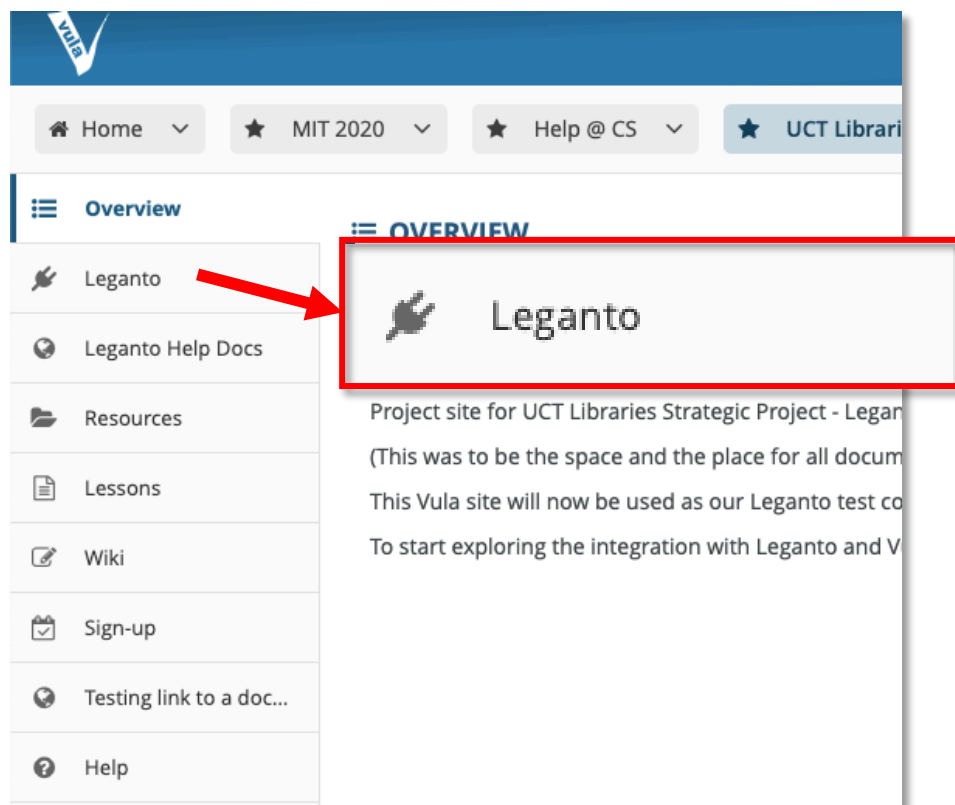# UCT Libraries
Leganto Quick Start Guide

Leganto is a reading list management tool introduced at UCT. This system allows for dynamic online reading lists that are accessible directly from within Vula. Lecturers may include librarians as collaborators for reading lists or send reading lists directly from Leganto to the Libraries for processing. The tools available in Leganto encourage student engagement and allow for lecturers to see how students are interacting with the resources in the list.

This guide will provide you with an overview of the main steps you need to follow to set up your Leganto reading list.

1. Access reading list from Vula

To start, select **Leganto** from the left-hand list in the course site on Vula.

