Course Reserves
Reading Lists in Leganto
Navigate to Leganto

To create a course reading list, open Canvas and navigate to Leganto by clicking on the Resource List link.

If your course does not yet exist in Leganto, you can click on Create to quickly add the course.

To create your reading list, either Upload a document containing an existing reading list, or click Create It to create a new reading list from scratch.
Create a Reading List

Leganto asks if the instructor would like to use a predefined template (or structure) for the new reading list.

Choose a template and click on **Edit** to begin editing the reading list details.
Add Sections to List

Most templates give the option to divide the reading list into sections which can represent semesters, weeks, topic divisions, etc. To add a section, click NEW SECTION. Edit the section’s details by clicking Options > Edit Section.

Add other sections and change the order of those sections by clicking-and-dragging.
Associate List with a Course

To assign a new reading list to your course, click on "ASSOCIATE LIST". Search for your course by course name or course code and select the relevant course from the list.

Click Associate.
Add Citations to Your Reading List

To add a citation by search, click on the ‘+’ icon.

To search Fondren’s inventory use ‘Simple Search’ or ‘Advanced Search’.

Note that each citation has an availability status stating whether the citation is available in physical format or an electronic format.

Add items via drag-and-drop. Another way to add is by selecting an item, which shows us additional item options; selecting a List section; and clicking Add to List.

The citation is now added to the desired section.
Remove an Item from List

To remove items, go to options > Delete item, and confirm.
Upload File

To upload your own files as citations to the list, click on the ‘+’ button and open the ‘Create’ tab.

If your resource is available online, add its URL in the Source field.

Select the item Type. To customize the Article icon with an image of your choice, click on the icon, drag your image, resize the thumbnail, and confirm.

The item has been added to the list, and you can access the item by clicking Download.
Sending Reading Lists to the Library and Publishing

When you have finished compiling your list, send the entire list to the library for processing/review from the send list link.

All citations with the status ‘BEING PREPARED’ have their status changed to ‘Sent’.

After the library staff has reviewed the list, they will set the Reading List status to “Complete” and let you know that it is ready to be Published--students can not see the list until you complete this step!

Open the Reading List options menu and choose Publish. The reading list status is changed to Published with a note of who can see this list.
Questions?
Comments?

Please don’t hesitate to ask!
You can contact us by email at reserves@rice.edu or by phone at (713) 348-4021