# DIGITAL READING LIST USER MANUAL

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.

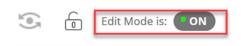
## Tips for setting up a digital reading list

• 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.

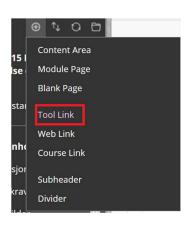
## Set up the reading list system

- 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			
Туре:			
AU List of Participants			
Course Messages	^		
Discussion Board		_	
Email		ncel	Submit
Glossary		-	
Groups		-	
Journals		ttent	ion
My Grades			
OneNote Class NoteBook			
Panopto Course Tool Application			N
Pensumliste			
	<ul> <li>Name:</li> <li>Reading list</li> <li>Type:</li> <li>AU List of Participants</li> <li>Course Messages</li> <li>Discussion Board</li> <li>Email</li> <li>Glossary</li> <li>Groups</li> <li>Journals</li> <li>My Grades</li> <li>OneNote Class NoteBook</li> <li>Panopto Course Tool Application</li> </ul>	<ul> <li>Name:</li> <li>Reading list</li> <li>Type:</li> <li>AU List of Participants</li> <li>Course Messages</li> <li>Discussion Board</li> <li>Email</li> <li>Glossary</li> <li>Groups</li> <li>Journals</li> <li>My Grades</li> <li>OneNote Class NoteBook</li> <li>Panopto Course Tool Application</li> </ul>	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

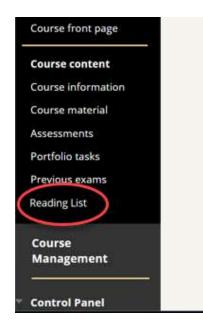
8. Check off for Available to users, and press Submit

~	
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:

Welcome to your course materials This application is a next generation reading list management tool. It enables academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.
Reading list for the following course: #sweed_likewing.ed cate; sweeder_likewing.ed
Leganto – digital reading lists Leganto is a tool for ensity creating, editing and publishing digital reading lists. Integration with Blackboard and the library's search service (Tolain makes finding reading lists and available subject resources easier for both subject teachers and students.
Click here, and go to Leganto >

Choose "Click here, and go to Leganto"

You are now inside Leganto:

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

		ď	90	MV
Lists (1)				
	NEW LIST			
Lists associated with course: 🖛 SANDBOX_LEGANTO_001 (2020-22) ×	g Toutof I lists.			

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

Title*: ABC123 COURSE NAME	
Description:	CREATE
1. Import .lgn file	

## 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)

BC123 COURSE NA	AME				
Select a template Please select the structure for your ne	w list. If you're	unsure, select "blank". You can alway:	s change it later.		
Blank Create custom sections		Obligatorisk/Anbefalt Består av to seksjoner	х	2 ukers kurs	)
3 ukers kurs	X				

## 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.

Associating a l	st with the relevant courses enables students to easily find the reading material that you add.
	to associate this list with a specific course?
NOT NOW	ASSOCIATE 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**.

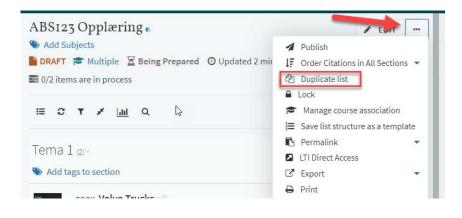
<sup>&</sup>lt;sup>1</sup>A section is a category for organizing the references in a reading list

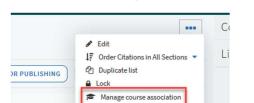
#### **Duplicate a reading list**

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.





