



University
of Idaho

CURATING A LIBRARY READING LIST IN CANVAS

**A GUIDE FOR INSTRUCTORS
SPRING 2022**

BASIC FEATURES ON THE MAIN PAGE

AS YOU GET STARTED, THESE WILL BE THE MOST USEFUL SECTIONS

The screenshot shows the main page of a Canvas LMS course titled 'LIBS 418/518'. The page is annotated with several yellow callout boxes and arrows pointing to specific features:

- University of Idaho:** A callout box points to the university logo in the top left corner.
- Find All of Your Course Lists AND Your Personal Collection of Citations:** A callout box points to the hamburger menu icon in the top left.
- Edit Course Title and Description:** A callout box points to the three-dot menu icon in the top right.
- Add New Citations:** A callout box points to the 'ADD ITEMS +' button in the top right.
- Section Menu Options:** A callout box points to the three-dot menu icon next to the 'LIBS 418 and 518 Readings' section.

The course content includes a list of sections:

- LIBS 418 and 518 Readings** (Citations: 4, Pages: 27) >
- LIBS 518 Only** (Citations: 5, Pages: 18) >

The left sidebar contains navigation options: Home, Announcements, Syllabus, Modules, Assignments, Quizzes, Grades, People, Discussions, Rubrics, Collaborations, Files, Outcomes, Pages, Microsoft OneDrive, and Settings.

ADDING READINGS TO YOUR LIST

ADD NEW READINGS VIA “ADD ITEM+” BUTTON

The screenshot shows the University of Idaho Library interface. At the top left is the University of Idaho Library logo. The main header reads "Classification and Cataloging LIBS 418/518". Below this is a description: "Classification and Cataloging (LIBS 418 and 518) focuses on basic cataloging for school librarians. It includes coverage of Sears s... Read more". There is a "PUBLISHED" status and a link to "Classification and Cataloging (Canvas) (2016-22, Independent Study (Continuous)) More info >".

A navigation bar contains icons for list, edit, refresh, filter, and search. To the right are buttons for "LIBRARY REVIEW", "NEW SECTION", and "ADD ITEMS +".

Below the navigation bar are two reading lists:

- LIBS 418 and 518 Readings (Citations: 4, Pages: 27) >
- LIBS 518 Only (Citations: 5, Pages: 18) >

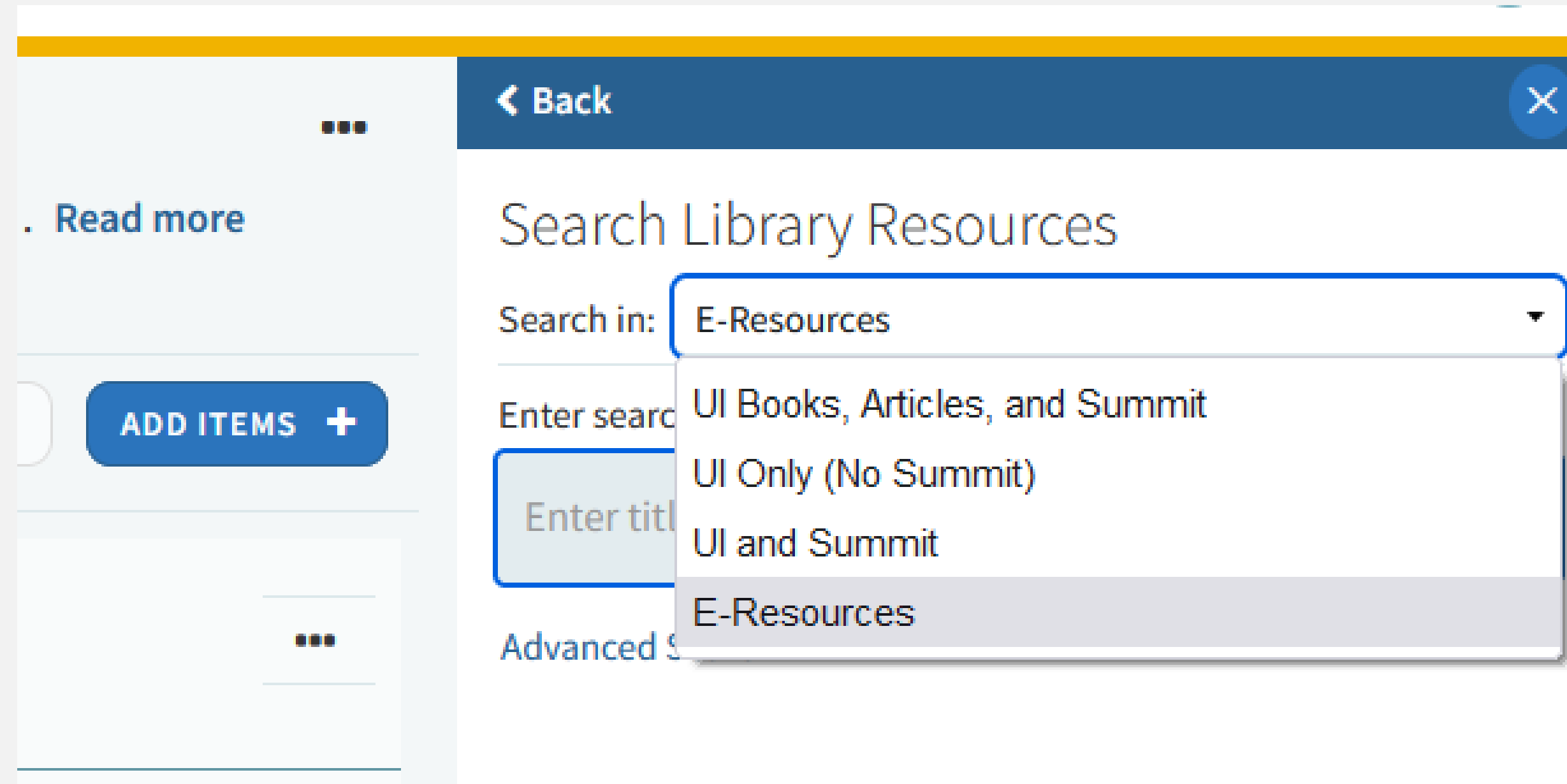
A yellow callout box is positioned over the "ADD ITEMS +" button and the reading lists. It contains the following text:

Add items from the library's catalog (Library Search), your personal Leganto collection (Collection), your own files (Upload) or your preferred citation manager.

On the right side of the interface, there is a sidebar with a close button (X) and several options:

- Library Search
- Blank Form
- Collection
- Upload a File
- Mendeley
- Zotero

ADDING A CITATION FROM THE LIBRARY CATALOG



- E-Resources = only electronic books and articles
- UI Books, Articles, and Summit = print materials at UI Library AND other Orbis Cascade Alliance Libraries AND e-books and e-articles
- UI Only (no articles) = only print materials located at UI Library
- UI and Summit = print materials at UI AND other Orbis Cascade Alliance Libraries, no articles

ADDING READING TO YOUR LIST

ADDING READING FROM YOUR SEARCH RESULTS LIST

EDIT

actions All items are processed

NEW SECTION ADD ITEMS +

✓ Sep 15, 2020 - Sep 29, 2020

will no longer be accessible.

Once you find a result you like, click on it. You can select the desired section (if you have more than one created), and add it to that section. It is rare you will need to edit the citation, so typically, you'll just select ADD.

