

Reading List User Guide

Leganto is LJMU's reading list management system, which allows you to create and manage lists of essential readings and resources for all the modules you deliver. Each course/module has a link in the menu.

Contents

1. Accessing a Reading List.....	2
2. Managing a Reading List	3
3. Adding Items	4
3.1 Books and eBooks via Library Search (Discover)	4
3.1.1 Adding Multiple Items	6
3.1.2 Chapter from a Book via Library Search (Discover)	6
3.1.3 Books and eBooks not in the library.....	8
3.1.4 Ordering New Books/eBooks	10
3.2 Journal Articles & Journals via Library Search (Discover)	11
3.2.1 Adding a Journal Article.....	11
3.2.2 Adding a Journal	12
3.2.3 Importing a Journal Article from a Database	13
3.2.4 Journal Article not in the library (Digital Scanning Service)	14
3.3 Webpages, reports and other online materials.....	14
3.4 File or PDFs Add/Uploads	15
3.5 Collection (your personal storage space)	16
3.5.1 Adding to Collection	16
3.5.2 Add Item from Collection	16
3.5.3 Deleting items from Collection.....	18
3.6 Cite It!	18
4. Editing and Deleting.....	20
5. Moving/sorting items in a List	20
6. Tags and Notes	20
7. Notifying the Library.....	21
8. Copying a Full List or Section from One Module Reading List to Another	22
9. Linking in Module Content to a List, Section or Resource	23
10. Exporting Your List or Single Citation.....	24

12. Analytics.....	24
13. Further Help.....	25

1. Accessing a Reading List

Each course (module) in Canvas has a reading list embedded into the course menu. To access your list, select the link, there is no need to sign/log in. If the reading list already been populated, then the contents will be displayed.



The screenshot shows a Canvas reading list interface. At the top, it says "Essential reading (9)" with a dropdown arrow and a three-dot menu icon. Below this, there are two book entries:

- BOOK Doing your research project : a guide for first-time researchers** ✓
 - Author: Bell, Judith,, Sixth edition., Berkshire :, Open University Press, 2014., Total Pages xi, 306 pages :
 - Tag: Essential
 - Status: Complete Available at Avril Robarts Library Main Collection : 370.78 BEL and more locations
- BOOK Real world research : a resource for users of social research methods in applied settings** ✓
 - Author: Robson, Colin,, McCartan, Kieran,, Fourth edition., Chichester :, Wiley, [2016]., Total Pages 533 pages :
 - Tag: Essential
 - Status: Complete Available at Aldham Robarts Library Main Collection : 300.72 ROB and more locations

A new/unpopulated reading list will be displayed as the default template.


The screenshot shows a new/unpopulated reading list interface. At the top, it says "Section 1 (1)" with a dropdown arrow and a three-dot menu icon. Below this, there is one entry:


- WEBSITE Dummy citation** ✓
 - Tag: WWW
 - Action: Add tags to item
 - Status: Being Prepared

Each List has a Main Navigation Menu  to move around the system. If you want to search for other reading lists select **FIND LISTS** , enter the module code into the search box

and select **ADD**  to add it to **LISTS** area.

Please Note: to have editing rights you need to have accessed the list via the link in Canvas and selected **ADD**.

LISTS  provides quick access to all the reading lists you work on or are interested in; you need to add them using the **FIND LIST** option. If you need to edit a list, you need to access it via the link in the Canvas course.

COLLECTION  is a personal storage area for materials to use in future, these can be items that are in the library collections, new books you want to order or a resource you found during your research.

2. Managing a Reading List

Your reading list is live and published. Under the list title and module code there are a number of icons and buttons, hover over them for more information.



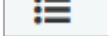
To add/create a new section select the **NEW SECTION** button

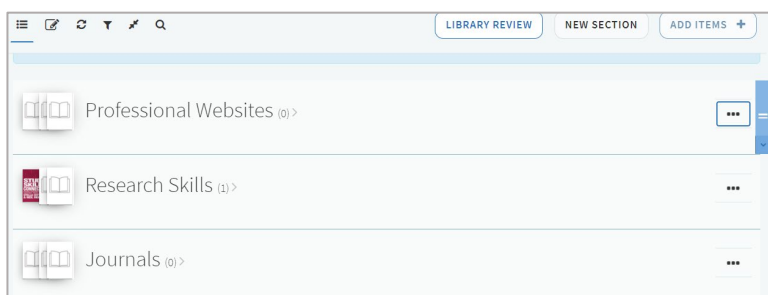
A light blue button with the text 'NEW SECTION' in a sans-serif font.

Enter a **Title** (and description if you want) and select **CREATE** to save the section.


A dark blue button with the text 'CREATE (USE FOR NEW SECTION ONLY)' in white, sans-serif font.

to save

To rearrange the order of your sections within your list select **Toggle section view**  to collapse the sections. Hover over the section you want to move, use the blue drag and drop to tab to move the section.



When you have moved the section select **Toggle section view** to expand the sections again.

Each section has its own edit menu to see all the option select the **3 dots** .

Please Note: we recommend you do not use **Start** and **End** dates.

In the right-hand panel, you will see a number of other features:

- **Progress Bar:** tips and suggestions on how to improve your reading list
- **Collaborators:** colleagues who also edit/work on this list
- **Library Discussion:** staff can submit questions or comments to the library

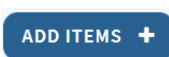
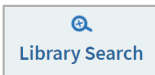
3. Adding Items

There are a number of ways of adding items to a reading list. Select the **ADD ITEMS** button

 to reveal the options:

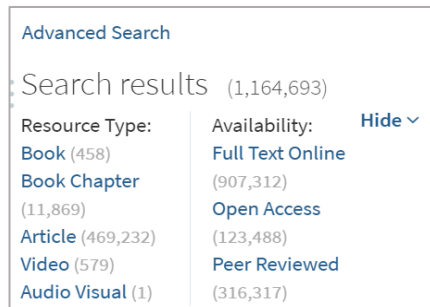
- **Library Search:** search Discover and the Library collections
- **Blank Form:** add items not stocked or links to webpages/report etc
- **Collection:** create a list of save items/favourites
- **File:** upload a file you have saved

3.1 Books and eBooks via Library Search (Discover)

- Select **ADD ITEMS** 
- Select **Library Search**  A **Basic Search** panel opens in the right panel
- Enter your search terms – this can be author/titles/key or a combination

Results can be filtered by **Resource Type**, for example: **Book**

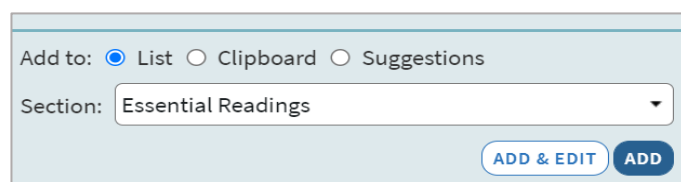
Availability filters offer access options, for example: **Full Text Online** when you select Books will limit to eBooks.