Save list structure as a template
 Create a shareable link
 LTI Direct Access
 Export
 Print

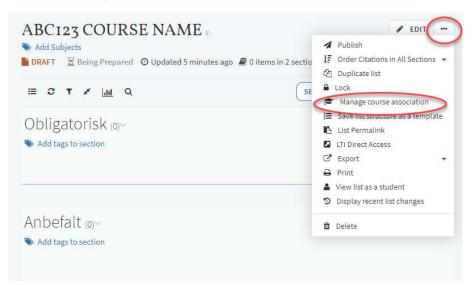
View list as a studentDisplay recent list changes

fi Delete

#### 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:

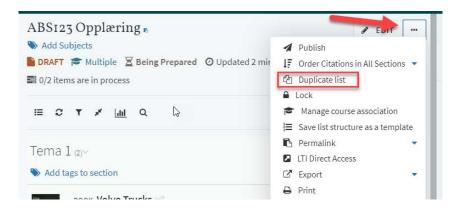


## Duplicate a reading list

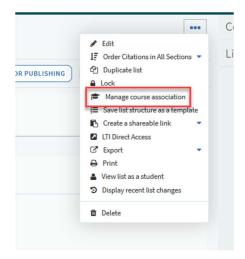
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3.Remember to manage course association.



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

1. Click (...).

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

No course is associated to this	list.	
Look Up Course: LEGANTO_TE		
from: 24-October-2019	🛗 To: 06-March-2020	Ê
No. Of Participants: 0		
Add course instructors as colla	borators -	

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.



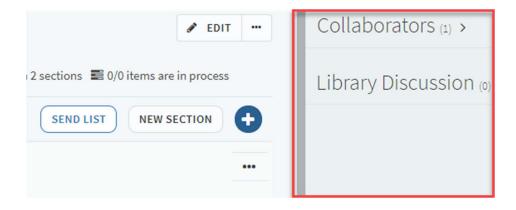
## **Register References**

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:

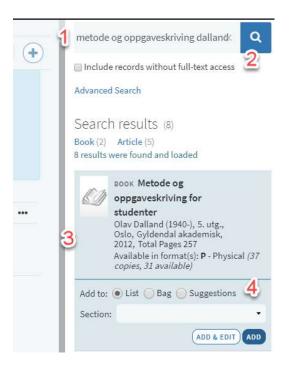


**Registration field is visible:** 

# EDIT	×
	Search Create My Collection
0 items in 2 sections 📰 0/0 items are in process	Search Library Resources
Start your search X	Enter search criteria:
Search your library for citations to add to your reading list	Enter title, author, and keyword (etc.)
reading list	Include records without full-text access
	Advanced Search

## 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.
- 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 <u>https://innsida.ntnu.no/wiki/-</u>/wiki/English/Order+compendium.

This is the procedure for registering one book chapter.

- 1. Search the book (see section <u>Register a book or article</u>) 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**.

Search results (52) Resource Type: Book (26) Article (25)	Edit item
Availability: Open Access (1)	Chapter Author: Geir O. Halland
воок Metode og oppgaveskriving for studenter Olav Dalland (1940-), 5. utg., Oslo, Gyldendal akademisk, 2012, Total Pages 257 Available in format(s): P - Physical (37 copies, 20 available)	Type*: Book Chapter Source: Add source Book Title: Metode og oppgaveskriving for st Book Author: Dalland, Olav Editor: Chapter Number:
Add to:   List Bag Suggestions Section: Anbefalt	ISBN: 9788205423985 Edition: 5. utg.
ADD & EDIT ADD	Start page: 66 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 <u>Register a book or article</u>) and select Add.
- 2. Check that the **Type** selected is **Book**, with the book title.
- 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).

bris	AAR4851 - Urbane Triggere	Mandatory reading				
$\times$	Cogni	tion and the Built Enviro	nment	$\square$		
	But Environment Author:	Möystad, O.		*0		
	Pages:					
<b>=</b> 8	NSSEL	ion Date: 2017-12-12				
TS		9781317282853 er: Taylor and Francis				
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	Additional Servio	ces				
	<ul> <li>Meld om feil/Report err</li> </ul>	or				
	Due Date					
	Due Date:					
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1						
10	Public note	Click Add note				
	/ Add note	Chorradunole				

## 4. Click **SAVE**.

Public note	
Chapter 4-8. p.52-135.	SAVE

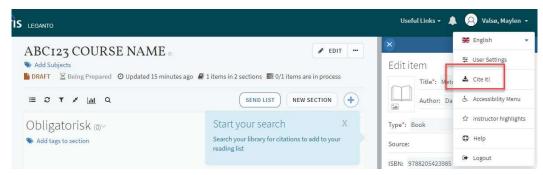
## Register a webpage

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

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).