Method in Social Studies
Şahin DÜNDAR, İlköğretim online,
16(4), 2017-01-01, 1621 - 1643
Open Access

ARTICLE Evaluating Program Effectiveness for an Online Elementary Education Cohort
Cindy A. Dell,
Journal of online learning and teaching,
8(3), 2012-09-01, 189 -

Add to: List Add to clipboard Suggestions

Section: Distance Education Section

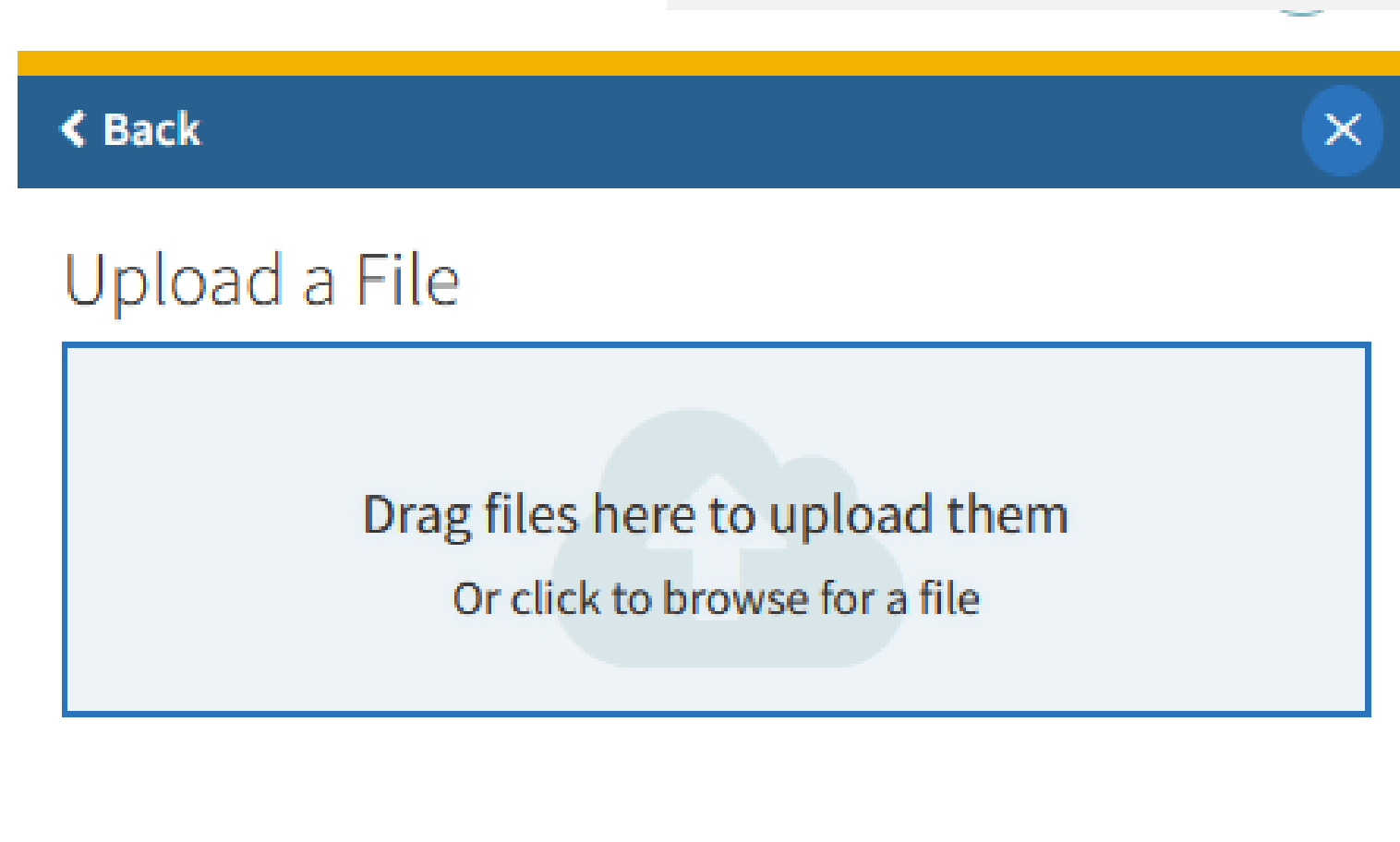
ADD & EDIT ADD

ARTICLE Perspectives on Online Education: A Snapshot of State

ADDING READING TO YOUR LIST

UPLOADING A PDF YOURSELF

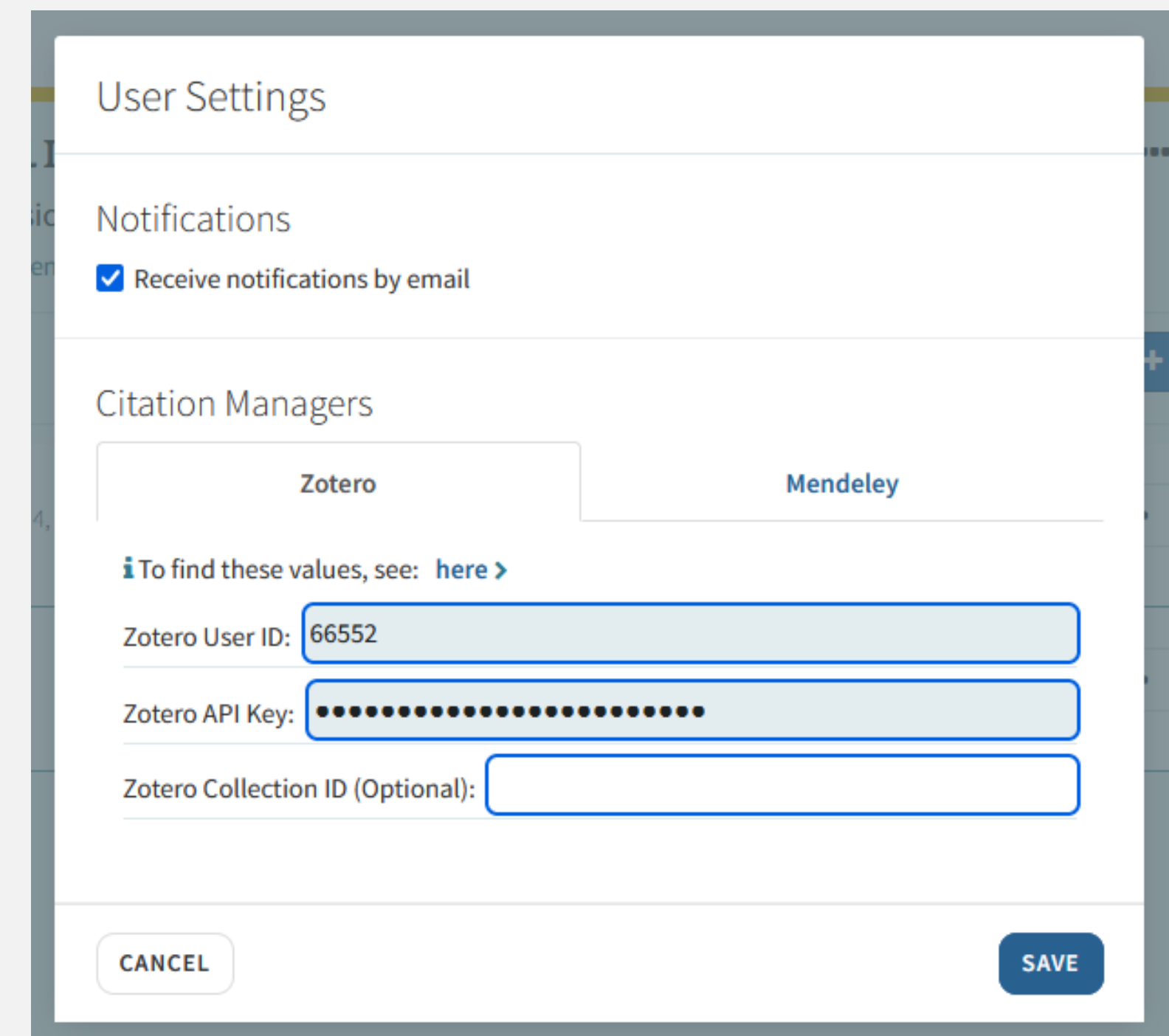
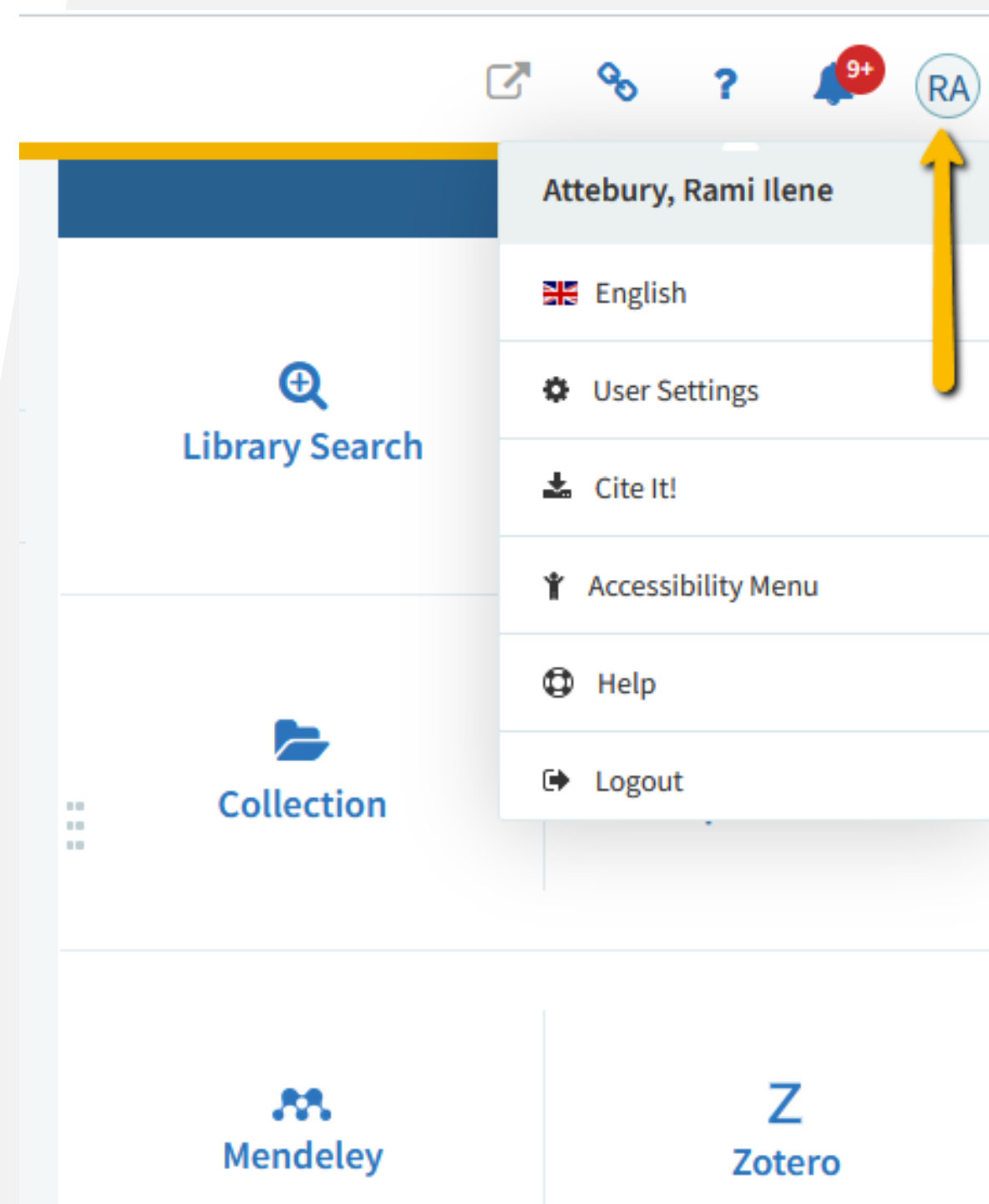
Things to Know about Adding PDFs



- Copyright rules still apply.
- PDFs uploaded via the Create tab will be available through the public Leganto site to anyone, with no sign-in required.
- If you do not have permission from the copyright holder, please do not add PDFs from the Create tab.
- Instead, the library can perform copyright clearance and place your PDFs in a secure folder that will require campus authentication.
- Reach out to libreserves@uidaho.edu for more information.

ADDING CITATIONS FROM ZOTERO OR MENDALAY

Navigate to your User Settings by clicking on your initials. Follow the instructions to link up your account to Leganto.



