

# Leganto

## A library guide to managing your reading lists

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# Welcome to Leganto

Before you start preparing your reading lists, please take a look at the Library's Reading List Policy and our Best Practice guidelines, found on our Leganto webpages.

<http://www.wlv.ac.uk/readinglists>

**Please remember all the items on your lists need to be tagged either 'Essential Reading', 'Further Reading' or 'Topical Reading'** (see p 11). The tags do two jobs: they guide students' reading and they indicate to the Library how many copies are needed.

## **What do I have to do as a module leader or a collaborator?**

Review your Leganto Lists at <http://wlv.ac.uk/leganto>

Please update your list during the Reading List update window. For 21/22 any changes to your list, running in any semester, should be made before 25th June. By updating during this time you give the Library enough time to get the resources you want in place. You can still update after June 25th, but after this date the Library can't guarantee resources will be ready for the start of the new academic year.

Please select electronic resources over print resources where possible.

Please consider the currency, relevance and accessibility of the resources you recommend.

When you've made your changes, it's important that you click **Send List**.

When you click **Send List** we run checks and obtain the resources. We will then publish the list in time for the new semester.

## Accessing your reading list



For the best experience we recommend that you use the **Google Chrome** browser

Access Leganto by going to <http://www.wlv.ac.uk/leganto> and log-in with your usual staff login details (Staff ID or email and IT password) you can also update your reading list via the relevant Canvas course (if available).

Accessing via Leganto web (<http://www.wlv.ac.uk/leganto>) will allow you an overview of all the lists you currently have access to as either a manager or collaborator.

Please check that the list header, module code and module title is correct, inform the Leganto team if anything needs amending (email: [leganto@wlv.ac.uk](mailto:leganto@wlv.ac.uk)).

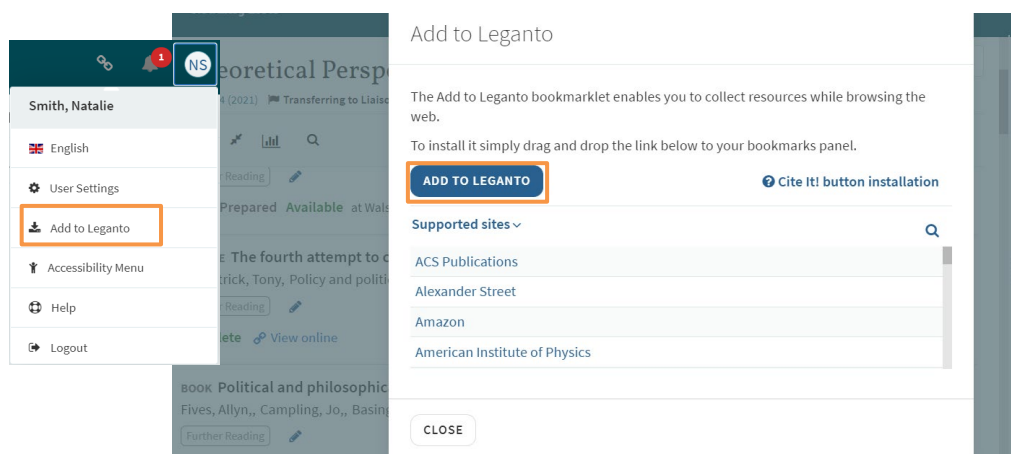
Leganto draws upon e:Vision and SITS for module administration information. If you do not have access to a list that you need to work on, please email [Leganto@wlv.ac.uk](mailto:Leganto@wlv.ac.uk) for assistance.

## Adding the 'ADD TO LEGANTO' widget to your bookmarks (Recommended)

The **'Add to Leganto'** widget will allow you to quickly add resources to your reading list from websites such as Amazon, Google Books and YouTube.

Within Leganto, click on your initials (top right-hand side), then from the menu displayed, click on **'Add to Leganto'**.

When the pop-up screen opens, drag and drop the blue **'Add to Leganto'** widget to your browser's bookmarks bar\*



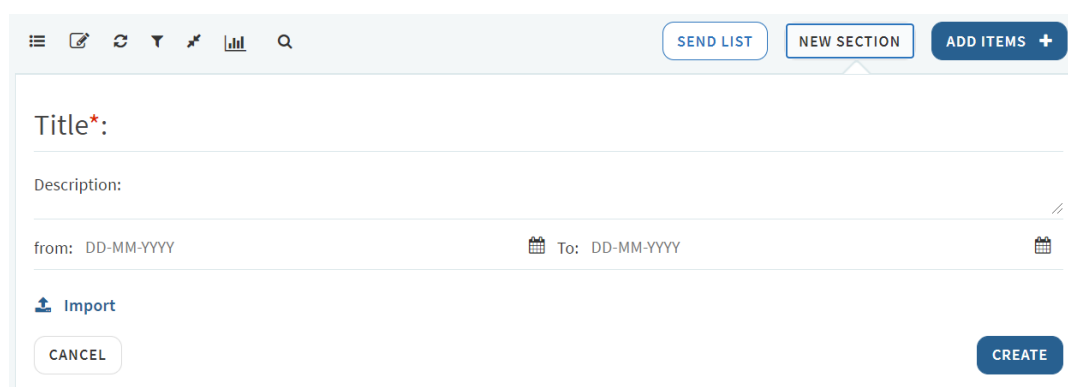
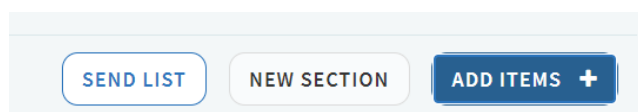
\*If you cannot see the bookmarks bar and are using **Google Chrome** click **CTRL + SHIFT +B**