Advanced Search offers more search options.

Find the item in the **Results list** and either select it then drag and drop it into the section in your list or select the record to reveal the **Add to** option, to select the section you want to add it to and select **ADD**.

Select **ADD & EDIT** to add additional information such as a note.



Use the **ADD & EDIT** to add additional information such as a note. If the item you will see an **Exists in list** message.

Available in format(s): P - Physical
 (30 copies, 16 available) P - Physical
 (30 copies, 16 available)
 ✚ Exists in list
 Available at Avril Roberts Library Main
 Collection : 370.152 COT and more
 locations



Each record has its own menu, select the **3 dots** to see them. Select **Edit item** to add **Public Notes** – directions or messages for all users, for example: read chapter 1.

Select the title to see the full record details such as number of physical copies, location, links to full text, notes, etc.

The screenshot shows a library record for the book "Doing your research project: a guide for first-time researchers" by Judith Bell. The record includes a cover image, title, author, ISBN, edition, total pages, publication date, publisher, and place of publication. It also features a "Links & Availability" section with a "View online" link and a "Physical" section with a table of locations and availability. A "Related Items" sidebar on the right lists other books that might be of value to the user.

You will also see a list of “related items” and “other editions/formats” in the side panel.

Add an **Essential** or **Recommended** tag  and **Save**.

Please Note: You must add a tag for books and eBooks – these inform the number of copies we purchase for the library. We have a digital first policy, which means, where possible, we will purchase an eBook in the first instance.

Essential: An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

Recommended: An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students).

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).

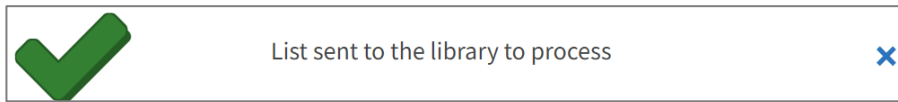
The screenshot shows a library record for the eBook "Critical thinking skills [electronic resource]: developing effective analysis and argument" by Stella Cottrell. The record includes a cover image, title, author, edition, publisher, and total pages. It features an "Add tags to item" button and a status of "Being Prepared Available" with a "View online" link.

Updating a list: if you have populated an empty list or added a new item, the greyed-out **LIST SENT**



option will change to **LIBRARY REVIEW**.

Select this button to send the whole list to the Library for checking, you will then see a confirmation tick

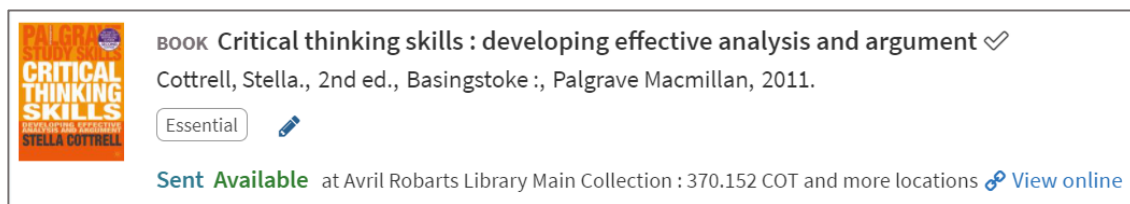


, when the list has been sent

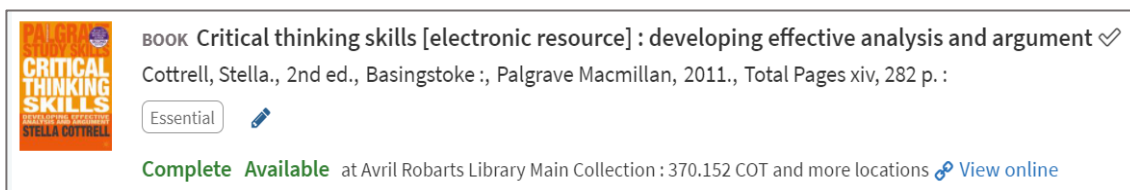
it will change back to **LIST SENT**



The record will change to **Sent**



Once the library has checked it this will change to **Complete**

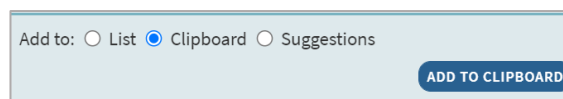


Please Note: a status of **Ready for Processing** means the library are working on the list.

3.1.1 Adding Multiple Items

You can add multiple items from your search results using the Clipboard Clipboard option.

Select the record to reveal the **Add to** option, select the **Clipboard**, then select **ADD TO CLIPBOARD**.




You can add items from multiple searches. When you are ready select the **Clipboard icon** on the toolbar and the Clipboard will open.

Move your mouse to the section you want to add the items and you will see a Move box select the box to add the items. Remember to add the tags and any notes.

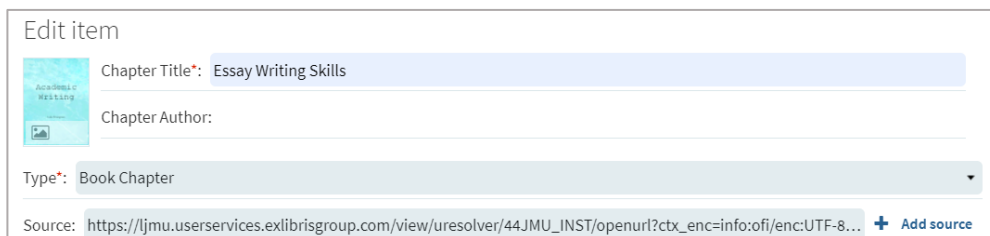
3.1.2 Chapter from a Book via Library Search (Discover)

To add a chapter from a book select **ADD ITEMS** and search for the book title and find it in the results (see [Section 3.1](#)).


