Kristiania University College

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

Table of Contents

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 the reading list? Go to the list and add/delete the material you want.
  When finished, press **My list is ready**

- 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:
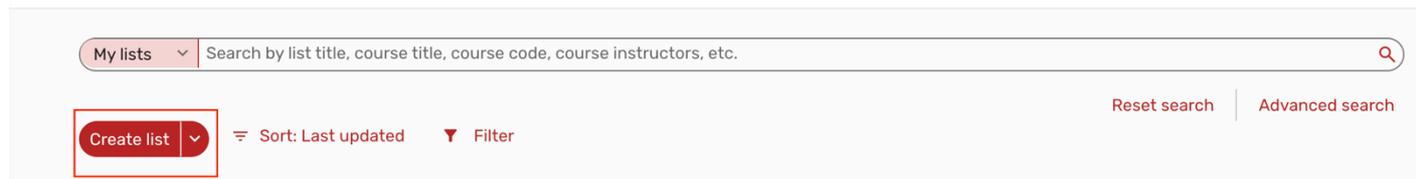
Lists

# 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 «Create list»

Lists

Put in the course code, the course name and the year and term in the field «List name». You can add info for the students in «List description» if you like. This info can be changed at any time during the process. Click "Next":
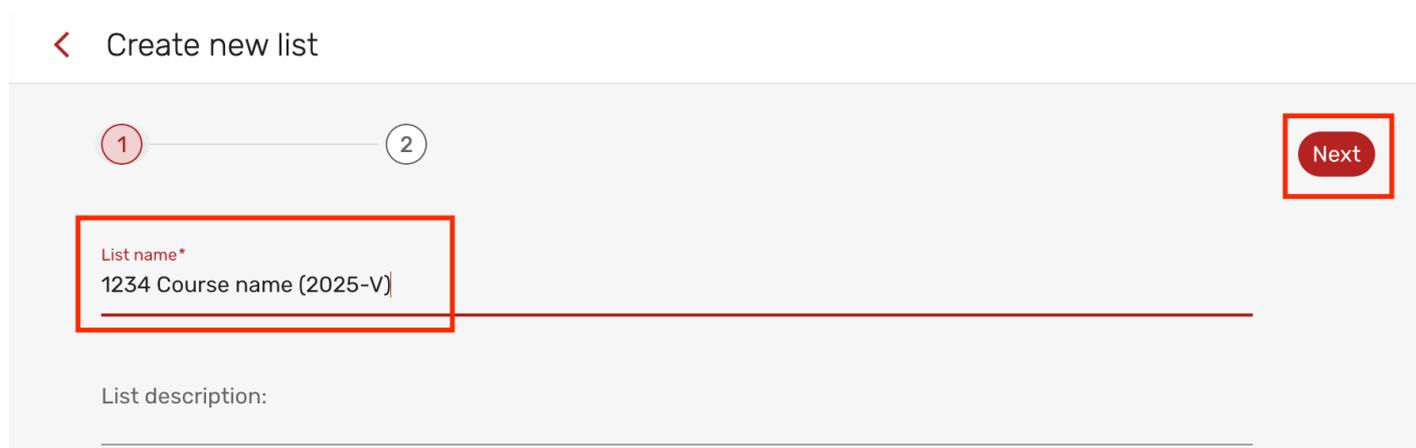
We use one the following options:
- Choose «Kristianias mal for oppsett av pensumlister» for lists shown in Norwegian.
  The list contains two sections: Pensum and Anbefalt litteratur
- Choose: "Kristianias template for reading lists" for lists that you want to be shown in English.
  The list contains two sections: Syllabus and Recommended reading.

