

Leganto

A Library guide to managing your reading lists

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Leganto - A Library guide to managing your reading lists

Before you start preparing your reading lists, please take a look at the Library's [Reading List Policy](#) and our [Best Practice guide](#) found on our Leganto webpages - <https://www.wlv.ac.uk/lib/academics/leganto-reading-lists>.

Please remember all the items on your lists need to be tagged either 'Essential Reading', 'Recommended Reading' or 'Wider Reading'* (see [p.17](#)). The tags do two jobs: they guide students' reading and they indicate to the Library how many copies are needed.

*HEP programmes can be subject to different tagging expectations - please contact the Leganto team for further advice.

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 in advance of each semester within module update windows. By updating during this time, you give the Library enough time to get the resources you want in place. You can still update after the window closes, but after this date, the Library can't guarantee resources will be ready for the start of teaching.

Please select electronic resources over print resources where possible.

Please consider the currency, relevance, and diversity of the resources you recommend – see our guidance on [Diversifying Reading Lists](#).

Please have a look at our [Reading List best practice guide](#) for top tips when developing your reading list.

When you have finished reviewing your list, you must click the **'My list is ready'** button from the top banner.

When you send the list to the Library, we will run checks and obtain the resources. We will then publish the list in time for the new semester.

Accessing your reading list

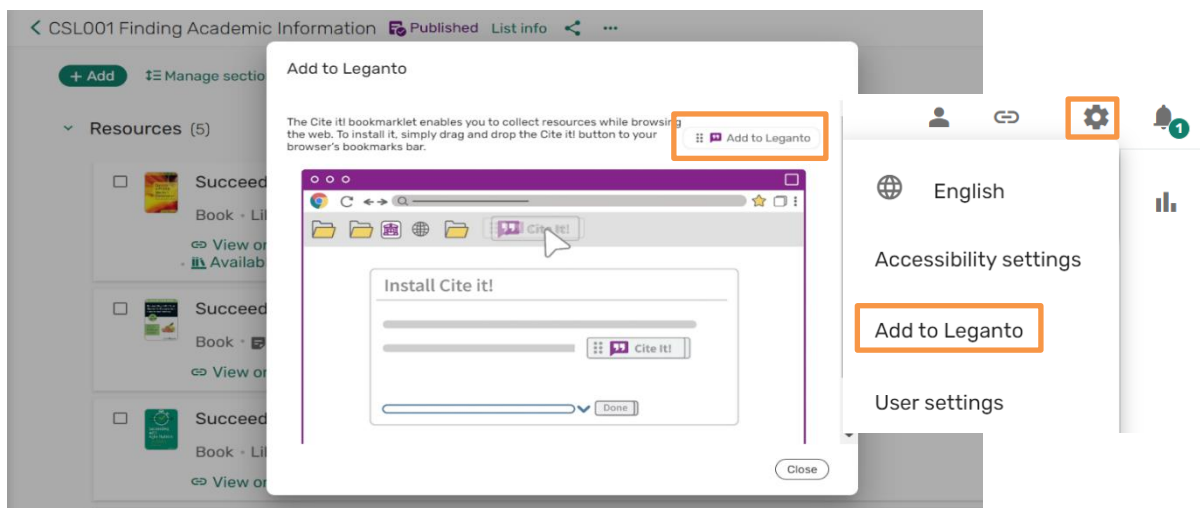
For the best experience, we recommend that you use the Google Chrome browser.

Access Leganto by going to <https://www.wlv.ac.uk/leganto> and logging in with your usual staff login details (Staff email and IT password). This will give 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 are correct, and inform the Leganto team if anything needs amending (email: 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 for assistance.

Adding the 'ADD TO LEGANTO' bookmarklet to your bookmark bar (Recommended)



The '**Add to Leganto**' bookmarklet will allow you to quickly add resources to your reading list from websites such as Amazon, Google Books and YouTube, as well as most publishers' sites. You only need to set this up once.

Within Leganto, click on the settings 'cogwheel' icon (top right-hand side), then from the menu displayed, click on '**Add to Leganto**'. When the pop-up screen appears, you will see two options: '**Browser extension**' and '**Bookmarklet**'.

We recommend using the '**Bookmarklet**' option. To add this to your browser first click on the Bookmarklet option, then drag and drop the '**Add to Leganto**' widget to your browser's bookmarks bar*. If you prefer to use the browser extension, full instructions are also provided.

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

Organising your list

Adding sections to your reading list

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 the content by theme.

To do this, open your reading list, then select **+ADD** (top left), this will open a menu. From the menu select **'New section'**, complete the form by adding text into the title field and add a brief description if required. You can also select where the new section should be placed in your list.

+ Add Manage sections

^ New item

Q Search the library

★ Add from favourites

|||| Add using DOI or ISBN

⇅ Import references

☰ Manual entry

☰ New section

☰ New note

Add new section

Add

Title*
Articles

Description:

Start date End date

Display section during these dates only

Add
Last

Then click **'Add'** to finish.

Moving items within your list

All Items in your reading list can be moved around by dragging and dropping. Hover over the item, a coloured edge and drag icon will be displayed, hover over this area until the cursor changes to a hand, click and move the item to the new location in your list.

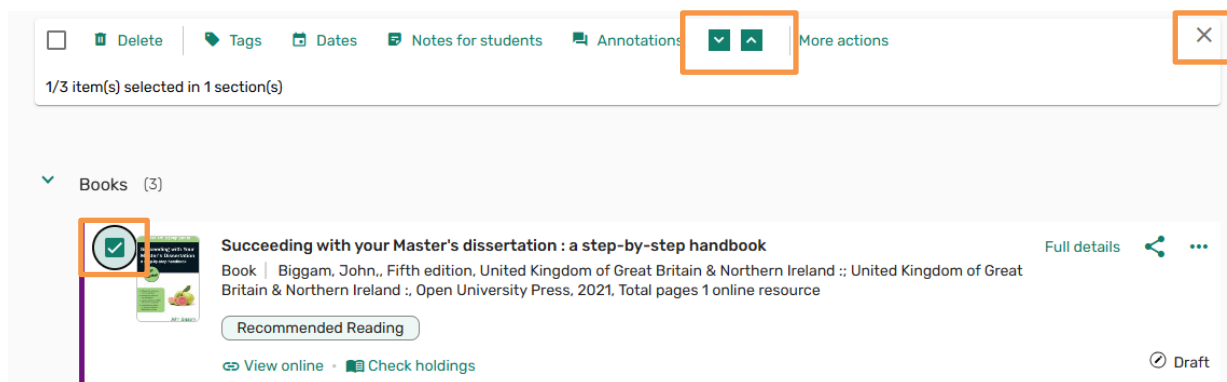
Books (3)

Succeeding with your master's dissertation : a step-by-step handbook
Book | Biggam, John., Fifth edition., London, England ; McGraw Hill Education ; Open University Press, 2021., Total pages x, 310 pages :
Recommended Reading
View online Check holdings Draft

Succeeding in literature reviews and research project plans for nursing students. Full details
Book | Williamson, Graham R., Whittaker, Andrew., Fourth edition, United Kingdom of Great Britain & Northern Ireland ; United Kingdom of Great Britain & Northern Ireland ; Learning Matters (UK), 2019, Total pages 1 online resource
Recommended Reading
View online Draft

Drag Succeeding in literature reviews and research project plans for nursing students.