2. Creating the reading list

When you create a reading list, you can make use of the templates set up by the Libraries, or start with a blank template. Whether you use a Libraries-generated template or a blank template, you can edit or add new sections. Readings can be grouped by week; sectioned according to essential, recommended and further reading; or even according to subject.
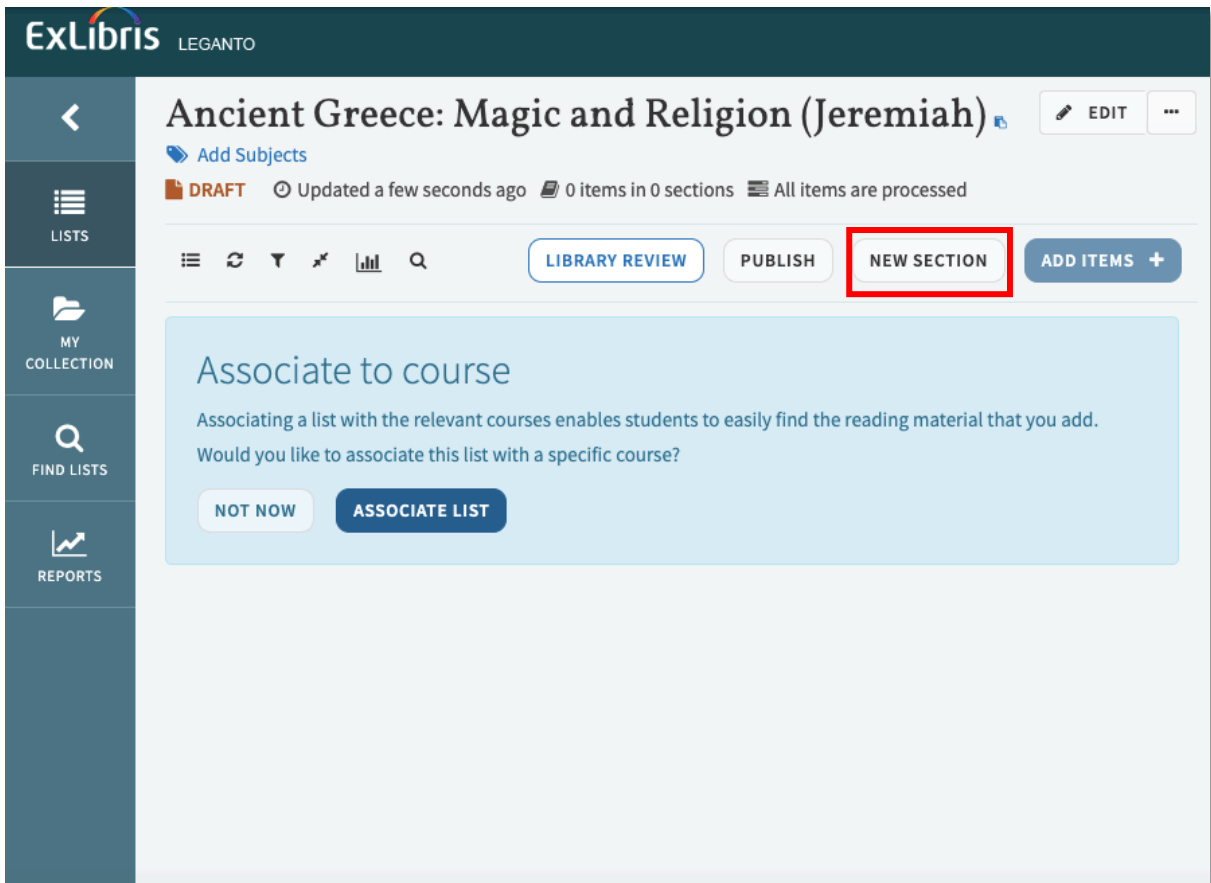
3. Add citations to your reading list

Use the search tool on the right-hand side of the screen to search the Libraries' resources to add to your list. Alternatively, upload a resource using the create option.

You can also import resources from a webpage using the **Cite It!** tool.
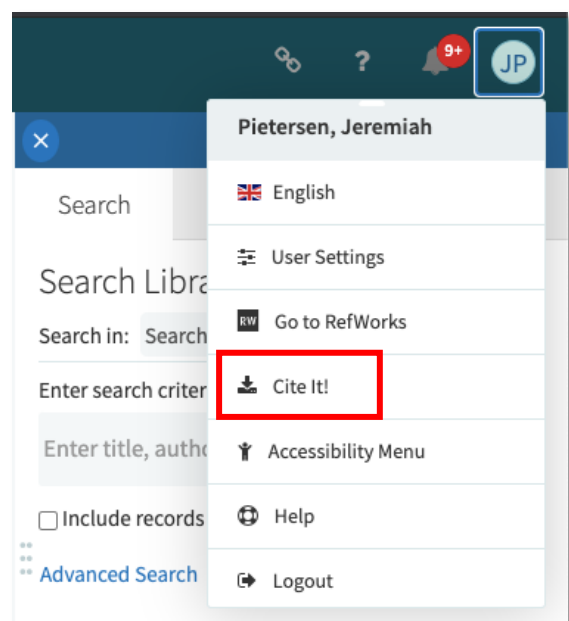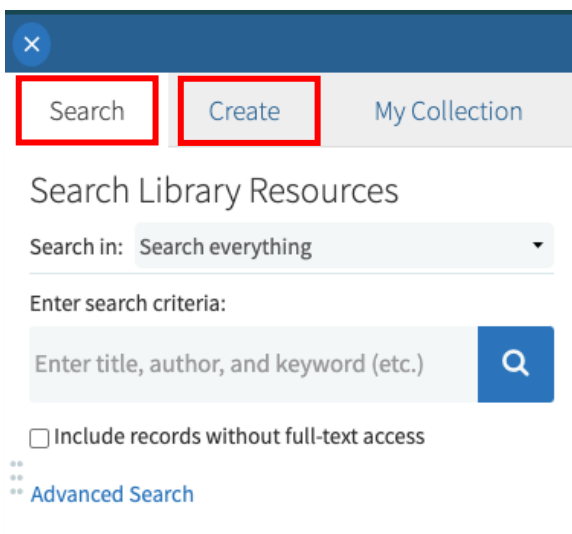
4. Edit your citations