	Cite it
Cite it!	Collaborators (i) >
The Cite It! bookmarklet enables we are collect resources while I To install it simply may and drop the link below to your bookma	41-10-10-10-10-10-10-10-10-10-10-10-10-10
CITE IT!	

## 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.

	This site uses cookies to provide you to use the site or closing this banner,		ence. For information on our cookie policy, please visit <u>this page</u> . By continuing X	ite it!
	Acc	ess provided by No	ges teknisk naturntenskapelige universitet X	
S.	Search JSTOR	All Conten	Add this to my list	Regist
JST	OR Advanced Search Browse 🗸 Tool	ls 🗸	Create citation	<u>Suppo</u>
The Mo	Advantang / Vol.114.No.4 / The Point of TL Meders Hamatics Research Association JOURNAL ARTICLE The Point of Time: Structures of Temporality in Primo Levi's Se guesto é un uomo	To read the ar Download PD ARTICLES	Title*: The Point of Time : Structures of Temporality in Primo Author: Giuseppe Stellardi Type Article Source: https://www.jstor.org/stable/10.5699/modelangre + Add source Journal Title: The Modern Language Review	oad PDF
	Gluseppe Stellardl MCDERNE KRVIDW Bartine Bart	Abstract This article creation of verb tensi identified a projected t witness, ai sustained	ISSN: Publication Date: Add to: Collection • List ABC123 COURSE NAME • Add 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.

Add Sub	23 COURSE NAME jects Being Prepared © Updated 38 minutes ago	✓ EE I items in 2 sections ■ 0/1 items are in proce		Search Crea	
≡ c	<b>▼ ≁ </b> <u>im</u> Q	SEND LIST NEW SECTION	٠	Create citation	1
	Dbligatorisk (0)-			Author:	
Anbef S Add tag	alt (1)~			Type": Source:	+ Add source
	soox Metode og oppgaveskriving for studer Dalland, Olav, 5. utg., Oslo, Gyldendal akademis Metode States Being Prepared Available at NTNU Universitetsbit	k, 2012, Total Pages 257 s.			ere to upload them o browse for a file
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	Dalland, Olav, 5. utg., Oslo, Gyldendal akademis Add tags to item	k, 2012, Total Pages 257 s.		Or click to Public note:	o browse for a file
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	Dalland, Olav, 5. utg., Oslo, Gyldendal akademis Add tags to item	k, 2012, Total Pages 257 s.		Or click t Public note: Creative Commons lice More item details •	o browse for a file ense: None

## Upload file

NB. Files can only be uploaded in exeptional 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.

Search	Create	My Collection
Create citati		
Type*: Document Source: Publisher:	t	+ Add source
Publication Date:		
Dr	ag files here to up Or click to browse	

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

Publication Date:	
File Name: TEST.docx	Ŵ
I Own The Intellectual Property Rights For Th Content Is Public Domain Or Open Access	is Content Or The
<ul> <li>I Have Written Permission (From Copyright O Digital Compendium) And Take Full Responsi This File</li> </ul>	
<ul> <li>NB! If The Other Options Do No Meet Your Ne Order A Compendium To Get Copyright Clear Https://Innsida.Ntnu.No/Wiki/-/Wiki/Englisk dium</li> </ul>	ance At
Public Note:	
	/
More item details 🕶	
More item details ▼ Add to: ④ List ─ Bag Section: Tema 1	,

4. Click Add.

🖋 EDIT	$\otimes$		
	Search	Create	My Collection
1 process	Create ci	tation	
		tle*:	
	A	uthor:	
	Type*:		
	Source:		+ Add source
***	Dras	, files here to ι	upload them
		, Or click to brows	
	Public note:		
	Creative Com	mons license:	None 🔻
	More item de	etails 🔻	
	Add to: 🖲 L	ist 🔘 Bag	
	Section: Ob		
	CANCEL		ADD

## Register digital compendium

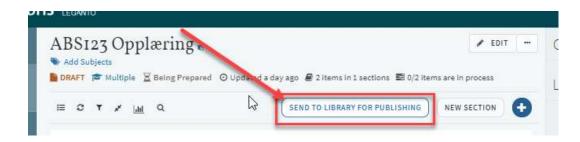
- 1. Select the Create tab in the reference box (see Registering a Reference Manually).
- 2. Type "Digital Compendium" as the Title.
- 3. Select Document as Type.
- 4. Upload file as described in File Upload.
- 5. Click Add.

