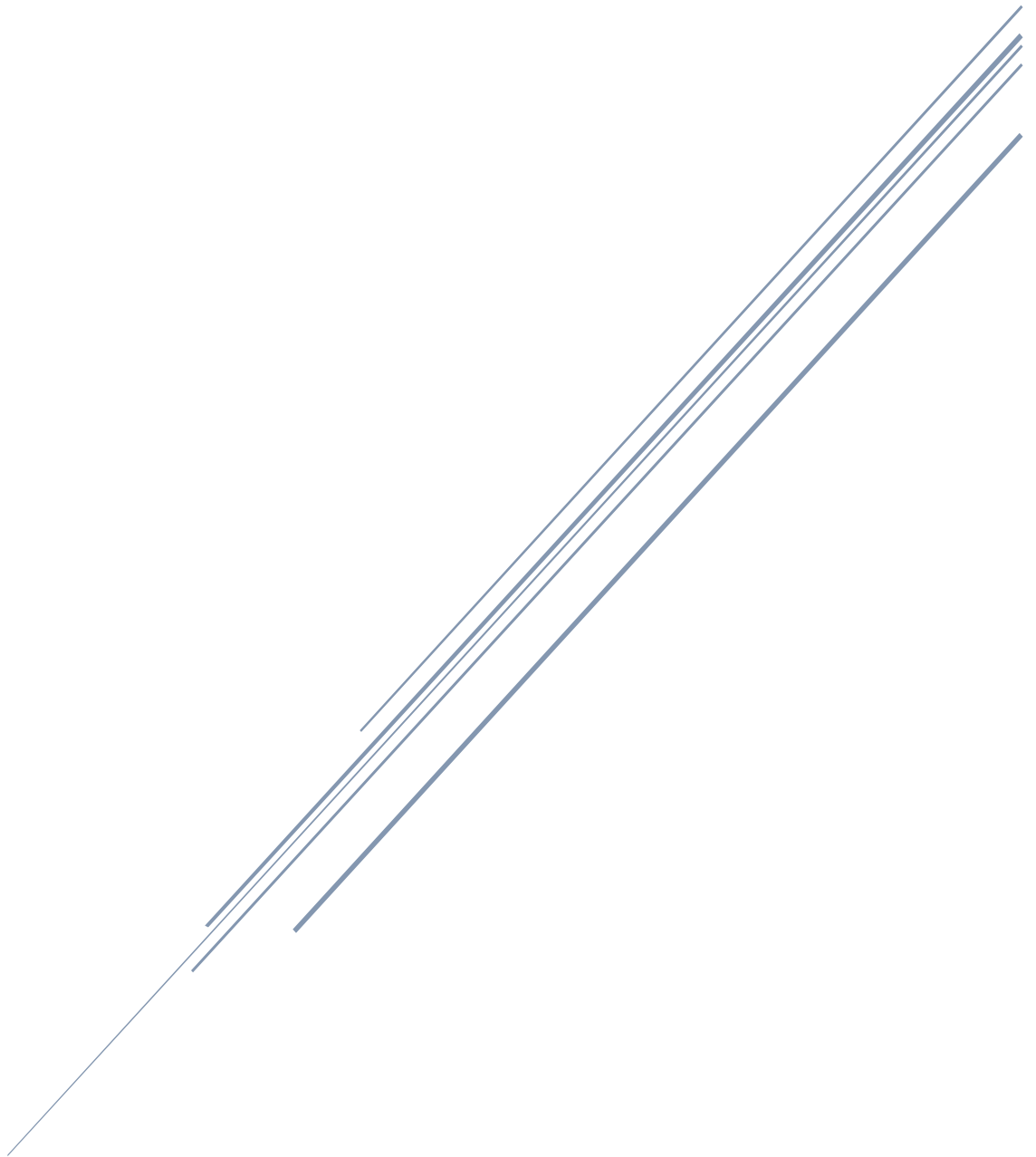


LEGANTO – digital reading list system

User Manual



Contents

1. MAKING A READING LIST FOR A NEW COURSE	2
1.1. Does the reading list already exist in Leganto?.....	2
1.2. The reading list does not exist – start from Canvas.....	2
1.3. The reading list does not exist – start in Leganto	4
2. ADD SECTIONS	6
3. ADD REFERENCES	7
3.1. Book	8
3.2. Chapter in book	10
3.3. Several chapters from the same book	11
3.4. Articles	12
3.5. Manual registration.....	13
3.6. Cite it – Add references from your browser	14
4. NO REFERENCES? MAKE AN EMPTY LIST.....	16
5. EDIT, MOVE AND DELETE REFERENCES	16
5.1. Edit references	16
5.2. Move references	17
5.3. Delete references	17
5.4. How to upload a file	17
6. PUBLIC AND PRIVATE COMMENT	18
7. TAGS.....	18
8. EDIT SUBJECT TITLE	18
9. ADD AND REMOVE COLLABORATORS	19
10. COMMUNICATION WITH THE LIBRARY	20
11. THE READING LIST IS READY - WHAT DO I DO?.....	20

1. MAKING A READING LIST FOR A NEW COURSE

1.1. Does the reading list already exist in Leganto?

If the course has had a digital reading list in Leganto before, it will be automatically copied till next time the course is held. The list is an exact copy with notes and tags included. To check if a reading list already exists, you have to search in Leganto.