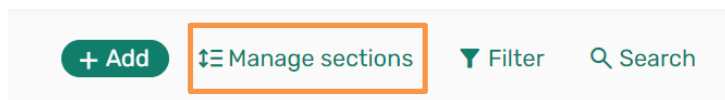
Alternatively, you can select one or more items by ticking the checkbox(es), then use the up/down arrows at the top of the list to move the selected item(s) one position at a time. To close the additional options menu and return to the main list, either click x (top right) or untick the checkbox(es).



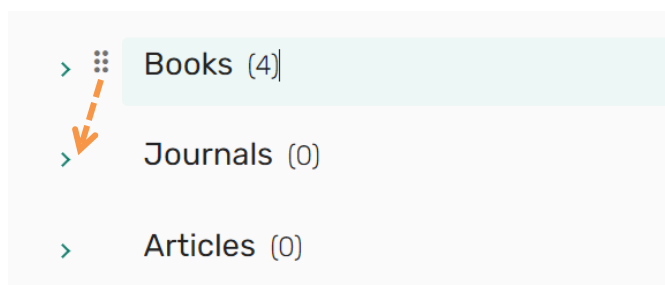
You can also move the items using the up / down arrows of the keyboard. To do this, first hover over the item and click once on the drag icon. Then use the keyboard up/down arrows to move the position of the item in the list.

Moving sections within your list

To move a section (including all items within that section), click on **'Manage Sections'** this will collapse the view to display only the section headings.



Click and hold on the 'drag' area to the left of the section name and move the section to the new location.



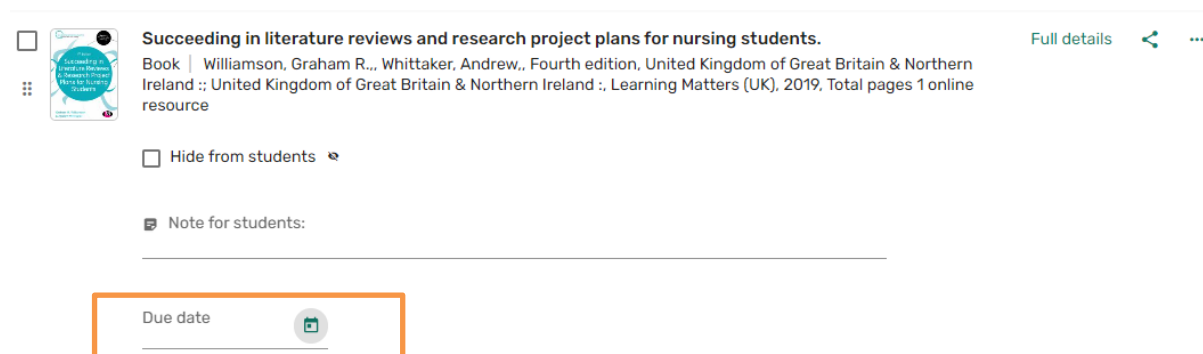
Alternatively, you can tick the selection box(es) by the section name and use the up/down arrows at the top of the list to move the section(s) one position at a time. To close the additional options menu and return to the main list, either click x (top right) or untick the selected checkbox(es).


Click on **'Manage Items'** to open the sections and display the individual items.

Adding further 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, you can do this by clicking on the title in your list to display an expanded view with additional item actions.




 **Succeeding in literature reviews and research project plans for nursing students.** [Full details](#) [←](#) [...](#)

Book | Williamson, Graham R., Whittaker, Andrew., Fourth edition, United Kingdom of Great Britain & Northern Ireland :: United Kingdom of Great Britain & Northern Ireland :, Learning Matters (UK), 2019, Total pages 1 online resource

Hide from students 

 Note for students:

Due date 

Click on the '**Due date**' field and use the calendar to set your required date. You can then click on the title to return to the main list. Your changes will be saved automatically.

The due date will now appear on the item in your reading list.



 **Succeeding in Literature Reviews and Research Project Plans for Nursing Students**

Book | Williamson, G. R ; Whittaker, Andrew, Third edition., London, SAGE Publications, Limited, 2019

Due:21/03/2025 Recommended Reading

[View online](#)


You can also get to the same area, by clicking '**Full details**', then the '**Item actions**' tab, alternatively, click on the '**ellipsis menu**' (...) then click the '**Edit Item**' option, then the '**Item actions**' tab.

Adding notes for students

The expanded item view is also where you can add a note for your students. For example, you may wish to direct them to read a particular chapter of a book.


You can add a note by clicking on an item in your list and entering text in the **'Note for Students'** field. You can then click on the title to return to the main list. Your note will be saved automatically.

Your note can also contain a hyperlink to direct students to an additional location, for example a link to a supporting website. Enter your text, highlight all/part of the text to display the pop-up menu, select the link option then enter the web address in the URL field and click **'Insert'**.

 **Succeeding in literature reviews and research project plans for nursing students.**
Book | Williamson, Graham R., Whittaker, Andrew., Fourth edition, United Kingdom of Great Britain & Northern Ireland :: United Kingdom of Great Britain & Northern Ireland :, Learning Matters (UK), 2019, Total pages 1 online resource

Hide from students


Note for students:
Read chapter 7 - if you would like to know more about this topic please see <https://www.wlv.ac.uk/lib/skills-for-learning>

Due date 

Hide items from students

You can also choose to temporarily hide an item in the list. For example, you may have an item that you only want to share with students during an assessment period.

To do this, click on the item to display the item expanded view, then select the **'Hide from students'** tick box. To make the item visible to your students again, just unselect the box.

 **The study skills handbook**
Book · Library processing
Cottrell, Stella., Fifth edition., London :, Red Globe Press, 2019., Total pages 1 online resource (vii, 432 pages) :

Hide from students

You can also get to the same area, by clicking **'Full details'**, then the **'Item actions'** tab, alternatively, click on the **'ellipsis menu'** (...) then click the **'Edit Item'** option, then the **'Item actions'** tab.

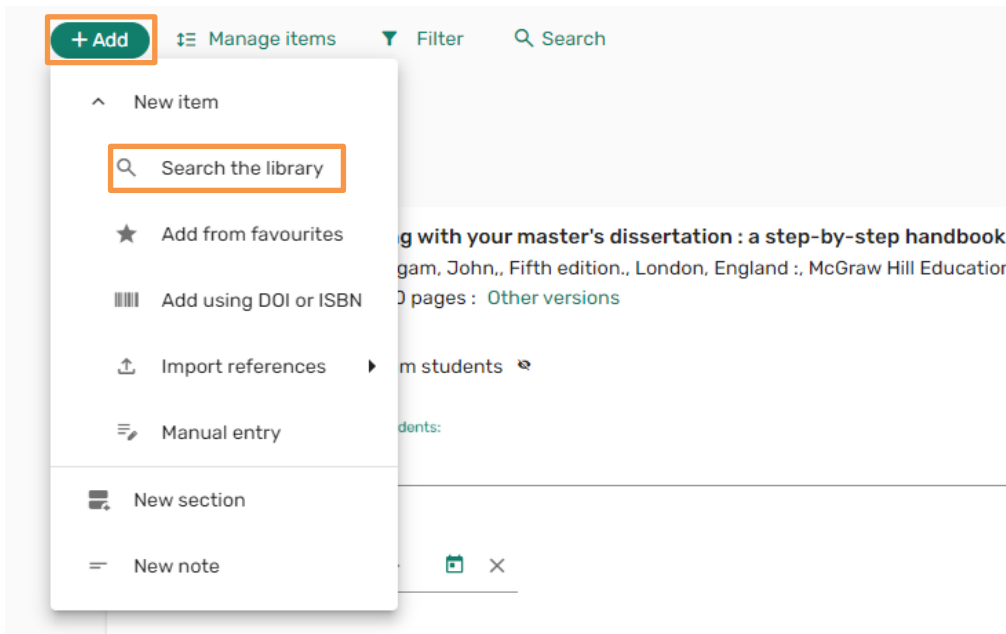
For instructions on how to view the reading list from a student's perspective, please see 'View list as a student' (p.20).