ADD DUE DATE TO A READING

OR RESTRICT ACCESS BY DATES (OPTIONAL)

Distance Education Section (1) 📅 Sep 15, 2020 - Sep 29, 2020

The readings in this section pertain to the first two weeks of class. They should be read by September 29, after which time they will no longer be accessible.

ARTICLE **Evaluating Program Effectiveness for an Online Elementary Education Cohort** ✓

Cindy A. Dell, Journal of online learning and teaching, 8(3), 2012-09-01, 189 -

[Add tags to item](#)

Complete [View online](#)

Click on the reading.

Classification and Cataloging LIBS 418/518 > LIBS 418 and 518 Readings

An Interview with Joseph Miller ✓

Title: An Interview with Joseph Miller
Author: Marcus, Sara Rofofsky
Journal Title: Cataloging & classification quarterly
ISSN: 01639374
Publication Date: 2011-02-01
Volume: 49
Issue: 2
Start page: 127 End page: 139
DOI: 10.1080/01639374.2011.545343

ARTICLE

[More details](#)
[Add Tag](#)

Links & Availability

[View online](#) (Taylor & Francis Journals Complete)
[View more notes](#)

Public note

[Add public note](#)

Due Date:

Journal Title:

ISSN:

Publication Date:

Volume:

Issue:

Start page: End page:

DOI:

Creative Commons license:

More item details

\$\$ Saved:

Display Citation -

From: To:

Edit the Item

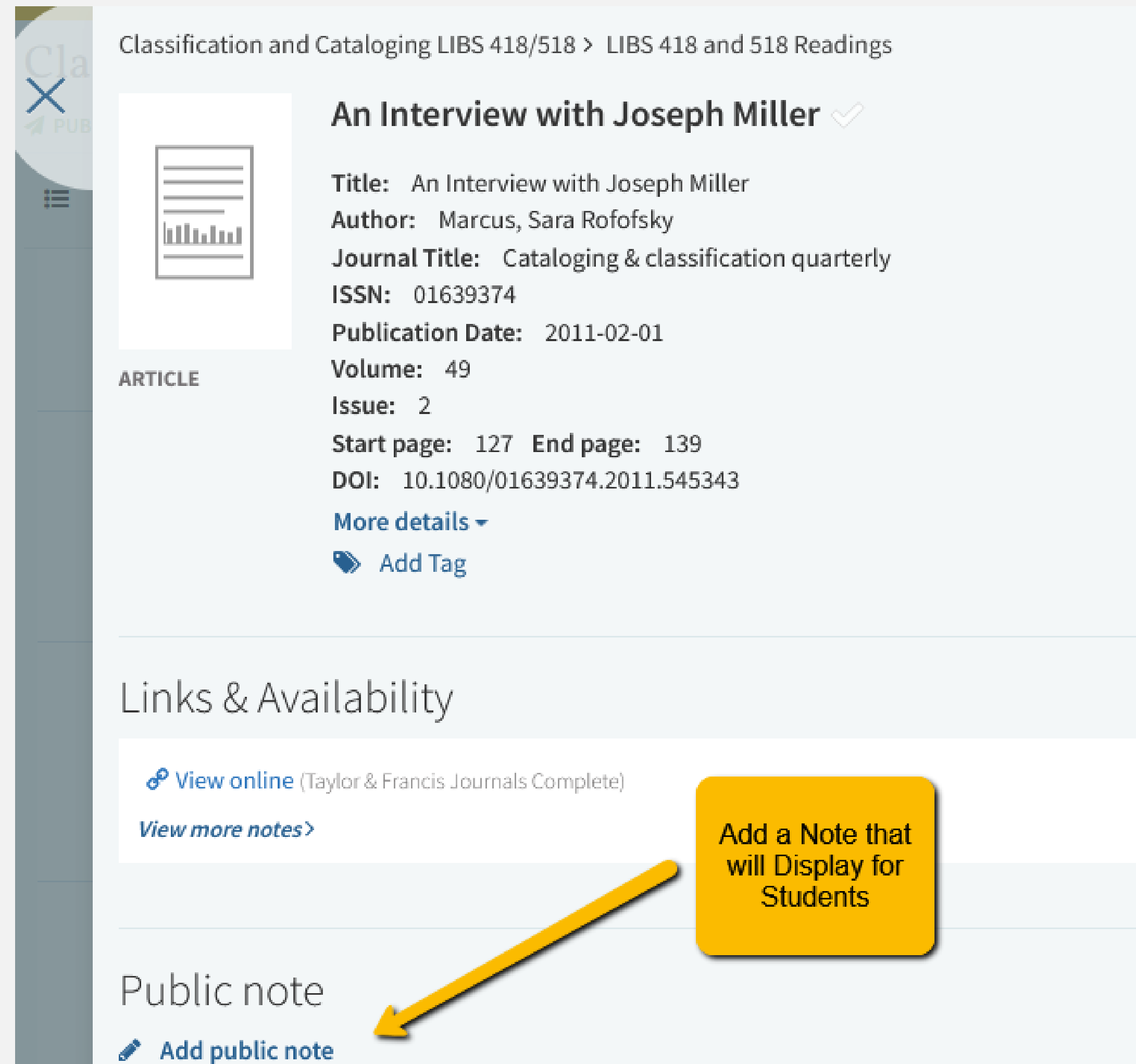
Add a Due Date

Restrict Access to Citation by Date

Close out of the Item

ADD PUBLIC NOTE TO A READING

TELL YOUR STUDENTS WHAT TO READ OR WHY IT IS RELEVANT (OPTIONAL)



Classification and Cataloging LIBS 418/518 > LIBS 418 and 518 Readings

An Interview with Joseph Miller ✓

Title: An Interview with Joseph Miller
Author: Marcus, Sara Rofofsky
Journal Title: Cataloging & classification quarterly
ISSN: 01639374
Publication Date: 2011-02-01
Volume: 49
Issue: 2
Start page: 127 **End page:** 139
DOI: 10.1080/01639374.2011.545343

[More details](#) ▾
[Add Tag](#)

ARTICLE

Links & Availability

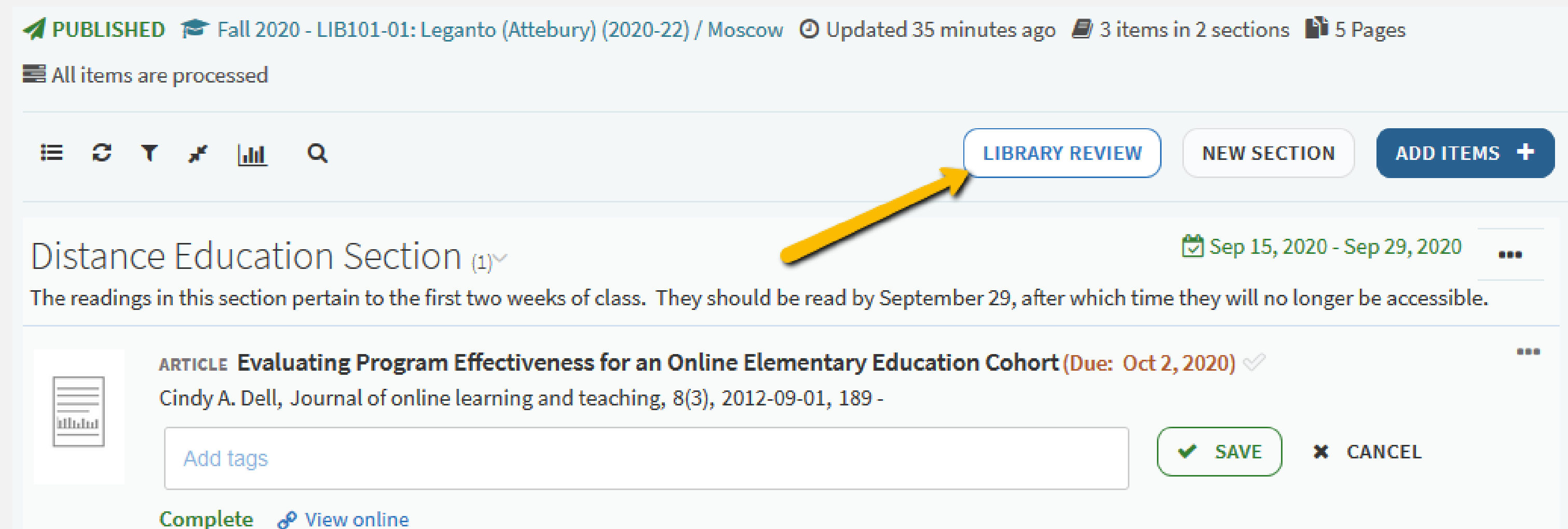
[View online](#) (Taylor & Francis Journals Complete)
[View more notes](#) >

Public note
[Add public note](#)

Add a Note that will Display for Students

SEND READING LIST TO LIBRARY

THIS STEP ENSURES YOUR STUDENTS WILL BE ABLE
ACCESS ALL RESOURCES YOU SELECT



The screenshot shows a course management interface. At the top, it displays 'PUBLISHED' with a green arrow, followed by course details: 'Fall 2020 - LIB101-01: Leganto (Attebury) (2020-22) / Moscow', 'Updated 35 minutes ago', '3 items in 2 sections', and '5 Pages'. Below this, it states 'All items are processed'. A navigation bar contains icons for menu, refresh, undo, redo, chart, and search. To the right of these icons are three buttons: 'LIBRARY REVIEW' (highlighted with a yellow arrow), 'NEW SECTION', and 'ADD ITEMS +'. Below the navigation bar, the section is titled 'Distance Education Section (1)' with a dropdown arrow. To the right of the title is a date range 'Sep 15, 2020 - Sep 29, 2020' and a three-dot menu icon. A note below the title reads: 'The readings in this section pertain to the first two weeks of class. They should be read by September 29, after which time they will no longer be accessible.' Below the note, an article is listed: 'ARTICLE Evaluating Program Effectiveness for an Online Elementary Education Cohort (Due: Oct 2, 2020) ✓' by Cindy A. Dell, Journal of online learning and teaching, 8(3), 2012-09-01, 189 -. Below the article title is an 'Add tags' input field, a 'SAVE' button with a green checkmark, and a 'CANCEL' button with a red X. At the bottom left of the article entry, there are links for 'Complete' and 'View online'.