Link to Leganto: pensum.bibsys.no/nhh

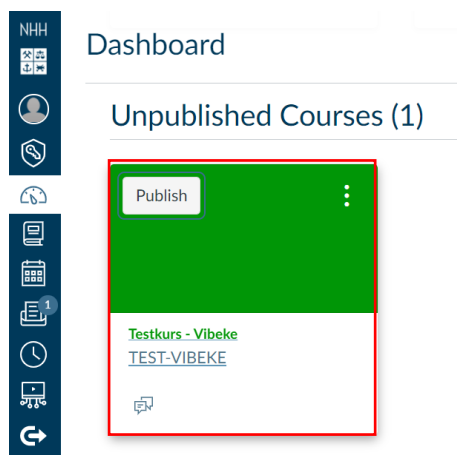
Choose 'Find lists', choose 'All' for all filters and search for the course code for instance 'MET1'.

When old lists are reused, the title has to be updated. Title consists of course code, course title, year and semester for instance SOL3 – Organizational theory (2021-V).

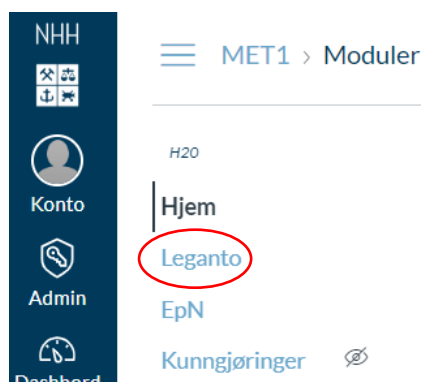
1.2. The reading list does not exist – start from Canvas

Log into Canvas.

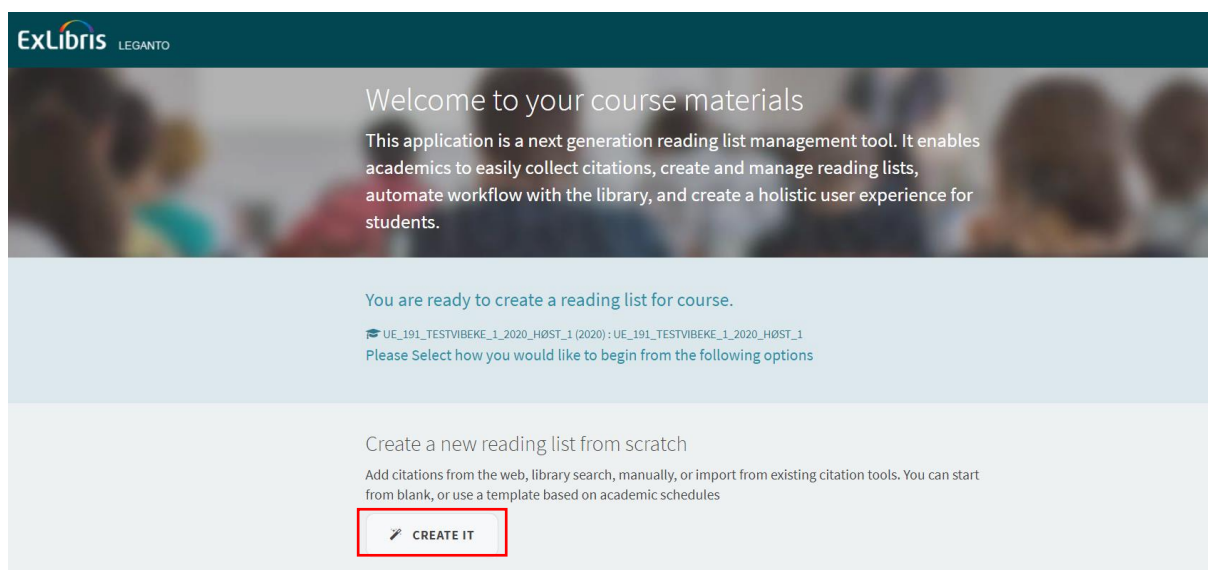
The courses you have access to is shown on the dashboard. Click on the course you want to make a reading list for.



On the menu to the left, choose Leganto.



The Leganto window opens in Canvas. Click on ‘Create it’



ExLibris LEGANTO

Welcome to your course materials

This application is a next generation reading list management tool. It enables academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.


You are ready to create a reading list for course.

UE_191_TESTVIBEKE_1_2020_HØST_1 (2020) : UE_191_TESTVIBEKE_1_2020_HØST_1

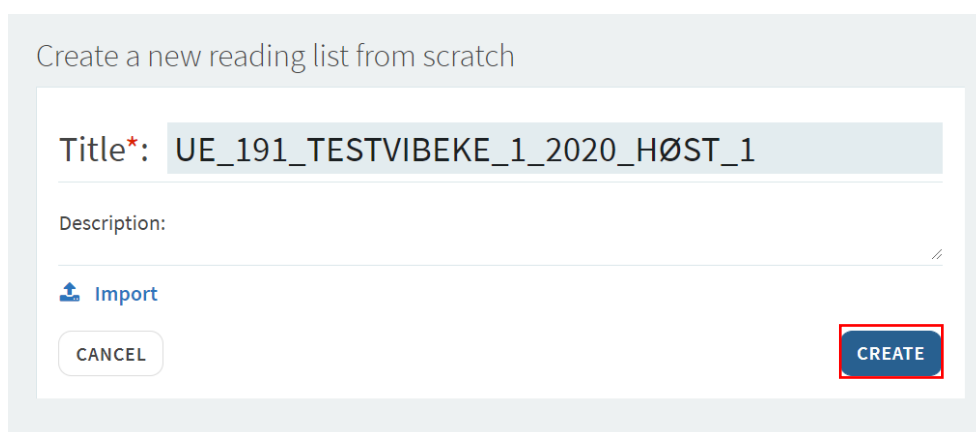
Please Select how you would like to begin from the following options