Adding items to your reading list

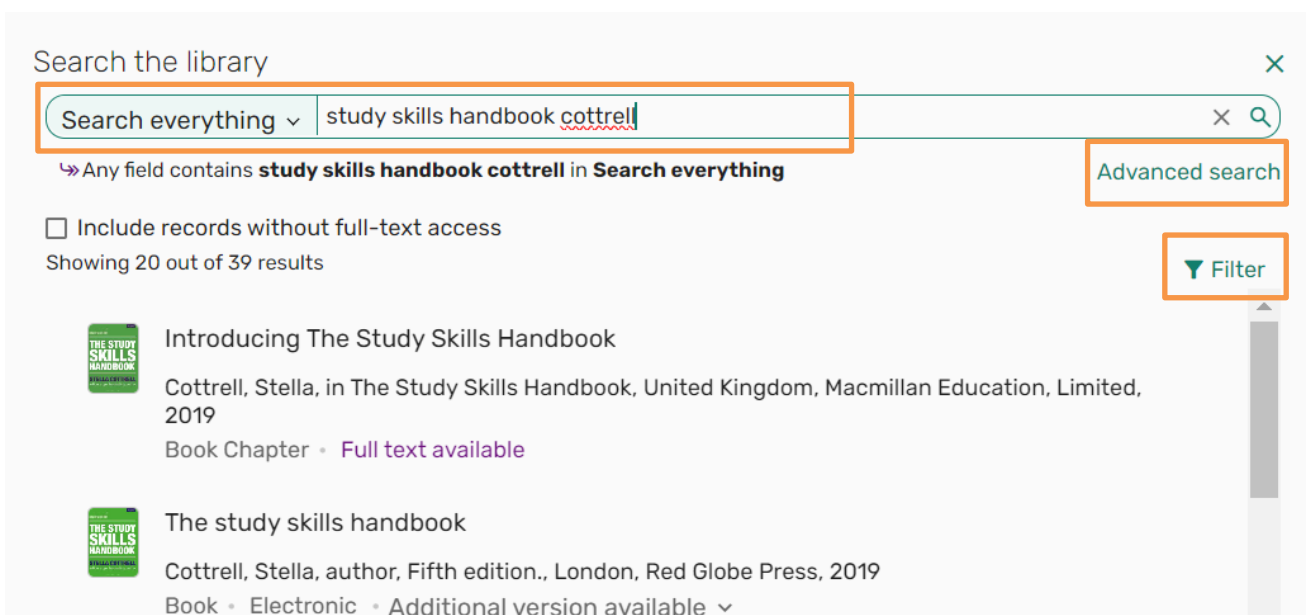
There are several ways to add new content to your reading list. First, open the list you want to add item(s) to, then add resources by using one of the following methods:

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

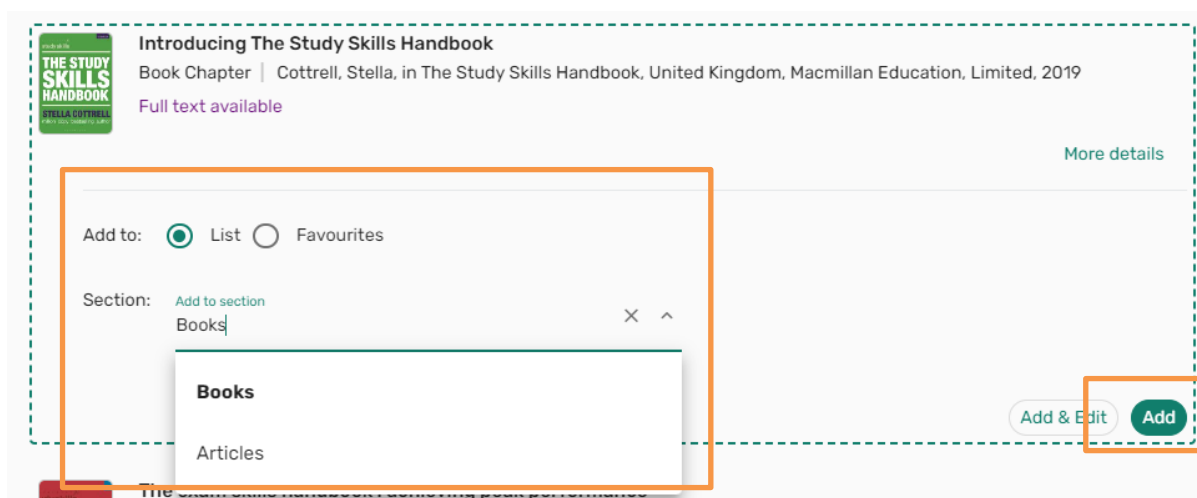
Click on '+Add' (top left) and select 'Search the Library'.



Using the 'Search the Library' panel, search for your resource by title, author, ISBN/DOI or keyword. You can use the 'Advanced search' for additional search options. You will also be able to filter your search results by resource type or availability.

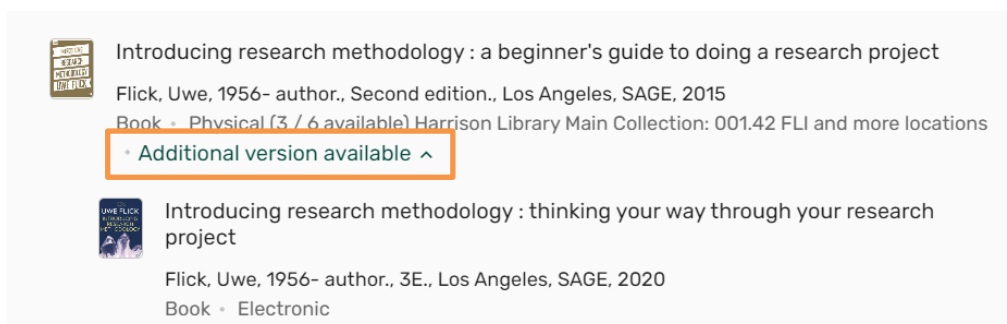


You can then drag and drop the item from the results list into place in the reading list using the 'drag' handle on the left of the item. Alternatively, you can click on the plus(+) icon, ensure 'Add to: List' is selected (default), then use the drop-down menu to choose the section where you want the item to appear (e.g. books).



Click 'Add', and you will be prompted to choose a tag, then click 'OK'. The item will now appear in your reading list.

*Please note when searching from the LibrarySearch panel, later editions of books may be available under the 'Additional versions available' option.



If an older edition is selected, the Library team may update to the latest edition when processing the list. Please inform the Library team if you wish to retain an older edition in your list (for further information see 'New editions' [p.18](#)).

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

Tip: From the 'Search the Library' panel you can review additional details (e.g. online availability) before you add an item to your list by clicking on the 'More details' link.

