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# DIGITAL READING LIST USER MANUAL

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Project group for digital reading list management system

JANUARY 14, 2022  
NTNU – UNIVERSITY LIBRARY

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## About the digital reading list management system

There have previously been many manual processes in the preparation and distribution of curriculum lists. The purpose of a new digital reading list system is to give the students a better and more comprehensive working tool. At the same time, the new reading list system will simplify the work in the academic communities.

The new digital reading list system is a tool for creating, editing and publishing reading lists. The references can be retrieved from the library's search base Oria and then linked directly to the library's inventory. The references will automatically display availability, location and lending status at the library. Digital articles and e-books are also more easily retrievable and linked to the library access. When publishing, the lists become automatically available in Blackboard and the students get a new and more dynamic tool to deal with.

## Why use the digital reading list system

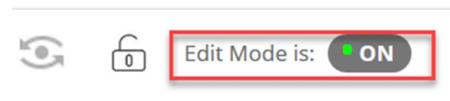
- When editing a part of the list, changes are automatically updated elsewhere where the list is integrated.
  - A good digital solution for reading lists and its content.
  - Good quality assurance of the reading lists and its references.
  - It is integrated into Blackboard and the Alma library system.
  - The reading lists contain direct access to full-text articles and information about the books located on the shelf in the library.
  - Easier to structure the reading lists. No need to focus on the display styles and the individual elements of the references.
  - Course coordinators can collaborate on setting up the reading lists.
  - Get a better overview of the students' use of the syllabus lists and communicate with the students.
  - Easier and more orderly communication between all the actors involved.
  - The lists connect students directly to the resource, whether it is a book, article, website, etc.
- Course managers have the flexibility to organize the list as they wish.

## Tips for setting up a digital reading list

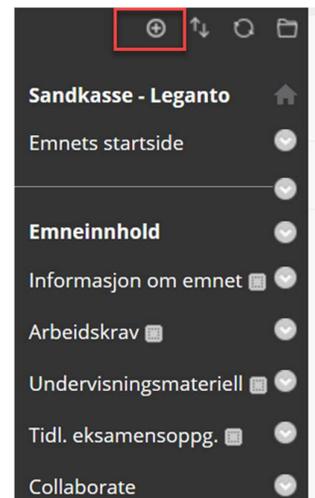
- Always search for a reference and check if it already exists.
- Start with something simple, such as entering a book or an article, by searching for some words in the title.

### Set up the reading list system

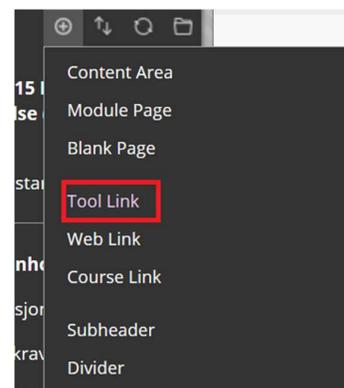
1. Log in to Blackboard (with Feide).
2. Go to the course page you are responsible for.
3. Check that the **Edit Mode** is **ON**.



4. Hover over the + sign in the upper left side corner.



5. Click on **Tool Link**.



6. Write the title of the link, **Reading List**.
7. Click in the drop-down menu and choose **Pensumliste**.

**Add Tool Link**

\* Name:  
Reading list

Type:  
AU List of Participants

- Course Messages
- Discussion Board
- Email
- Glossary
- Groups
- Journals
- My Grades
- OneNote Class NoteBook
- Panopto Course Tool Application
- Pensumliste**

Cancel Submit

8. Check off for **Available to users**, and press **Submit**

**Add Tool Link**

\* Name:  
Reading list

Type:  
Pensumliste

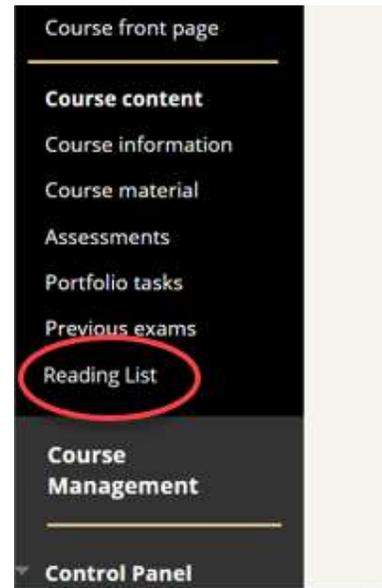
Available to Users

Cancel Submit

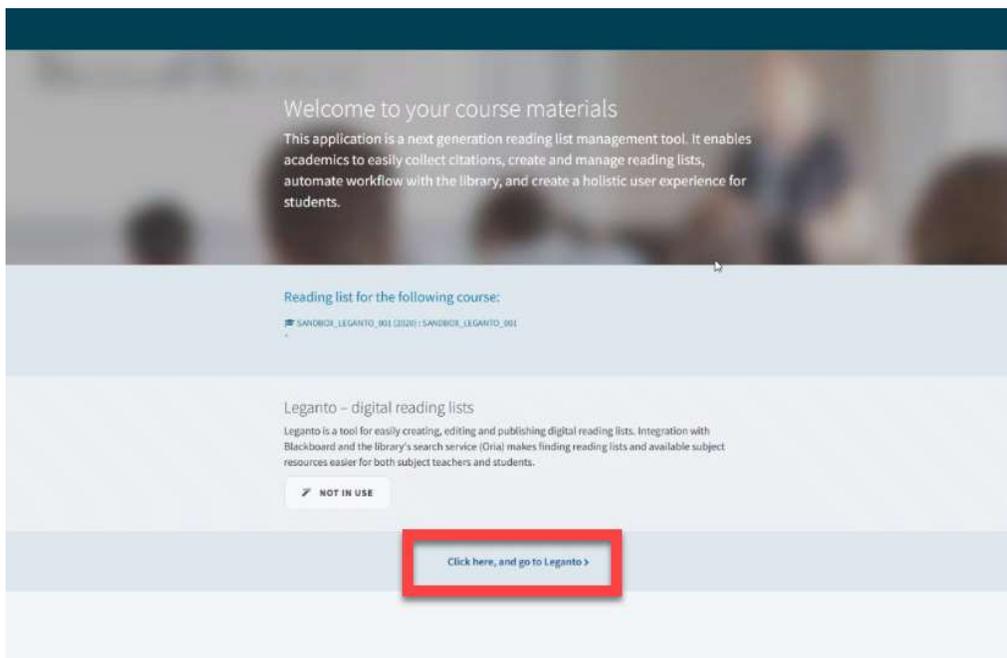
The link is now available in the left menu. The location can be changed, by dragging and dropping the link inside the menu.