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


Another little window appears. Click ‘Create’



Create a new reading list from scratch

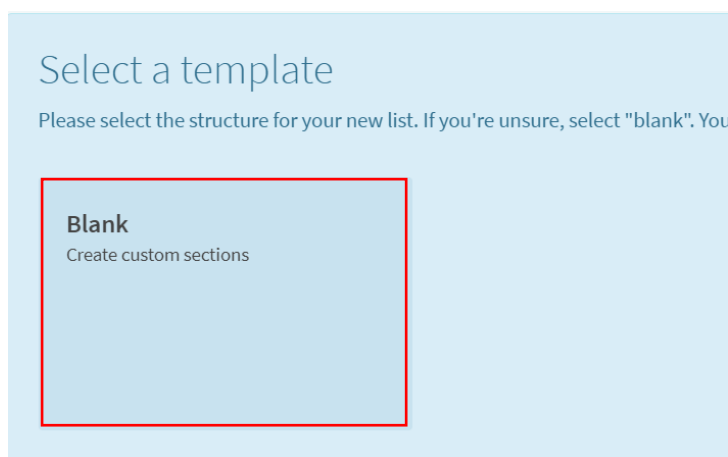
Title*: UE_191_TESTVIBEKE_1_2020_HØST_1

Description:

 Import

CANCEL CREATE

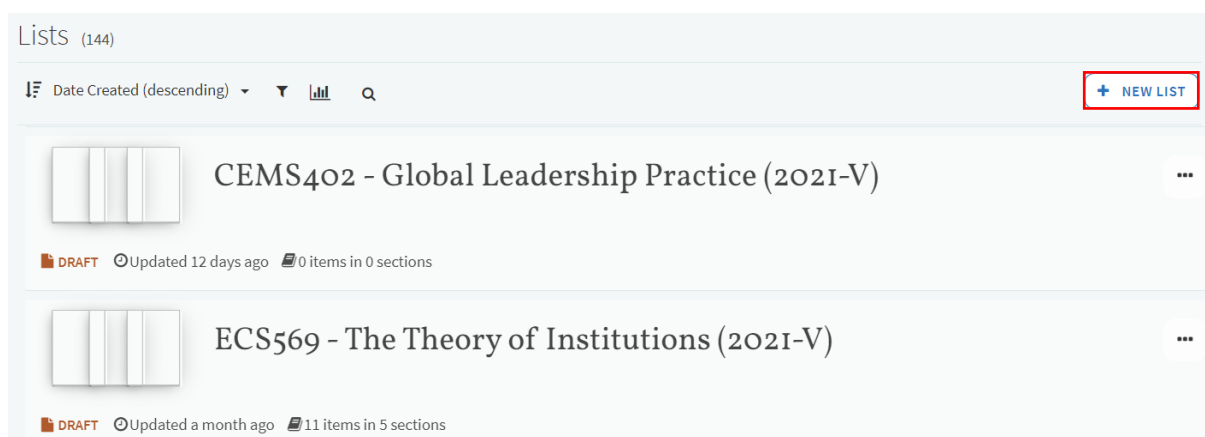
Select template.



1.3. The reading list does not exist – start in Leganto

In case the course is not yet available in Canvas, you can start directly in Leganto.

Log into Leganto: pensum.bibsys.no/nhh and choose ‘New list’



You will see this screen

Remember that title must contain course code, course title, year and semester. Click ‘Create’.

As the reading list is made in Leganto, it must be connected to a subject in Canvas. This can be done at once or you can do it later.

Associate to course

Associating a list with the relevant courses enables students to easily find the reading material that you add.

Would you like to associate this list with a specific course?

NOT NOW

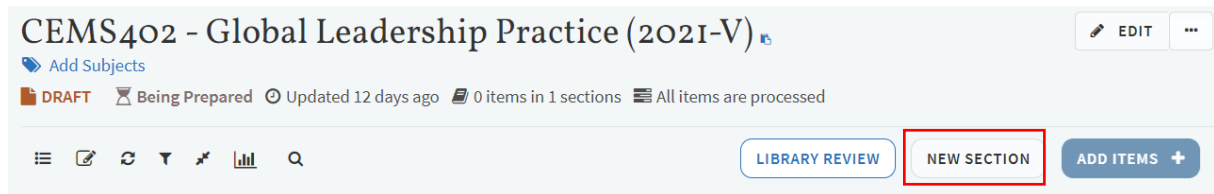
ASSOCIATE LIST

Follow the same procedures as described in the following chapters.

2. ADD SECTIONS

The reading list can be divided into one or several sections. To add a reference to the list, there has to be at least one section.