Select the record then select **ADD & EDIT** 

There are 2 mandatory fields indicated with a red asterisk:

- **Type** change this to **Book Chapter**
- **Chapter Title** enter the chapter title



Edit item

 Chapter Title*: Essay Writing Skills


Chapter Author:

Type*: Book Chapter

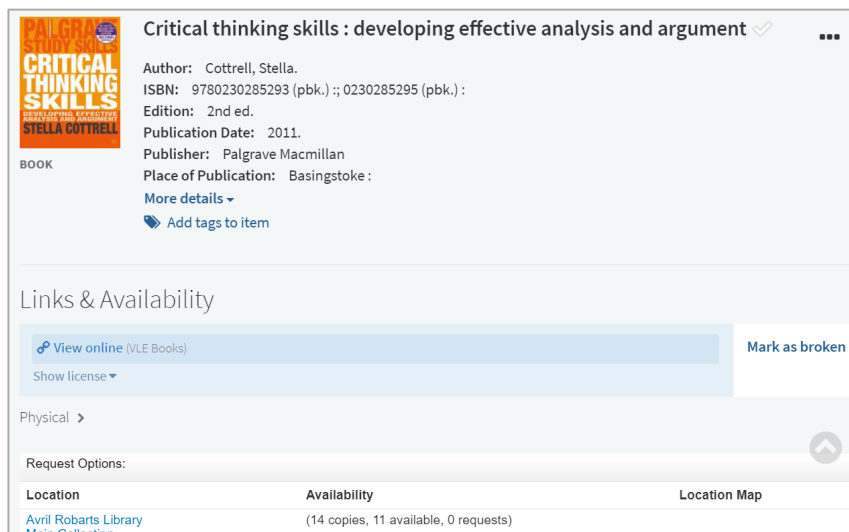
Source: https://ljmu.userservices.exlibrisgroup.com/view/uresolver/44JMU_INST/openurl?ctx_enc=info:ofi/enc:UTF-8... + Add source

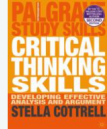

Chapter Author is not a mandatory field, but it can be useful for students if you include it. Scroll down if you want to additional information such as chapter number and page range.

SAVE 

Select the **3 Dots**  in the book record and select **Edit item** to add **Public Notes** directions/ messages for users, for example: read this for assignment 1.

Selecting the title will open the full record, displaying all the details such as the number of physical copies, location, links to full text, notes, etc.



 **Critical thinking skills : developing effective analysis and argument** ✓ 

Author: Cottrell, Stella.
ISBN: 9780230285293 (pbk.) ; 0230285295 (pbk.) :
Edition: 2nd ed.
Publication Date: 2011.
Publisher: Palgrave Macmillan
Place of Publication: Basingstoke :
[More details](#) ▾
[Add tags to item](#)

BOOK

Links & Availability

[View online \(VLE Books\)](#) [Mark as broken](#)

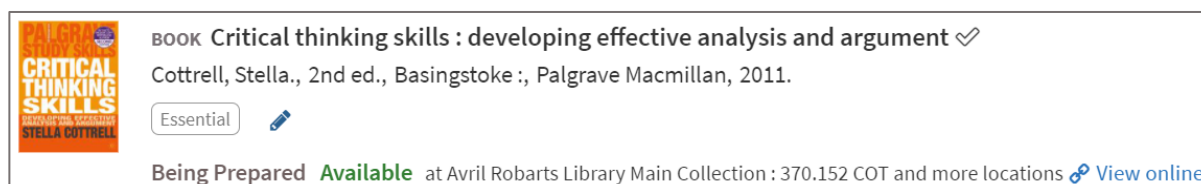
Show license ▾

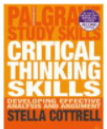
Physical >

Request Options:


Location	Availability	Location Map
Avril Roberts Library Main Collection	(14 copies, 11 available, 0 requests)	

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).



 **BOOK Critical thinking skills : developing effective analysis and argument** ✓

Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.

Essential 

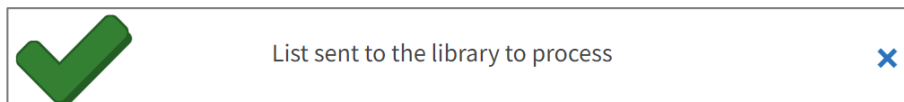
Being Prepared **Available** at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)

Updating a list: if you have populated an empty list or added a new item, the greyed out **LIST SENT**



option will change to **LIBRARY REVIEW**.


Select this button to send the whole list to the Library for checking, you will then see a confirmation tick



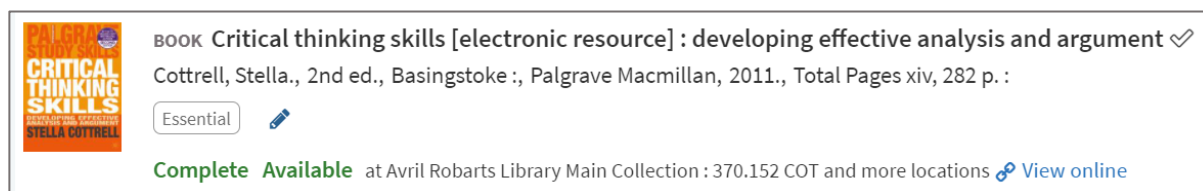
, when the list has been sent

it will change back to **LIST SENT** .

The record will change to **Sent**



Once the library has checked it this will change to **Complete**



Please Note: status of **Ready for Processing** means the library are working on the list.

If you want to add a book chapter not held by LJMU or want a printed chapter scanned then you need to place a request via the **Digital Scanning Service:**

<https://www.ljmu.ac.uk/microsites/library/support-for-academic-staff/digital-scanning-service>

The library will try to source a scan/digital copy (Electronic Key Text or EKT) of the book chapter article. When a copy is obtained, we will send you a link to embed into your reading list or we will embed it for you.

3.1.3 Books and eBooks not in the library


To add a book not currently stocked and to generate an order select **ADD ITEMS**  and



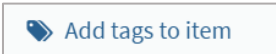
then **Blank Form**

There are 2 mandatory fields indicated by a red astrix: **Title** and **Type**.

To help identify the book for ordering please include the author, year and edition if known and then select the **ADD** button to save details.

Select the **3 dots**  and select **Edit item** to add **Public Notes** directions/messages for users, see, for example: read chapter 1.

Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details).

Add an **Essential** or **Recommended** tag  (see [Section 6: Tags and Notes](#) for more details).

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).

Updating a list: if you have populated an empty list or added a new item, the greyed out **LIST SENT**

 option will change to **LIBRARY REVIEW** .


Select this button to send the whole list to the library for checking, you will then see a confirmation tick

, when the list has been sent


it will change back to **LIST SENT** .