## Organising your list

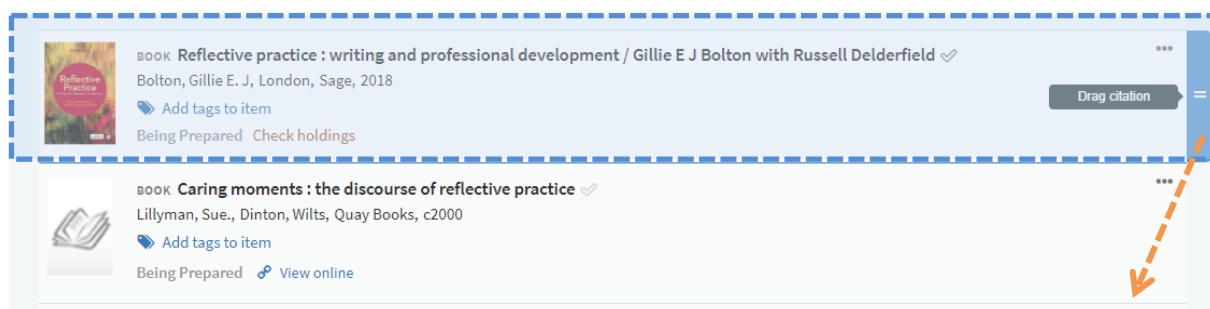
### Adding sections to your reading lists

In many cases reading lists will already have been populated with books, articles and websites from previous years' lists. But you may now wish to update or add additional sections to your reading list. For example, you may want to add a section for journal articles or perhaps divide your list into weekly readings or arrange by theme.

To do this, open your reading list, then select **'New section'**. This will prompt you to name your new section and add a short description if required.



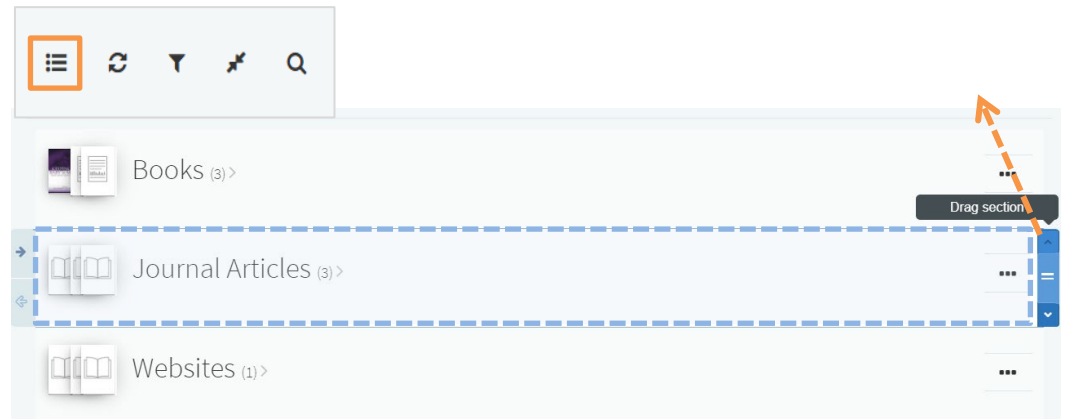
All items in your reading list can be moved around by dragging and dropping. To drag and drop items, hover over the item until the blue edge bar displays. Click on the blue bar and drag into the desired location. Alternatively, you can click on the up / down arrows on the edge of the blue bar to move the citation one position at a time on the list. (You may find that you need to refresh the page to see the changes made – press F5).



## Moving sections within your list

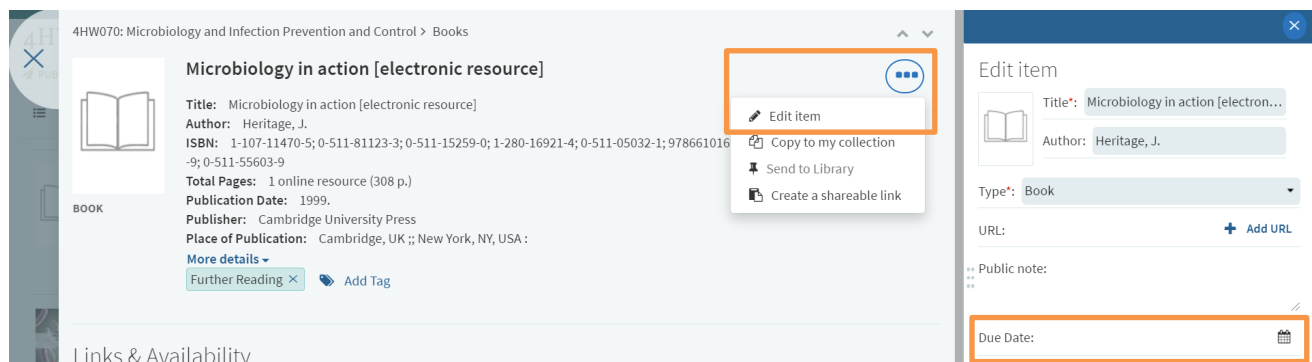
To move a section (including all items within that section), first collapse the section by clicking on **'Toggle Section View'**

Then hover over the section title until the blue edge bar displays. Click on the blue bar and drag into the desired location or click on the up/down arrows.