## Create a reading list

1. Open the reading list link you have set up in the left menu.



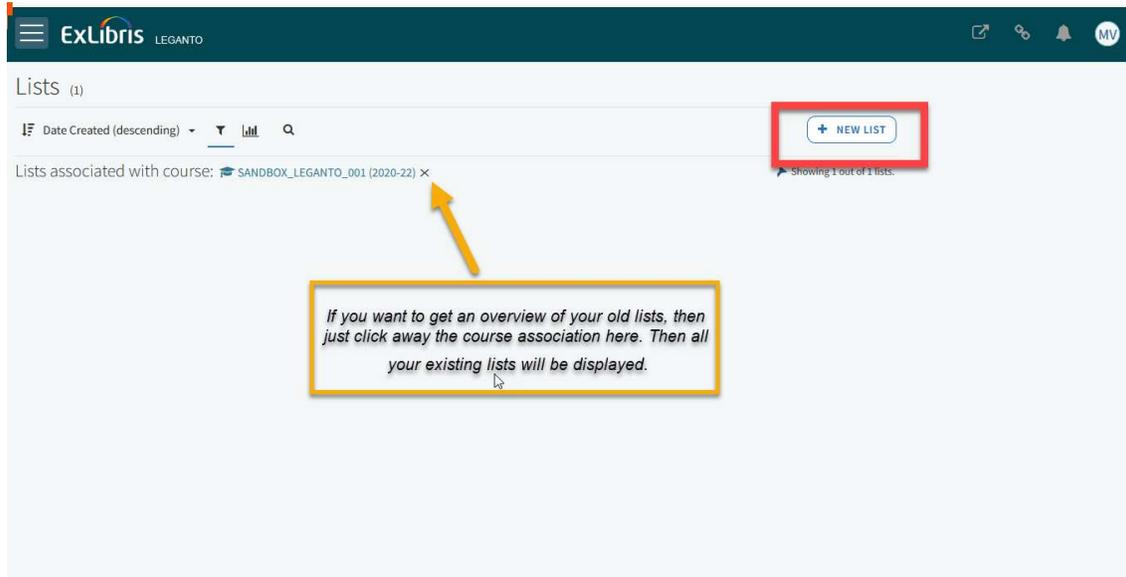
You will get several choices:



Choose **“Click here, and go to Leganto”**

You are now inside Leganto:

1. For creating a new Reading List, press “+ NEW LIST”:

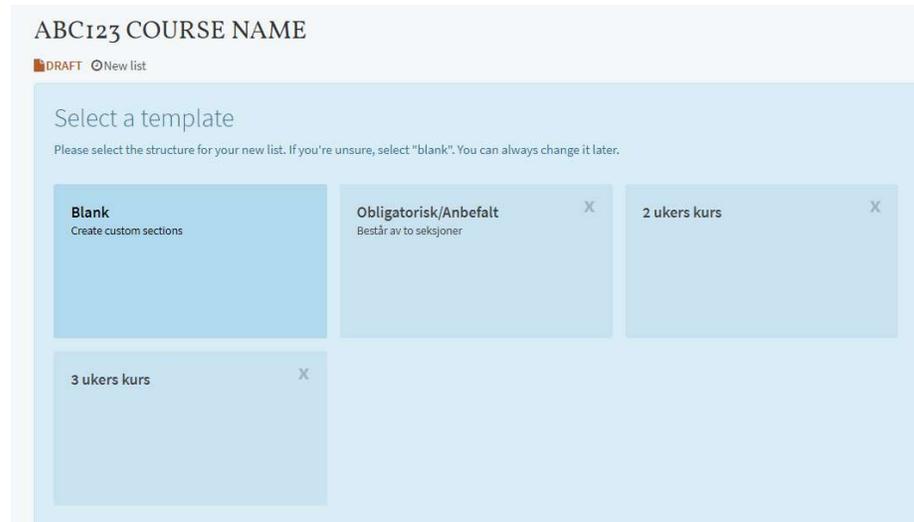


2. Specify **Title** with subject code and subject name (for example: ABC123 Course Name).
3. Click **Create**

The screenshot shows the 'Create New List' form. The 'Title\*' field is filled with 'ABC123 COURSE NAME'. Below it is a 'Description:' field. On the right side, there are two buttons: 'CREATE' with a green checkmark and 'CANCEL' with a trash icon. At the bottom left, there is a link 'Import .lgn file' with a download icon.

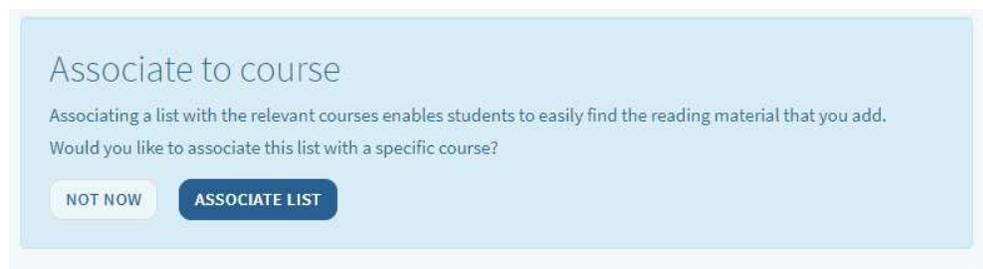
Select a template

4. **Blank** (here you must set up section(s)<sup>1</sup> yourself, see section “Create/Edit section”)
5. **Obligatorisk/Anbefalt** (Mandatory/recommended automatically sets up 2 sections).
  - **2 ukers kurs** (2-week course)
  - **3 ukers kurs** (3-week course)



Associate list to a course

1. Click **Associate list** to link your reading list to the correct course.
2. Search for the course by course code or course name.
3. Choose a course from the search result list.



If you select **Not Now**, you can associate the reading list to the course at a later time by clicking (...) (located on the toolbar below the reading list's title) and selecting **Manage course association**.

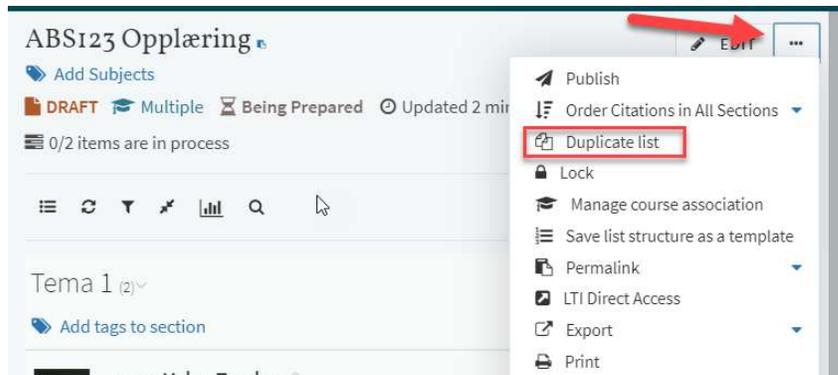
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<sup>1</sup>A section is a category for organizing the references in a reading list

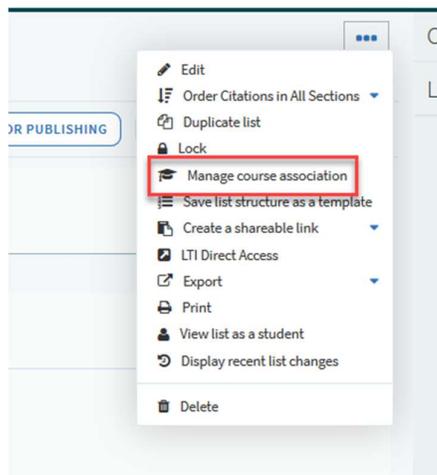
## Duplicate a reading list

**You can** easily duplicate a reading list so you can reuse it for other courses.

1. Inside the course you want to duplicate, click (...) on the left side of the course title.
2. Then click “Duplicate lists”, and you will see the copy of the reading list. You can make your changes, now, or return to the reading list later.