Adding items not available in LibrarySearch (using the Add to Leganto Bookmarklet)

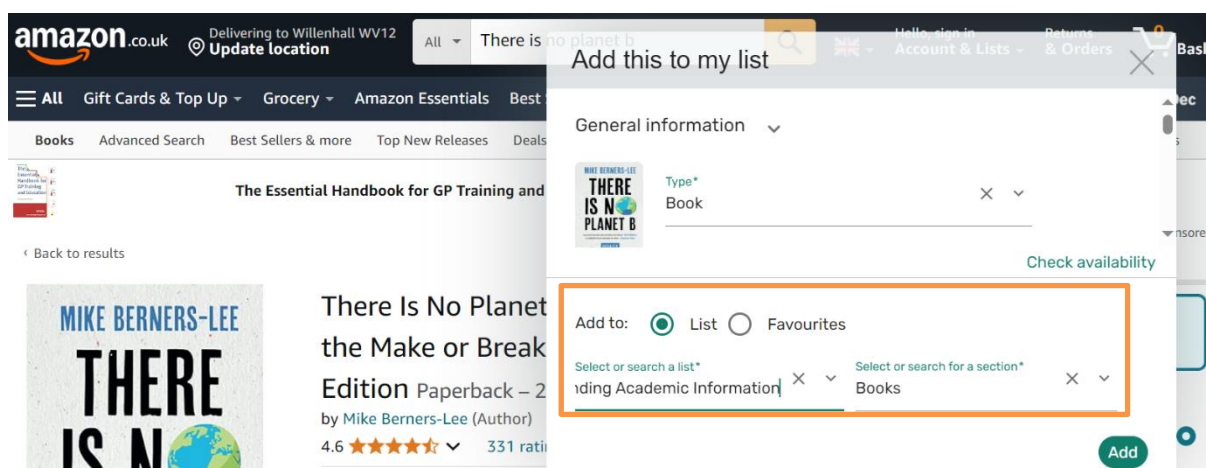
*First, ensure you have added the **'Add to Leganto'** bookmarklet to your browser's bookmark bar (see [p.2](#))

You can add items using the bookmarklet when browsing websites such as Amazon, WorldCat or Google Books, as well as most book publishers' sites.

In this example, Amazon.co.uk has been selected, and the book 'There is no Planet B' is the new book to be added.

Find the book details page, so there is only a single entry displayed on the page. Click the 'Add to Leganto' bookmarklet from the browser's bookmark bar.

A pop-up panel will be displayed. Check the details for accuracy and edit the text if necessary, then from the **'Add to:'** menu at the bottom of the window, select the reading list and the desired section (e.g. books, websites etc...) from the drop-down menu, then click **'Add'**.



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

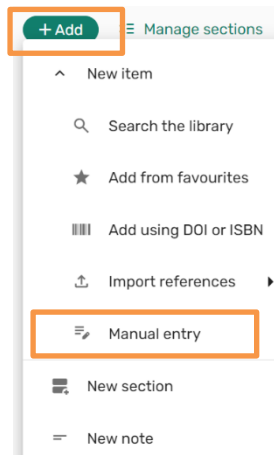
Once the reading list is sent to the Library, the items will be checked, and copies ordered as appropriate. As soon as a Library copy is received, your reading list will be updated.

Adding a web page (using the Add to Leganto bookmarklet)

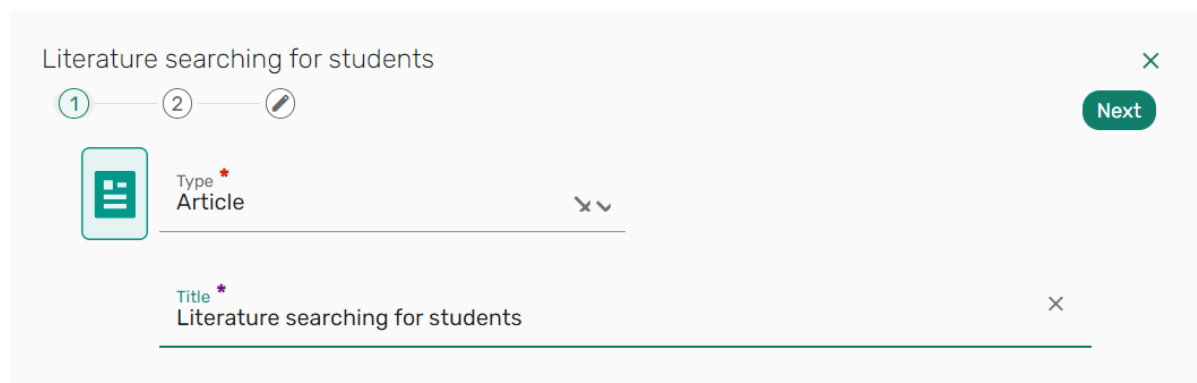
Go to the web page that you want to link to. Click on the **'Add to Leganto'** bookmarklet from your browser bookmark bar (see [p.2](#)). Check and amend the information displayed for completeness. You may want to change the **'type'**, if not identified correctly. Then, from the **'Add to:'** menu at the bottom of the window, select the reading list and the correct section (e.g. websites), then click **'Add'**. You will be prompted to select a tag, then click **'OK'**

Adding items not available in LibrarySearch (manual entry)

Click on '+Add' (top left) and select 'Manual entry' from the menu.



Complete the fields on the form displayed, format type (e.g. book, article, webpage) and the title of the item, then click 'Next'.

A screenshot of a form titled 'Literature searching for students'. At the top right is a close button 'X'. Below the title is a progress indicator with three steps: '1' (circled), '2' (circled), and a pencil icon. A green 'Next' button is on the right. The form has two input fields: 'Type *' with a dropdown menu showing 'Article' and a clear button 'X'; and 'Title *' with the text 'Literature searching for students' and a clear button 'X'.

Complete as much information as you can on the second page, for example, a request for a book should ideally include author(s), ISBN, edition and publication date. For articles include, name of the publication, vol/issue details, ISSN and page numbers.

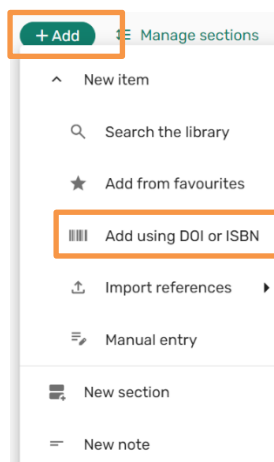
Tip: if you enter the DOI or ISBN into the relevant field on the second page, the remaining bibliographic fields on this page may auto complete.

Click 'Next', and on the last page add any additional item information, such as the section you would like the item to appear under, the due date and any additional student notes you would like to add to the item. Finally, assign a tag to the item and click 'OK'. The item will be added to your list.

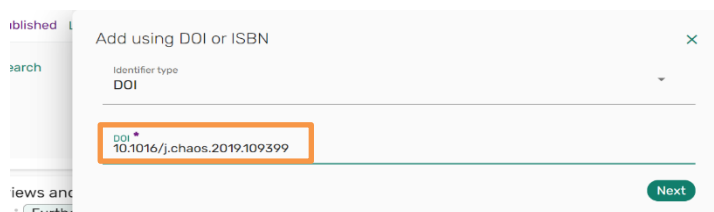
If you need to edit an item after it has been added to the list, click on the 'ellipsis menu' (...) then click the 'Edit Item' option, you can then amend the details in the 'Item details' and the 'Item actions' tabs.

