resource list to [coursereserves@uwindSOR.ca](mailto:coursereserves@uwindSOR.ca) and they will create an online resource list for you and provide a link for your class.

## 2. Launch Course Resources and provide course info

Click your new menu “[Tool Link](#)” and then launch “[Course Resource Lists](#)”



### ATTENTION!

*The LTI launch will open a new tool.*

You are being passed to the Leddy Library's External Course Resource system "Leganto".

**To activate the tool**, click the **LAUNCH** button below.

*Your personal information is being shared with Leganto as per the Notice of Disclosure Confidentiality and Use of Personal Information (FIPPA).*

*More information about the [University of Windsor's Notification on Privacy and Confidentiality Policies](#)*

Cancel Launch



If this is the first time this course has been connected to *Course Resource Lists*, you need to provide the start and end date, enrollment and department. The system will automatically add your Blackboard course ID to the Course name field. Don't change this.

### Create a new course

This course does not yet exist in this application. Create it!

[Skip →](#)

 **BBSB-FEB-548**

Course Name: BBSB-FEB-548

from- 02-December-2018  To- 02-December-2018 

Number of Participants: 

Academic department: 

✓ CREATE

 CANCEL




### 3. Choose to “Create” OR “Upload” a document containing your list

- **Create your reading from scratch:** Use Course Resource Lists to build your own list from the library’s online & print materials or any resources your find on the web.
- **Upload a document containing your course resource list:** Send the library a word document with your list and they will create it for you. If you need to use this list again in the future, you will be able to update it directly in the system.

Please select how you wish to get started creating reading lists. There are 2 options:

Create a new reading list from scratch


Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules

 **CREATE IT**

OR

Upload a document containing an existing reading list

Upload a document containing an existing reading list

 **UPLOAD IT**

### 4. Create your list

When you choose “CREATE IT” you will be prompted to enter a [Title](#) and [Description](#) for your course resource list. Click ["Create"](#)

You are ready to create a reading list for course 📖 BBSB-FEB-548 (2019) : BBSB-FEB-548