Click 'New section'.



Give the section a title (examples can be 'Literature', 'Suggested reading', Lesson 1, Lesson 2) and click 'Create'.

Title*:

Description:

from: DD-MM-YYYY

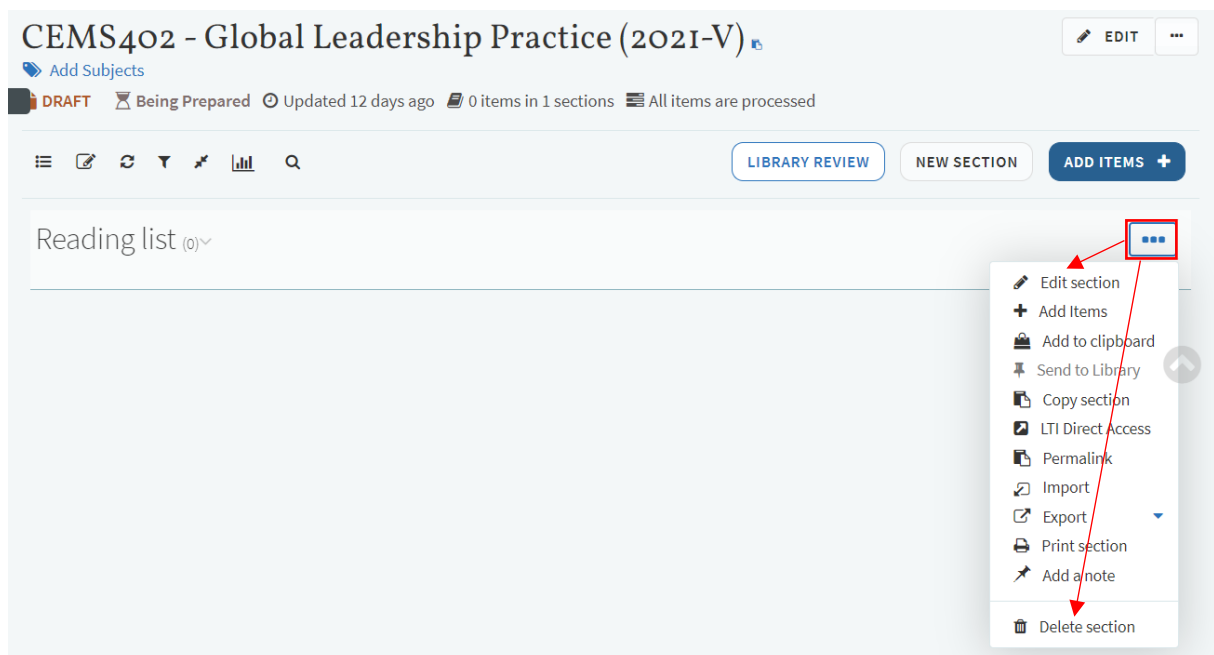
To: DD-MM-YYYY

Import

CANCEL

CREATE

The sections can be edited (and deleted) later by clicking on the three dots [...] to the right.



Search

Create


Collection

Search Library Resources


Search in: My Library

Enter search criteria:

Enter title, author, and keyword (etc.)



☒ Include records without full-text access

 [Advanced Search](#)

3.1. Book

We search for a book:

Search Library Resources


Search in: My Library

Enter search criteria:

☐ Include records without full-text access

[Advanced Search](#)

We get several hits, so we have to look to find the exact title.




BOOK Gaining and sustaining competitive advantage
 Jay B. Barney, 3rd ed.,
 Upper Saddle River, N.J.,
 Pearson Prentice Hall, 2007,
 Total Pages XVII, 555
 Available in format(s): **P** - Physical
(1 copies, 1 available)
Available at Norges
 handelshøyskole

[3 Additional versions available ▾](#)


If the edition we found isn't the correct one, it will be a note below which says 'Additional versions available' and you'll have to click to see the others.

Like this:



BOOK Gaining and sustaining competitive advantage
 Jay B. Barney, 3rd ed.,
 Upper Saddle River, N.J.,
 Pearson Prentice Hall, 2007,
 Total Pages XVII, 555
 Available in format(s): **P** - Physical
(1 copies, 1 available)
Available at Norges
 handelshøyskole

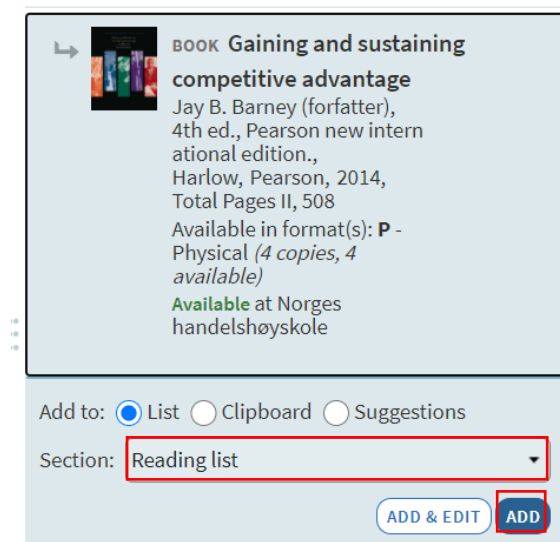
[Close ▴](#)



BOOK Gaining and sustaining competitive advantage
 Jay B. Barney (forfatter),
 4th ed., Pearson new international edition.,
 Harlow, Pearson, 2014,
 Total Pages II, 508
 Available in format(s): **P** - Physical
(4 copies, 4 available)
Available at Norges
 handelshøyskole

There are two ways to add a reference.