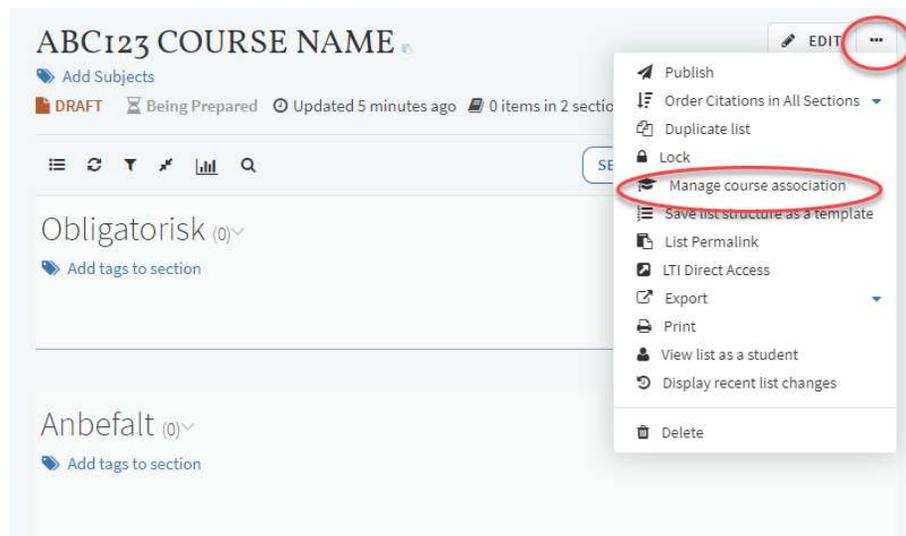


3. Remember to manage course association.



The reading list will be available on the course page in Blackboard, if you have added a **Tool link** in your course room/page in Blackboard (as shown earlier in the manual, on page 3-5).

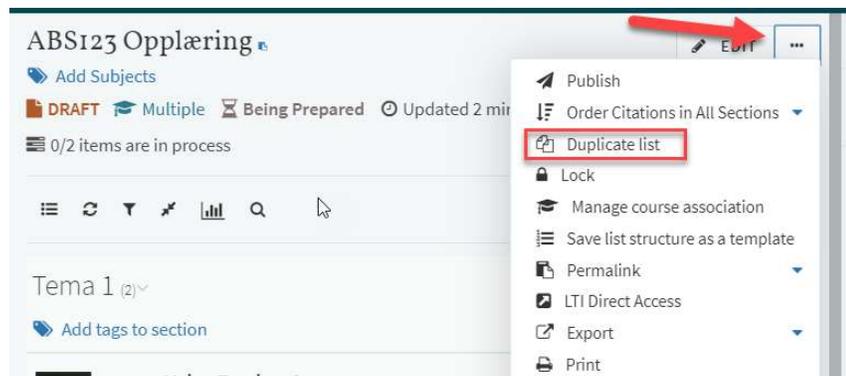
Merge several courses to one reading list:



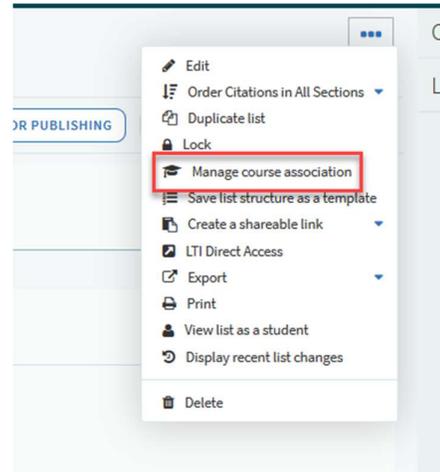
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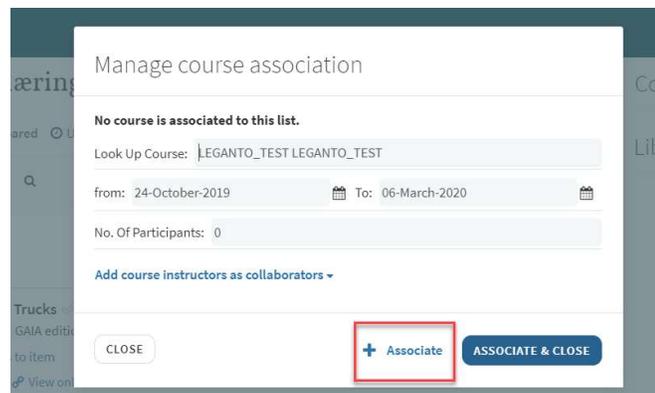
3. Remember to **manage course association**.



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Merge several courses to one reading list

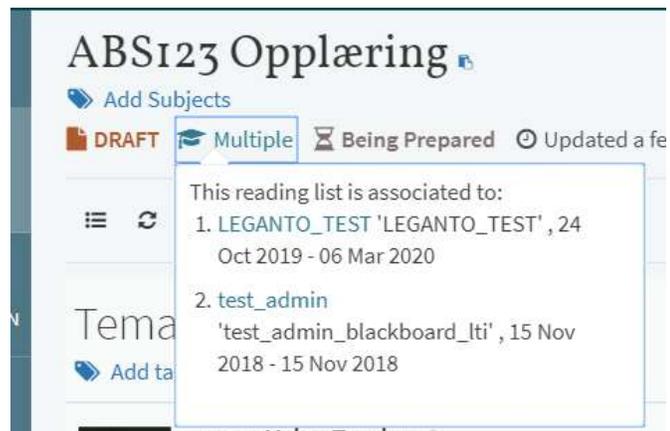
1. Click (...).
2. Click **Manage course association**.
3. Look up the first course you want to add. Then click "+ Associate".



4. Now look up the other course(s) you want to add. When you have finished click "Associate & close".

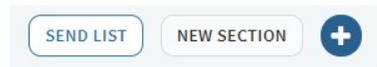


The reading list will then be linked to multiple courses.



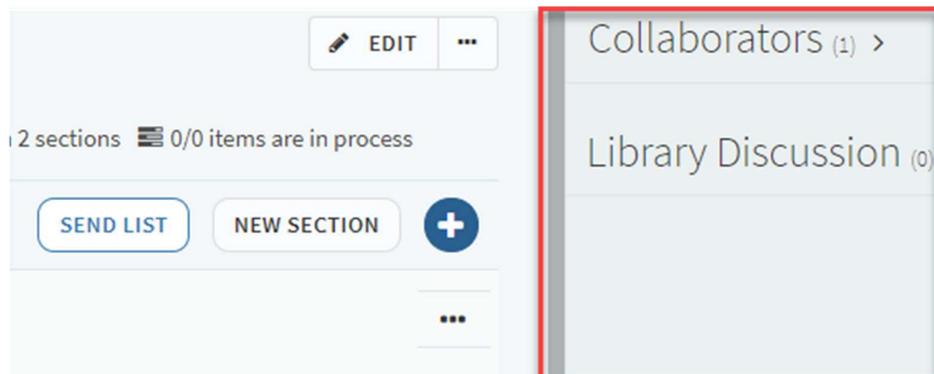
## Register References

1. Click on the blue + button (on the right) to open the registration field on the right-hand side and start to register a reference.