Create a new reading list from scratch

**Title:** BBSB-FEB-548

**Description:**

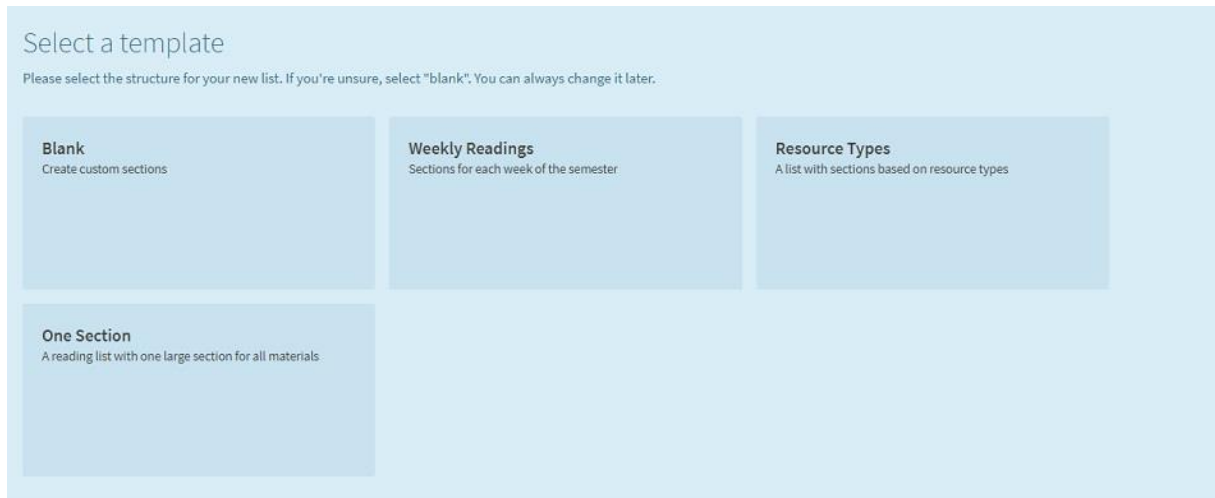
I

✓ **CREATE**

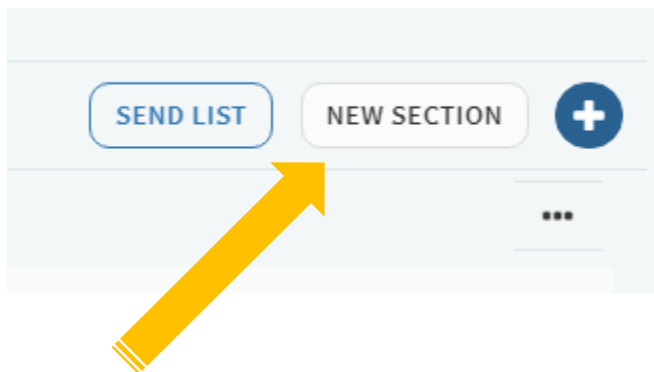
✕ **CANCEL**

## 5. Choose a structure for your list

The list you create can be structured using different sections. You can choose an existing template such as “[Weekly Readings](#),” or you can customize your own sections. “[One Section](#)” will lump all your readings together in one group, but you can still add more sections later to customize your content organization.

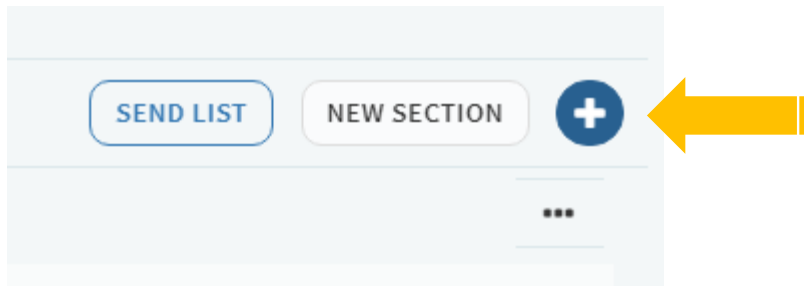


You can add new sections at any time by selecting “[New Section](#)” in your list.



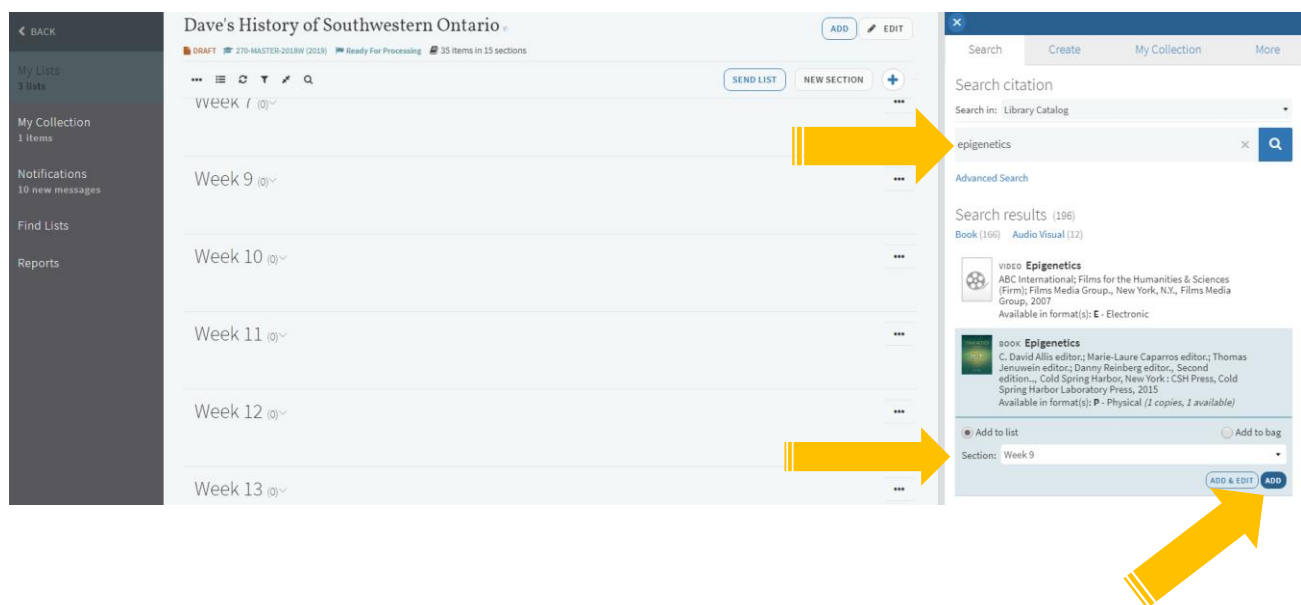
## 6. Add library resources to your list