1. Either by clicking on the reference and drag it into the correct section in the reading list.
2. Or by clicking on the reference, choose correct section in the search field and click 'Add'



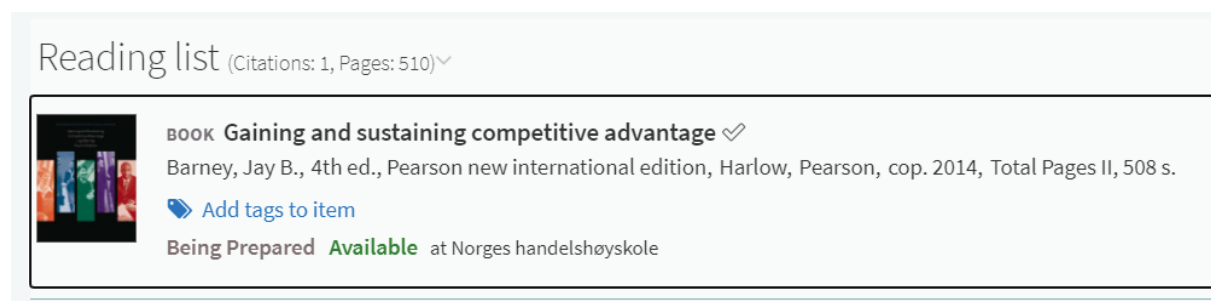
BOOK **Gaining and sustaining competitive advantage**
 Jay B. Barney (forfatter),
 4th ed., Pearson new international edition.,
 Harlow, Pearson, 2014,
 Total Pages II, 508
 Available in format(s): **P** -
 Physical (4 copies, 4 available)
 Available at Norges handelshøyskole

Add to: ☒ List ☐ Clipboard ☐ Suggestions


Section: Reading list

ADD & EDIT ADD

This is how it looks in the reading list:

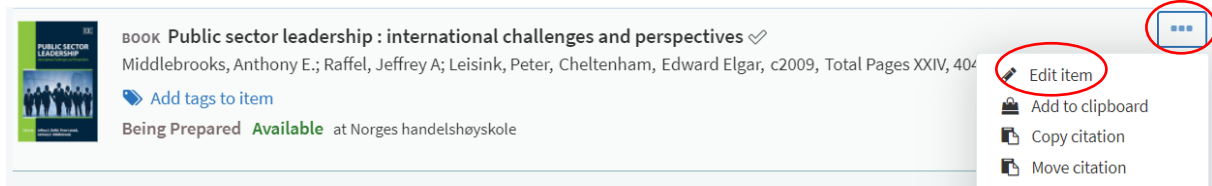


Reading list (Citations: 1, Pages: 510)▼

 **BOOK Gaining and sustaining competitive advantage** ✓
 Barney, Jay B., 4th ed., Pearson new international edition, Harlow, Pearson, cop. 2014, Total Pages II, 508 s.
[Add tags to item](#)
 Being Prepared **Available** at Norges handelshøyskole

3.2. Chapter in book

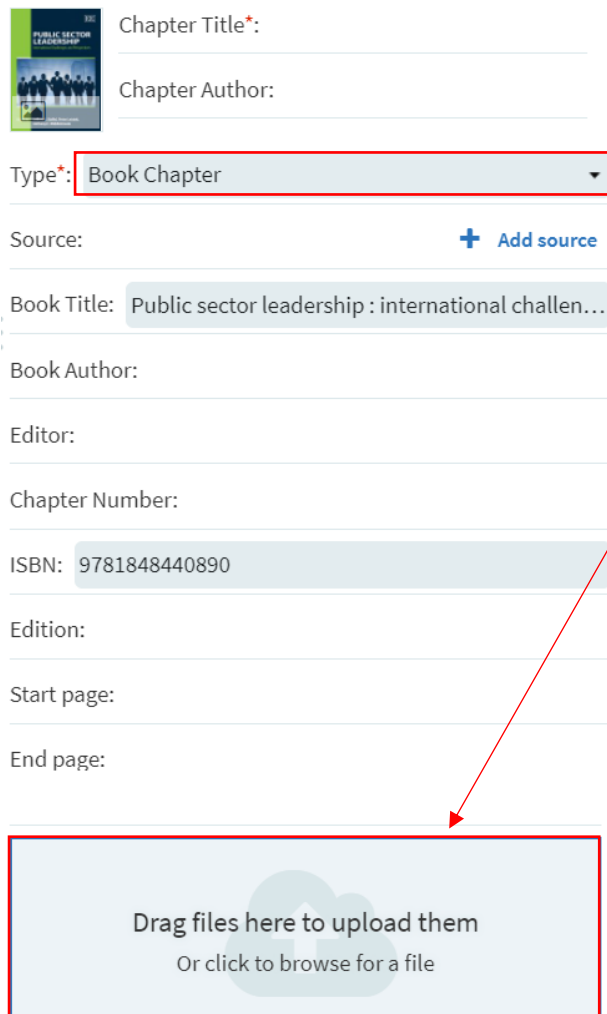
If you are using a chapter in a book, search for the book and add it to the reading list. Click on the three dots to the right [...] and choose 'Edit item'.



