

Guide for faculty staff - Leganto

Dictionary:

Emneansvarlig: Course coordinator (responsible for a course and the syllabus) Studieprogramleder: Study leader (responsible for the courses within a study) Pensum: Syllabus
Anbefalt litteratur: Recommended reading

Content:

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1. Sending a copy of last year's syllabus list, with changes

The syllabus lists from last year will be mass duplicated. This means:

Did you make a list in Leganto last year? Then it will be copied by the library and marked with the updated semester. It will be automatically put in your Leganto.

NOTE the following:

- Changes in syllabus? Go to the list and add/delete the material you want. When finished, press **LIBRARY REVIEW**
- Changes in code and course coordinator? Contact your librarian/the library.
- No changes to the reading list from last year? Then you don't have to do anything. The library finalizes and publishes the list.

You will see the copy of last year's list in the menu at the left, under LISTS. The copied lists will show at the top. The correct semester will already be assigned the list beforehand:

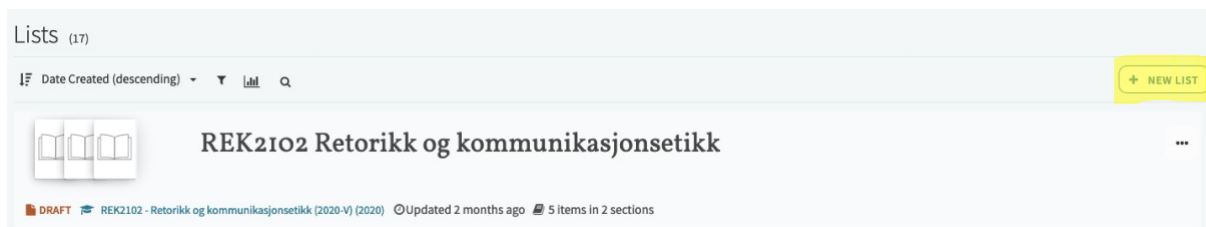


The screenshot shows the Leganto interface for a user. On the left sidebar, the 'LISTS' menu item is circled in red. The main content area displays a list of syllabi. The top item is 'KKH2100 - Kommunikasjon og kultur i et historisk perspektiv'. Below the title, the semester '(2021-V) (2021)' is circled in red. Other details include 'DRAFT', 'Johannessen, Magne', 'Updated 5 days ago', and '1 items in 2 sections'. The interface also shows a search bar, a 'NEW LIST' button, and a 'Date Created (descending)' filter.

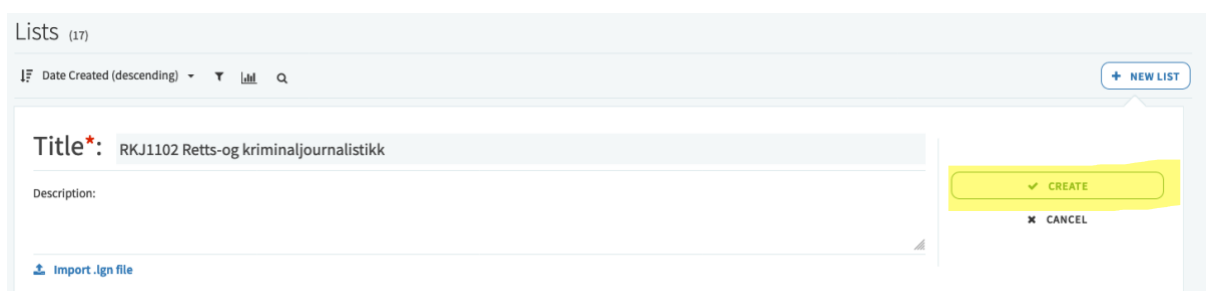
2. NEW courses/lists? How to start making your list in Leganto

Log into Leganto with your Feide user (for instance amro002): https://bibsys-xm.alma.exlibrisgroup.com/leganto/login?insitutute=47BIBSYS_MH&auth=S_AML

- Click on «+ New list» to the right:



- Put in the code and the name of the course in «Title». You can add info for the students in «Description» if you like. This info can be changed at any time during the process. Click the button called “Create”:



- Choose «HKs mal for oppsett av pensumlister» (HKs template for syllabus lists). You will then get the categories Pensum (Syllabus) and Anbefalt litteratur (Recommended reading) in your list.

RKJ1102 Retts-og kriminaljournalistikk

DRAFT  New list

Select a template

Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

Blank
Create custom sections




HKs mal for oppsett av pensumlister



X

- You will now be able to associate the list with your course:

RKJ1102 Retts-og kriminaljournalistikk

 Add Subjects

DRAFT  Being Prepared  Updated a few seconds ago  0 items in 2 sections  0/0 items are in process

Associate to course

Associating a list with the relevant courses enables students to easily find the reading material that you add.

Would you like to associate this list with a specific course?