The library review allows the following steps to take place:

- Physical item requests are moved to the library's Reserves Collection for students to access at the circulation desk.
- Access issues, such as broken links, are addressed.
- Copyright Fair Use is followed.
- The library communicates with you through the "Library Discussion" pane of your course if needed.
- You receive a confirmation that your readings are all complete and accessible.

ADDING AND EDITING SECTIONS

(RECOMMENDED)

BY DEFAULT YOU WILL HAVE ONE SECTION, CALLED 'SECTION 1'

The screenshot displays a Canvas LMS page for a course titled "Classification and Cataloging LIBS 418/518". The page header includes a navigation bar with icons for home, edit, refresh, filter, and search. On the right side of the header, there are three buttons: "LIBRARY REVIEW", "NEW SECTION", and "ADD ITEMS +". Below the header, there are two section cards: "LIBS 418 and 518 Readings (Citations: 4, Pages: 27)" and "LIBS 518 Only (Citations: 5, Pages: 18)". A yellow callout box is positioned over the "LIBS 518 Only" section, containing the following text:

- You can add as many sections as you'd like.
- You can edit existing section names and descriptions.
- You can delete unneeded sections.

To the right of the callout box, a dropdown menu is open, showing various actions for the selected section. The menu items are:

- Edit section
- Add Items
- Re-link from Canvas to here
- Clipboard
- Copy section
- Create a shareable link
- Import
- Export
- Print section
- Lock
- Add a note
- Delete section

Yellow arrows point from the callout box to the "NEW SECTION" button and the "Delete section" option in the dropdown menu. Another yellow arrow points from the "LIBRARY REVIEW" button to the "NEW SECTION" button.

ADDITIONAL SECTION OPTIONS

THIS CAN BE USEFUL IF YOU HAVE NUMEROUS CITATIONS

Fall 2020: Lib101_01 Leganto Test Reading List EDIT

Test Reading List Description

PUBLISHED Fall 2020 - LIB101-01: Leganto (Attebury) (2020-22) / Moscow Updated a few seconds ago 3 items in 2 sections 5 Pages

All items are processed

LIBRARY REVIEW NEW SECTION ADD ITEMS +

Distance Education Section (1) Sep 15, 2020 - Sep 29, 2020 Drag section

Hybrid Education Section (Citations: 2, Pages: 5) Sep 15, 2020 - Oct 13, 2020

Expand or Collapse Section


Indent or Unindent Hierarchical Sections

Hover to drag and reorder sections



The screenshot displays a library management interface. At the top, the title 'Fall 2020: Lib101_01 Leganto Test Reading List' is shown with an 'EDIT' button. Below the title is a 'Test Reading List Description' and a status bar indicating 'PUBLISHED' status, course information, and update details. A toolbar contains icons for list management and a search function. On the right, buttons for 'LIBRARY REVIEW', 'NEW SECTION', and 'ADD ITEMS +' are visible. The main content area shows two sections: 'Distance Education Section (1)' and 'Hybrid Education Section (Citations: 2, Pages: 5)'. Each section has a date range and a 'Drag section' tooltip. Yellow callout boxes highlight specific features: 'Expand or Collapse Section' points to the section name, 'Indent or Unindent Hierarchical Sections' points to the left arrow icon, and 'Hover to drag and reorder sections' points to the right arrow icon.



MOVE CITATIONS TO DIFFERENT SECTIONS

There are two methods for moving citations.

LIBS 418 and 518 Readings (Citations: 3, Pages: 1) 

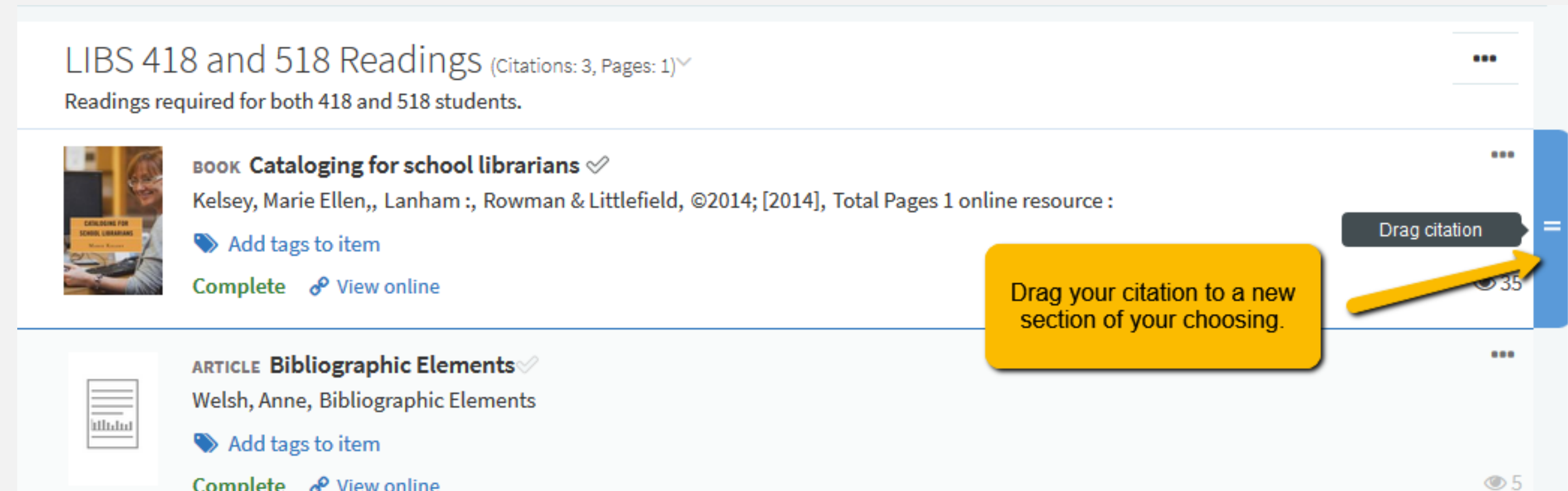
Readings required for both 418 and 518 students.


 **BOOK Cataloging for school librarians** 
Kelsey, Marie Ellen,, Lanham :, Rowman & Littlefield, ©2014; [2014], Total Pages 1 online resource :
[Add tags to item](#)
Complete [View online](#)

 **ARTICLE Bibliographic Elements** 
Welsh, Anne, Bibliographic Elements
[Add tags to item](#)
Complete [View online](#)



Drag your citation to a new section of your choosing.