The record will change to **Sent**

Once the library has checked it this will change to **Complete**



BOOK Critical thinking skills [electronic resource] : developing effective analysis and argument ✓
 Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011., Total Pages xiv, 282 p. :

Essential 

Complete Available at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)

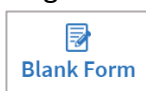
Please Note: a status of **Ready for Processing** means the library are working on the list.

Books which are not currently in stock are flagged to the reporting system and are ordered accordingly. If there are any queries then your Academic Liaison Librarian will contact you.

Non reading list books can be ordered via the [Purchase Request Form](#) or by email to your Academic Liaison Librarian.

3.1.4 Ordering New Books/eBooks

To generate an order for a new book/eBook select **ADD ITEMS**  and then **Blank Form**



. There are 2 mandatory fields indicated by a red astrich : **Title** and **Type**.

To help identify the book for ordering please include the author, year and edition if known and then select the **ADD** button to save details.

Add Item Details

[Click here to drag or upload a file](#)

Title*:

Author:

Type*:

Source: [+ Add source](#)

...

Add to: List Clipboard

Section: Section 1

CANCEL [ADD & CLOSE](#) **ADD**




Select the **3 dots** and select **Edit item** to add **Public Notes** directions/messages for users, see, for example: read chapter 1.


Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details).

Add an **Essential** or **Recommended** tag  (see [Section 6: Tags and Notes](#) for more details).

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).



BOOK Critical thinking skills : developing effective analysis and argument ✓
 Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.

Essential 

Being Prepared Available at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)

Updating a list: if you have populated an empty list or added a new item, the greyed out **LIST SENT**



option will change to **LIBRARY REVIEW**.

Select this button to send the whole list to the library for checking, you will then see a confirmation tick

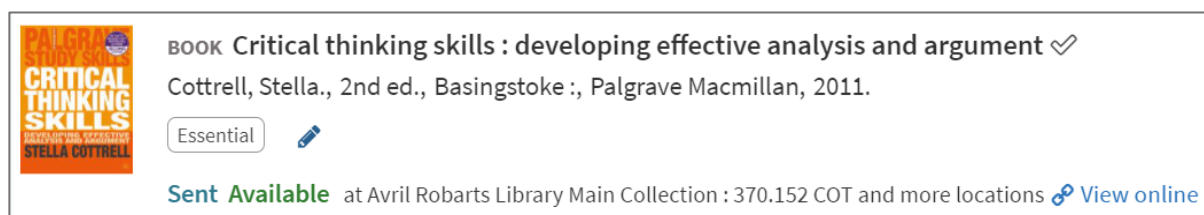


, when the list has been sent

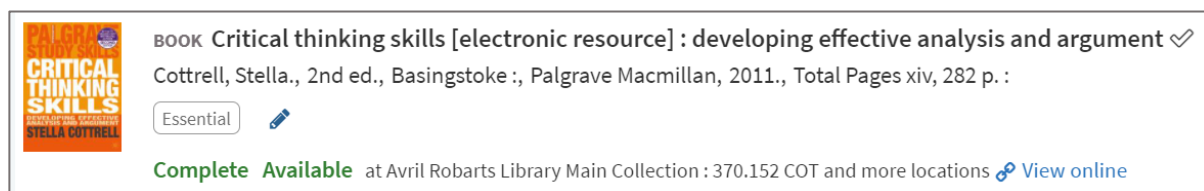
it will change back to **LIST SENT**



The record will change to **Sent**

A screenshot of a book record. On the left is a book cover for 'CRITICAL THINKING SKILLS' by Stella Cottrell. To the right of the cover is the text: 'BOOK Critical thinking skills : developing effective analysis and argument ✓', 'Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.', 'Essential' in a grey box with a pencil icon, and 'Sent Available at Avril Roberts Library Main Collection : 370.152 COT and more locations View online'.

Once the library has checked it this will change to **Complete**

A screenshot of a book record. On the left is a book cover for 'CRITICAL THINKING SKILLS' by Stella Cottrell. To the right of the cover is the text: 'BOOK Critical thinking skills [electronic resource] : developing effective analysis and argument ✓', 'Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011., Total Pages xiv, 282 p. :', 'Essential' in a grey box with a pencil icon, and 'Complete Available at Avril Roberts Library Main Collection : 370.152 COT and more locations View online'.

Please Note: a status of **Ready for Processing** means the library are working on the list.

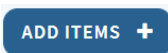
Books which are not currently in stock are flagged to the reporting system and are ordered accordingly. If there are any queries then your Academic Liaison Librarian will contact you.

Non reading list books can be ordered via the [Purchase Request Form](#) or by email to your Academic Liaison Librarian.

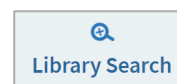
3.2 Journal Articles & Journals via Library Search (Discover)

3.2.1 Adding a Journal Article

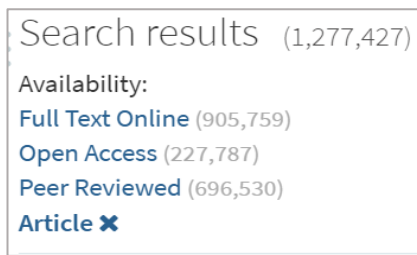
To add a journal article, select **ADD ITEMS**



and select **Library Search**



A **Basic Search** panel opens in the right panel, type in your search terms - this can be author/titles/key or a combination. The results can be filtered by **Material Type**, for example: **Article**. **Availability** filters offer access options, for example: **Full Text Online**.

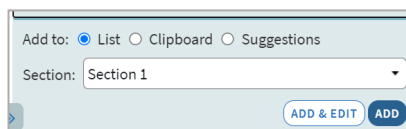


Find the journal article in the **Results list**, then either:

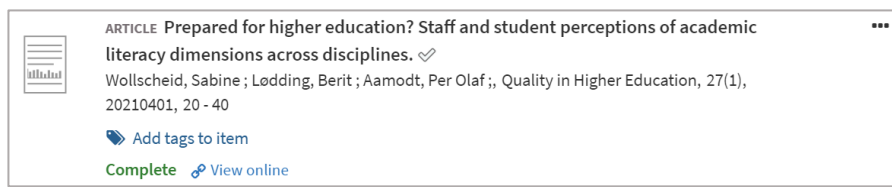
- select the record then drag and drop it into the list.

Or

- select the record to reveal the record reveal the **Add to** option and select the section you want to add it to, then select **ADD**. Select **ADD & EDIT** to add additional information.



Once added to your list it will appear as **Complete**



Full text access is indicated in the record with a **View online** link.



