Leganto is the University's online Reading List system, helping **teaching staff** to easily build lists of unit materials. With Leganto, you can quickly add resources directly from the **Library collection**, or from the **web**.

Leganto gives **students** access to their readings on any device, making it easier for them to study anytime, anywhere.

This Guide will help you to:

- Access Reading Lists
- Find existing lists
- Reuse an existing list (rollovers)
- Create a new list
- Edit your list
- Publish your list
- Understanding copyright and readings
- Viewing engagement and usage statistics

**Help**

When you need support, get help from:

**Guided Tours** and **Video Guides**

Available from the question mark on the top menu in Leganto

**Readings Service team**

lib-readings@monash.edu

9am – 5pm Monday to Friday.
Access Reading Lists

- Reading Lists (Leganto)
- Library tile on my.monash

Find existing lists

Go to the top left three stacked bar menu and choose the following options:

- **My Lists** Lists created and rolled over from previous years
- **Find Lists** Find lists using the unit code or unit title.

Reuse an existing list (rollovers)

Reading lists are automatically rolled over in bulk every year. Find them in draft format in My Lists.

You can either:

- re-use the list and make edits
- ignore the rolled over list, and create a new list.

Rolled over lists won’t be visible to students until they’re submitted for publishing.

💡 If you think a rolled over list is missing from My Lists contact the Readings Service Team at lib-readings@monash.edu

Create a new list

Go to My Lists and choose + New List

Name the list using the Unit Code and Unit Title and choose Create.

Use a blank or weekly template to structure your list.

When creating a new list you will be prompted to associate the list with a course.

Select Associate List and lookup by unit code or title. Select the correct teaching period.
Edit your list

Add sections

Select **New Section** to add a section heading to your list.

Add a title (e.g. Week 3) and select **Create**.

Edit or Delete a section

Select the ellipsis button next to the section and choose either:

- **Edit section** to update the title, description or dates of the sections
- **Delete section** to remove the section.

Select the **section heading** to expand or collapse it. To re-order sections, collapse the section to be moved, then **click and drag** it to the new location.

Add resources from the Library catalogue

Add resources to your list using the **Add Items +** icon at the top of your list.

Select resources directly from the Library catalogue by selecting **Library Search**.

Where possible, search for **full text electronic resources** to ensure students can access their reading list anytime, anywhere.

Select the required resource and **Add** it to your preferred **Section**.

Or **drag and drop** the resource into your list.
Add non-Library resources using *Cite It!*

Install the *Cite it!* bookmarklet to collect and add resources to your lists while browsing the web.

Access *Cite It!* from the initials icon on the right of the top menu. Drag and drop the *Cite it!* button to your browser's bookmarks panel.

*Cite It!* will automatically harvest the title, URL, and other details. Remember to check for accuracy when adding resources to your list.

Select the intended list and section and click *Add & Close*.

💡 Use the *Cite It!* tool to add books the Library doesn't hold from the website of a publisher or bookshop. Tag them as a *required* or *recommended* reading – the Library uses this information to purchase reading list materials.

**Edit, move, or delete resources**

Select the ellipsis button next to the resource to edit, delete, or move it.

Click and drag on the right-hand side of the resource to move it – a blue “handle” appears when hovering over the resource.

**Categorise readings using tags**

Use Tags to categorise readings as *Required* or *Recommended*.

Choose *Add tags to item* and select the appropriate tag for the resource.

💡 The Library purchases resources based on the *required* and *recommended* tags on lists.
Adding notes for students

Add a Public note to individual resources to communicate with students.

Choose the resource and select Public note. The note will be visible to all students.

Private notes can also be added but are not visible to students.

Digitisation of physical resources

When a resource is only available in physical format, the Library may be able to make a portion of it available online, subject to copyright limits.

To request digitisation of physical format resources, choose the required resource and add the tag 'Request Digitisation'.

To provide chapter and page details choose Library Discussion on the right panel and Submit comment.

Update the unit association

Choose the ellipsis button on the top right hand corner of the list title.

Choose Manage course association.

Look up the Unit Code or Title course and choose the applicable teaching period.

Publish your list

Choose Library Review to submit reading lists for processing. Library staff will check for Copyright compliance and activate access for students before publishing.

When the list is published you’ll receive notification and a shareable link for your students.
Copyright and readings

The University and its staff are bound to comply with copyright law and the licence agreements we have with publishers and vendors.

When adding resources to your list, you must:

- link to legitimate online resources wherever possible, e.g. Library databases, government or organisational websites, news sites.
- not re-upload PDFs from subscription databases or external websites, as this is usually a breach of either copyright or our agreements with publishers. Use a link instead.
- request digitisation of print-only material if it needs to be available electronically – Library staff will check it’s within copyright limits, scan the material for you, and do some extra processing to make sure it’s readable and accessible.
- not link to illegitimate copies – for example, episodes of TV shows uploaded to YouTube without the copyright owner’s permission.

Find more information about copyright at Monash.

Engagement and usage statistics

Monitor your students’ engagement with course materials using Leganto’s analytics function.

Choose the graph icon at the top of your lists to view analytics such as number of downloads, likes, and resources marked as read. Data is updated daily.