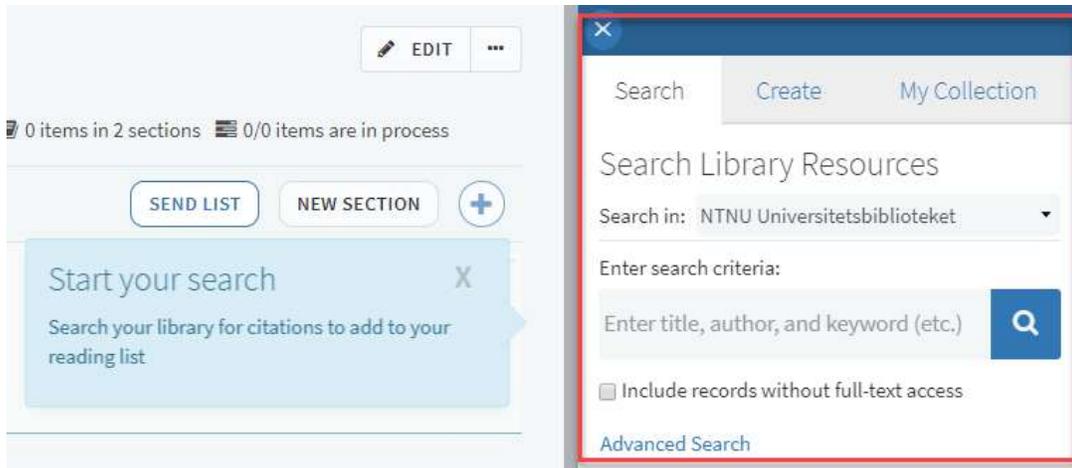


If the registration field is not visible, click the + button each time you register a new reference.

**Registration field is not visible:**

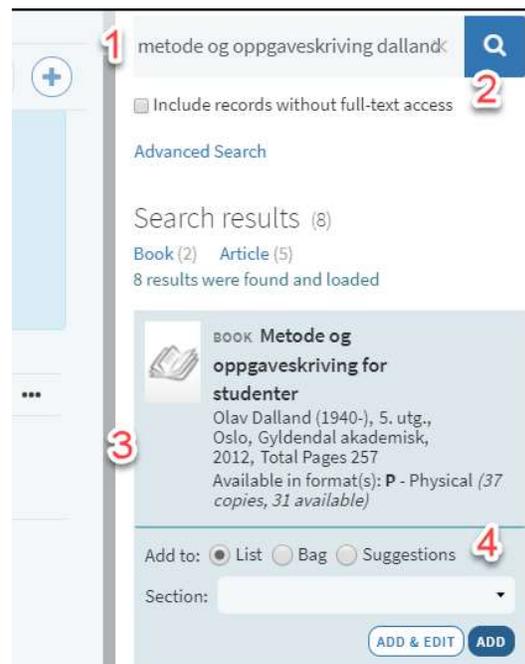


**Registration field is visible:**



### Register a book or an article

1. Search for a reference in the **Search** field (under the Search-tab), by writing any word from the title or the author's name.
2. Click on the **magnifying glass**.
3. Click on the correct reference.
4. Select which **Section** the reference should belong to in the drop-down menu (*Obligatorisk/Mandatory or Anbefalt/Recommended*. Click **Add**. (You can also drag and drop the reference in the correct section.)



## Register a book chapter

NB! If you need to order a digital compendium, visit <https://innsida.ntnu.no/wiki/-/wiki/English/Order+compendium> .

This is the procedure for registering one book chapter.

1. Search the book (see section [Register a book or article](#)) and select **Add & Edit**.
2. Open the drop-down menu for **Type** to change from **Book** to **Book Chapter**.
3. Fill in the fields for **Chapter Title**, chapter author, editor, start page and end page.
4. Remember to click **Save**.

The screenshot shows the library system interface. On the left, search results for 'Metode og oppgaveskriving for studenter' by Olav Dalland are displayed. The 'ADD & EDIT' button is highlighted with a red box. On the right, the 'Edit item' form is shown with several fields highlighted by red boxes: 'Chapter Title\*' (Observasjonsme...), 'Chapter Author' (Geir O. Halland), 'Type\*' (Book Chapter), 'Start page' (66), and 'End page' (76).

## Do you need to register multiple book chapters?

Chapters in unstructured or larger parts of a book can be registered as one extended book chapter:

1. Search for the book (see section [Register a book or article](#)) and select **Add**.
2. Check that the **Type** selected is **Book**, with the book title.
3. Once you have saved, select the reference from the syllabus in the middle field, and click **Add note** under "Public note" and write which chapters are included (e.g. Chapters 3-6 or Pages 54-67).

AAR4851 - Urbane Triggere > Mandatory reading

**Cognition and the Built Environment**

Author: Möystad, O.  
Pages: 1-190  
Publication Date: 2017-12-12  
ISBN: 9781317282853  
Publisher: Taylor and Francis

More details ▾  
Add tags to item

BOOK

Links & Availability

View online (Ebasco T & F EBSS 2019)

Additional Services

Meld om feil/Report error

Due Date

Due Date:

Public note

Add note

4. Click **SAVE**.

Public note

Chapter 4-8. p.52-135.

✓ SAVE

✕ CANCEL

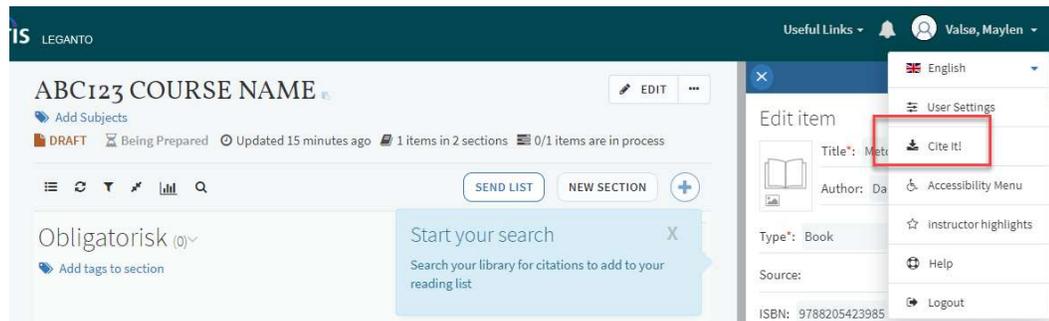
### Register a webpage

To register a webpage, we recommend adding the **Cite-it!** button to your browser. You can also register a website manually (see section [Registering a reference manually](#)).