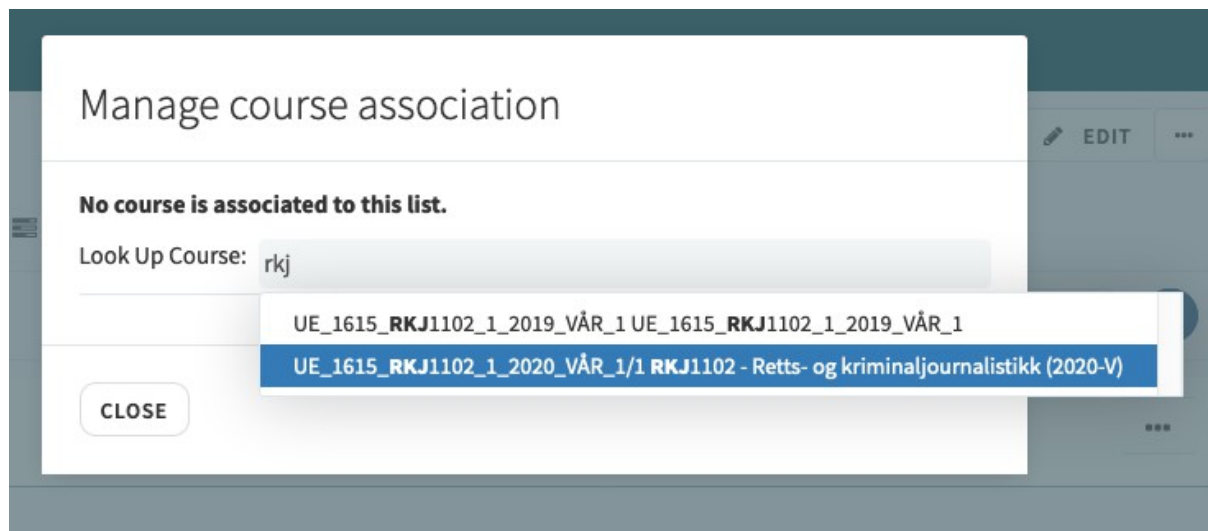
NOT NOW

ASSOCIATE LIST

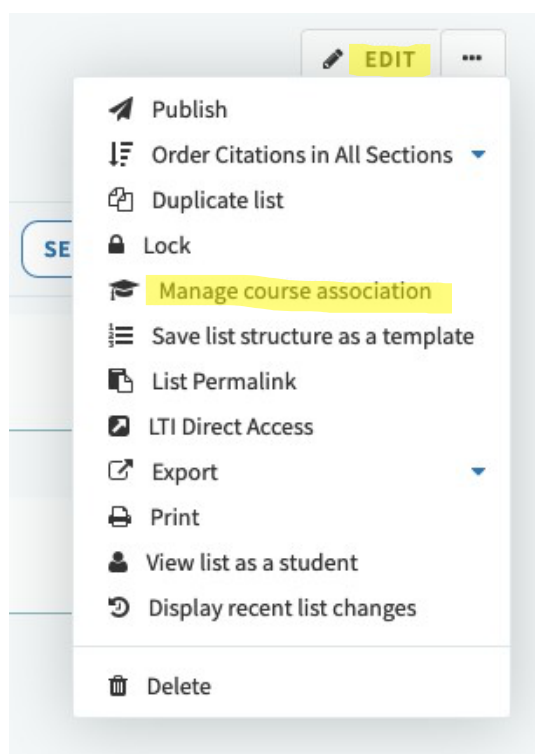
Pensum (0) 

Anbefalt litteratur (0) 

- Search for your course (you might have to put in the whole subject code to get a result). If you don't get a result on the course code, contact your librarian for help.



- It's also possible to do this action at a later point; use the menu with the three dots far right «Manage course association»:



- After this, you can add «Collaborators». Collaborators can be others that are responsible for content in the course, like the study leader. The collaborators can see the list and edit it. The person you want to add must have a Feide log in.

2. How to add material in your syllabus list

a. Books and articles (same procedure for both, example with book under)

Press the button «+»:



- Now you have to search for the material you want to add to the syllabus list. These search results are based on the content from Norwegian library databases. If you can't find the specific material you're looking for, you have to create the reference yourself by clicking "Blank Form". First we're going to look at what you must do when you find the material via the database. Let's say you want the book in the picture under to be in your list. **TIP:** Choose «Advanced search», this way you can easier find your material. Add the last name of the author and the title in the search boxes and add a *, the truncation sign:

Search

Create

My Collection

Search Library Resources

Simple Search

Search In: Norwegian Academic Libraries

Title: marketing for hospitality and tourism*

Author: kotler*

ISBN: Search by ISBN


ISSN: Search by ISSN

Include records without full-text access

[+ Add another field](#)

 SEARCH

- «Search in»: Choose whether you want to search within the collection at Høyskolen Kristiania (includes articles we have license to use and books) or within the collection of Norwegian Academic Libraries. To expand your search and be more sure of getting the correct material, choose «**Norwegian Academic Libraries**», but feel free to try both options. **TIP:** No results in your search? Check if you have written title and author name correct. If not, the base cant find the material.
- When you have found the material you searched for, choose which section to put it in: Pensum (Syllabus) or Anbefalt litteratur (Recommended reading). Choose the button «Add», or «Add & edit» if there is any info you want to change:



**BOOK Marketing for Hospitality and Tourism:
Pearson New International Edition**
Kotler, Philip (Author); Bowen, John T (Contributor),
Place of publication not identified, Pearson Education Limited,
2013
Available in format(s): **P** - Physical

Add to: List Bag Suggestions

Section: Penum

ADD & EDIT **ADD**

- The material will add itself to the section you chose and will show if its a part of our collection:

Penum (Referanser: 1, Sider: 243) ▾



Metodebok for kreative fag Hans Erik Næss og Lene Pettersen (red.) ✓
Næss, Hans Erik; Pettersen, Lene, Oslo, Universitetsforl, cop. 2017, Totalt antall sider 243 s.
[Legg til tagger på referansen](#)
Blir forberedt **Tilgjengelig** hos Biblioteket Trondheim Hovedsamling: 700.72 Met og flere plasseringer

BOK

- By clicking directly at the post of a book, you can see where in our collection the book is available, if we have it. The students will see it in the same way:

About requests

- The library is practicing the «first come, first served»-principle. It is therefore not possible to request books that are on shelf at your library.
- 1-day loans can not be requested.

Biblioteket Kvadraturen Dagslån 658.827 Hol

(4 copies, 4 available, 0 requests)

Biblioteket Hansaparken Dagslån 658.827 Hol

(2 copies, 2 available, 0 requests)

Biblioteket Hansaparken Hovedsamling 658.827 Hol

(2 copies, 2 available, 0 requests)

Biblioteket Fjerdingen Hovedsamling 658.827 Hol

(0 copies, 0 available, 0 requests)

Biblioteket Kvadraturen Hovedsamling 658.827 Hol

(1 copy, 0 available, 0 requests)

b. Excerpt from books:

- If your adding excerpts from books in your syllabus; search up the book the excerpt is from, just like shown above.
- Instead of clicking «Add», click **«Add & edit»**. You can then add info like page span, chapter number, author of the chapter and name of the chapter. First, choose **Book chapter** under «Type», then fill out the rest. Remember to save!

Page spans **MUST** be added as content in the reference. The library needs this information in order to register the book excerpt in Kopinor system for copyright clearance. The book excerpt must be less than 15% of the book as the Kopinor Agreement only covers up to 15% of the book's total number.

C. Adding material that is not in the database:

- This can be ordinary web pages, books/material that is not yet published, reports etc.
- Add necessary information about the material. When creating a manual citation, click the plus sign for adding items, then click the box called «Create»:

The screenshot shows a web interface for creating a citation. At the top, there are three tabs: 'Search', 'Create' (highlighted in yellow), and 'My Collection'. Below the tabs, the heading 'Create citation' is displayed. On the left, there is a document icon with a plus sign and a small image icon. The form contains the following fields and elements:

- Title*:** A text input field with a yellow highlight.
- Author:** A text input field with a yellow highlight.
- Type*:** A dropdown menu with a yellow highlight.
- Source:** A text input field with a '+ Add source' button to its right.
- File Upload:** A large light blue area with the text 'Drag files here to upload them' and 'Or click to browse for a file' in yellow.
- Public Note:** A text area with a diagonal line icon on the right.
- Creative Commons License:** A dropdown menu currently set to 'None'.
- More item details:** A blue link with a downward arrow.
- Add to:** Radio buttons for 'List' (selected) and 'Bag'.
- Section:** A dropdown menu currently set to 'Pensum'.
- Buttons:** A 'CANCEL' button on the left and an 'ADD' button on the right, both highlighted in yellow.

- Click the button «Add»

3. When course coordinator is done making the list

- Study leader and course coordinator will now approve the list, and course coordinator will send it to the library. Press **LIBRARY REVIEW**:



- The library will lock the syllabus list for course coordinator and study leader. After the library is done with the quality check, the list will be published by the library so that the list will be available for the students.

Deleting material from section and syllabus list:

- If you wish to delete material from your list, click on the three dots on the post and choose «Delete item»

Delete the whole list:

- Click on the three dots on the top right next to the «Edit» button and choose «Delete»

4. Adding your own commentary to the syllabus material to inform students

- Click directly on the post you want to comment, either privately to yourself or as a note to the students. You will then get the whole post up. Scroll down and add comments here:

Public note

 [Add note](#)

Private note

 [Add note](#)

- It will look like this in the post:

Pensum (Citations: 2, Pages: 556)



BOOK **How brands become icons : the principles of cultural branding** 

Holt, Douglas B.; , Boston, Mass., Harvard Business School Press, 2004, Total Pages XIII, 265 s.

This book is syllabus in january only

 [Add tags to item](#)

Being Prepared **Available** at Høyskolen Kristiania