A window opens to the right. Edit the reference here.

Under 'Type' in the Edit item book choose 'Book chapter'. Add chapter title, author, chapter number, start page and end page. If you have a pdf of the book chapter, you can upload it. Be aware that copies must be registered in Bolk, Kopinor, done by the library.

Edit item



Chapter Title*:

Chapter Author:

Type*: Book Chapter

Source: [+ Add source](#)

Book Title: Public sector leadership : international challen...

Book Author:

Editor:

Chapter Number:

ISBN: 9781848440890

Edition:

Start page:

End page:

Drag files here to upload them
Or click to browse for a file

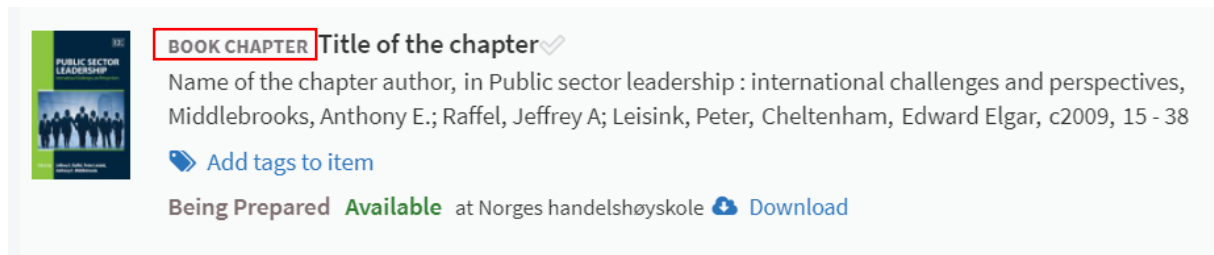
[More item details](#) ▾

CANCEL

SAVE


Click 'Save'


This is how it looks like in the reading list:



BOOK CHAPTER Title of the chapter ✓

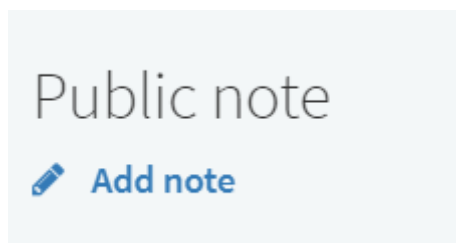
Name of the chapter author, in Public sector leadership : international challenges and perspectives, Middlebrooks, Anthony E.; Raffel, Jeffrey A; Leisink, Peter, Cheltenham, Edward Elgar, c2009, 15 - 38

 [Add tags to item](#)


Being Prepared **Available** at Norges handelshøyskole  [Download](#)

3.3. Several chapters from the same book

If you are using several chapters from the same book, first add the book to your reading list. Click on the reference and you get a screen where you can add notes. Under public note write for instance 'Read chapter 3, 5-7'.

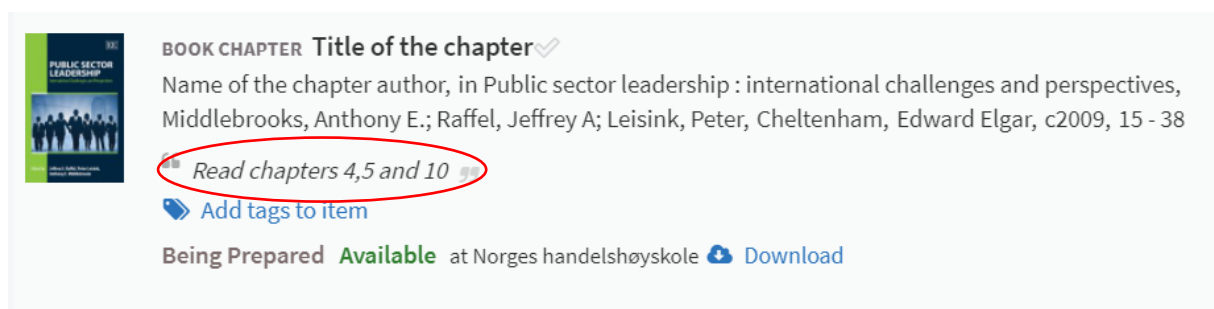


Public note

 [Add note](#)



To get back to your reading list click on 'X' top left corner.


The mandatory chapters are shown in the reference.




BOOK CHAPTER Title of the chapter ✓

Name of the chapter author, in Public sector leadership : international challenges and perspectives, Middlebrooks, Anthony E.; Raffel, Jeffrey A; Leisink, Peter, Cheltenham, Edward Elgar, c2009, 15 - 38


 *Read chapters 4,5 and 10* 

 [Add tags to item](#)

Being Prepared **Available** at Norges handelshøyskole  [Download](#)


3.4. Articles

You can add journal articles to your reading list by searching for the article title in the same search field as you do when you search for books.



ARTICLE Uncertain climate change in an intergenerational planning model
Torvanger, Asbjørn,
Environmental & resource economi
CS,
9(1), 1997-01, 103 - 124
[Open Access](#)

 Full text available




ARTICLE Uncertain Climate Change in an Intergenerational Planning Model
Torvanger, Asbjørn,
Environmental & resource economi
CS,
9(1), 1997-01, 103 - 124

 Full text available

The list of results can be a bit confusing because you often get several hits for the same article.