## Adding Additional Information to an item

### Adding due dates



If you wish to specify a date by which you want students to have interacted with an item on your reading list, do this by first clicking the item in your list, click on the **'ellipsis menu'** (...) then click the **'Edit Item'** option.

This will bring up the edit window to the right. Use the calendar icon to set your required due date and click **'Save'**. The due date will now appear on the item in your reading list.

## Adding public and private notes

This edit window is also where you can add public notes about the resource you wish your students to view. For example, direct them to read a particular chapter of the book.

To do this, add text on the **'Public note'** field of the record, then click **'Save'**.

**Keeping the baby in mind [electronic resource] : infant mental health in practice**

Title: Keeping the baby in mind [electronic resource] : infant mental health in practice  
ISBN: 1-134-10700-5; 1-282-06468-1; 9786612064685; 0-203-88377-2  
Total Pages: 1 online resource (223 p.)  
Publication Date: 2009.  
Publisher: Routledge  
Place of Publication: London ;; New York :  
More details ▾  
Workflow Note: Please select a tag for this resource Further Reading  
Further Reading × Add Tag

Links & Availability

[View online](#) (Ebook Central Perpetual, DDA and Subscription Titles)

**Public note** [Edit public note](#)

Please read chapter 7 before week 4 teaching

**Private note**

Add note:

New edition out Sept 22

**Edit item**

Title\*: Keeping the baby in mind [elect...  
Author:  
Type\*: Book  
URI: [+ Add URL](#)

**Public note:** Please read chapter 7 before week 4 teaching

Due Date:   
ISBN: 1-134-10700-5; 1-282-06468-1; 9786612064685...  
Edition:  
Total Pages: 1 online resource (223 p.)  
Publication Date: 2009.  
Publisher: Routledge  
Place of Publication: London ;; New York :  
More item details ▾  
 Display Citation -  
From:  To:

Private notes (that can only be seen by the owner) can be added by clicking on the item from your reading list and scrolling down the page to the private note field, click **'Add note'**, add your text, then click **'Save'**. (Public notes can also be added from this area).



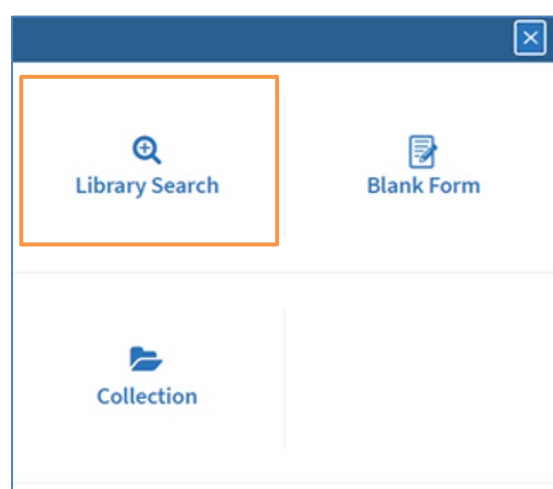
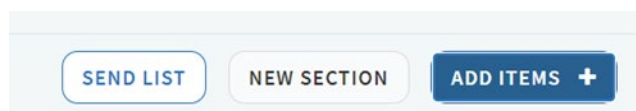
- \* Notes in the **Public Note** field will be visible to students.
- \* Notes entered in the **Private note** will only be visible to you.

## Adding items to your reading list

There are a number of ways to add content to your reading list. First, open the list you want to add item(s) to.

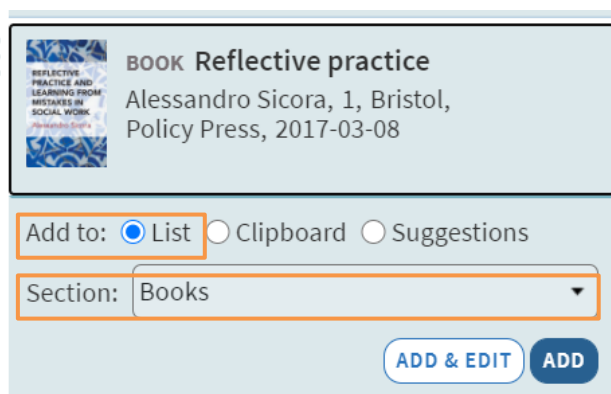
### Adding items (e.g. books or articles) via Library Catalogue (LibrarySearch)

Click the blue **'Add Items +'** button at the top of your list



On the right-hand side use the **'Library Search'** icon to look for your resources by Title, ISBN, Author or Keyword.

From the search results, click on the item you want to add.



Ensure that **Add to: List** is selected, then choose the section that you want the item to appear under (e.g. books)

Click **'Add'**, you will be prompted to select a tag, then click **'Confirm'**.

The item will now appear in your reading list.

Alternatively, once you have located the item from the search results, you can drag the item into the relevant section, e.g. books, journal articles etc. You will be prompted to select a tag, then click **'Confirm'**.



If there is an electronic version of a book's latest edition, please add this in the first instance.