To add a new article, book, video or other library resource to your list click "+" to search for your citation. This searches within the library's physical and electronic holdings.



### Adding a book or other physical resource:

Search for your book, select the section it should appear in, click "Add"



## Add an online article or resource (book, video, audio, etc.):

Search for your article, select the section it should appear in, click “Add”

The screenshot shows a library interface for BBSB-FEB-548. The main list contains four items:

- Truth and other enigmas** (BOOK) by Michael A. E. Dummett, Cambridge University Press, 1978. Status: Being Prepared. Available at Leddy Library Book Collection (circulating) - Main Bldg - 2nd Floor: B29.D85.
- Dummett's Frege or Through a Looking-Glass Darkly** (ARTICLE) by Baker, G. P.--Hacker, P. M. S., Mind: A Quarterly Review of Philosophy 92(366), 1983-04, 239 - 246. Status: Being Prepared. View online.
- Nettoly Security Cameras WiFi Ip Camera Wireless Surveillance Cameras Dog/Baby Monitor Video Cam Night Vision Plug/Play Pan/Tilt with Two-W** (BOOK). Status: Being Prepared. View online.
- Why You Should Consider Board-Certification in Oncology** (ARTICLE) by Holle, Lisa, Drug Topics 162(6), 2018-06-01, 22 - 22. Status: Being Prepared. View online.

Two yellow arrows point to the "View online" links for the second and third items. The right sidebar shows details for the selected article:

- ARTICLE Why You Should Consider Board-Certification in Oncology**  
Holle, Lisa, Drug Topics 162(6), 2018-06-01, 22 - 22  
Available in format(s): E - Electronic
- VIDEO Setbacks realities of the war on cancer**  
Films for the Humanities & Sciences (Firm); Films Media Group.; Point du Jour (Firm) New York, N.Y., Films Media Group, 2006  
Available in format(s): E - Electronic
- BOOK Recombinant Human Erythropoietin (rhEPO) in Clinical Oncology Scientific and Clinical Aspects of Anemia in Cancer**  
Mohammad Resa Nowroussian editor.; Springer Science+Business Media, LLC; SpringerLink (Online service) Second, Revised and Enlarged Edition., Vienna : Springer Vienna, 2008  
Available in format(s): E - Electronic

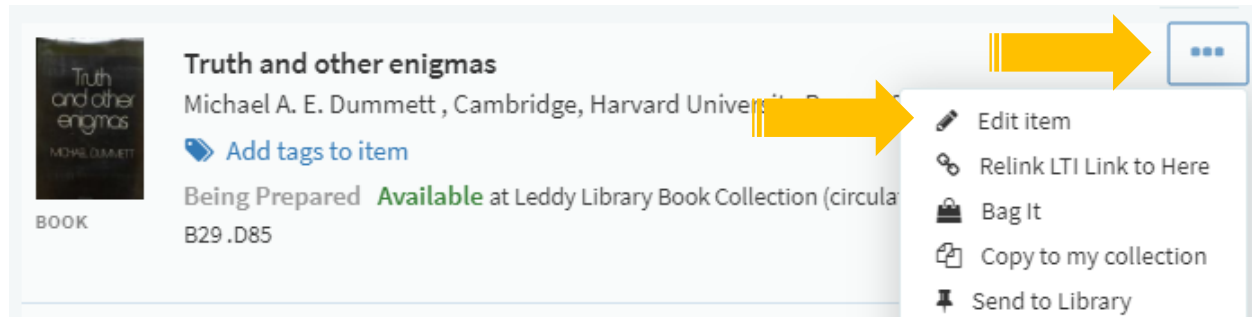
NOTE: The “View online” link should take your students directly to the article. Please add a note or email the library if you experience an issue. ([coursereserves@uwindsor.ca](mailto:coursereserves@uwindsor.ca))

In addition, the book's real time availability information and location will appear in your citation.