## 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!

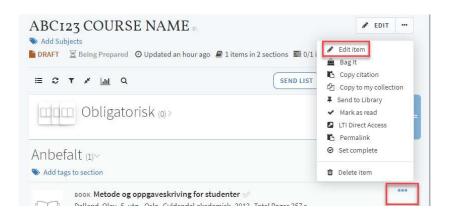
## Publishing the Reading List

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

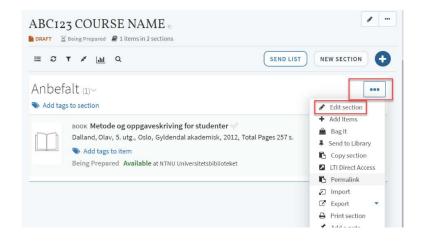
- 1. Click on a reference from the reading list.
- 2. Click Edit item on the top right corner to change the reference information.
- 3. Click Save.



#### Create / Edit section

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

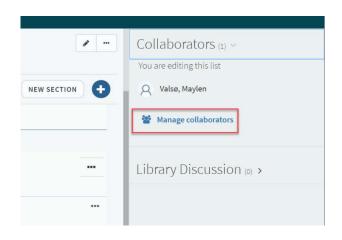
Section title and description can be changed later by clicking (...) on the right hand side and selecting Edit section.



## Add collaborators

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

- 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.



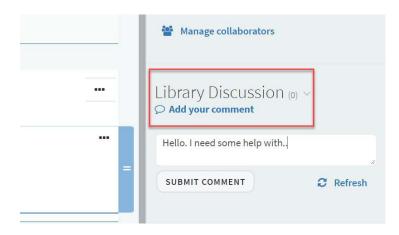
- 3. Search for employees by writing their name or email address.
- 4. Click Send Invitation.

EN	Manage collaborators			Collaborators
lite	Existing collaborators:			ou are editing this i
£	Q Valsø, Maylen	Can manage list 👻	×	Q Vaiso, Maylen
				Manage collabo
	Invite new collaborators			
l	Enter names or email addresses			ibrary Discu
ogo				
utg	CLOSE	SEND INVITAT	ION	

Do you have problems registering collaborators? Contact pensum@ub.ntnu.no.

#### Discussion thread with the library

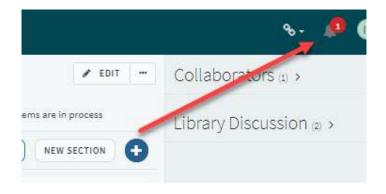
1. Under Collaborators on the right, click **Library Discussion** (If you can't see it, then the registration field is over. Click X to close the registration box).



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 CiteIt!-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.

LEGANTO	Useful Links 👻 🛕 😣 Valsø, Maylen
ABC123 COURSE NAME	✓ EDIT ····
Add Subjects	Search Create My Collection
DRAFT 🔀 Being Prepared 🔿 Updated 7 hours ago 🗐 1 items in 2 sections 🚍 0/1 it	
E C T X Int Q	NEW SECTION + Added -
Obligatorisk 🗤	
Note that the section	BOOK Quiet : the power of introverts in a world that can't stop talking Cain, Susan, New York, Crown, cop. 2012, Total Pages X, 333 s.
Anbefalt (1)~	Add to:   List Bag Suggestions
S Add tags to section	Section: Anbefalt
воок Metode og oppgaveskriving for studenter 🔗	ADD & EDIT ADD
Dalland, Olav, 5. utg., Oslo, Gyldendal akademisk, 2012, Total Pages 257 s.	ARTICLE Early

#### 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.

<b>≡ 2</b>	▼ * <u> .111</u> Q	SEND LIST
Manc	datory (17)~	
🏷 Add ta	ags to section	
Realizing Areas	воок снартег PROJECT Solution of William Poundstone's Project in Reading Project: A Contaborative Analysis of William Poundstone's Project Iowa City, University of Iowa Press, 2015-05-01, 1 -	t for Tachistoscop
	Add tags to item Complete Check availability >	