Check your citations for accuracy and make any edits as necessary. You can add notes to accompany the citations. Notes can be made public for students or private for your own use.
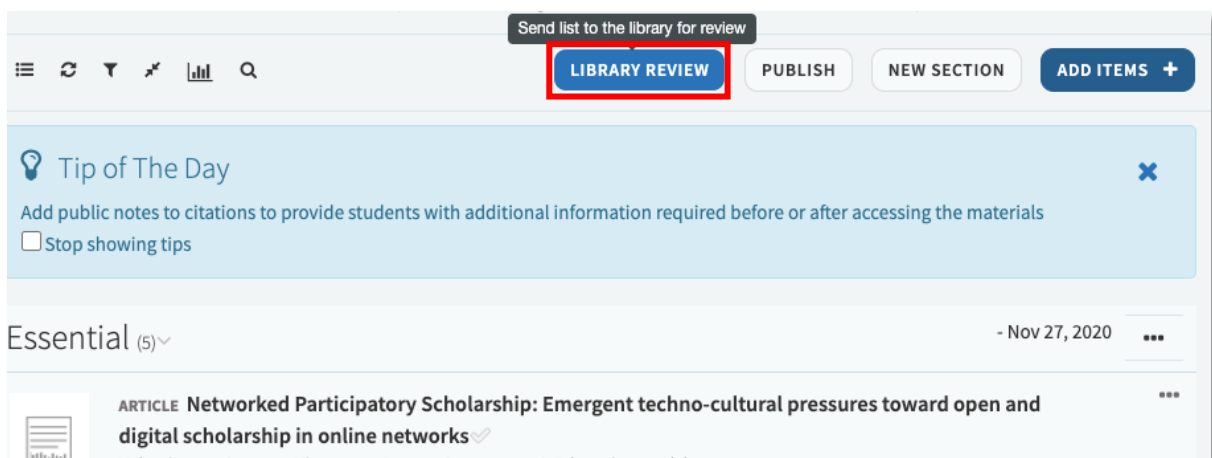
5. Tag your resources

Add tags to provide instructions to the Libraries and to your students. Tags let the Libraries know if any items need to be transferred to the Short Loans Collection, require digitisation or need to be purchased. They also provide students with information on the importance of an item. Once you have added your tags to a resource, it is important to click on **Save.**

Essential	Lecturers can use this to indicate required readings to their students.
Recommended	Lecturers can use this to indicate recommended readings to their students.
Move to Short Loans Collection	Request to move materials; a physical copy of the item is owned by the Libraries and should be moved to the Short Loans Collection.
Digitisation required	This request is to indicate if there is a physical item (journal article, book chapter, etc.) that would require digitisation for students in the course to access.
Purchase request	This request covers any type of item, physical or electronic, that the lecturer would like the library to buy a copy of or acquire access to.

6. Send your list to the library

Send your list to the Libraries for processing by clicking on **Library Review** at the top of your list. The library staff will process the list and publish the finalised list for you. Students will be able to access the list from Vula once the list is published.

Please note, if you add additional items to a list once it has been published you must click on **Library Review** so that the Libraries can process the new items.

If your reading list is lengthy, or you would like to have input or advice from the Libraries throughout the creation of your lists, you can click the **Library Review** button multiple times. Remember to do so too when you have finalised your list.

Need help?

If you need any assistance using Leganto, feel free to your subject librarian.

Subject Librarians: http://www.lib.uct.ac.za/lib/research/subject-librarians