## Adding items not available via LibrarySearch

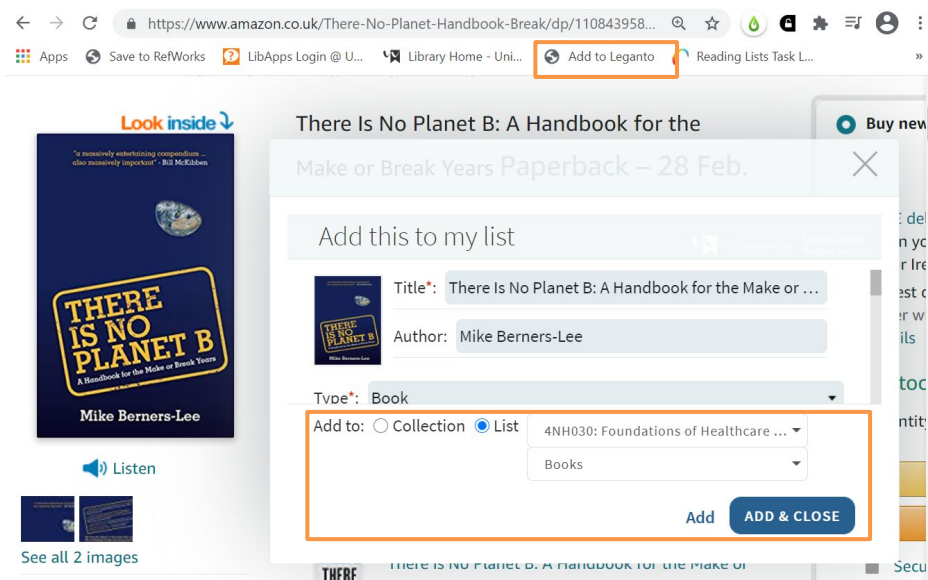
First ensure you have added the **'Add to Leganto'** widget to your browser's bookmark bar (see p.1)

You can add items using the widget when browsing websites such as Amazon, WorldCat or Google Books.

In this example, Amazon has been selected, and the book *'There is no planet B'* is the book to be added.

Find the book details page. Click the **'Add to Leganto'** widget from the browser bookmark bar.

Then, from the **'Add to'** menu at the bottom of the window, select the reading list and the correct section (i.e. books, websites etc...), then click **'Add & Close'**.

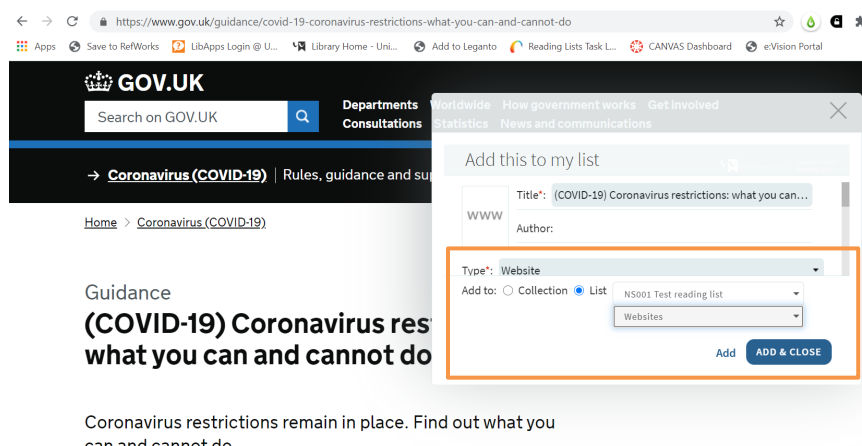


You will be prompted to select a tag, then click **'Confirm'**.

Once the reading list is sent to the library, the items will be checked and copies ordered as appropriate. As soon as a library copy is received your reading list will be updated.

## Adding a web page

Go to the website that you want to link to. Click on the **'Add to Leganto'** widget from your browser bookmark bar (see p.1). Check and amend the information displayed for completeness.



Where it says

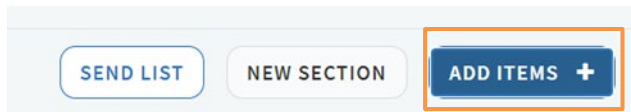
**'Type: Other'** use the drop down menu to select **'Website'**.

Then, from the **'Add to'** menu at the bottom of the window, select the reading list and the correct section (i.e. websites), then click **'Add & Close'**. You will be prompted to select a tag, then click **'Confirm'**.



## Adding items manually via the Blank form

Click the blue **'Add items +'** plus sign near the top of your list.



On the right-hand side, click on the **'Blank Form'** icon. Select an option from the **'Type'** field and enter the details of the resource to be added to the list.

Then, from the **'Add to'** option, select **'List'** and select the correct section (i.e. books, websites etc...), then click **'Add'**. You will be prompted to select a tag, then click **'Confirm'**.