Adding items using 'Add using DOI OR ISBN'

Many resources are assigned a unique identifier, for books, this is typically an ISBN and for articles a DOI. If you have that information for the item you wish to add, you can select the '**Add using DOI or ISBN**' option from the '+Add' menu.



From the drop-down menu, select either ISBN (books) or DOI (articles), then add the unique identifier in the empty field below and click '**Next**'. Review the completed information and make any changes necessary, click '**Next**' once more and add any additional student information that you would like to be displayed, such as due dates (see [p.5](#)) and student notes (see [p.6](#)). Finally click '**Add**', assign a tag to the item and click '**OK**'. The item will be added to your list.



If the DOI/ISBN is not recognised, enter the information manually (see [p.10](#)).

Digitisation

If a book chapter or journal article is not available electronically through the Library, you can request a digitised scan to be made available in your reading list via Leganto.

Please manually add the details of the article or chapter using the '**Manual entry**' option (see [p.10](#)), ensuring the page numbers that need to be digitised are included.

When you have completed your digitisation request(s), remember to send the list to the Library as early as possible, as sourcing the digitisation may take several weeks or in some cases will not be possible. Once digitised, the item will be placed on your Reading List with a link to the scanned document.

Please see <https://www.wlv.ac.uk/lib/info/copyright/digitisation-service/> for further information.

Deleting items

Succeeding in literature reviews and research project plans for nursing students.
Book | Williamson, Graham R., Whittaker, Andrew., Fourth edition, United Kingdom of Great Britain & Northern Ireland :: United Kingdom of Great Britain & Northern Ireland :: Learning Matters (UK), 2019, Total pages 1 online resource
Note: Read chapter 7 - if you would like to know more about this topic please see <https://www.wlv.ac.uk/lib/skills-for-learning>
Recommended Reading
View online

The study skills handbook
Book | Cottrell, Stella., Fifth edition, United Kingdom of Great Britain & Northern Ireland :: United Kingdom of Great Britain & Northern Ireland :: Bloomsbury Academic, 2019, Total pages 1 online resource
Essential Reading
View online · Check holdings · More links >

Full details ...
Edit item
Copy item
Move item
Quick Cite
Save as favourite
Delete item
Library processing

If you want to delete an item from your reading list, hover over the item and click the ‘**ellipsis menu**’ (...) to the right of the item you want to delete.

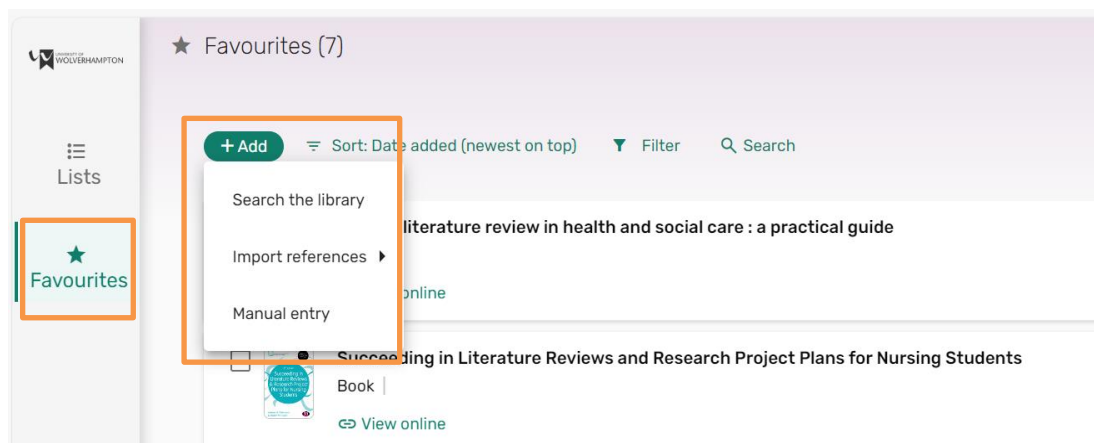
From the bottom of the menu, click ‘**Delete Item**’ and confirm that you would like the item deleted.

Favourites

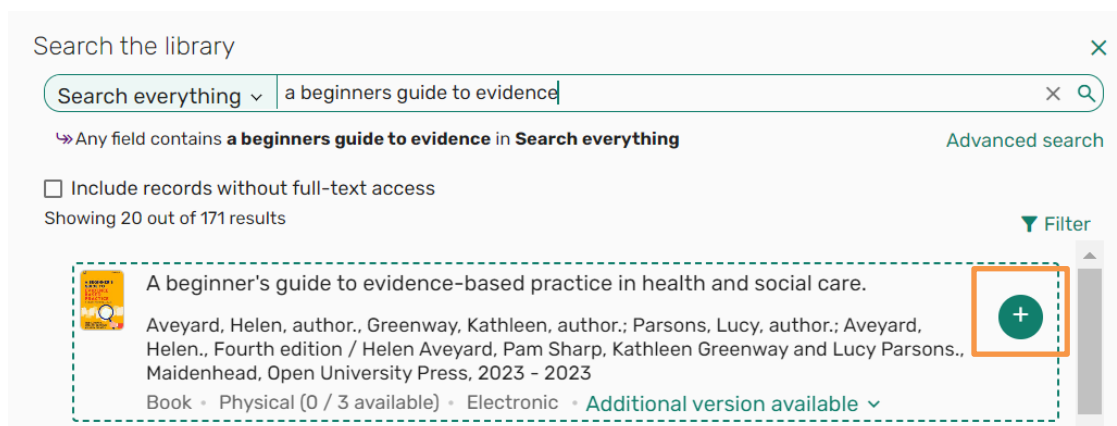
The **'Favourites'** area lets you save items as you find them, so you can easily add them to your reading lists later. It can be found in the left-hand menu. You can add items to your favourites area in several ways.

Adding items to your favourites area

First, click on the **'Favourites'** area from the left menu. Click **'+ Add'** and use one of the menu options to search for the item. (For example, click **'Search the Library'** [p.7](#) or **'Manual entry'** [p.10](#)).



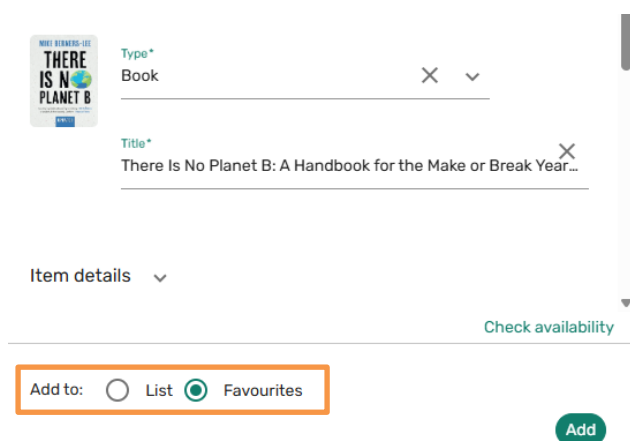
To add items from the **'Search the Library'** results page to the **'Favourites'** area, click the **plus (+)** icon and **'Add'**. These items will be added to your Favourites area.



Alternatively, items can be added to your 'Favourites' area when reviewing your reading list. The process of adding items to your '**Favourites**' area utilising the '**Search the Library**' option is the same as adding items to your reading list (see [p.6](#)) except choose '**Add to: Favourites**' rather than '**List**'.

