# Leganto Tips

# In Learn

### Creating a link in Akoraka | Learn

* Go to your course page and turn editing on.
* In the first section of your course, select ‘Add an activity or resource’.
* Choose ‘External tool’.
* Give the link a name and choose Leganto from the ‘Preconfigured tool’ drop down box.

* Save and return to course.

## Linking a specific section or reading from Leganto to Akorara | Learn.

* Create a new link in course page as above using the name of the item you are linking
* Click on that link in your course page.
* Find the item you want to link in Leganto and click on the 3 dots next to it
* Choose **“Relink Akoraka | Learn to here”**

# In Leganto

### Adding a section

* Click new section at the top of the page 
* Give the section a title (1) and click create (2)


### Short Loan requests

* Add the item to the reading list
* Click on the item in your reading list
* It will show as “Sent” – click on this
* In the top right, click “Discuss with LTL” and note whether you want it on 2hr or 24hr loan

## Adding an item

* Click on 
* Click 
* Search for the item on the right side bar under ‘Search Library Resources’

**If you find the item, and it states ‘Full text available’:**

* Click on it and “Add” it to your reading list
* It will automatically complete (1) but you should click “View online” (2) to check the link is working:
 -> 

**If you find it, and it states ‘No full text available’, but you have a file you can upload:**

* Click on it and “Add & edit”
* Drag and drop or click to browse to upload your file
* Check details are complete (especially chapter/page numbers to speed up copyright clearance).
* Click “Add” to save. Next you’ll need to request copyright clearance – see below.

**If you don’t find it:**

* Click  then click 
* Drag and drop or click to browse to upload your file
* Check / choose the Type of resource (Book chapter, Journal article, etc.)
* Check / add all the details you have, especially title, author, date, publisher, chapter/page numbers to speed up copyright clearance.
* Click “Add” to save. Next you’ll need to request copyright clearance – see below.

**Requesting copyright clearance:**

* After you save the item it will show as “Being Prepared” or “Sent”.

* Click on the item.
* On the detail screen scroll down to Requests and click to request copyright clearance from LTL.



* Fill in either the chapter or the pages required
* If there’s enough information, the system may auto-approve it and it will be available immediately (showing as Complete). Otherwise LTL has to check it manually – this takes up to a week so submit your items early.