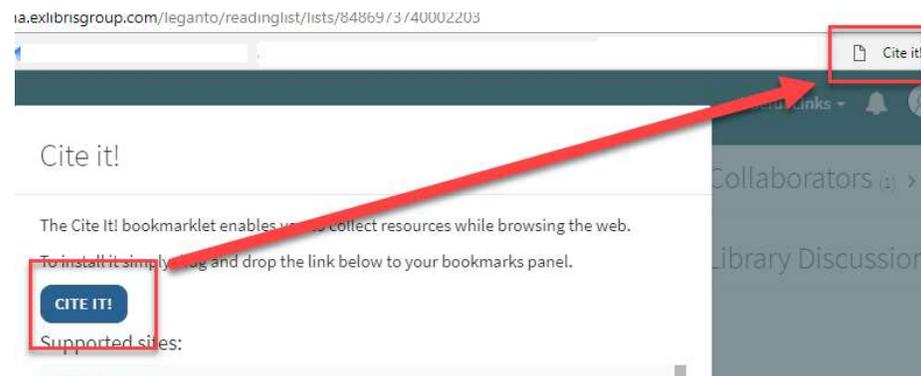
NB. Web browsers operate differently. We recommend using Chrome.

Add Cite-it! button:

1. Click on your name or on the profile picture on the right side.

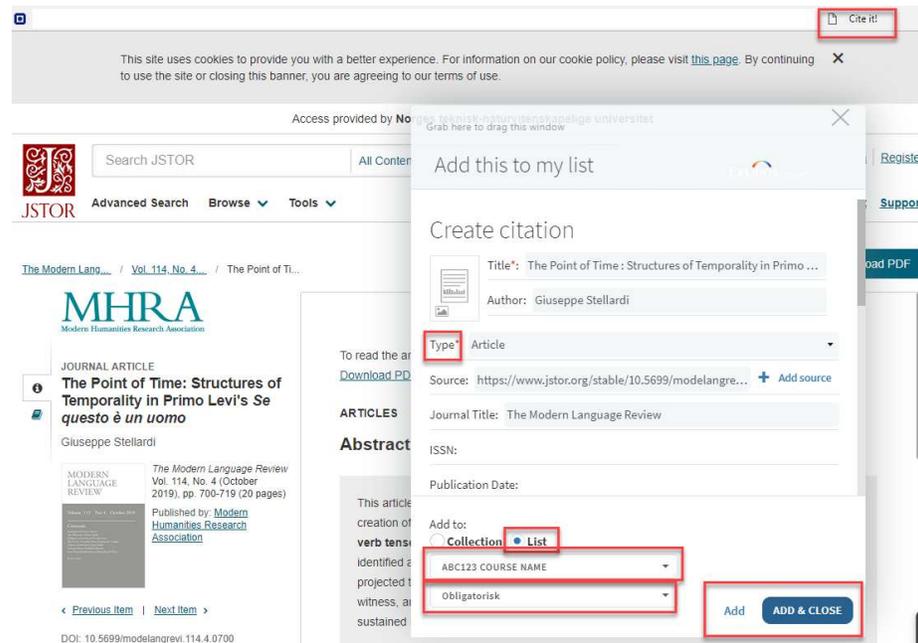


2. Click on **Cite It!** in the drop-down menu, and a new window will open.
3. Drag and drop the **Cite It!**-button to the browser toolbar (The browser toolbar/bookmarks bar must be active, to do so in Chrome click on Ctrl+Shift+B).



Register a reference from a webpage:

1. Navigate to the webpage you want to add.
2. Click on **Cite it!** link in the toolbar. A pop-up window will open.
3. Select **Type** and edit as needed.
4. Check off for adding the reference to **List**, select which reading list and which section you want the reference in.
5. Click **Add & Close**.



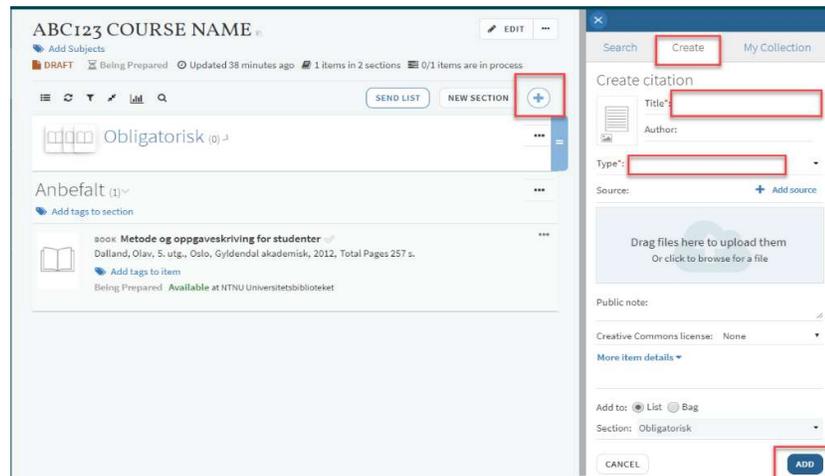
You can watch a [short video in English](#) explaining this process.

Register a reference that does not exist at the Library

1. Look for the reference online, for example, look for a book on Amazon.
2. Follow the instructions **Register a webpage**.

## Register a reference manually

1. Select the **Create** tab in the registration field on the right.
2. Write **Title**. Select reference **Type**. Optionally fill in the **Author** and information as needed.
3. Click **Add**.



## Upload file

NB. Files can only be uploaded in exceptional cases.

Need a digital compendium? Go to <https://innsida.ntnu.no/wiki/-/wiki/English/Order+compendium>

The exceptions are:

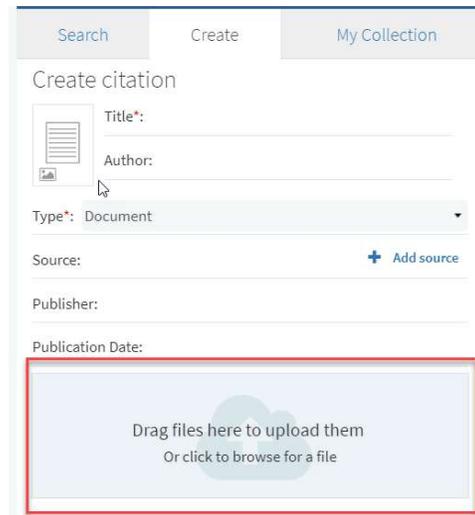
- a. Unpublished material that the author has written themselves, or obtained permission from other authors to upload
- b. Digital compendium provided by the NTNU University Library.