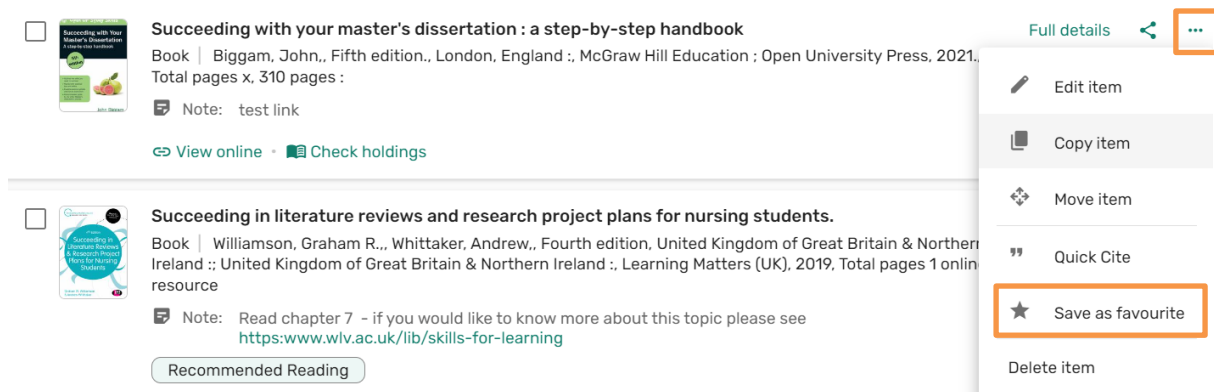


The process of adding items to your '**Favourites**' area utilising the '**Add to Leganto**' widget is the same as adding items to your reading list (see [p.9](#)) except choose '**Add to: Favourites**' rather than '**List**'.



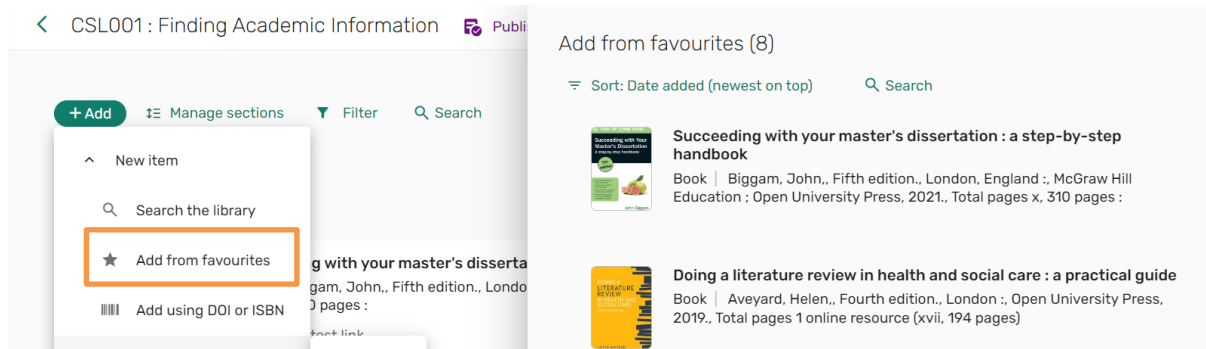
Finally, if an item is already in one of your reading lists, then you can easily copy it to your '**Favourites**' area to reuse in other lists.

Hover over the item and click the '**ellipsis menu**' (...) to the right of the item you want to add. Click on '**Save as Favourite**'. The item will now appear in your '**Favourites**'.

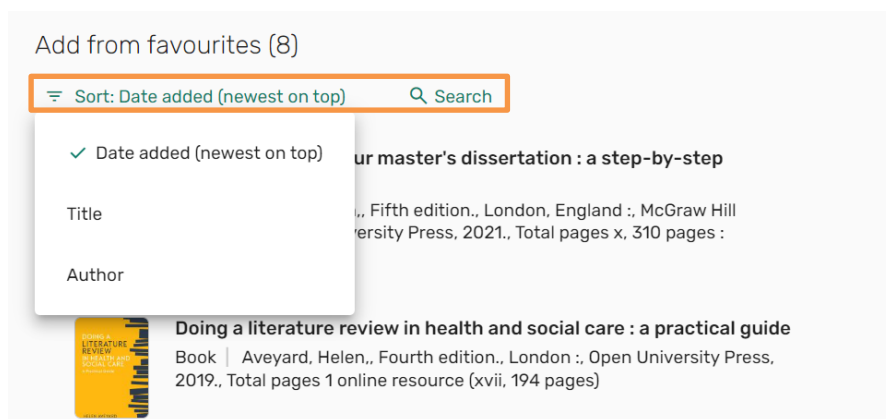


Adding items to a reading list from the favourites area

To move the items from your **'Favourites'** area to a reading list; first open the reading list you wish to work on. Click the **'+ Add'** button (top left), then select **'Add from favourites'**. From the **'Add from favourites'** panel select the item you would like to add to the list.



You can sort your favourite items by Date, Title or Author, or you can use the search option.



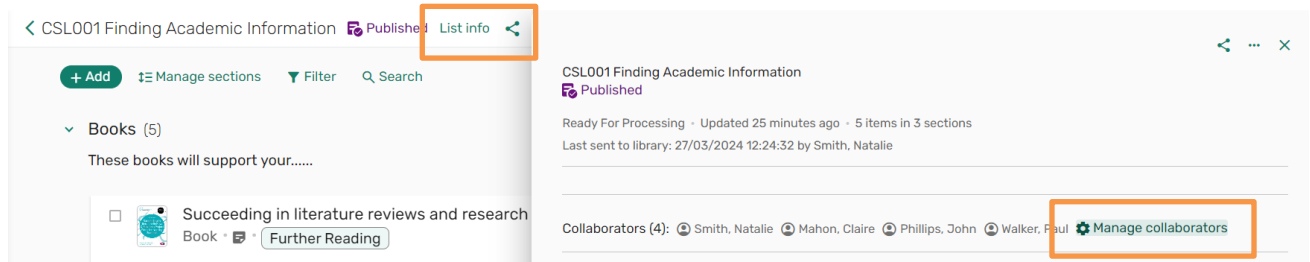
You can then drag and drop the item into place in the reading list using the **'drag'** handle on the left of the item or click on the green plus (+) icon and choose the section that you want the item to appear under (e.g. books) then click **'Add'**.



