BASIC FEATURES ON THE MAIN PAGE
AS YOU GET STARTED, THESE WILL BE THE MOST USEFUL SECTIONS
ADDING READINGS TO YOUR LIST

ADD NEW READINGS VIA “ADD ITEM+” BUTTON
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

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.
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)
ADD PUBLIC NOTE TO A READING
TELL YOUR STUDENTS WHAT TO READ OR WHY IT IS RELEVANT (OPTIONAL)
SEND READING LIST TO LIBRARY

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

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'
ADDITIONAL SECTION OPTIONS
THIS CAN BE USEFUL IF YOU HAVE NUMEROUS CITATIONS
There are two methods for moving citations.
CREATING ADDITIONAL READING LISTS

THIS CAN BE USEFUL IF YOU WANT TO START PREPPING FOR FUTURE SEMESTERS’ COURSES
CREATING ADDITIONAL READING LISTS

ADD A TITLE AND DESCRIPTION

Title*: Youth Development 201 Optional Reading List
Description: This reading list contains optional readings for students interested in youth development.

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.”
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.
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

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