## Digitisations

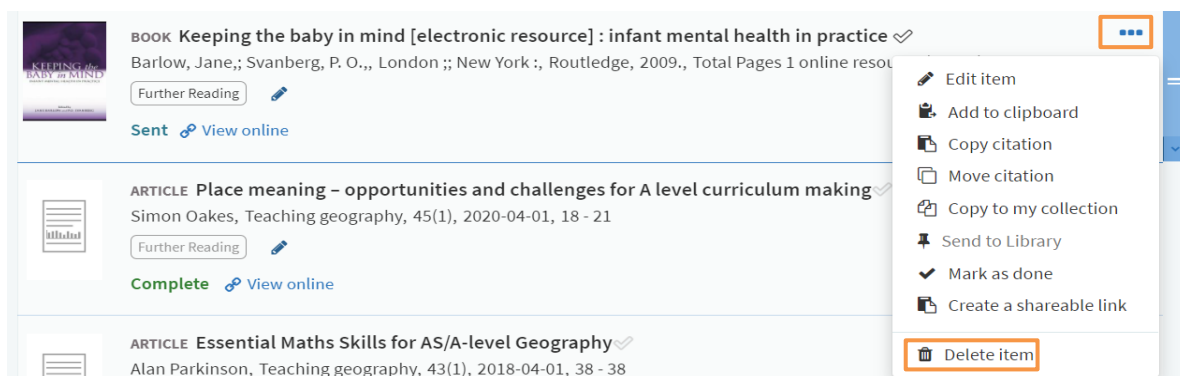
Requests for digitised extracts of book chapters or journal articles that are not available electronically from library stock, should now be requested via Leganto.

Please manually add the details of the article or chapter using the **'Blank Form'** option (see above), adding in page numbers (please see <https://www.wlv.ac.uk/lib/info/copyright/digitisation-service/> for further information)

When you have completed your digitisation requests, remember to click on the **'Send List'** button near the top of the screen. Once digitised, the item will be placed on your Reading List.

## Deleting items

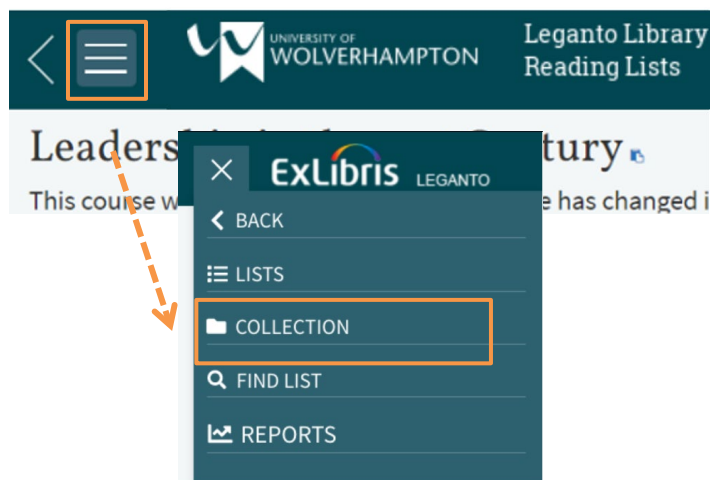
If you want to delete an item from your reading list, click the **'ellipsis menu'** (...) to the right of the item you want to delete.



From the bottom of the menu, click **'Delete Item'** and confirm that you would like the item deleted.

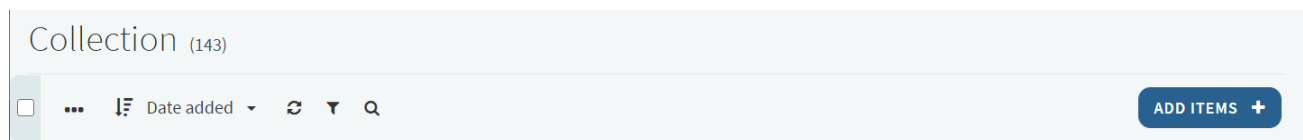
## Collection

The **'Collection'** area is where you can save items and add them to your reading lists at a later date.

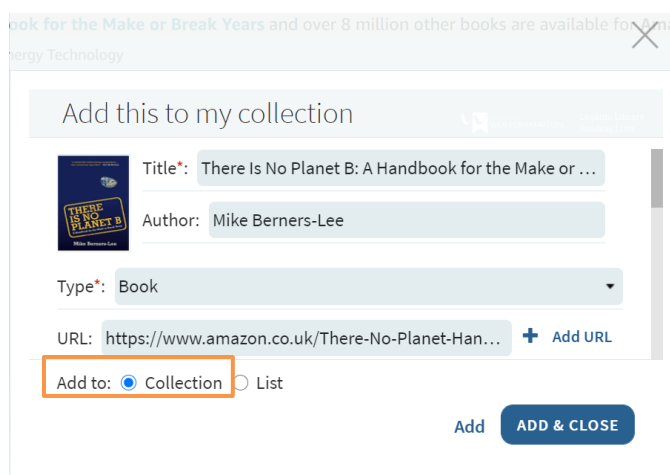


The **'Collection'** option menu can be found in the hidden top menu. Click on the horizontal lines to expand the menu and select **'Collection'**.

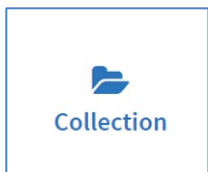
To add items to your **'Collection'** folder from LibrarySearch, first click on the blue **'Add Items'** button and use the **'Library Search'** tab to search for items to be added to your collection.



The process of adding items to your **'Collection'** utilising the **'Add to Leganto'** widget is the same as adding items to your reading list (see p.6) except choose **'Add to: Collection'** rather than **'List'**.