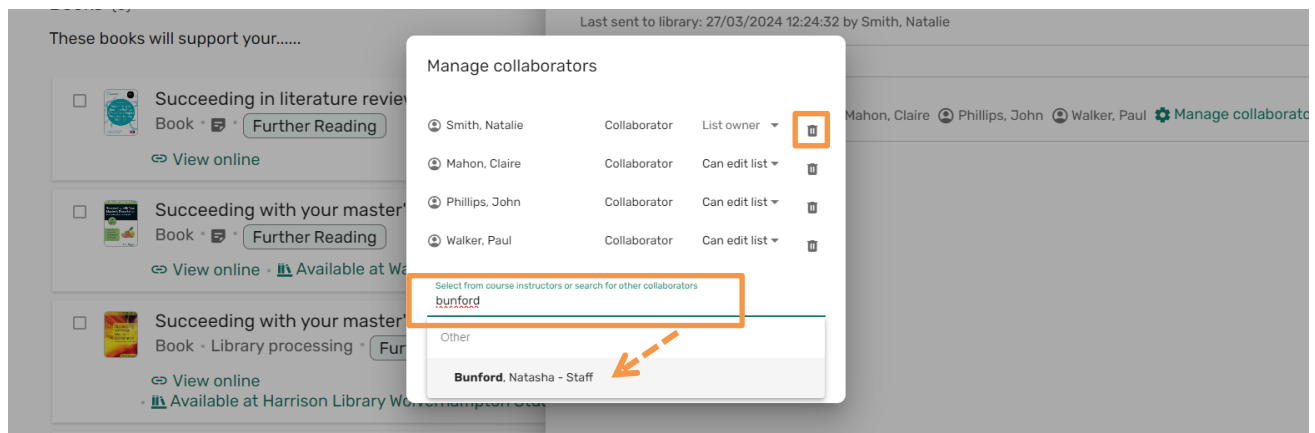
Adding Collaborators

To allow colleagues to edit the reading list, you must first make them a collaborator.

Open the list that you wish to add a collaborator to, click **'List info'** at the top of the page, to the right of the module name. In the panel that opens, you can view the current owners and editors. To add or remove an editor click on **'Manage collaborators'**.



Click **'+Add collaborators'** and search for a colleague by name, select from the options presented, then click **'Save'**. If you cannot locate the correct person or more than one option is displayed for the name, please email Leganto@wlv.ac.uk with your collaborator's name and email and we can add your colleague to the list for you.



If you are an owner of a list, you can remove a collaborator by clicking the trash bin icon next to their name. You can also make a collaborator a joint owner (click the down arrow to the right of the name). Please note that the module leader listed on SITS will always be the official owner of the reading list.

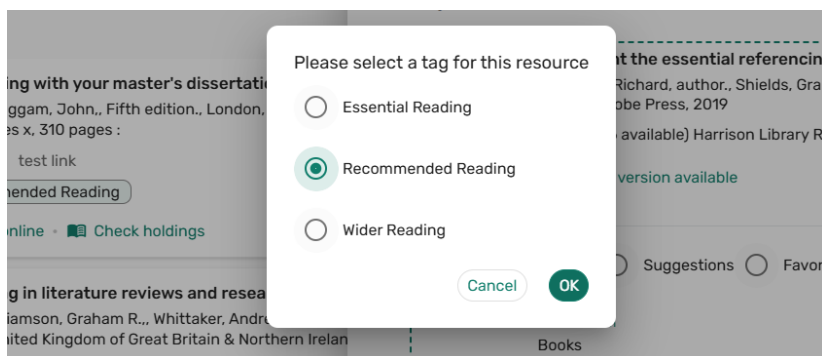
If you are no longer the module leader of a reading list, please email the Leganto team at leganto@wlv.ac.uk

Working with the Library

Prioritising Items (adding tags)

Any item you have in your reading list **must** be tagged with either **‘Essential Reading’**, **‘Recommended Reading’** or **‘Wider Reading’**. This will allow the Library to ensure that it has sufficient stock and determine purchasing for the Library.

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’, ‘Recommended Reading’ or ‘Wider Reading’), and then click **‘OK’**.





The Library will decline a reading list if it is missing any tags.

Adding tags to existing items with no tag


Click the title of the item to view the expanded item details. Click on the **‘Add tag’** line and select one of the available options (‘Essential Reading’, ‘Recommended Reading’ or ‘Wider Reading’).

Please note: ‘Core’ tags are for use with HEP online modules only, so should not normally be selected.

 **The study skills handbook**
Book | Cottrell, Stella., Fifth edition, United Kingdom of Great Britain & Northern Ireland :: United Kingdom of Great Britain & Northern Ireland :: Bloomsbury Academic, 2019, Total pages 1 online resource [Other versions](#)



Hide from students 

Note for students:

Due date 

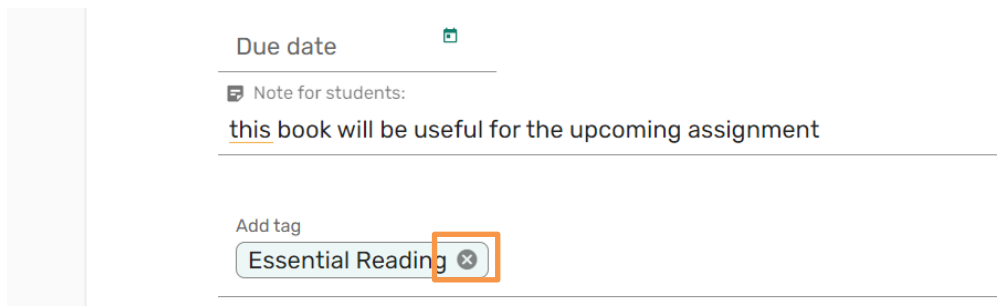
Add tag

[View online](#) • [Check holdings](#) • [More links](#) >

 Library processing 

Amending an item tag

If you would like to amend a currently applied tag, click on the title of the item to view the expanded item details. Press the **x** next to the current assigned tag to delete, then add a new tag from the options presented.



Core tags are for use with HEP online modules only, so should not normally be selected.

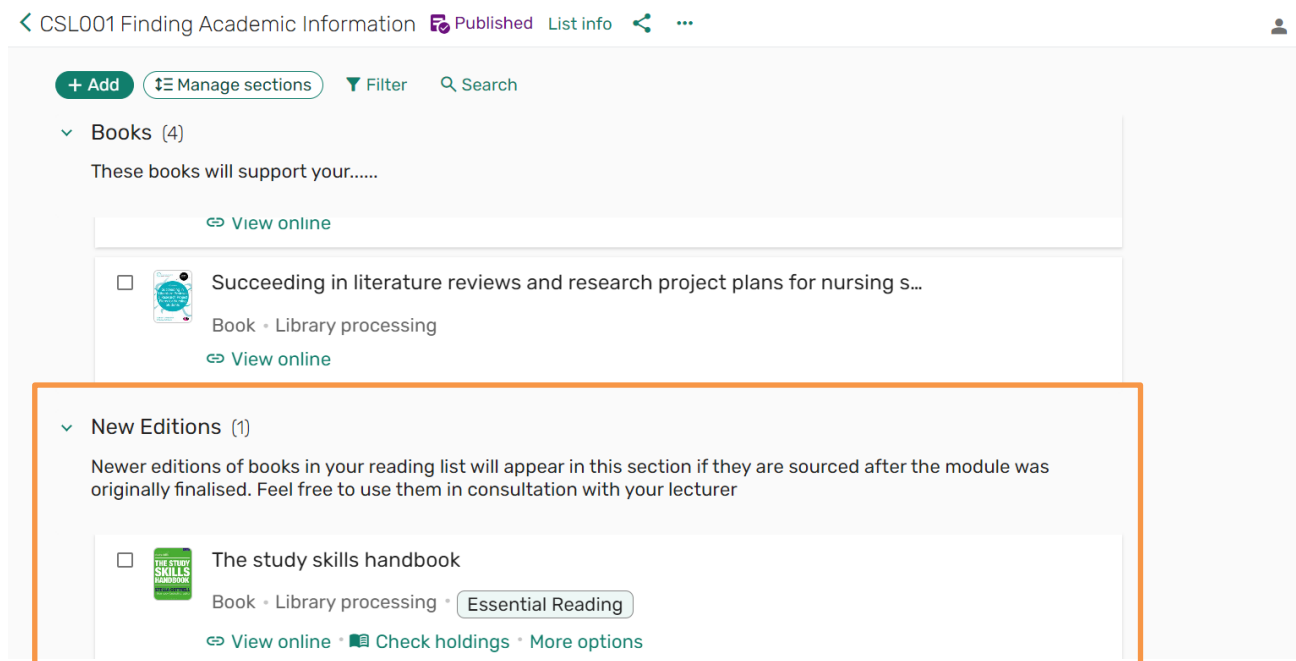
Please note reading list policy states that you can tag up to a maximum of **5 items as essential reading** and **25 items as recommended reading** per module.