## Add a book chapter:

Search for and add the book (physical or electronic) to the list as before.

Select the item menu "... " and "Edit item"



Change the item "Type" to "Book Chapter" and fill out the chapter title, author, number, and pages. Click "Save"

The screenshot shows the "Edit item" form. The form has several fields: "Chapter Title" (Presupposition), "Chapter Author" (Michael Dummett), "Type" (Book Chapter), "Source" (+ Add source), "Book Title" (Truth and other enigmas), "Book Author" (Michael A. E. Dummett), "Editor:", "Chapter Number" (2), "ISBN" (0674910753), "Edition:", "Start page" (25), "End page" (29), and a "Drag files here to upload them" area. At the bottom, there are "CANCEL" and "SAVE" buttons. A yellow arrow points to the "Type" field, which is set to "Book Chapter". Another yellow arrow points to the "SAVE" button at the bottom right.



## 7. Create a custom citation for a link or file

You can always create a citation from scratch if your resource isn't in the library. When you add a new citation, choose the ["Create"](#) tab. Fill out the bibliographic details and either ["Upload"](#) a file or add a web link using the ["Add source"](#) function.

The screenshot shows a web interface for creating a citation. At the top, there are three tabs: 'Search', 'Create', and 'My Collection'. A yellow arrow points to the 'Create' tab. Below the tabs, the form is titled 'Create citation'. It includes fields for 'Title:', 'Author:', and 'Type:'. Below these is a 'Source:' field with a '+ Add source' button. A yellow arrow points to this button. Below the 'Source:' field is a large light blue box with the text 'Drag files here to upload them' and 'Or click to browse for a file'. A yellow arrow points to this box. At the bottom of the form, there is a 'Public note:' field, a 'Creative Commons license:' dropdown menu set to 'None', and a 'More item details' link with a downward arrow.

NOTE: If you are uploading a file, you must indicate whether you have the rights to share the file you are posting or if what you are posting requires copyright assessment.

*If the library does not have access to the item we will need to assess copyright, find a way to purchase the item, or conduct copyright clearance.*

## 8. Create a Digitization Request

Did you know that the library can help you with scanning of course materials?

If you need to share a digital copy of a resource with your class, the library can help you scan and share that work through Course Resource Lists. Simply submit a ["Digitization Request"](#)

It is important to note that any digital copying must comply with the [campus copyright guidelines](#) which enable the library to copy up to 10% or 1 chapter of a resource. If a request exceeds this amount, the library can provide alternative solutions.

- (a) The library will submit a copyright clearance request and pay for any additional content requested if possible.
- (b) If this a frequently used item, the library will investigate purchasing a multi-user digital copy of the resource if available.

Add a citation to a **library copy** of a physical item to your list as before. After you've added your citation to the list, click on the title of the citation:

**BBSB-FEB-548**

Add Subjects

DRAFT BBSB-FEB-548 (2019) Updated an hour ago 5 items in 1 sections 2/5 items are in process

...