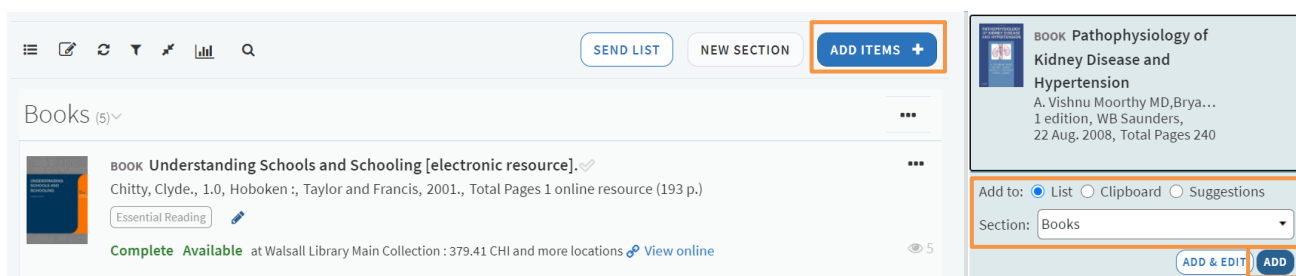


To move the items from your **'Collection'** to a reading list; first open the reading list you are working on. Click the blue **'Add items +'** button, then select **'Collection'** icon from the right-hand window.



Click on the item in your collection, then drag and drop into place, select a tag and click **'Confirm'**.

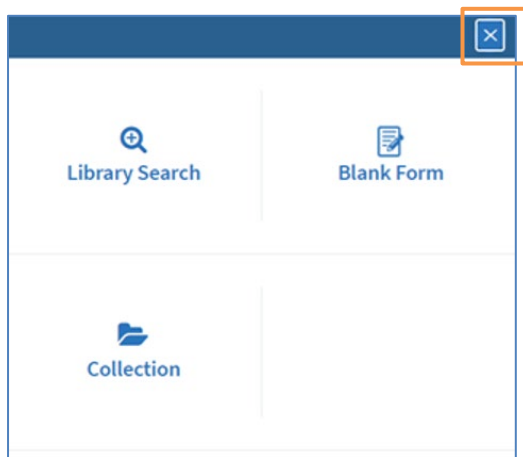
Alternatively click on the item, select a section from the menu (i.e. books, websites) and click **'Add'**, then select a tag and click **'Confirm'**.



The screenshot displays a library management interface. At the top, there is a toolbar with icons for home, edit, refresh, filter, and search, along with buttons for 'SEND LIST', 'NEW SECTION', and 'ADD ITEMS +' (highlighted with an orange box). Below the toolbar, the main area shows a list of books under the heading 'Books (5)'. The first book listed is 'Understanding Schools and Schooling [electronic resource]' by Chitty, Clyde., 1.0, Hoboken :, Taylor and Francis, 2001., Total Pages 1 online resource (193 p.). It has a tag 'Essential Reading' and is marked as 'Complete Available' at Walsall Library Main Collection. To the right, a panel shows details for a selected item: 'BOOK Pathophysiology of Kidney Disease and Hypertension' by A. Vishnu Moorthy MD, Brya... 1 edition, WB Saunders, 22 Aug. 2008, Total Pages 240. Below this, there are options to 'Add to:' (List, Clipboard, Suggestions) and a 'Section:' dropdown menu set to 'Books'. At the bottom of the panel are 'ADD & EDIT' and 'ADD' buttons (the latter is highlighted with an orange box).

## Adding Collaborators

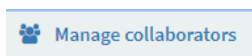
To allow colleagues to be able to edit your reading list, you must first give them permission to edit.



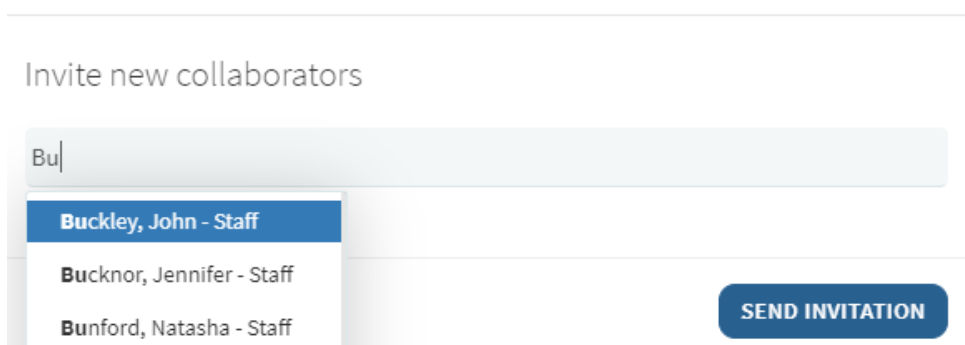
If the **'Add item'** panel is showing in the right-hand window, first close the window by clicking the **'blue x'** to show the window displaying **'Collaborators'** and **'Instructors'** (as below).



Click on **'Collaborators'** and then click **'Manage Collaborators'**.



Search for the name or email of your colleague, and then click **'Send Invitation'**. You can also decide whether you want them to be a manager or an editor of the list.



To remove a collaborator from the reading list, go to the **'Collaborators' > 'Manage collaborators'** (as above) and click on the **'grey x'** by the collaborator you wish to remove.