Drag citation











LIBS 418 and 518 Readings (Citations: 3, Pages: 1) 

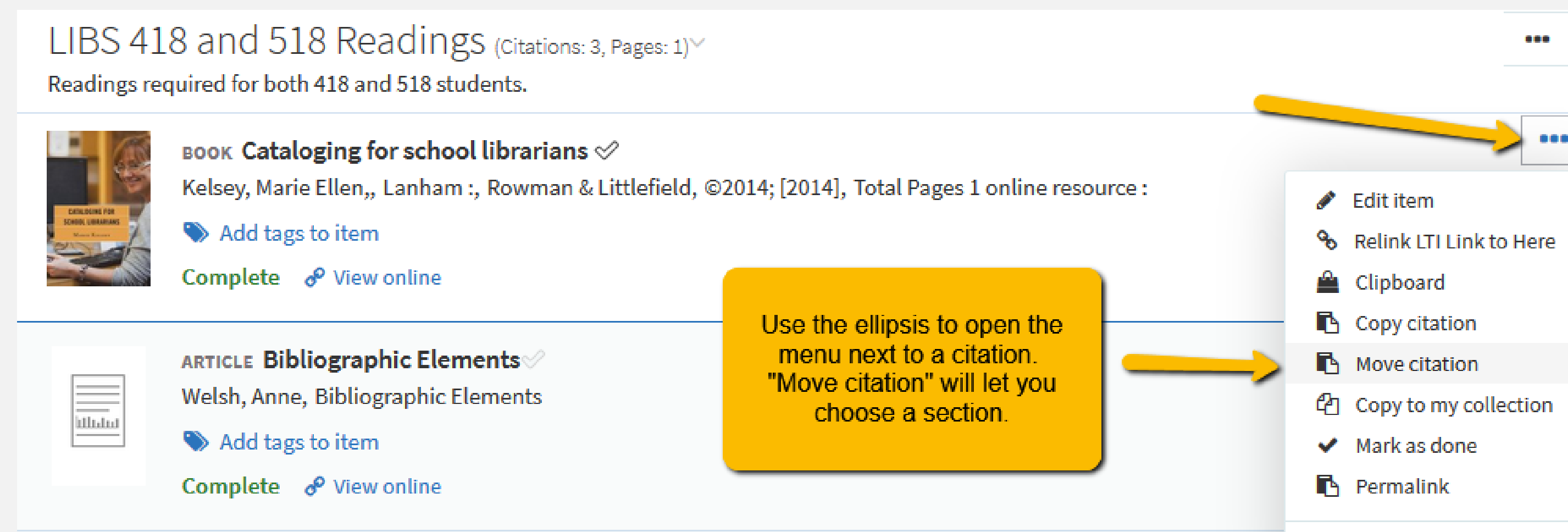
Readings required for both 418 and 518 students.

 **BOOK Cataloging for school librarians** 
Kelsey, Marie Ellen,, Lanham :, Rowman & Littlefield, ©2014; [2014], Total Pages 1 online resource :
[Add tags to item](#)
Complete [View online](#)

 **ARTICLE Bibliographic Elements** 
Welsh, Anne, Bibliographic Elements
[Add tags to item](#)
Complete [View online](#)

Use the ellipsis to open the menu next to a citation. "Move citation" will let you choose a section.

-  Edit item
-  Relink LTI Link to Here
-  Clipboard
-  Copy citation
-  **Move citation**
-  Copy to my collection
-  Mark as done
-  Permalink



CREATING ADDITIONAL READING LISTS

THIS CAN BE USEFUL IF YOU WANT TO START PREPPING FOR FUTURE SEMESTERS' COURSES

The screenshot shows the 'Lists' page on the University of Idaho library website. The page title is 'Lists (11)'. There are three yellow callout boxes with arrows pointing to specific UI elements:

- Navigate to Lists:** Points to the hamburger menu icon in the top left corner.
- See all your lists by clearing filters if needed:** Points to the 'Clear filters (1)' button in the filter dropdown menu.
- Create New Lists:** Points to the '+ NEW LIST' button in the top right corner.

The main content area shows a list of reading lists. The first list is 'Classification and Cataloging LIBS 418/518'. It includes a book cover image, the title, a description: 'Classification and Cataloging (LIBS 418 and 518) focuses on basic cataloging for school librarians. It includes coverage of Sears subject headings and the Dewey Decimal Classification System.', and metadata: 'PUBLISHED', 'Classification and Cataloging (Canvas) (2016-22, Independent Study (Continuous))', 'Attebury, Rami Ilene', 'Updated a month ago', and '9 items in 2 sections'.

CREATING ADDITIONAL READING LISTS

ADD A TITLE AND DESCRIPTION

Lists (4)

My lists on top ▾ 🔍

+ NEW LIST

Title*: Youth Development 201 Optional Reading List

Description: This reading list contains optional readings for students interested in youth development.

Import

CANCEL CREATE

SELECT A TEMPLATE (OPTIONAL)

Select a template

Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

Blank Create custom sections	Default Template Basic Template with No Sections
14 Weeks of Readings 14 weeks of readings	Basic Template of Four Sections Documents, Core Materials, Additional Readings, and Recommended Readings.

CREATING ADDITIONAL READING LISTS

ASSOCIATE TO COURSE

Eventually, you will need to associate your reading list to your Canvas course. If you do not yet know the Canvas SIS course code for your class, select **NOT NOW**. You can associate later by selecting “Manage course association.”

Youth Development 201 Optional Reading List

This reading list contains optional readings for students interested in youth development.

DRAFT Updated 7 minutes ago 0 items in 14 sections All items are processed

LIBRARY REVIEW PUBLISH NEW

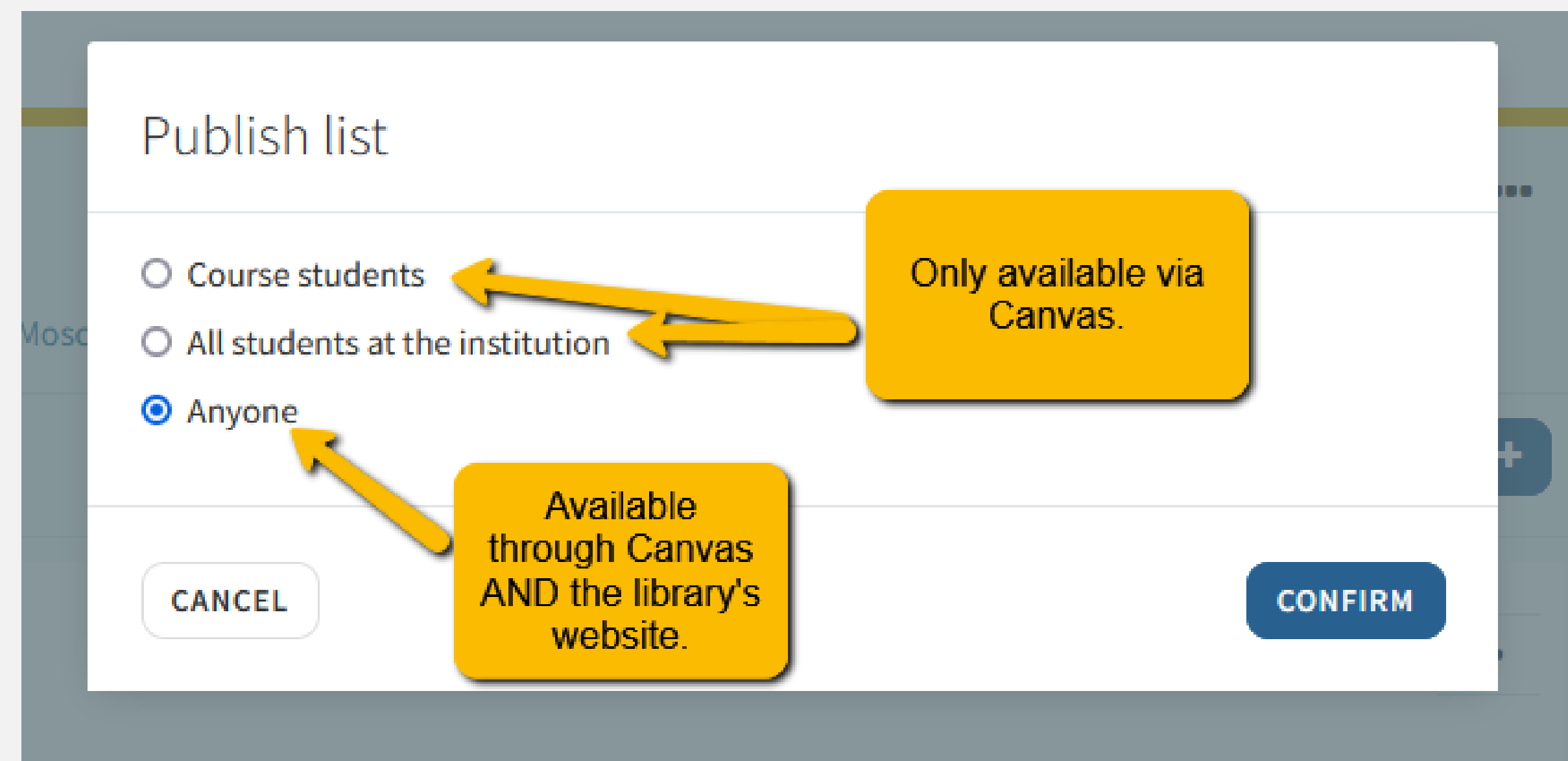
Week 1 Readings (0) >

- Duplicate list
- Lock
- Manage course association
- List Permalink
- LTI Direct Access
- Export
- Print
- View list as a student
- Delete