This is because of the indexing, and that the references are fetched from several different sources. It has little significance except that it creates noise.

Pick a reference where full text is available and choose 'Add'.




ARTICLE Uncertain climate change in an intergenerational planning model
Torvanger, Asbjørn,
Environmental & resource economi
CS,
9(1), 1997-01, 103 - 124
[Open Access](#)

Add to: ☒ List ☐ Clipboard ☐ Suggestions


Section:


[ADD & EDIT](#)
[ADD](#)

Control the link by clicking 'View online'



ARTICLE Uncertain climate change in an intergenerational planning model ✓
 Torvanger, Asbjørn, Environmental & resource economics, 9(1), 1997-01, 103 - 124

 [Add tags to item](#)

Complete  [View online](#)


NB In most cases you are not allowed to publish pdf of the journal articles.

3.5. Manual registration

References not found in the database must be registered manually. Examples can be compendiums. Click 'Add item'. On the screen that pops up click on 'Create'.

[Search](#)
[Create](#)
[Collection](#)

Create citation



Title*:

Author:

Type*:

Source: [+ Add source](#)

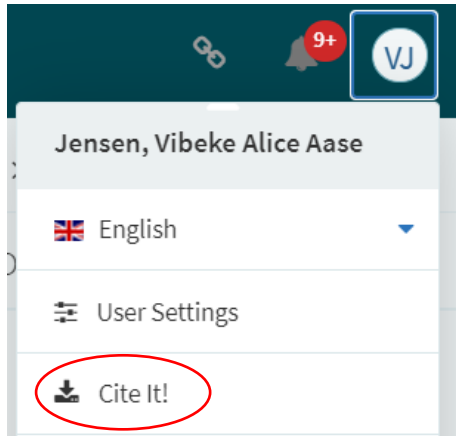
Fill in the missing information and choose the correct 'type'. When the information is complete click 'Add'.

3.6. Cite it – Add references from your browser

‘Cite It’ is an important tool that can be used to add references from the internet (databases, webpages, YouTube etc).

First you must install ‘Cite It’ in the web browser:

1. Click on your name top right corner when you are logged into Leganto.



2. Click ‘Cite it’

You get a new window that explains how to add ‘Cite it’ to your web browser:

- First you must see the bookmarks bar
- Click and hold the Cite It icon, drag it to the bookmarks bar.

Cite it!

The Cite It! bookmarklet enables you to collect resources while browsing the web.


To install it simply drag and drop the link below to your bookmarks panel.

CITE IT!


[Cite It! button installation](#)

Go to the webpage you wish to add to the reading list. Click ‘Cite It’ in the bookmark line. A new window will pop up in your web browser. First choose what kind of reference this is under ‘Type’. Then add information if necessary.

When you are done with the reference details, find the correct reference list. Click ‘Choose or search a reading list’ at the bottom of the page and click ‘Add & close’.

Add this to my list 

Create citation

 Title*: NOU 2018: 17

Author: Ministry of Finance

Type*: Government Document

Source: <https://www.regjeringen.no/en/dokumenter/...> [+ Add source](#)

Publisher: regjeringen.no


Publication Date: 2018-12-12

Add to: ☐ Collection ☒ List


☒ CEMS402 - Global Leadership Practic...
☐ Reading list


[Add](#) [ADD & CLOSE](#)

This is how it will look:

 **GOVERNMENT DOCUMENT NOU 2018: 17** ✓

Ministry of Finance, regjeringen.no, 2018-12-12

 [Add tags to item](#)

Complete  [View online](#)

4. NO REFERENCES? MAKE AN EMPTY LIST

Even if the subject doesn't have a traditional reading list, one can make an empty list. Here you can give information about what the students should relate to when it comes to literature and other resources.

An example:

CEMS402 - Global Leadership Practice (2021-V) EDIT ...

The students must become acquainted with central research literature in the subject in which they are writing a master's thesis and knowledge of this literature must be documented through the master's thesis.

SAVE CANCEL

DRAFT Being Prepared Updated a few seconds ago 4 items in 1 sections 556 Pages All items are processed

5. EDIT, MOVE AND DELETE REFERENCES

5.1. Edit references

To edit a reference, click on the three dots [...] to the right in the reference and choose 'Edit reference'.

508 s.

- Edit item
- Add to clipboard
- Copy citation

You get this window, where you can do the changes you want:

Edit item

Title*: Gaining and sustaining competitive ...

Author: Barney, Jay B.

Type*: Book

Source: [+ Add source](#)

ISBN: 9781292021454

Edition: 4th ed., Pearson new international edition

Total Pages: II, 508 s.

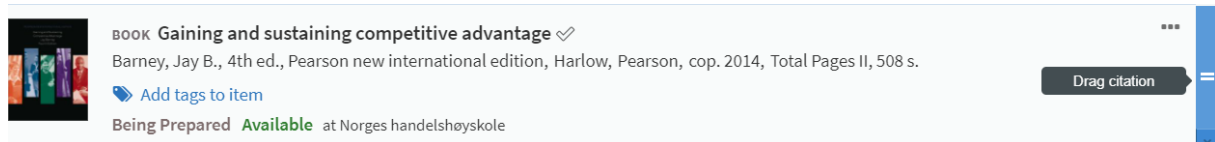
Publication Date: cop. 2014

Publisher: Pearson

5.2. Move references

If you need to move a reference up or down in a section, or to another section, you can do this by pointing the mouse at the reference.