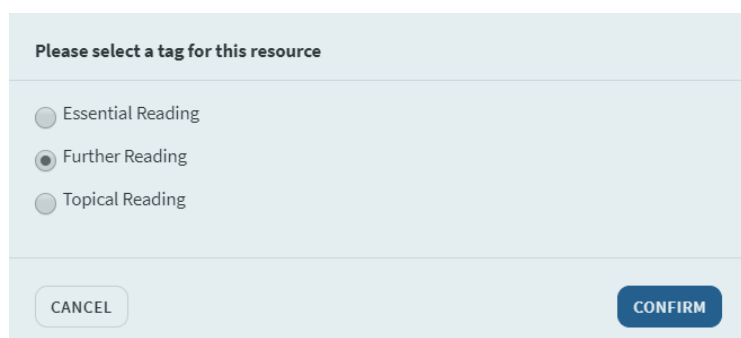
### Prioritising Items (Adding tags)

Any item you have in your reading list **must** be tagged with either **'Essential Reading'**, **'Further Reading'** or **'Topical Reading'**. This will allow the library to ensure that it has sufficient stock and determine purchasing for the library. **The library will decline a reading list if it is missing any tags.**

The **'Topical Reading'** tag can be selected for items that you wish to add to your reading list that may be of current relevance. **Topical Reading items must have no additional cost to the library** (for example items already in library stock or available as an open access resource).


#### Adding tags to new items

After adding a new item to your reading list, a prompt will be displayed. Choose how you would like your item to be tagged ('Essential Reading', 'Further Reading' or 'Topical Reading'), and then click **'Confirm'**.




The screenshot shows a light blue dialog box with the title "Please select a tag for this resource". It contains three radio button options: "Essential Reading", "Further Reading" (which is selected), and "Topical Reading". At the bottom, there are two buttons: "CANCEL" on the left and "CONFIRM" on the right.

To add tags to items with no tags, click **'Add Tags to Item'**.



BOOK **Reflective practice : writing and professional development**,  
Bolton, Gillie E. J, London, Sage, 2018  
[Add tags to item](#)  
Being Prepared [Check holdings](#)


Click in the box **'Add tags to item'**, click on the text **'Add a single tag only'** and assign **one** of the tags to your item.


**BOOK Reflective practice : writing and professional development** ✓  
 Bolton, Gillie., 3rd ed., Los Angeles, [Calif.] ; London ;, SAGE, 2010., Total Pages xxii, 279

Add a single tag only

- Essential Reading
- Further Reading
- Topical Reading


## Amending an item tag


**BOOK How to read a paper : the basics of evidence-based medicine and healthcare** ✓


Greenhalgh, Trisha., EBSCOhost, Sixth edition., Hoboken, NJ ;, Wiley Blackwell, 2019., Total Pages 1 online resource ( xix, 262 pgs ) :


Essential Reading 

Being Prepared [View online](#)

To amend an existing item tag, click on the pencil icon  to the right of the tag.

Click the blue **X** next to delete the currently assigned tag, and then follow the example above for adding a tag to existing items.

Essential Reading  Add a single tag only

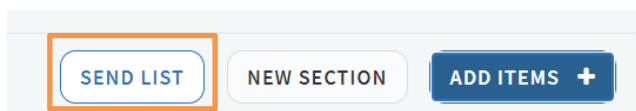

 Remember reading list policy states that you can tag up to a maximum of **5 essential reading** items and up to a maximum of **25 further reading items** per module

## Communicating with the Library

If you require assistance, or want to discuss an added item or missing list, please send an email to [Leganto@wlv.ac.uk](mailto:Leganto@wlv.ac.uk).

## Sending your list to the Library

Once you have completed your reading list, click on the **'Send List'** button near the top of the screen. This will notify the library that you are ready for the updated reading list to be verified and any new books ordered as appropriate.



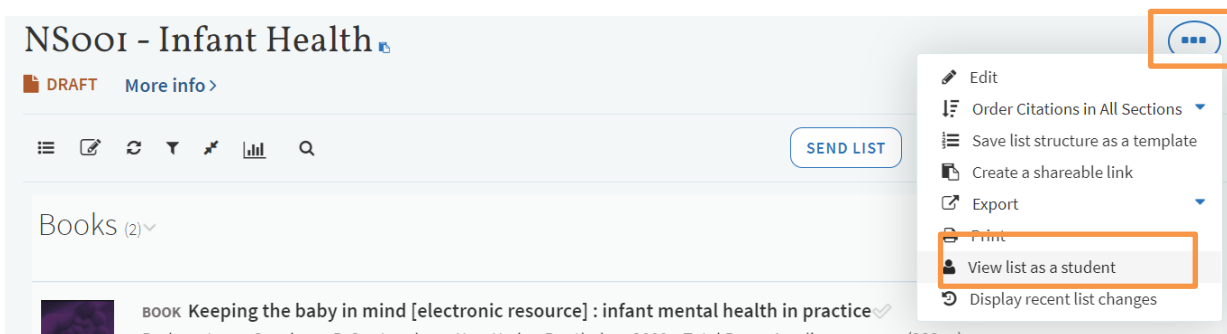
If once you have sent it you need to make any alterations, you can make your changes and click the **'Send List'** button again.

For any books where there is a later edition available in stock for the item you have selected, Library staff may automatically update to this. Therefore, if you for any reason wish to specify an older edition or have any other special requirements (i.e. an out of print title), please add a **'Public Note'** (p.4), which will be visible to students and Library Staff.

If there are any problems with your list Leganto Library support will contact you to discuss.

## View list as a student

Please note if you use the 'Student View' in Canvas to view a list this produces an error message. Don't worry - this is a glitch and doesn't mean that students can't see the list. Instead, use the 'View list as a student' option in Leganto from the **'ellipsis menu' (...)** to the right of the Reading List Module number and title.