Readings (5)

**Leadership**

Philip Sadler 1930- , Coopers & Lybrand. London, Kogan Page in association with Coopers & Lybrand, 1997

Add tags to item

**In Process** **Available** at Leddy Library Book Collection (circulating) - Main Bldng - 3rd Floor : HF5549.12 .S22 1997

BOOK

**e - Leadership in higher education: The fifth "age" of educational technology research**

Jameson, Jill , British Journal of Educational Technology 44(6), 2013-11, 889 - 915

Add tags to item

**In Process** View online

ARTICLE

**What it takes to be a great leader**

Roselinde Torres ,

Scroll down and click on “Digitization Request”

Fill out the information and click “Submit”

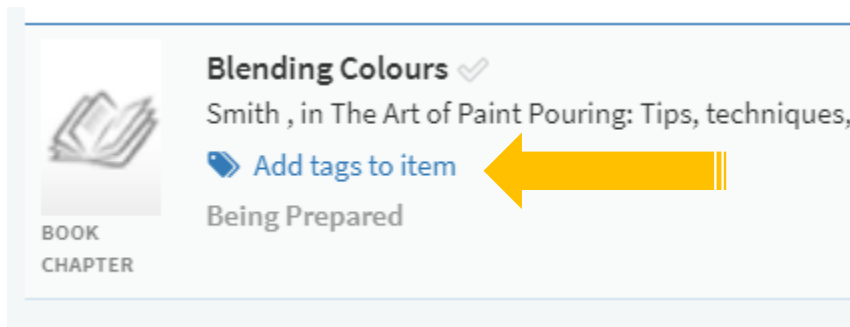
The left screenshot shows a sidebar with three sections: 'Public note', 'Private note', and 'Requests'. The 'Requests' section has a sub-header 'Ask the library to create digital copies of this citation.' and a link 'Digitization request' with a lightning bolt icon. A yellow arrow points to this link.

The right screenshot shows the 'Ask Library for Digital Copies' form. It includes a header 'Instructor digitization request header', a list of items (BBSB-FEB-548, BBSB-FEB-548, 33), and a section 'Availability of Digital Copies'. This section has fields for 'From' (02-January-2019) and 'To' (02-April-2019), a checkbox for 'Includes image(s)', a 'Chapters' field (Enter Chapter Number, e.g. 1), 'Pages From' and 'to' fields with an 'Add another range' link, and a 'Note 1' field with an 'Add another note' link. At the bottom are 'CANCEL' and 'SUBMIT' buttons. A yellow arrow points to the 'SUBMIT' button.

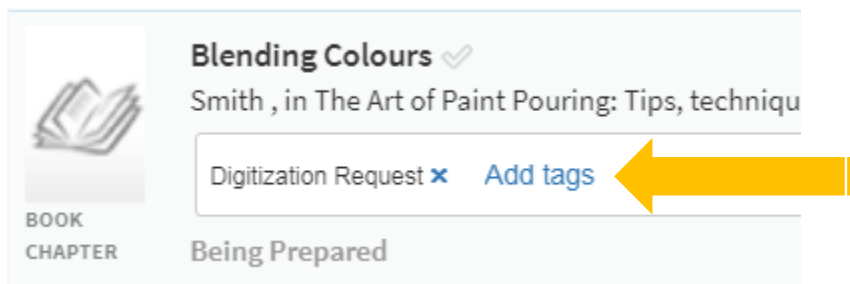
If you have a **personal copy** of the book you would like the library to digitize, add it to your list by creating a custom citation (see step 7). Make sure to indicate the start and end page you want scanned along with the bibliographic information and add it to your list.

The 'Create citation' form includes fields for 'Chapter Title' (Blending Colours), 'Chapter Author' (Smith), 'Type' (Book Chapter), 'Source' (+ Add source), 'Book Title' (The Art of Paint Pouring: Tips, techniques, and step-by-step instr...), 'Book Author' (Jane Smith), 'Editor', 'Chapter Number', 'ISBN', 'Edition', 'Start page' (22), and 'End page' (33). At the bottom, there are two radio buttons: 'Add to list' (selected) and 'Add to bag'. Below these is a 'Section' dropdown menu (one). At the very bottom are 'CANCEL' and 'ADD' buttons. Two yellow arrows point to the 'Add to list' radio button and the 'ADD' button.