Any number of **Wider reading** items can be added, but these should ideally be items already in stock or free-to-view resources. Please note the Library is unable to guarantee any additional purchases of wider readings.

More information on tagging requirements can be found in the University's [Reading Lists: Policy and Procedures](#) document.

New Editions

If a newer edition of a title from your reading list becomes available during the academic year, it will be added to the **'New Editions'** section at the end of your list. Please adopt these into your main list where possible and delete any items for older editions you no longer need. Refer to the instructions on **'Moving items within your list'** (see [p.3](#)) and **'Deleting Items'** items (see [p.12](#)).



The screenshot shows a Leganto reading list interface for 'CSL001 Finding Academic Information'. At the top, there are navigation options: '< CSL001 Finding Academic Information', 'Published', 'List info', and a share icon. Below this are action buttons: '+ Add', 'Manage sections', 'Filter', and 'Search'. The main content is divided into sections. The first section is 'Books (4)', with a sub-header 'These books will support your.....'. It contains one item: 'Succeeding in literature reviews and research project plans for nursing s...', categorized as 'Book - Library processing', with a 'View online' link. The second section, 'New Editions (1)', is highlighted with an orange border. It includes a sub-header explaining that newer editions appear here if sourced after the module was finalized. It contains one item: 'The study skills handbook', categorized as 'Book - Library processing' and marked as 'Essential Reading'. This item has links for 'View online', 'Check holdings', and 'More options'.

If you wish to retain an older edition on the list for pedagogical purposes, please add a student note (see [p.6](#)) or inform the Leganto team at leganto@wlv.ac.uk.

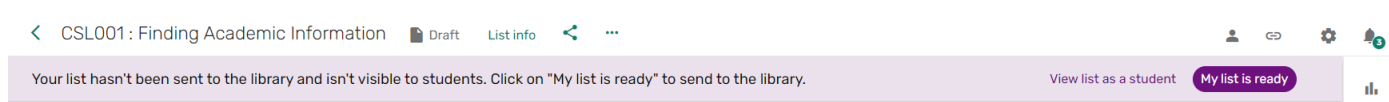
If you are aware of a new edition of a book that isn't already on your reading list, please add it as a new item using either the **'Add to Leganto'** widget (see [p.9](#)) or **'Manual entry'** option (see [p.10](#)). The item will be added to your reading list once it becomes available.

Communicating with the Library

If you need help or would like to discuss a new item or a missing reading list, please send an email to Leganto@wlv.ac.uk.

Sending your list to the Library

Once you have completed your reading list, click on the **'My list is ready'** button at the top of the screen. This will notify the Library that you are ready for the updated reading list to be processed, and new books ordered as appropriate.

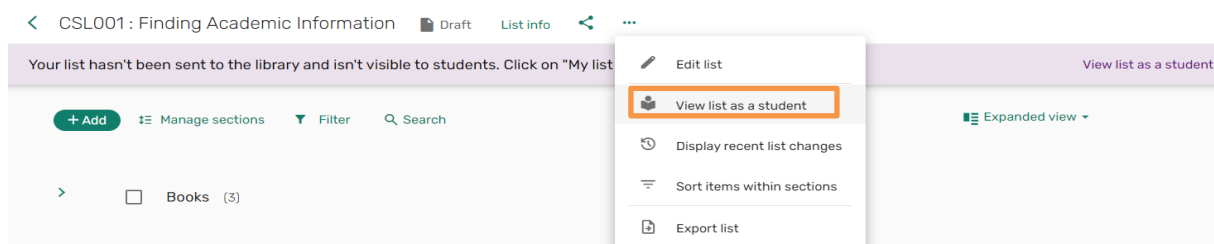


Once your reading list has been reviewed, the Library will publish it. If you need to make further changes, please click on the **'My list is ready'** button to notify the Library of the updates. It's important to submit the reading list each year; if the list is not submitted, items will not be checked, and new titles may not be available for your students.

For any books where a later edition is available from stock, Library staff may automatically update to the newest edition. Therefore, if you wish to direct your students to an older edition or have any other special requirements, please add a message in the **'Note for students'** (p.6). This note will be visible to both students and Library staff.

If there are any issues with items in your reading list, such as difficulties sourcing an item, the Leganto team will contact you to discuss alternative resources.

View list as a student



Please note if you use the 'Student View' in Canvas to view a reading list this will produce an error message. Don't worry - this is a glitch and doesn't mean that students can't see the list. (Leganto is expecting a student ID, and not finding one on a staff login, displays an error page)

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. This will allow you to see how the reading list is displayed to a student.



Clicking **'Back to instructor view'** will return you to the editing screen.

Using Leganto Analytics

List level analysis

Leganto allows you to monitor student engagement with your reading list and individual resources.

Open the reading list, then click on the **'Graph'** icon on the right of the screen.

This will open the **'Analytics'** panel and for each list, a set of usage statistics for overall list usage as well as individual item access. Press x to close the panel.

The screenshot shows the Leganto Analytics interface. At the top, there's a 'List info' header with a share icon and a menu icon. On the right, there are icons for user profile, link, settings, and a notification bell with a '5' badge. Below this is the 'Analytics' panel, which is currently open. The panel has a close button (X) and a 'List' dropdown menu. A 'List usage' tab is selected and highlighted with an orange box. Below this is a table with the following data:

List title	Course start date	Course end date	Total items	Number of students	Active students	Total full text access	Number of loans
4PE015: Int...	01/08/2024	31/07/2025	26	85	73	796	1532

Below the list usage table is an 'Item usage' section, also highlighted with an orange box. It has a 'Section' dropdown set to 'all', an 'Item' dropdown, and buttons for 'Clear' and 'Export'. Below this is another table with the following data:

Item title	Active students	Students who viewed full text	Due date	Students who marked as done	Number of loans
Mastering primar...	9	7	-	0	0
Primary English : ...	15	10	-	0	0
Investigating ear...	41	39	-	0	0

To help improve student engagement with a reading list item consider adding **'Student Notes'** (p.6) to indicate why the items will be useful.

You could also add **'Due Dates'** to items (p.5) useful for directing your students to shorter content like articles or chapters that should be read before a specific week.

Consider reordering the contents of your reading list (p.3), Items placed at the top of the list tend to receive the highest use, so make sure key titles are at the top of your reading list.

Help and additional information

If you need help editing or creating your list, you can contact the Leganto Library support team for assistance:

Email: Leganto@wlv.ac.uk or contact your Faculty Liaison Librarian [LISLiaison@wlv.ac.uk].

View our Leganto self-help and support page containing links to useful videos, guides and FAQs: <https://www.wlv.ac.uk/readinglists>

A range of useful links are also available from the 'link' icon at the top of the reading list.