CREATING ADDITIONAL READING LISTS

PUBLISHING YOUR READING LIST

In order for students to view your list, you'll need to publish it. We recommend you select "ANYONE." This will ensure students can access your list both from the library's public reserves site and from your BBLearn course. Either way, students will still have to authenticate to access the full-text of your materials.



The image shows a 'Publish list' dialog box with three radio button options: 'Course students', 'All students at the institution', and 'Anyone'. The 'Anyone' option is selected. There are two yellow callout boxes with arrows pointing to the options. The top callout box, labeled 'Only available via Canvas.', has arrows pointing to 'Course students' and 'All students at the institution'. The bottom callout box, labeled 'Available through Canvas AND the library's website.', has an arrow pointing to 'Anyone'. At the bottom of the dialog are 'CANCEL' and 'CONFIRM' buttons.

Publish list

- Course students
- All students at the institution
- Anyone

Only available via Canvas.

Available through Canvas AND the library's website.

CANCEL CONFIRM

ADDITIONAL FEATURES

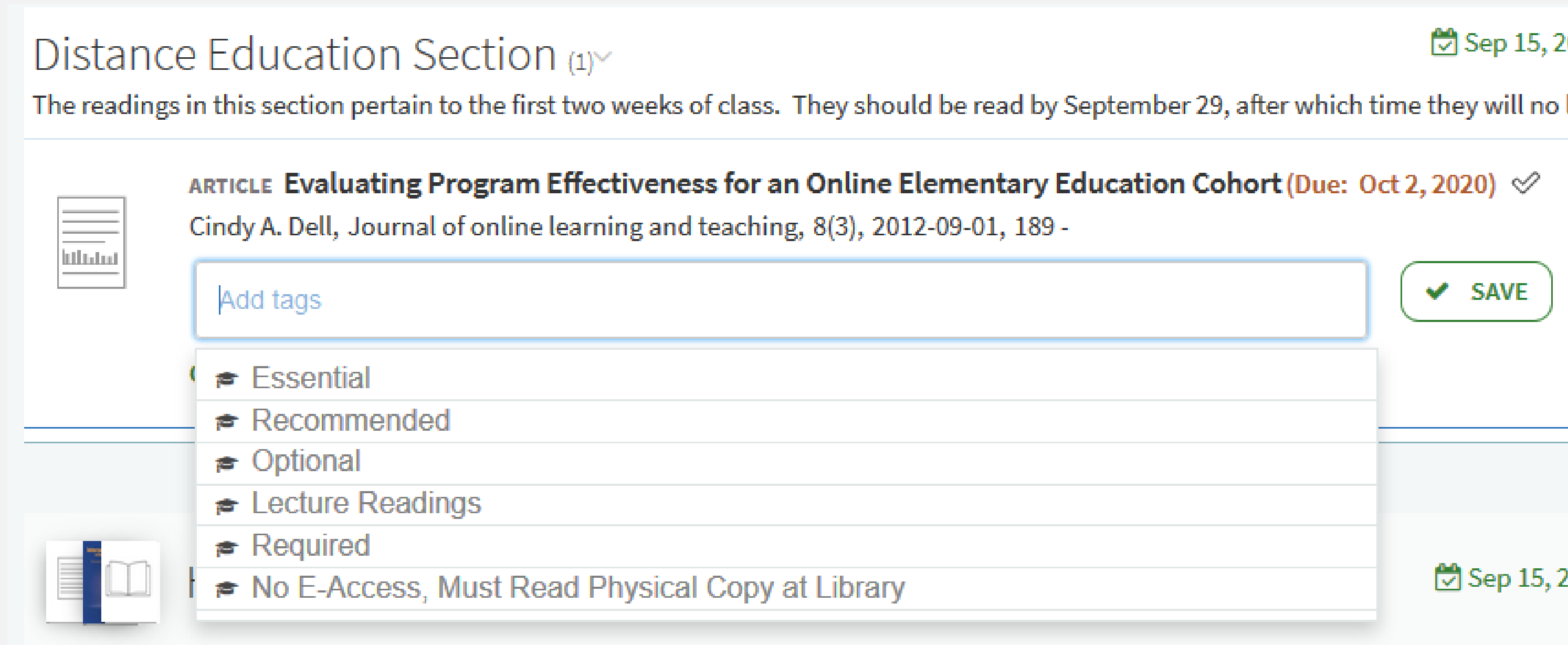
ENABLE STUDENT DISCUSSIONS

The screenshot shows a library catalog page titled "Classification and Cataloging". It features a "LIBRARY REVIEW" button and a dropdown menu with the following options: Unpublish, Duplicate list, Lock, Manage course association, Configure list discussions (highlighted), Hide student discussion thread, Edit discussion header, Permalink, LTI Direct Access, Export, Print, View list as a student, and Delete. The sidebar on the right includes sections for Collaborators (1), Instructors (1), Student Discussion (0), and Library Discussion (5). A "Student Discussion (0)" section is also visible at the bottom of the page, with an "Add your comment" button and a "SUBMIT COMMENT" button.

If you would like to include a student discussion section in your reading list, use the ellipsis to “Configure list discussions.”

ADDITIONAL FEATURES

ADD TAGS TO CITATIONS



Distance Education Section (1) Sep 15, 20

The readings in this section pertain to the first two weeks of class. They should be read by September 29, after which time they will no l

ARTICLE Evaluating Program Effectiveness for an Online Elementary Education Cohort (Due: Oct 2, 2020) ✓

Cindy A. Dell, Journal of online learning and teaching, 8(3), 2012-09-01, 189 -

✓ SAVE

- 🎓 Essential
- 🎓 Recommended
- 🎓 Optional
- 🎓 Lecture Readings
- 🎓 Required
- 🎓 No E-Access, Must Read Physical Copy at Library