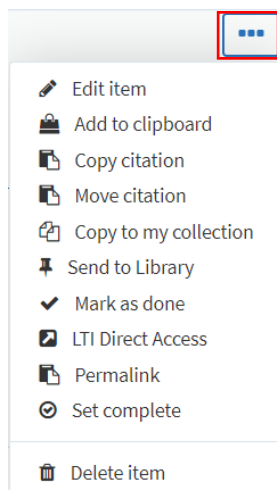
At the right you will see a blue icon pop up. Click and hold the blue area and drag the reference where you want it.



5.3. Delete references

To delete references, click on the three dots [...] to the right in the reference choose 'Delete reference'.

You get a window where you need to confirm deletion.





5.4. How to upload a file

See chapter 3.2

6. PUBLIC AND PRIVATE COMMENT

When you click on a reference which is added to the reading list, you get an overview of the reference. There are two fields for comments. 'Public note' and 'Private note'.

Public note
 Add note


Private note
 Add note

The public note can be seen by the students and can be used to specify which chapter and which pages to read, or other messages to the students. The comments are shown in cursive.

Private comments are for yourself to see only.


7. TAGS


Tags can among other be used to show if the literature is mandatory or recommended.



ARTICLE Uncertain climate change in an intergenerational planning model ✓



Torvanger, Asbjørn, Environmental & resource economics, 9(1), 1997-01, 103 - 124

 **Add tags to item**



Complete  View online







8. EDIT SUBJECT TITLE

CEMS402 - Global Leadership Practice (2021-V)

 EDIT


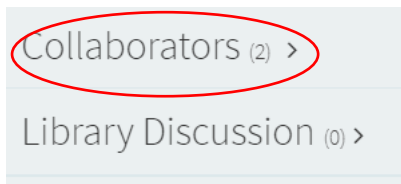
Add subjects

 SAVE
 CANCEL

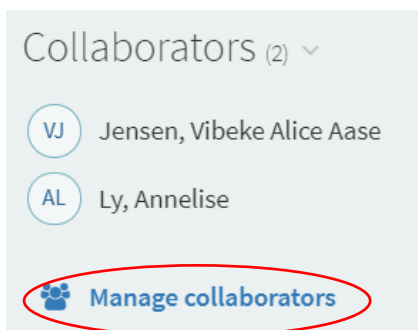
 **DRAFT**
 Being Prepared
 Updated a few seconds ago
 4 items in 1 sections
 556 Pages
 All items are processed

9. ADD AND REMOVE COLLABORATORS

You can easily add collaborators to your reading list. Click 'Collaborators' in the menu top right.



Click 'Manage collaborators'



There are two level of rights for collaborators attached to a reading list. This can be changed by pressing the arrow to the right.

- 'Can manage list' (owners): the person can edit the list, add and remove collaborators. It is the persons with this right which will be contacted by the library and bookstore if there are questions that needs to be clarified.
- 'Can edit': The person has access to edit the reading list

Manage collaborators

Existing collaborators:

VJ Jensen, Vibeke Alice Aase	Can manage list ▾	×
AL Ly, Annelise	Can edit list ▾	×

Invite new collaborators

kari fj

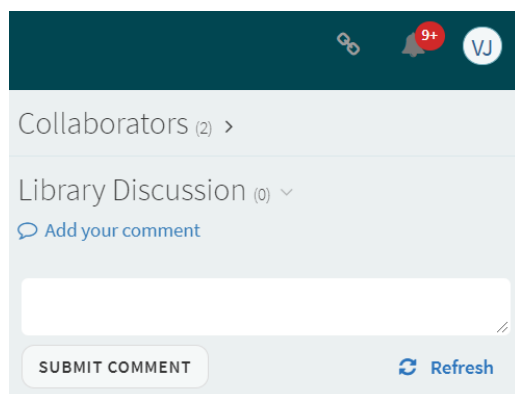
Fjose, Kari - Egne ansatte

CLOSE
SEND INVITATION

10. COMMUNICATION WITH THE LIBRARY

Top right you can see if you have received notifications from the library. (New notifications will be marked with a red number).

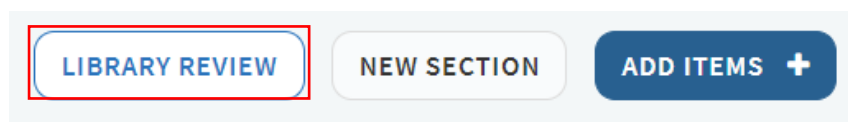
Under 'Library discussion' you can read and answer messages.



11. THE READING LIST IS READY - WHAT DO I DO?

To get the reading list processed and published and thereby accessible for the students, you have to send it to the library. All reading lists, both new and automatically generated copies must be sent every time a course is given.

You send the reading list by clicking 'Library review' in Leganto. A copy of the reading list will go directly to the bookstore (Akademika).



Questions concerning Leganto, contact Vibeke Jensen by email Vibeke.jensen@nhh.no or call 55 95 94 70.