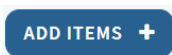
Select the **3 dots** and then **Edit item** to add **Public Notes** directions/messages for users, for example: Literacy in higher education.

Selecting the title will open the full record, showing all the details such as log in options, links to full text, notes, etc.

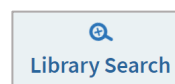


3.2.2 Adding a Journal

To add a journal, select **ADD ITEMS**



and select **Library Search**

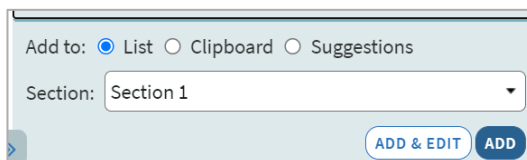



A **Basic Search** panel opens in the right panel, type in the journal title and select the filter **Full Text Online** from the results screen. To find the journal either:

Select the record then drag and drop it into the list

Or

Select the record to reveal the record reveal the **Add to** option and select the section you want to add it to, then select **ADD**. Select **ADD & EDIT** to add additional information.



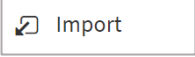
Select the **3 dots**  and then **Edit item** to add **Public Notes** directions/messages for users, for example: Literacy in higher education.

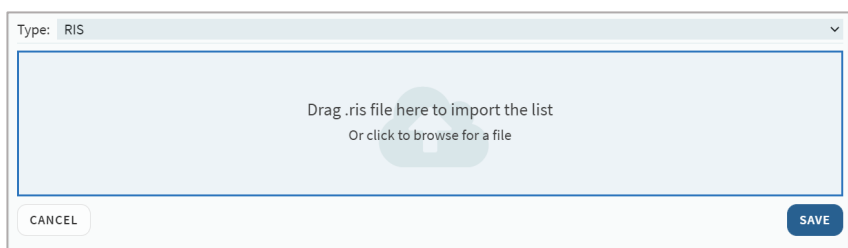
Selecting the title will open the full record, showing all the details such as log in options, links to full text, notes, etc.

3.2.3 Importing a Journal Article from a Database

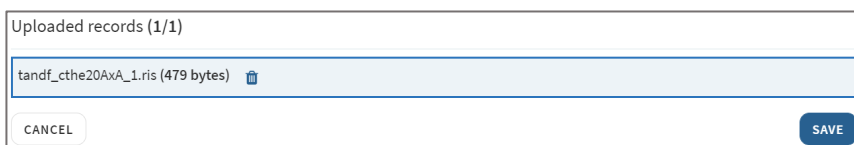
If you are doing a search in a database and find an article(s) you want to add to your reading list, select the **Export** option in the database to create a **RIS** file. This will appear in your downloads folder.

To add it to the reading list, select the **3 dots**  in the section where you want it to appear.

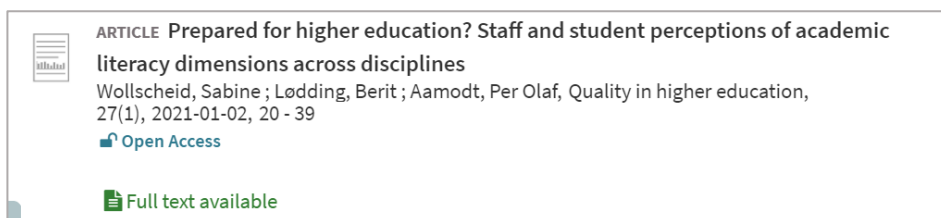
Select **Import**  then select the box **Drag or Browse to locate the RIS file**.



Locate the file in your Download area, select it and select Open.



Save. The article will be loaded into your list



Select the **3 dots** and select **Edit item** to add **Public Notes** – directions or messages for users to see, for example: read week 5.

Selecting the title opens the full record and shows all the details such as log in options, links to full text, notes, etc.

Remember to select **Library Review** to update any links.

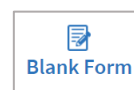
3.2.4 Journal Article not in the library (Digital Scanning Service)

If you require access to a journal article not held by LJMU then you need to place a request via the **Digital Scanning Service**: <https://www.ljmu.ac.uk/microsites/library/support-for-academic-staff/digital-scanning-service>

The library will try to source a scan/digital copy (Electronic Key Text or EKT) of the article. When a copy is obtained, we will send you a link to embed into your reading list or we will embed it for you.

3.3 Webpages, reports and other online materials

To add a webpages etc., select **ADD ITEMS**  and use the **Blank Form**



There are 2 mandatory fields are indicated by a red astrix: **Title** and **Type**.


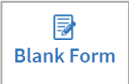
Add the URL into the **+ Add URL** field and select the **ADD** button to save details in non-mandatory fields.

Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details)

We recommend that you link to documents on the web – if you want to link to a report on a webpage then link to the webpage where the report is to ensure that you are Copyright compliant.

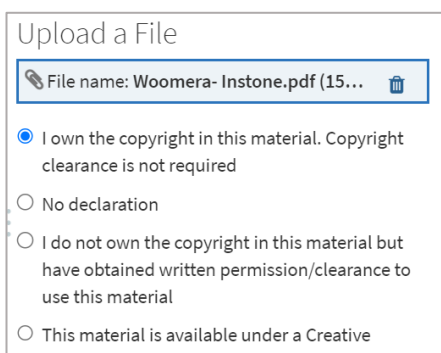
3.4 File or PDFs Add/Uploads

It is possible to add your own files or a PDF that you have found on the web and saved onto your OneDrive. However, for documents that you have found on the web we recommend that you link to documents on the webpage rather than upload a PDF, to ensure Copyright compliance.

To upload a file select **ADD ITEMS**  and select **either** select **Blank Form** : you will see the **Add Item Details** box

Or select **File**  and you will see the **Upload a File** box, where you can drag and drop a file.

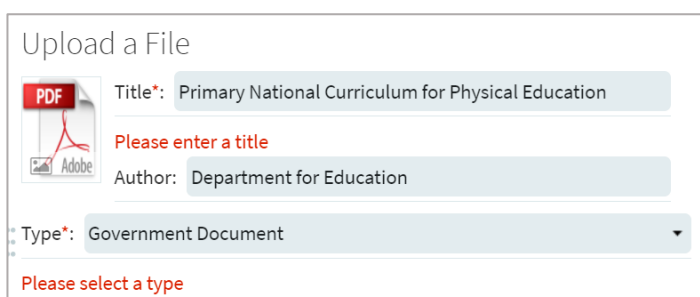
There may be Copyright restrictions on materials that you upload. You will need to complete the self-declaration Copyright field to confirm that the item is useable under Copyright.