Lastly, click on “Add tags to item”



Choose “Digitization Request” from the drop-down menu and “Save”



## 9. Add a resource from the web with Cite it!

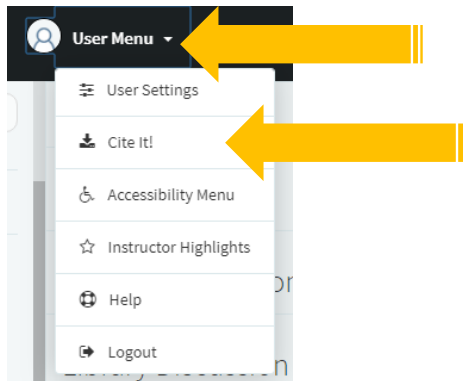
Do you want to share something with your class from outside the library?

You can use the [Cite it!](#) bookmark button to quickly add blogposts, websites, videos and almost anything available on the web to your resource list.

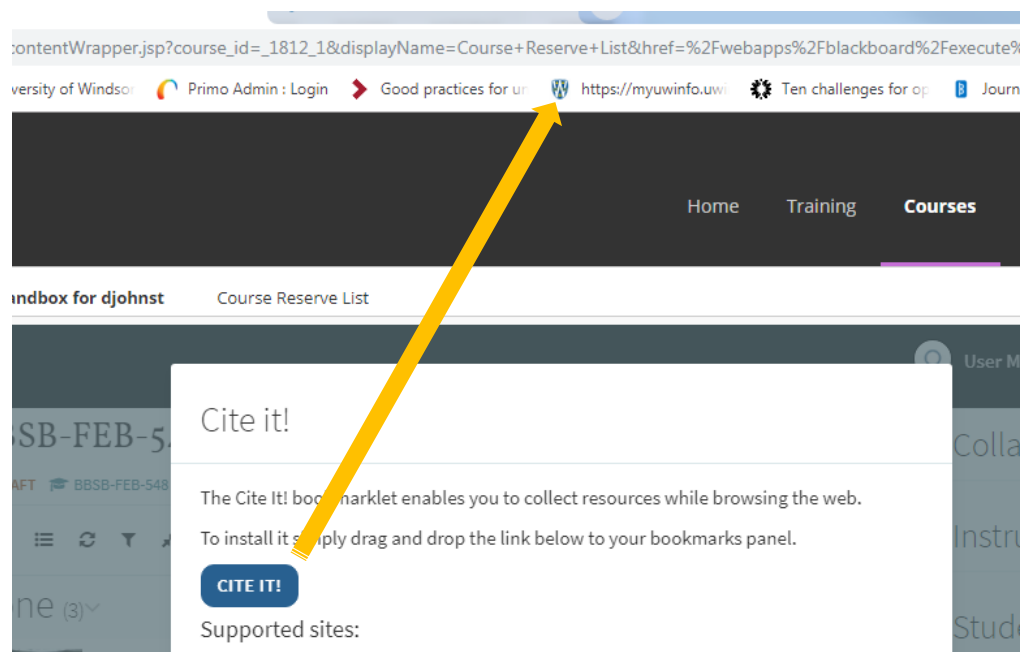
Make sure your web browser's bookmark toolbar is enabled.

[See Appendix on enabling your toolbar]

Open the "User Menu" and click "Cite it!"



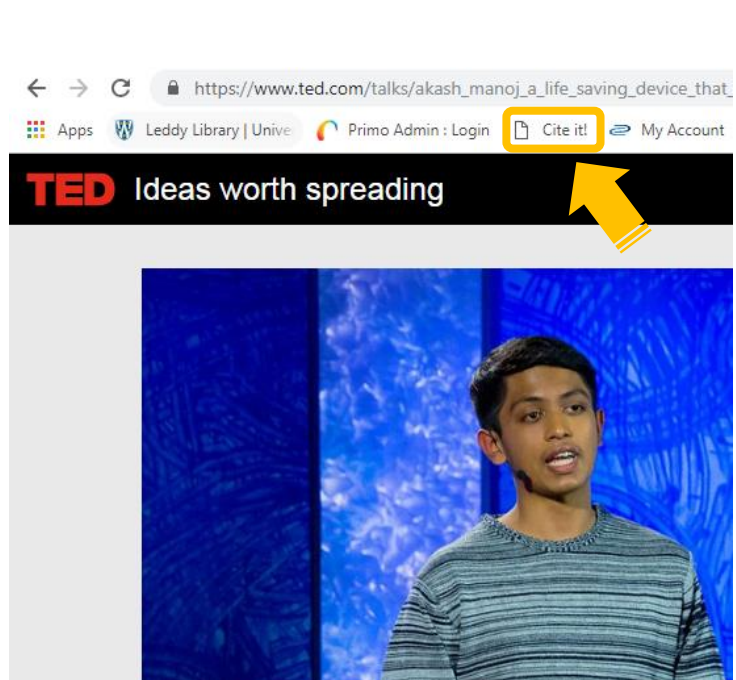
Drag & drop the [Cite It!](#) button wherever you'd like to place it into your bookmarks bar.