## Using Leganto Analytics

### List level analysis

Leganto allows you to monitor student engagement with your selected resources. You can get an overview of usage on your lists as a whole, and also item by item in order to get an idea of how much your recommendations are being used.

From your list page (landing page of [www.wlv.ac.uk/leganto](http://www.wlv.ac.uk/leganto)) click on the **'Graph'** icon near the top of the screen.

The screenshot shows the Leganto interface with a search bar and a list of resources. Two lists are visible:

- 4SC013: Communication Skills**
  - Status: PUBLISHED
  - Course Code: 4SC013 (2021)
  - Author: Sheffield, Marion
  - Updated: 6 days ago
  - Items: 20 items in 3 sections
- 4SE001: Subject-specific Pedagogy: Justifying the Specialist Subject**
  - Status: PUBLISHED
  - Course Code: 4SE001 (2020/21, Window 2)
  - Author: Shilton, Greg
  - Updated: 2 months ago
  - Items: 113 items in 10 sections

This activates the **'Analysis mode'** and for each list, a set of usage statistics.

The data is broken down into two sections, **'Student Usage'**...

The screenshot shows the analytics page for the list **6NH067: Advancing Skills in Contemporary Children's Nursing Practice**. The 'Student Usage' section is highlighted with an orange box. Below it is a table of statistics:

Course Participants	Active Students	Total Events	Average Events Per Student	Number Of Comments
30	26	199	8	0

A tooltip for 'Active Students' indicates: "The number of students who engaged with this list in any way".

...and **'Weekly Active Students'** - this shows how many students engaged with the list in each week.

To understand what each figure represents, click on the blue question mark by each statistic header.

The screenshot shows the 'Weekly Active Students' section for the list **6NH067: Advancing Skills in Contemporary Children's Nursing Practice**. The 'Weekly Active Students' header is highlighted with an orange box. Below it is a bar chart showing the number of active students per week from 1/08/20 to 22/01/21.

Week	Active Students
1/08/20	0
4/09/20	0
8/09/20	0
22/10/20	0
6/11/20	0
20/11/20	0
3/12/20	0
17/12/20	0
31/12/20	0
14/01/21	0
28/01/21	10
11/02/21	5
25/02/21	5
11/03/21	5
25/03/21	5
8/04/21	5
22/04/21	5
6/05/21	5
20/05/21	5
3/06/21	5
17/06/21	5
1/07/21	5
15/07/21	5
29/07/21	5
12/08/21	5
26/08/21	5
9/09/21	5
23/09/21	5
7/10/21	5
21/10/21	5
4/11/21	5
18/11/21	5
2/12/21	5
16/12/21	5
30/12/21	5
13/01/22	5
27/01/22	5



To turn off 'Analysis mode', click on the X of the blue banner at the bottom of the screen. This will return you to the standard list view.



## Item level analysis

To view individual item analytics, first select the list you want to view, then click on the graph icon (near the top of the screen).



You can view both 'Student Usage' analysis for an item as well as the number of 'Weekly Active students' for an item.

BOOK **Fundamentals of pharmacology : an applied approach for nursing and health** ✓  
 Essential Reading

Complete Available at Harrison Library Main Collection : 615.1 FUN and more locations [View online](#)

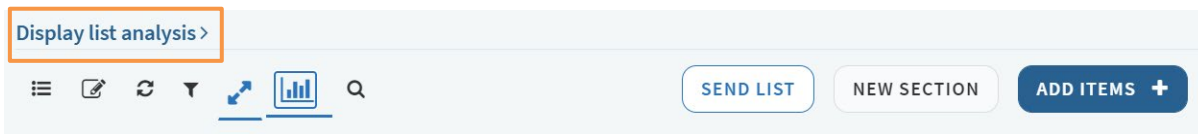
Student Usage	Active Students	Total Activities	Student Usage	Students Full Text Views	Students File Downloads	Students That Commented	Students Likes	Students marked as done
Weekly Active Students	115	326	Medium	85	0	0	1	2

The left-hand edge colouring will also give a quick visual representation of how often an item in your list is being used.

Orange is low use (0-20%), Grey is medium use (21-50%) and Green will indicate higher than average use (51-100%).

<p>BOOK <b>Effective communication : a guide for the people professions</b> ✓                      Essential Reading</p> <p>Complete <a href="#">View online</a></p> <p>Student Usage</p> <p>Weekly Active Students</p>	Active Students	Total Activities	Student Usage	Students Full Text Views	Students File Downloads	Students That Commented	Students Likes	Students marked as done
	19	108	Medium	18	0	0	0	2
<p>BOOK <b>Making safeguarding personal</b> ✓                      Further Reading</p> <p>Complete <a href="#">View online</a></p> <p>Student Usage</p> <p>Weekly Active Students</p>	Active Students	Total Activities	Student Usage	Students Full Text Views	Students File Downloads	Students That Commented	Students Likes	Students marked as done
	2	5	Low	1	0	0	0	1

When looking at the item level with 'Analysis mode' active, you are also able to display the 'List analysis' (see previous section, p.14) from a text link near the top of your list.



When you have finished looking at the information, deactivate the 'Analysis mode' by clicking on the x of the 'Analysis mode' banner (bottom of screen).



To improve usage of an item consider adding **Public Notes** (p.4) to direct students to useful chapters, add **Due Dates** (p.3) for shorter content (e.g. articles or chapters to be read before a given week) or try reordering the content of the list, often the books placed at the top of the list can have the highest use.

## Contact Us

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