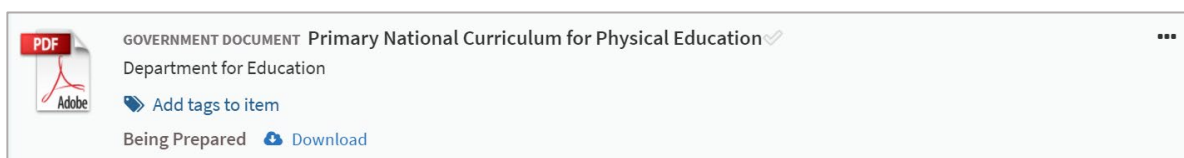
Leganto will try to complete the details, such as title and author, if Leganto cannot grab the details from the PDF you will need to enter the details manually.

If the resource is available online you can add its URL in the **+ Add URL** field. This provides several methods of access.


Check the item **Type** and alter using the dropdown menu.



You can add other details to the record by scrolling down such as page numbers, publication date, etc. To change the icon image – select it and then drag the image, resizing and confirming.




Select the **ADD** button.

Select the **3 dots**  and select **Edit item** to add **Public Notes** - directions or messages for users, for example: read Week 5.

Download  or **View PDF**  items will open in a separate window.




Alternatively, you may want add reports/PDF using the **Cite It!** feature (see [Section 3.6: Cite It!](#) for more details).

3.5 Collection (your personal storage space)

COLLECTION  is a personal storage space where you can store resources for future use, things you have come across in your research, resources you did not want to use at the time but did not want to forget about.

These can be any resources, items already in the library or resources not currently stocked by the library such as forthcoming books, reports, journal articles and websites.

3.5.1 Adding to Collection

Select the **Main Navigation Menu**  and select **COLLECTION**  and **ADD ITEMS** .

Then either find the item via the **Library Search**, add the item via the **Manual Form** or use **Cite It!** (see [Section 3.6: Cite It!](#) for more details).


3.5.2 Add Item from Collection

Go to the relevant reading list and select **ADD ITEMS**  and select **Collection** .

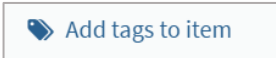
Find the item in the list and either select the record then drag and drop it into the list.

Or

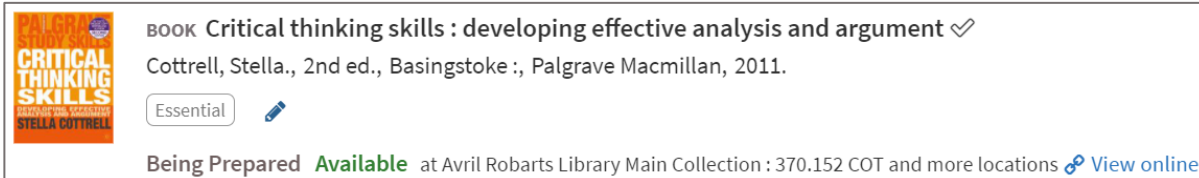
Select the record to reveal the record reveal the **Add to** option and select the section you want to add it to, then select **ADD**. Select **ADD & EDIT** to add additional information.


Select the **3 dots**  and select **Edit item** to add **Public Notes** – directions or messages for users to see, for example: read week 5.

Selecting the title opens the full record and shows all the details such as log in options, links to full text, notes, etc.

For books and eBooks you must add an **Essential** or **Recommended** tag  (see [Section 6: Tags and Notes](#) for more details).

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).



BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Being Prepared Available at Avril Robarts Library Main Collection : 370.152 COT and more locations [View online](#)


Updating a list: if you have populated an empty list or added a new item, the greyed out **LIST SENT**



LIST SENT option will change to **LIBRARY REVIEW** .

Select this button to send the whole list to the library for checking, you will then see a confirmation tick




 List sent to the library to process 

, when the list has been sent

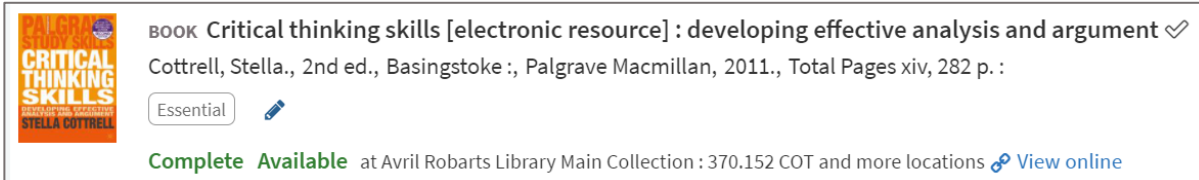
it will change back to **LIST SENT** .


The record will change to **Sent**



BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Sent Available at Avril Robarts Library Main Collection : 370.152 COT and more locations [View online](#)





Once the library has checked it this will change to **Complete**



BOOK Critical thinking skills [electronic resource] : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011., Total Pages xiv, 282 p. :
Essential 
Complete Available at Avril Robarts Library Main Collection : 370.152 COT and more locations [View online](#)

Please Note: a status of **Ready for Processing** means the library are working on the list.

3.5.3 Deleting items from Collection

Items will remain in Collection even if you have added it to a reading list, to permanently remove an item select the Main Navigation Menu  and select **COLLECTION** . Select the **3 dots**  next to the item and then **Delete from collection**. To delete multiple resources, tick the boxes , select the **3 dots** at the top of your list and then **Delete selected items**.

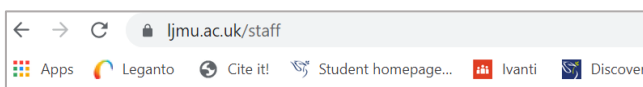
3.6 Cite It!



The **Cite It!** tool allows you add items quickly, for example a book you want adding to your list which you are not sure if the library has in stock or a link to a webpage.

You need to add the **Cite It!** tool to your browser, to do this selecting your initials in the top right of the screen.

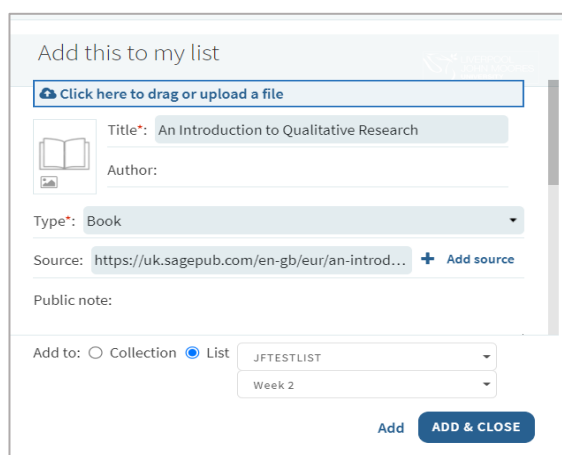
Select **Cite it!** , drag and drop the **Cite it!** button  to your browser toolbar.

