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 Blackboard Learn course site.

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

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1. Connect course resource lists with your blackboard course site

Login to blackboard and open your course site. To connect your course site to Course Resource Lists just click the '+ ' button on your main course menu and select "Tool Link".

From the drop-down list select the "Course Reserve List" tool type and provide menu a name for it such as "Readings".

Make sure to check “Available to Users” so that your students can see and use the link in your course menu.
2. Launch Leganto and provide course information

Click your new menu Tool Link and then launch Leddy Course Resource Lists

**ATTENTION!**

The LTI launch will open a new tool.

You are being passed to an external system Leganto. With Leganto as per the Notice of Disclosure Confidential

You will be prompted to provide some basic course information like the start and end date, enrollment cap and department or faculty. Once you’re done click “Create”

Create a new course

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

- **BBSB-FEB-548**
  - Course Name: BBSB-FEB-548
  - from: 02-December-2018
to: 02-December-2018
  - Number of Participants:
  - Academic department:
3. Create a List, Upload a Document with Your List, or Roll Over an Existing List

**Create your Reading List from scratch:** Use Course Resource Lists to build your own Reading List.

**Upload a document containing a Reading List:** Send us a Word document with your list and the Leddy Library staff will create it for you. If you need to use this list again in the future, you will be able to update it directly within the system.

**Roll over reading lists from an existing course:** Copy a Reading List from a previous term. You can always edit and update your list afterward.
Creating Your list From Scratch

When you choose to create your list from scratch you will be asked to give your course resource list a title and description and click "Create". Rather than the course code, it is preferable to use the title of the course, e.g. “Research Principles and Study Design in Biological Sciences”

Add Sections

The list you create can be organized in different sections. You can choose an existing template such as Weekly Readings, or create your own custom sections.

Select a template

Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

- Blank
  - Create custom sections

- Weekly Readings
  - Sections for each week of the semester

- Resource Types
  - A list with sections based on resource types

- One Section
  - A reading list with one large section for all materials

To learn more about building your resource list, jump ahead to the next section.
Upload a Document Containing Your List

If you choose to upload a document, you just need to send us a word document containing the items you like to have on your reading list. Please provide us with the following information:

1. Your Course Title. E.g. Research Principles and Study Design in Biological Sciences
2. Specify if there are any items you need to have scanned and what parts.
3. Let us know if you have a personal copy that you’d like to drop off.

We’ll build your list for you and let you know when it is ready.

Roll Over an Existing List

If you choose to roll over a list you’ve used in the past, just select the course list you’d like to reuse and provide a new Reading List Name and click the “Roll Over” button.
4. Create sections to organize your list

You can add new sections at any time by selecting “New Section” in your list.

New sections just need a Title and optionally a description. Then hit “Create”.

If you’re familiar with bibliographic management tools like Zotero, Mendeley or EndNote, you can even import RIS files from those systems to quickly populate a section.

You can quickly reorder sections by dragging and dropping.
5. Add Library Resources to Your List

If you’ve created a list from scratch or you’re editing an existing list, there are a variety of ways to find and add content for your students.

To add a new article, book, video or other library resources 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

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**NOTE:** THE BOOK’S REAL TIME AVAILABILITY INFORMATION AND LOCATION WILL APPEAR IN YOUR CITATION.
Add an online article or resource (book, video, audio...): Search for your article, select the section it should appear in, click Add

NOTE: THE VIEW ONLINE LINK SHOULD TAKE YOUR STUDENTS DIRECTLY TO THE ARTICLE. PLEASE ADD A NOTE OR EMAIL US IF THERE IS AN ISSUE. (COURSERESERVES@UWINDSOR.CA)
**Add a Book Chapter:** Search for and add the book (physical or electronic) to the list as before.

Select the item menu (...) and edit the item.

Change the Item type to “Book Chapter” and fill out the Chapter Title, author, number, and pages. Save it.
6. Create a custom citation for a link or file

You can create a citation from scratch if you want what you want to add isn’t in the library.

When you add a new citation, just choose the “Create” tab. You can fill out the bibliographic details and upload a file or add a link to the resource (use “Source” field for URLs).

If you’re sharing a personal copy of a book, just check the “Personal Copy” box to let us know. 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.

![Create citation interface](image)
7. Create a Digitization Request

Did you know that the library can help you with scanning of course materials? If need to share a digital copy of a work with your class we can help you scan and share that work through Leganto. Just submit a digitization request.

It is important to note that any digital copying must comply with the campus copyright guidelines which enable us to copy up to 10% or 1 chapter of a work. If a request exceeds this amount, we can still provide alternatives.

(a) We submit a copyright clearance request and pay for any addition content requested if possible.
(b) If this a frequently used item, we will investigate purchasing a multi-user digital copy of the work 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 just click on the title of the citation:

![Book Image]

**Leadership**


*Add tags to item*

In Process  Available at Leddy Library Book Collection (circulating) - Main Bldng - 3rd Floor : HF5549.F5 1997

NOTE: If you are uploading a file you will have to 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.

Scroll down and click on “Digitization Request”, fill out the information and submit.
If you have a **personal copy** of the book you would like us 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.

**Create citation**
- **Chapter Title**: Blending Colours
- **Chapter Author**: Smith
- **Book Title**: The Art of Paint Pouring: Tips, techniques, and step-by-step instr... 
- **Book Author**: Jane Smith
- **Edition**: 
- **Start page**: 22
- **End page**: 33

- **Add to list**
- **Sections**: one

**Submit request**
- **Availability of Digital Copies**
  - **From**: 01-January-2023
  - **To**: 01-April-2019
  - **Incl. image(s)**
  - **Chapters**: Enter Chapter Number, e.g. 1
  - **Pages From**: 
  - **Note 1**: 
  - **Add another note**
8. 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. To install Cite it!

Make sure your web browser’s bookmarks toolbar is enabled and showing at the top of your screen.

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 just click Cite It! open the import tool that will add your citation to your list.

Select the list you want to add it this resource to and add it.

[Make sure you’re logged into your Course Resource List or Cite it! doesn’t work]
9. Link to a citation in your list with a permalink

Do you want to share a link to a citation with your students somewhere else in Blackboard? Just open the options menu (…) next to the citation you want to share, choose “Permalink” and “COPY TO CLIPBOARD” to get the link.

In Blackboard, when you insert the link just make sure to choose open in new window for how the link will function. This will allow users to skip directly to the citation.

You confirm that copyright has been cleared for any obtained. For more information see the Leddy Libra.

Target: Open in New Window (_blank)
10. Done with your list? Send it to the library and publish it

When you’re ready for us to review and process your list just choose “Library Review”

This 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.

Remember to Publish Your List

Hitting “Publish” in the reading list menu will make the list available to students. Hitting unpublish will remove the list from visibility. This will also send any items not yet processed to the library.

You’ll notice a number of other helpful options in your list menu to check out.
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.

QUESTIONS

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Website: http://leddy.uwindsor.ca/leganto-course-resources-pilot

Phone: x 3402