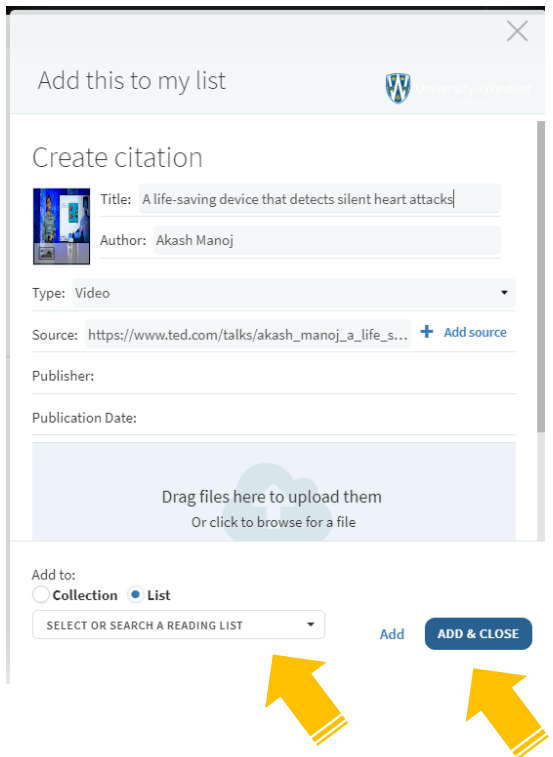
When you're viewing an external website\*:

- (1) Click "**Cite It!**" to open the import box that will add your citation to your list.
- (2) Select the list you want to add the resource to.
- (3) Click "**Add & Close**"

*\*Make sure you're logged into your Course Resource List or Cite it! won't know where you're trying to add a citation.*



The screenshot shows a web browser window with the URL [https://www.ted.com/talks/akash\\_manoj\\_a\\_life\\_saving\\_device\\_that](https://www.ted.com/talks/akash_manoj_a_life_saving_device_that). The browser's address bar and navigation buttons are visible. Below the address bar, there are links for 'Apps', 'Ledy Library | Unive', 'Primo Admin : Login', 'Cite it!', and 'My Account'. The 'Cite it!' link is highlighted with a yellow box, and a yellow arrow points to it. The main content area shows the TED logo and the text 'Ideas worth spreading' above a video player featuring a man speaking.



The screenshot shows a dialog box titled 'Add this to my list' with a close button (X) in the top right corner. Below the title is the University of Windsor logo. The main section is titled 'Create citation' and contains the following fields: 'Title: A life-saving device that detects silent heart attacks', 'Author: Akash Manoj', 'Type: Video' (with a dropdown arrow), 'Source: https://www.ted.com/talks/akash\_manoj\_a\_life\_s...' (with a '+ Add source' link), 'Publisher:', and 'Publication Date:'. Below these fields is a large light blue area with the text 'Drag files here to upload them' and 'Or click to browse for a file'. At the bottom, there is a section 'Add to:' with two radio buttons: 'Collection' and 'List' (which is selected). Below the radio buttons is a dropdown menu labeled 'SELECT OR SEARCH A READING LIST'. To the right of the dropdown is an 'Add' button, and further right is a blue button labeled 'ADD & CLOSE'. Two yellow arrows point to the 'List' radio button and the 'ADD & CLOSE' button.