If you do not see the Bookmarks bar





Select the menu icon  in the top right corner, select **Bookmarks** then select **Show Bookmarks Bar**. For example, if you see a book on a publisher's website and you want to add it to your reading list, select the **Cite it!** button  in your browser toolbar.

An **Add this to my list** box will open, check the details, adding any missing information such as author. Change the **Type** if necessary.


A screenshot of the 'Add this to my list' form. The form has a title 'Add this to my list' and a link 'Click here to drag or upload a file'. It contains fields for 'Title*' (An Introduction to Qualitative Research), 'Author:', 'Type*' (Book), and 'Source' (https://uk.sagepub.com/en-gb/eur/an-introd...). There is a 'Public note:' field. At the bottom, there are radio buttons for 'Collection' and 'List' (selected), a dropdown menu for 'JFTESTLIST', and another dropdown menu for 'Week 2'. An 'Add' button and an 'ADD & CLOSE' button are at the bottom right.

Select **List** from the **Add to** options, and navigate to the required **List**, you can then select a section or you can select to save it to your **Collection**.

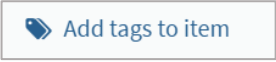
Select **Add & Close**  to add the item to the specified reading.

To add an item to several lists select **Add**  and select the lists as above and when finished select **Add & Close**.

If the book is already in the library, you will see a **Covered by your library** flag .

Select the **3 dots**  and select **Edit item** to add **Public Notes** – directions or messages for users to see, for example: read week 5.

Selecting the title opens the full record and shows all the details such as log in options, links to full text, notes, etc.

For books and eBooks you must add an **Essential** or **Recommended** tag  (see [Section 6: Tags and Notes](#) for more details).

New items added to a list appear as **Being Prepared** (see [Section 7: Notifying the Library](#) for more details).

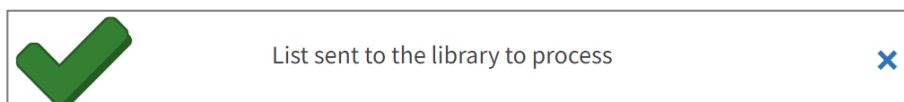




BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Being Prepared Available at Avril Roberts Library Main Collection : 370.152 COT and more locations  [View online](#)

Updating a list: if you have populated an empty list or added a new item, the greyed-out **LIST SENT**

 option will change to **LIBRARY REVIEW** .

Select this button to send the whole list to the library for checking, you will then see a confirmation tick



 List sent to the library to process 

, when the list has been sent

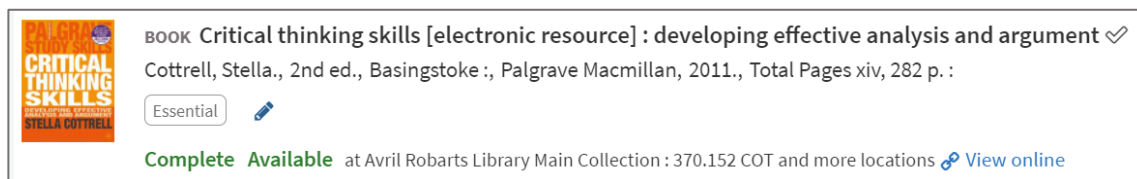
it will change back to **LIST SENT** .


The record will change to **Sent**



BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Sent Available at Avril Roberts Library Main Collection : 370.152 COT and more locations  [View online](#)


Once the library has checked it this will change to **Complete**



BOOK Critical thinking skills [electronic resource] : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke ;, Palgrave Macmillan, 2011., Total Pages xiv, 282 p. :
Essential 
Complete Available at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)


Please Note: a status of **Ready for Processing** means the library are working on the list.



4. Editing and Deleting

There are a number of edit options, to see them, select the **3 dots**  to the right of the section name or item record, for example: **Delete item** or **Delete section**.

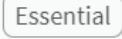
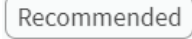
Please Note: if you delete a section all the contents will be removed from your list.

5. Moving/sorting items in a List

To move items within a section or from one section to another select the **Drag citation icon** 
drag the item (blue dotted lines appear around the record) and simply drop it into its new position.


To sort entries within all your sections A-Z or Z-A by author or title, select the **3 dots**  at the top of the screen. Select **Order Citations in All Sections**  and select your preferred option. You will see a confirmation window – select **OK**


6. Tags and Notes

Tags: Books and eBooks must have an **Essential**  or **Recommended**  tag attached; these are used to inform the number of copies we purchase for the library. We have a digital first policy, which means, where possible, we will purchase an eBook in the first instance.

Essential: An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

Recommended: An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students).

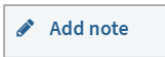
Select **Add tag to item**  and select a tag and **Save**.

Select the **EDIT icon**  and select **X** to change a tag and **Save**.

Notes:

- Public Notes are visible to all, these can be directions, guidance, or information for students about the resource for example: read chapter 1
- Private Notes are only visible to other colleagues who may be editing/updating the list


To add a Public or Private note select the title of the resource and in the notes area and then the


Add Note button , enter your text, then **Save**. Select **X** to close the record.

7. Notifying the Library

It is important that you let the library know every time you make changes to your reading list. Your reading list is live and published. When you add items, you will see a number of messages:

New items added to a list appear as **Being Prepared**.



BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Being Prepared **Available** at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)

Updating a list: if you have populated an empty list or added a new item, the greyed- out **LIST SENT**

 option will change to **LIBRARY REVIEW** .

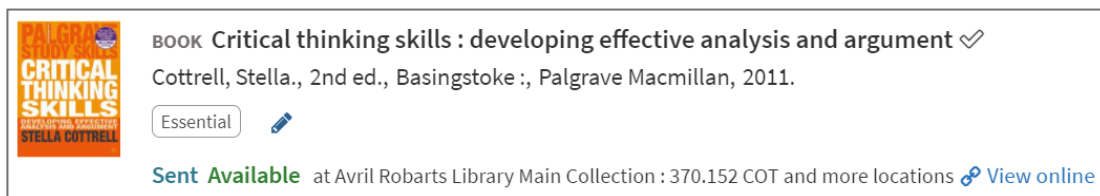
Select this button to send the whole list to the Library for checking, you will then see a confirmation tick




List sent to the library to process 

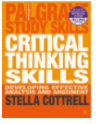
change back to **LIST SENT** .