To upload a file:

1. Open or create the reference.

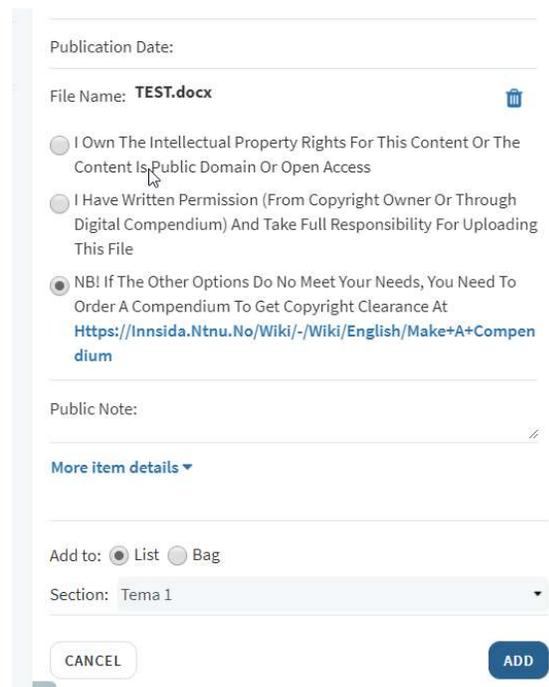
2. Drag and drop file into the light blue file upload field (Scroll down if it is not visible),

or click in the box to search for file.



The screenshot shows a web interface with three tabs: 'Search', 'Create', and 'My Collection'. The 'Create' tab is active, displaying a 'Create citation' form. The form includes fields for 'Title:', 'Author:', 'Type\*' (set to 'Document'), 'Source:' (with an '+ Add source' button), 'Publisher:', and 'Publication Date:'. Below these fields is a large light blue box with a red border containing the text 'Drag files here to upload them' and 'Or click to browse for a file'.

3. Check the option that applies to the permissions you have for uploading the file.



The screenshot shows a form for uploading a file named 'TEST.docx'. It features three radio button options for permissions: 'I Own The Intellectual Property Rights For This Content Or The Content Is Public Domain Or Open Access', 'I Have Written Permission (From Copyright Owner Or Through Digital Compendium) And Take Full Responsibility For Uploading This File', and 'NBI If The Other Options Do No Meet Your Needs, You Need To Order A Compendium To Get Copyright Clearance At <https://Innsida.Ntnu.No/Wiki/-/Wiki/English/Make+A+Compendium>'. Below the options is a 'Public Note:' field and a 'More item details' link. At the bottom, there are 'Add to:' radio buttons for 'List' and 'Bag', a 'Section:' dropdown menu set to 'Tema 1', and 'CANCEL' and 'ADD' buttons.

4. Click **Add**.

The screenshot shows a 'Create citation' form. The form has a sidebar on the left with 'EDIT' and 'SECTION' buttons. The main form area has tabs for 'Search', 'Create', and 'My Collection'. The 'Create citation' form includes the following fields and options:

- Title\*:
- Author:
- Type\*:
- Source:  + Add source
- Public note:
- Creative Commons license:
- More item details
- Add to:  List  Bag
- Section:
- 

A red circle highlights the file upload area with the text "Drag files here to upload them Or click to browse for a file". A red box highlights the "None" option for Creative Commons license and the "ADD" button at the bottom right.

#### Register digital compendium

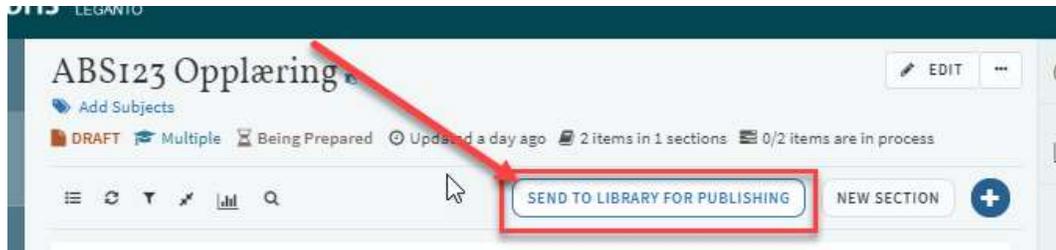
1. Select the Create tab in the reference box (see Registering a Reference Manually).
2. Type "Digital Compendium" as the Title.
3. Select Document as Type.
4. Upload file as described in File Upload.
5. Click Add.

## When the reading list is ready

To make the reading list visible, do the following:

Send list

- When all the references are registered, click on the **Send to library for publishing** button.
- The library receives the list and processes it.



NB. Use **Send to library for publishing** every time you make changes!

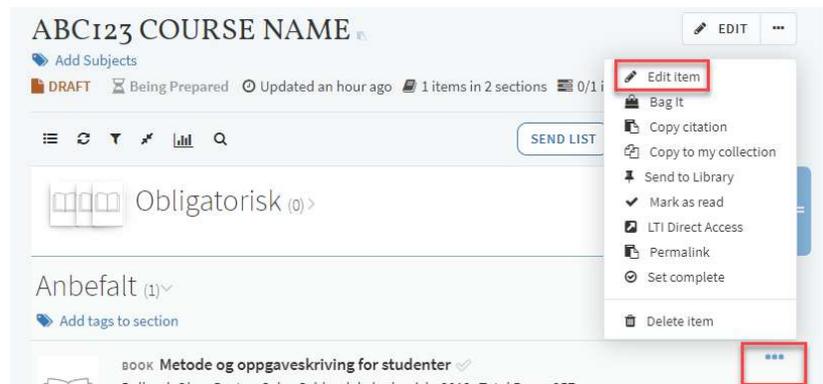
## Publishing the Reading List

The Reading List will be published by the Library, once the Library staff has finished processing it (the library staff assure the quality of the references and check for any Link-misfunctions, and if the library have the correct inventory for the required items).

## Other options

### Edit a reference

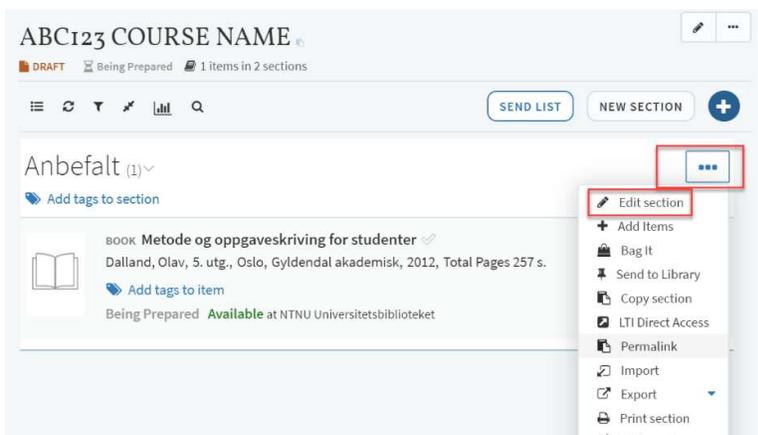
1. Click on a reference from the reading list.
2. Click **Edit item** on the top right corner to change the reference information.
3. Click **Save**.