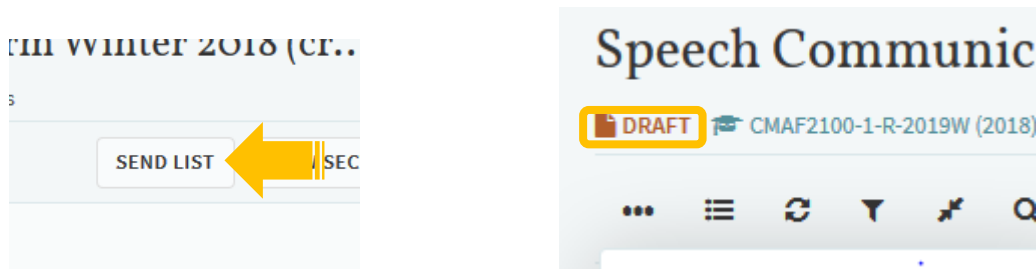
10. Are you done with your list? Send it to the library and publish it.

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

In either case, it will notify the library that the list needs to be reviewed to adjust the location of physical items requested, perform digitization, request copyright clearance if necessary, or purchase a digital or print version of resources as needed.

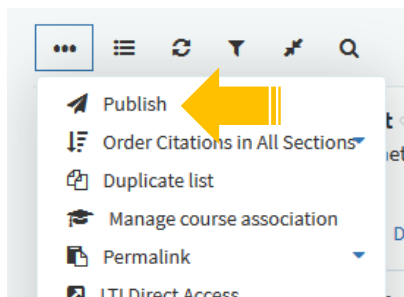
#### (1) Choosing “[Send List](#)”

Choosing to “[Send List](#)” will not make the list visible to students. It simply notifies the library to review your list. The status of your list will still be “[Draft](#)” until published.

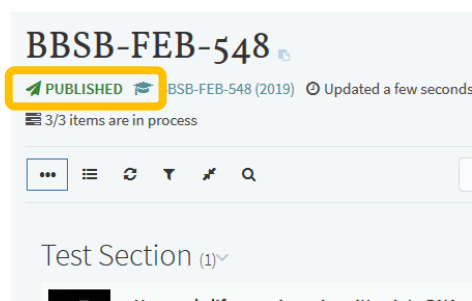


#### (2) Choosing “[Publish](#)”

Choosing “[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.

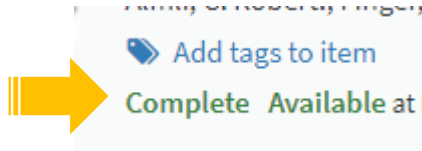


Once the list is published its status will change from “[Draft](#)” to “[Published](#)” indicating that it will be visible to students.



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

Once the library has processed your list, they will change the status to “complete.” You will also receive a notification of the status change. Course Resource Lists notifications will be bundled and sent once daily via email.



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.

## QUESTIONS?

Email: [coursereserves@uwindsor.ca](mailto:coursereserves@uwindsor.ca)

Website: <http://leddy.uwindsor.ca/course-resources>

Phone: 519-253-3000 x 3402



# APPENDIX: Adding the Bookmarks Toolbar

## Add the Bookmarks toolbar in Chrome

Select **Ctrl+Shift+B** or click on the **Tools** icon in the top-right corner and select **"Show bookmarks bar"**

## Add the Bookmarks toolbar in Internet Explorer

Right click on the **Tools** (cog-wheel) icon and select **"Favourites bar"**

## Add the Bookmarks toolbar in Firefox

Right-click on the **Tools** icon and select **"Bookmarks toolbar"**

## Add the Bookmarks toolbar in Safari

Look for **"View"** in the toolbar on top of the screen. With Safari active, click **View** and then **"Show bookmarks bar"**

**If you require this document in an accessible format, please contact**  
coursereserves@uwindsor.ca



University of Windsor

Leddy Library