

## Creating a reading list from scratch

This guide helps you when you don't have any previous course content in Leganto.

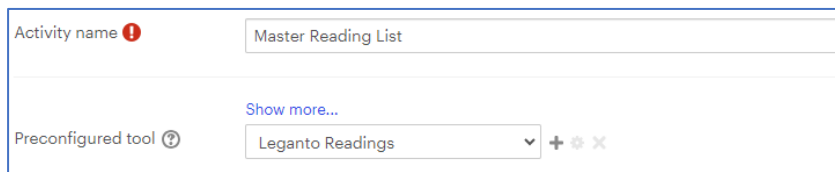
**Note:** it is recommended that you place the reading list in the "Welcome" section of your course page and then add links to specific readings, or reading list sections, in the relevant "Learning Content" topic.

### Start in Akoraka | Learn

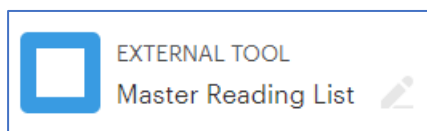
- Turn on editing.
- Navigate to your "Welcome" section.
- Add an activity.
- Add an "External tool"



- Select Preconfigured Tool = "Leganto Readings".
- give the activity / link a name (e.g. "Master Reading List").

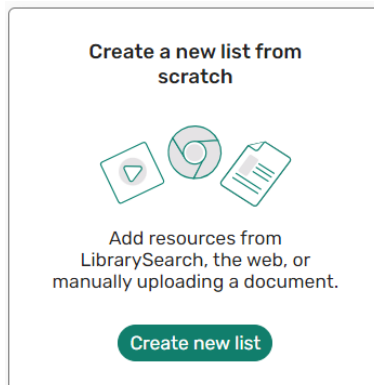
A screenshot of a form for adding an external tool. The "Activity name" field contains "Master Reading List". The "Preconfigured tool" dropdown menu is set to "Leganto Readings". There are icons for help, add, and delete next to the dropdown.

- Then "Save and return to course" (at bottom of page).
- Click on the link you created: it will take you to Leganto.



### Create your Leganto list.

- You will be taken to Leganto and you should see the following:

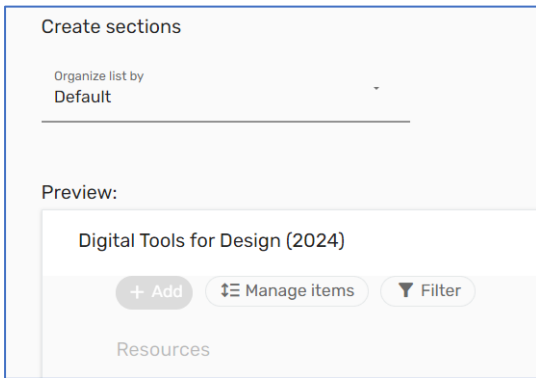


- Click "Create new list". The course name and code should be automatically added to the next screen.
- Add the year to the list name in brackets e.g. "(2024)" and check that the course code is correct.

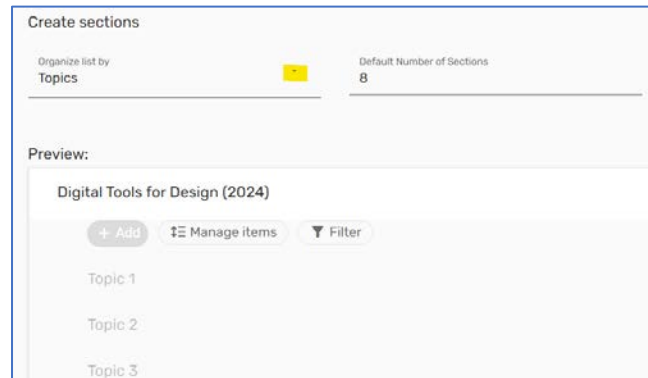
A screenshot of a form for configuring a new Leganto list. The "List name" field contains "Digital Tools for Design (2024)". The "List description" field is empty. The "Course code" field contains "DESN101\_S1/Digital Tools for Design".

- Click "Next".

- Choose the number of “Sections” you would like to be automatically created.



*Default = 0 sections (you can add them later)*

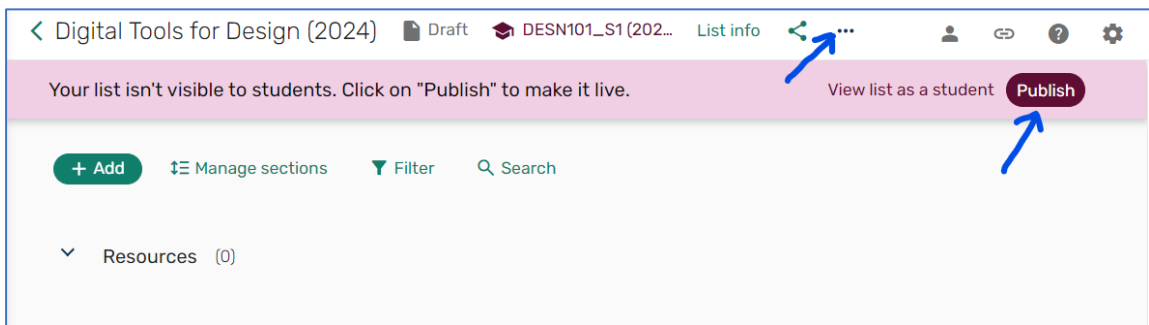


*Use the drop down to select the number of sections created*

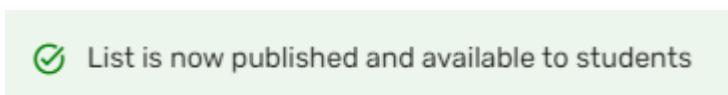
- Click “Create List”

### Publish and edit the reading list.

- You should now see your reading list.



- Check the title is correct and includes the year (if not, click the “...” icon to the right to edit it).
- Publish the list so students can access it.
  - The default is to be more open but you can change this if you want.
  - Only course students will be able to access the actual full-text.
- Once published, you then see the following confirmation message.



- Edit existing sections or create new ones, add items, etc.
- For more guides on these functions, see <https://ltl.lincoln.ac.nz/teaching/leganto>.