### Create / Edit section

1. Click New Section (top right) and name the section.

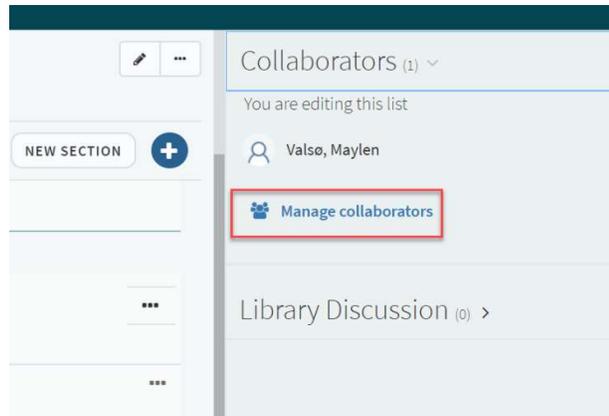
Section title and description can be changed later by clicking (...) on the right hand side and selecting Edit section.



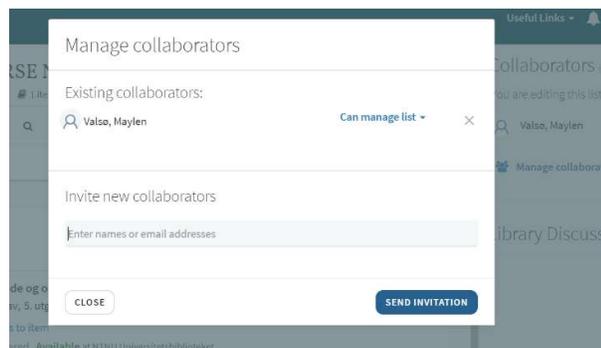
## Add collaborators

Is there a need for more collaborators to register references in a reading list?

1. Click on **Collaborators** in the field on the right side. (If you don't see it, then the registration field is open. Click **X** to close the registration field).
2. Select **Manage collaborators**.



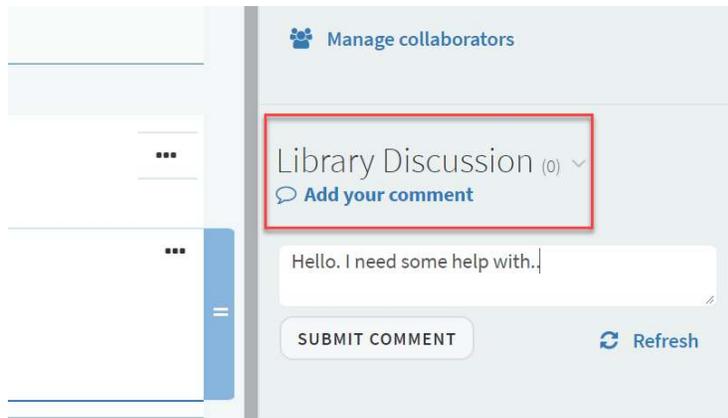
3. Search for employees by writing their name or email address.
4. Click **Send Invitation**.



Do you have problems registering collaborators? Contact [pensum@ub.ntnu.no](mailto:pensum@ub.ntnu.no).

## Discussion thread with the library

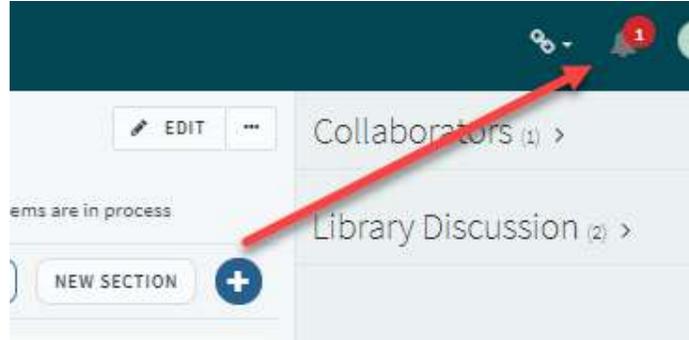
1. Under Collaborators on the right, click **Library Discussion** (If you can't see it, then the registration field is over. Click X to close the registration box).



2. Write your message.

3. Click **Submit comment**.

You will receive an email notification when you get a response from the library. You will also be notified in the digital reading list.



## Gather references in [my] Collection

You can collect references that may be useful to you later on.

1. Select **Collection** from the menu on the left.

2. Click the blue + sign.

3. To add a reference, see **Registering References**

Feel free to use the Citelt!-Button for online resources. N.B. Check off for **Collection**.

Registering a reference that you have previously saved to [my] Collection

To register a reference, make sure you are in the [My Reading] **Lists** in the main menu on the left and in the Reading List you want to work on.

If the registration box on the right is not open, click the + button.

1. Select the **My Collection** tab in the registration box on the right.
2. Click on the reference from your collection list you want to add.
3. Click Add or drag and drop the reference where you want it.

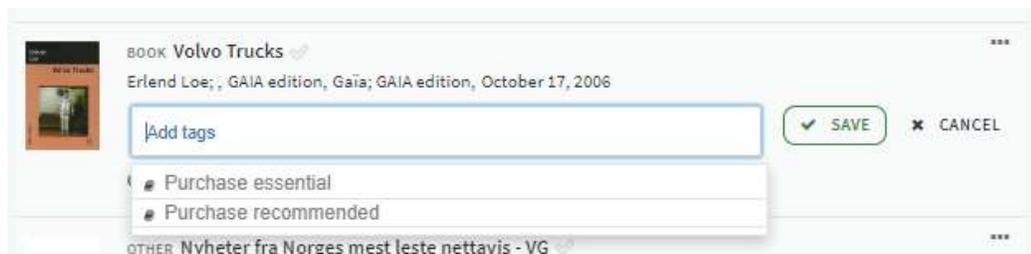
The screenshot displays the LEGANTO interface for a course titled 'ABC123 COURSE NAME'. The main area shows two sections: 'Obligatorisk (0)' and 'Anbefalt (1)'. A sidebar on the right is open to 'My Collection', showing a list of references. The first reference is a book: 'Quiet : the power of introverts in a world that can't stop talking' by Cain, Susan. The sidebar includes a search bar, a 'Create' button, and a 'My Collection' tab. The 'Add to:' section has radio buttons for 'List', 'Bag', and 'Suggestions', with 'List' selected. The 'Section:' dropdown is set to 'Anbefalt'. At the bottom of the sidebar, there are 'ADD & EDIT' and 'ADD' buttons. A red box highlights the '+' button in the main course area and the 'ADD' button in the sidebar.

Submit a purchase request to the library

1. Find the relevant reference where you want to submit as a purchase request
2. Click **Add tags to item**.



3. Select a tag, either **Purchase essential** or **Purchase recommended**, and click **Save**.



The book is now tagged with "Purchase essential" or "Purchase recommended" and will be processed by the library.

NB! Purchase tags should not be used on book chapters. You can order a digital compendium <https://innsida.ntnu.no/wiki/-/wiki/English/Order+a+compendium>

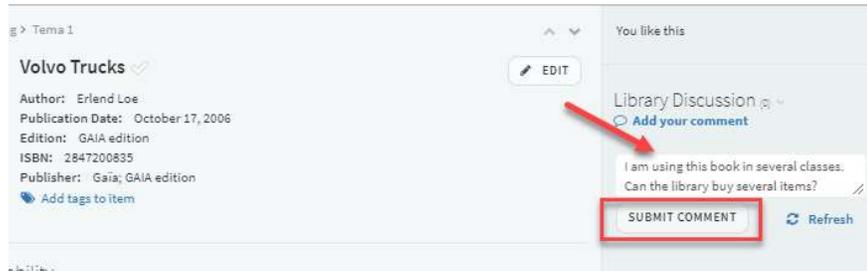
Add comments to the purchase request

If you want to add comments to the purchase request, for example the number of items you want the library to purchase:

1. Click on the current reference that you tagged with "Purchase" and you want to comment.
2. Click on the Library Discussion.