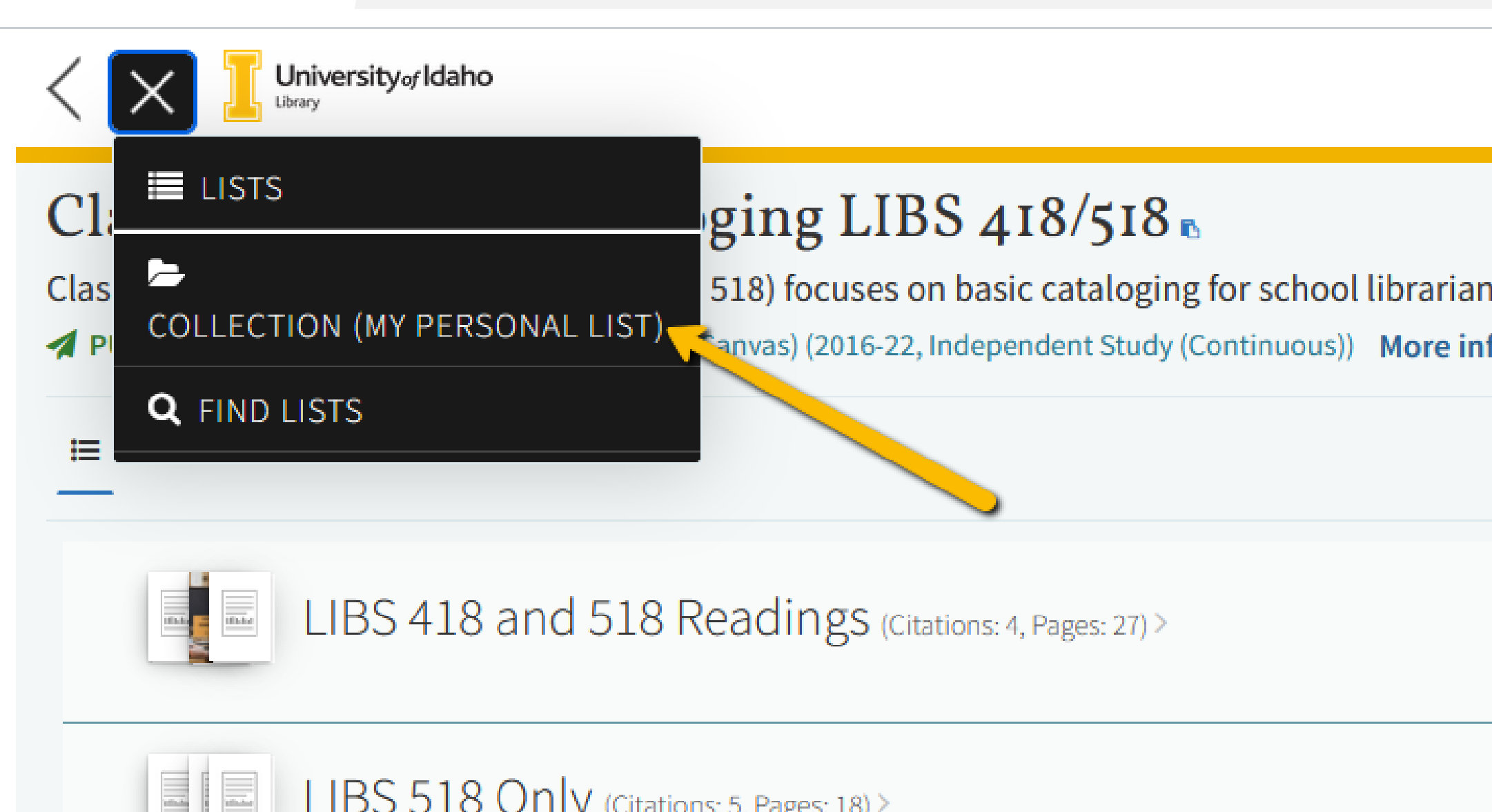
Sep 15, 2

If you would like additional options for tagging, please contact libreserves@uidaho.edu with your request.

ADDITIONAL FEATURES

ADD ITEMS TO YOUR COLLECTIONS

You can search for resources to add to a personal collection. This may be useful if you need time to review a resource before deciding to add it to a list.



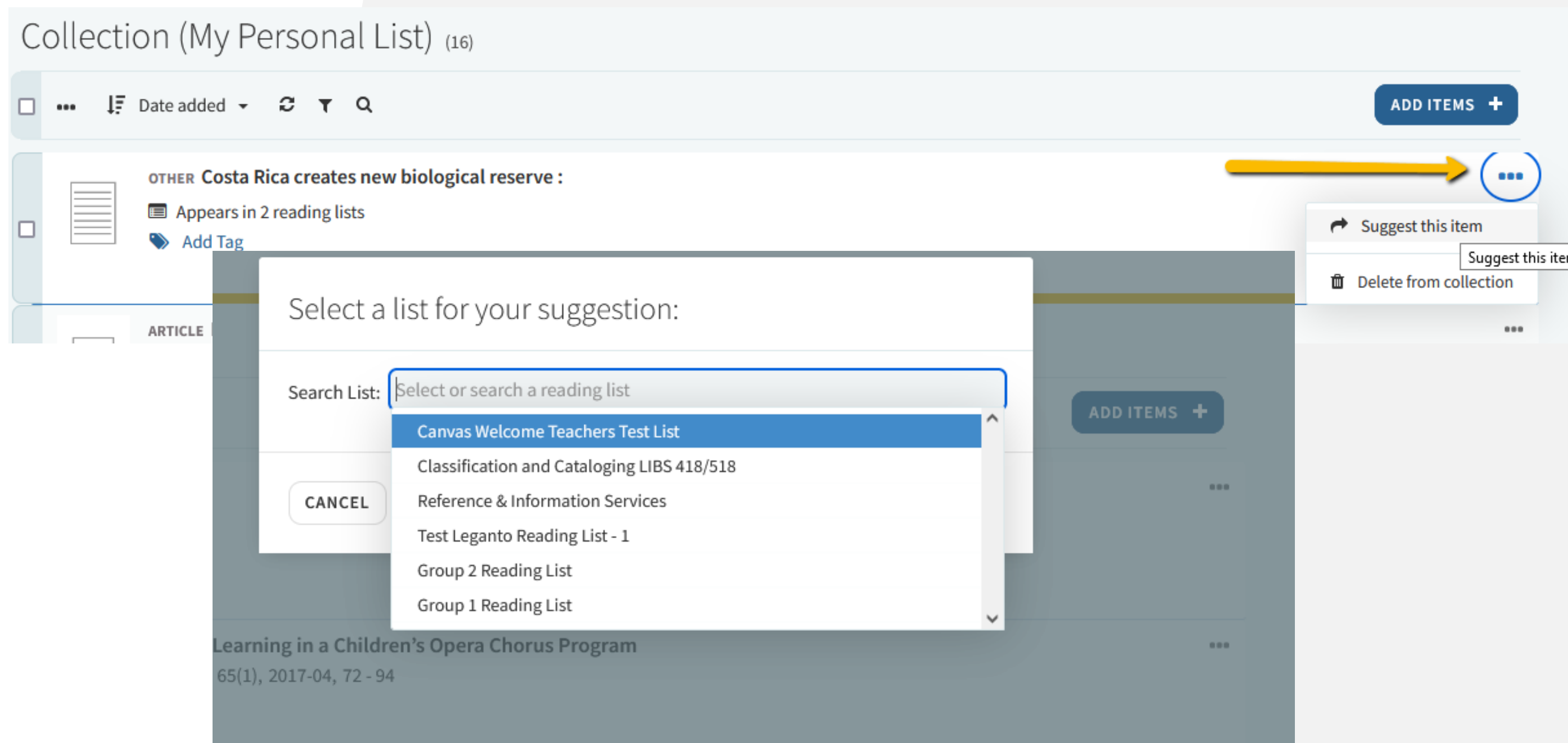
1. Begin in your Collection tab.
2. Click **ADD ITEMS +**
3. Search for resources.
4. Click any result and Add.

ADDITIONAL FEATURES

REVIEW SUGGESTIONS FROM STUDENTS (OPTIONAL)

Students have the ability to add resources to their own collections list. They will also be able to suggest resources for specific reading lists.

Student View



Instructor View