The record will change to **Sent**




BOOK Critical thinking skills : developing effective analysis and argument ✓
Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011.
Essential 
Sent Available at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)

Once the library has checked this it will change to **Complete**



BOOK Critical thinking skills [electronic resource] : developing effective analysis and argument ✓
 Cottrell, Stella., 2nd ed., Basingstoke :, Palgrave Macmillan, 2011., Total Pages xiv, 282 p. :

Essential 

Complete Available at Avril Roberts Library Main Collection : 370.152 COT and more locations [View online](#)


8. Copying a Full List or Section from One Module Reading List to Another

You can copy a whole reading list or a section from one list to another, for example when the module code has changed.

If you want to copy a whole list we recommend you copy it section by section as this will copy all your tags, headings and note at the same time.






If you copy a whole list this will only copy the records, it will not bring through any notes, tags or section headings from the original list.

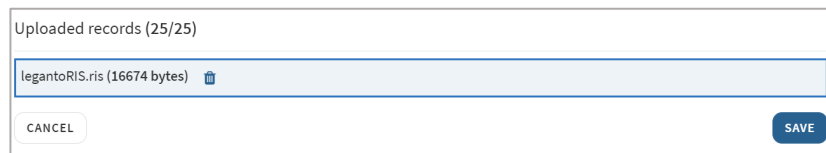
To copy a section:

Select the list **3 dots**  at the side of the section title, select **Copy section**

In the dropdown select the reading list code and select **Confirm**. You will need to go to the new reading list – change the section title(s) from **Copy of...**

To copy a whole list:


- Select the **3 dots**  at the top of the screen to see the edit option for the full list
- Select **Export**  **Export** and a dropdown menu will appear
- Select **RIS file**  **To RIS file** a file will appear in the bottom left corner
- Go to **LISTS** and open the list you want to export to. Select **3 dots**  in the **Section** select **Import**  **Import**
- **Drag** the file into the box or **browse your Downloads** – select it, select **Open** and **SAVE**




Rename the section if necessary, you will need to re-add any tags and notes.

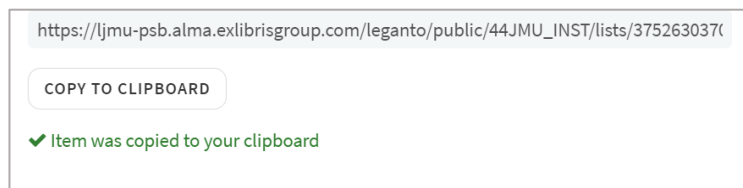
9. Linking in Module Content to a List, Section or Resource

You can create a link to a list, section or individual item in your list which can be added into your weekly module content or different areas of your Canvas course or into a PowerPoint presentation.

To link to the **full list** from an area in your Canvas content, select the **3 dots**  next to the module code and titles


Select **Create a shareable link**  and then select **To List**

, then **COPY TO CLIPBOARD**.

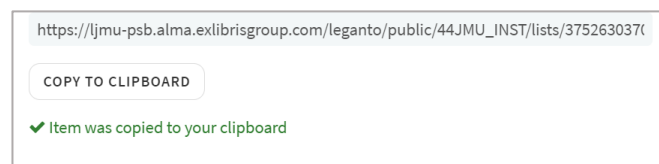


Go to the module in Canvas and create a link using the External URL option.



To link to **an item or a section** select the **3 dots**  next to the **item or section**

Select **Create a shareable link**  and select **COPY TO CLIPBOARD**.


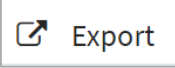


Go to the module in Canvas and create a link using the External URL option.




10. Exporting Your List or Single Citation

You can export your list into a number of formats, such as: Word, PDF, Excel and RIS file.

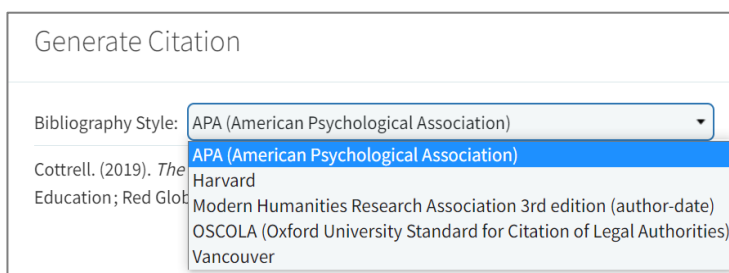
Select the **3 dots**  to the right of the module title (to see the edit menu for the list), select **Export**  and choose from the six different document formats and select required fields if prompted.

To export a citation of single item into a number of referencing formats.

Please Note: the citation is a generic Harvard not Harvard LJMU.

Select the **3 dots** within the record and select **Quick Cite** .

Please Note: this defaults to a generic Harvard style it is not Harvard LJMU.




Select **Bibliographic Style** to select an alternative style, select **Copy to Clipboard** and **CLOSE**.

Open a word document and paste the reference in.

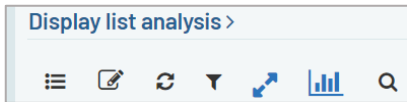
12. Analytics

There are some analytics in your lists which are updated daily, showing if your students are engaging with your list as whole and also individual resources.

The **eye** icon  with a number next it, give as basic indication of the number of views.

To see more in-depth analysis, select the **Analytics** icon . An **Analysis mode is on** message will appear at the bottom of the screen:





Display list analysis will open the overview for the whole list.

There are two tabs: **Student Usage** which gives the total activity and **Weekly Active Students** tab shows activity by week.

Student Usage			Weekly Active Students	
Course Participants ?	Active Students ?	Total Events ?	Average Events Per Student ?	Number Of Comments ?
66	99	1,956	20	0

Select **Display list analysis** again to close this box and return to the list of resources. Each resource will also have the two tabs:

Student Usage				Weekly Active Students			
Active Students ?	Total Activities ?	Student Usage ?	Students Full Text Views ?	Students File Downloads ?	Students That Commented ?	Students Likes ?	Students marked as done ?
55	254	High	51	0	0	0	1

Select the **X** in the **Analysis mode is on** message at the bottom of the screen, to close the analytics icon



13. Further Help

Please contact your [Academic Engagement Librarian](#) for further help or guidance or via the [LJMU HelpMe](#) form.

You can also find support materials on the [Reading List Service](#) webpages.