3. Write your message and click **Submit comment**.

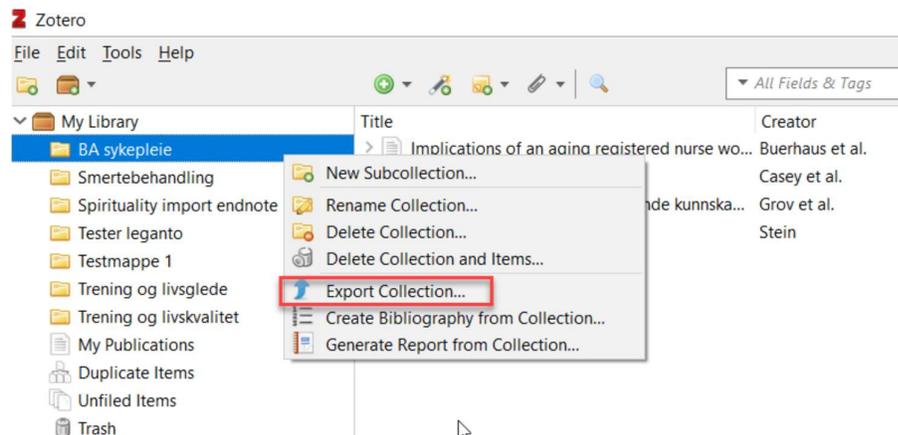


The message will then be sent to the library.

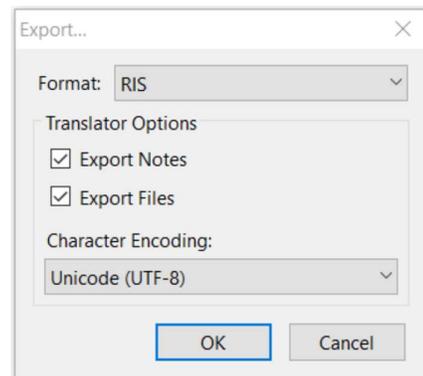
Import references from Zotero

### Create export-file in Zotero:

1. Select the relevant folder or reference.
2. Right-click and select **Export Collection**.



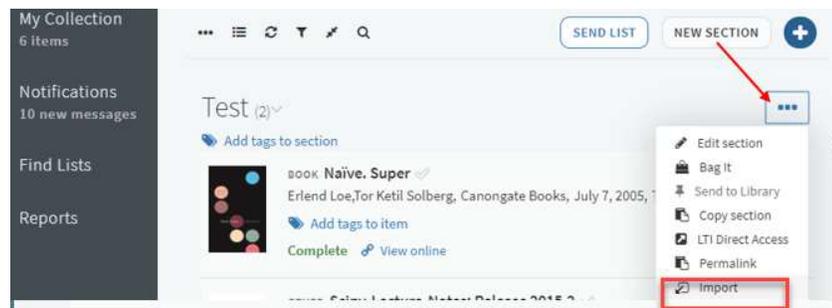
3. Save in RIS-format and click **OK**.



## Import file in the digital reading list

Go to your reading list and do the following:

1. Click (...) under New section.
2. Click **Import**.
3. Select the RIS-file you saved from Zotero.
4. Click **Confirm**. The references will now be added to the reading list.



Import references from Endnote

### Create export-file in EndNote Library:

1. Select the references you need.
2. Choose **File> Export**
3. Select **RefMan (RIS) Export** in Output style. The file type is .txt
4. Open the txt file
5. Select **Save As**, change the file type to All files
6. Change the name to [name] .ris

## Import file in the digital reading list

Once the RIS file is saved, go to your reading list and do the following:

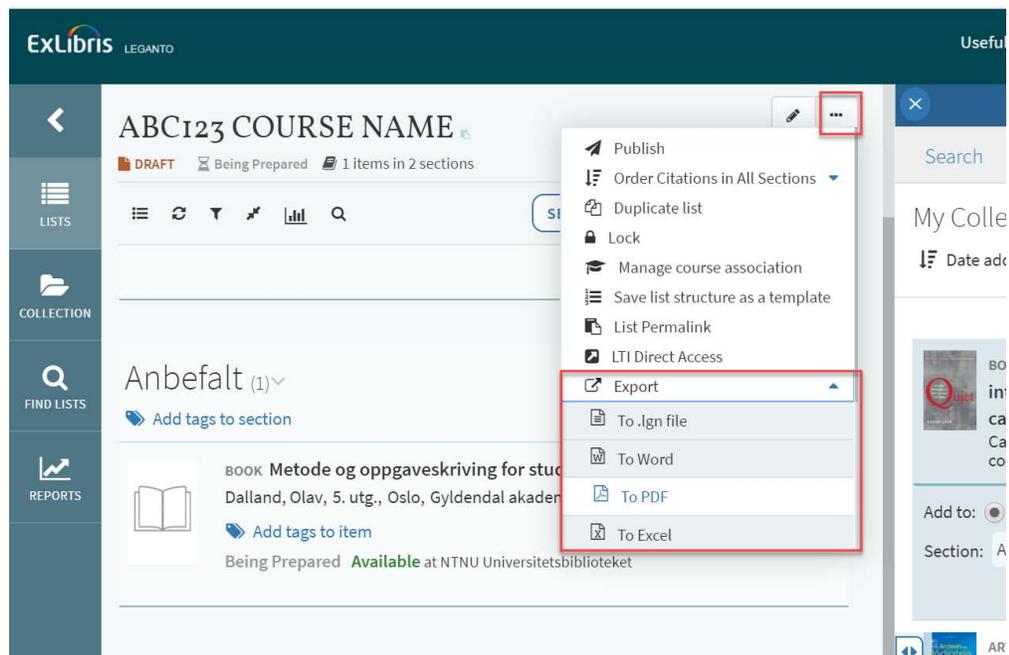
1. Go to the syllabus system and press (...) under **New section**.

2. Press **Import** and select the RIS file you saved from Endnote. The references from Endnote will now be added to the reading list.

Export a reading list

To export a list into another format:

1. Press (...) under the title of the reading list.
2. Select **Export**.
3. Select the format you want in the drop-down menu (e.g. Word, PDF or EndNote).



## Useful videos

- [Video tutorials](#)
- [Introduction to Leganto for lecturers \(UNIT\)](#)
- [Register references.](#)
- [Import references from EndNote](#)

## Contact

NTNU University Library is responsible for this page. Contact [pensum@ub.ntnu.no](mailto:pensum@ub.ntnu.no) if you have any questions regarding digital reading lists or comments on how we can improve this user manual.