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

New York	воок <b>Volvo Trucks</b> 🦪 Erlend Loe; , GAIA edition, Gaïa; GAIA edition, October 17, 2006	
	Add tags	SAVE X CANCEL
	e Purchase essential	
	e Purchase recommended	
	OTHER Nyheter fra Norges mest leste nettavis - VG	

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 <a href="https://innsida.ntnu.no/wiki/-/wiki/English/Order+a+compendium">https://innsida.ntnu.no/wiki/-/wiki/English/Order+a+compendium</a>

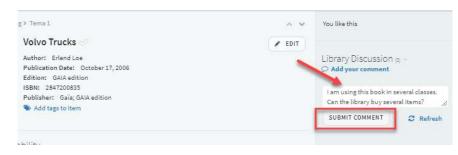
#### Add comments to the purchase request

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.

35123 (	Opplæring > Tema 1	~ ~	You like this
Vision Train	Volvo Trucks	/ EDIT	TOU TIKE this
77	Author: Erlend Loe		
	Publication Date: October 17, 2006		Library Discussion () >
	Edition: GAIA edition		
юк	ISBN: 2847200835		
	Publisher: Gaïa; GAIA edition		
	Purchase recommended		

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.

le <u>E</u> dit <u>T</u> ools <u>H</u> elp					
		◎ - <i>P</i> = <i>P</i> - <i>Q</i> -		▼ All Fields & Tags	
My Library		Title		Creator	
🧰 BA sykepleie	_	> Implications of an aging re	aistered nurse wo	Buerhaus et al.	
🛅 Smertebehandling	Co Ne	w Subcollection		Casey et al.	
🚞 Spirituality import endnote	🔀 Rer	name Collection	nde kunnska	Grov et al.	
🚞 Tester leganto	🔁 De	lete Collection		Stein	
🚞 Testmappe 1	ි De	lete Collection and Items			
🚞 Trening og livsglede	🗊 Exp	port Collection			
🚞 Trening og livskvalitet	E Create Bibliography from Collection				
My Publications	E Ger	Generate Report from Collection			
A Duplicate Items					
Unfiled Items					
Trash		N			

3. Save in RIS-format and click OK.

Export		×
Format:	RIS	~
Translat	or Options	
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Exp	ort Files	
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Unicod	e (UTF-8)	~
	ОК	Cancel

#### 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.

My Collection 6 items		
Notifications 10 new messages	Test (2)~	•
Find Lists	<ul> <li>Add tags to section</li> <li>воок Naïve. Super Ø</li> </ul>	<ul> <li>Edit section</li> <li>Bag It</li> <li>Send to Library</li> </ul>
Reports	Erlend Loe,Tor Ketil Solberg, Canongate Books, July 7, 2005, 7 Add tags to item Complete & View online	Copy section  LTI Direct Access  Permalink
	Caland Ladors Nation Datases 2018 2 - A	<ul> <li>Permaink</li> <li>Import</li> </ul>

## 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:

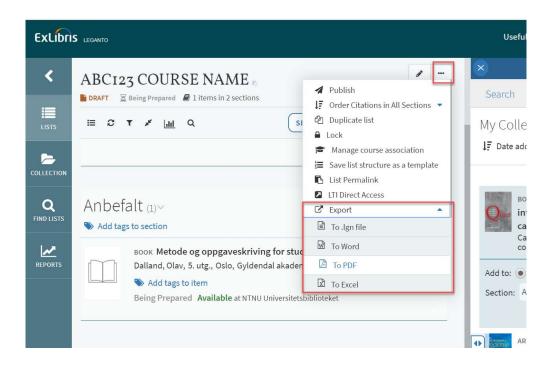
1. Go to the syllabus system and press (...) under New section.

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**

- <u>Video tutorials</u>
- Introduction to Leganto for lecturers (UNIT)
- <u>Register references.</u>
- Import references from EndNote

## Contact

NTNU University Library is responsible for this page. Contact <u>pensum@ub.ntnu.no</u> if you have any questions regarding digital reading lists or comments on how we can improve this user manual. 28