Click "Create list":

Link the list to your course

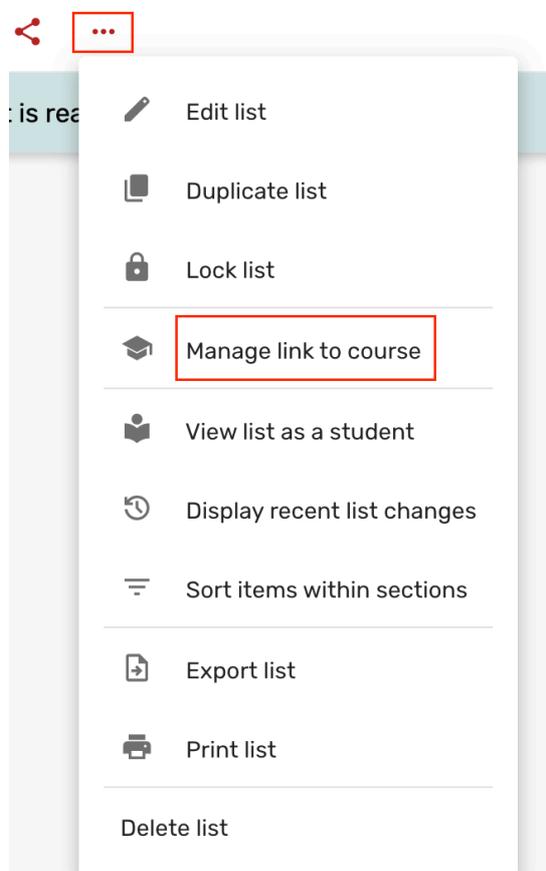You will now be able to link the list to your course:

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 the library.

It's also possible to do this action at a later point; use the menu with the three dots and click «Manage link to course»:

Adding Collaborators to the list

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.

Click on "Manage collaborators"

Click on "Add collaborators"

Collaborator   List owner   🗑

☐ **+ Add collaborators**

Close   **Save**

Fill in the name of the collaborator you want to invite and click "Save".
Remember to notify the person you have added that they're added to the list. Leganto will send an automated notification but this can easily get lost in spam or be overlooked.

Manage collaborators

Collaborator   List owner   🗑

Collaborator   Can edit list ⌄   🗑

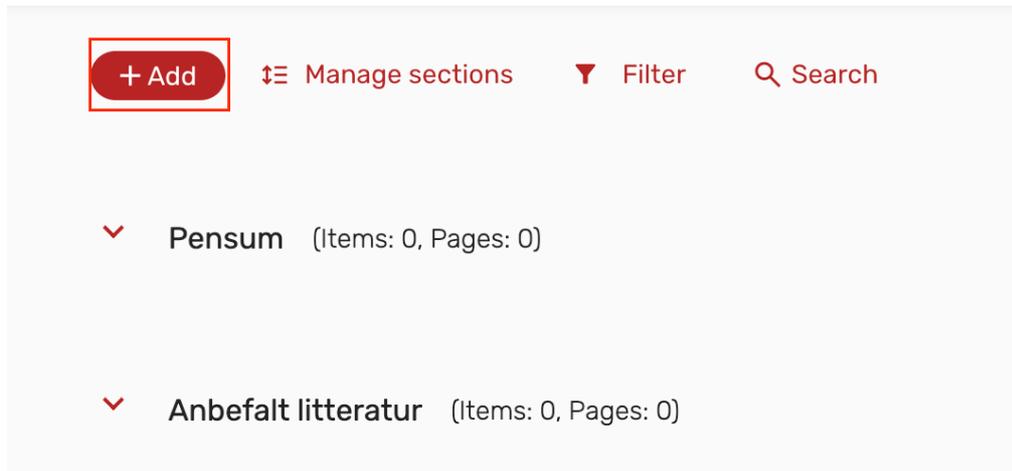**+ Add collaborators**

Close   **Save**

How to add material in your reading list

Adding Books and articles from our database
(same procedure for both, example with book under)

Press the button «+Add»:

Now you must search for the material you want to add to the syllabus list. These search results are based on the content from Norwegian library databases. Click on "Search the library":
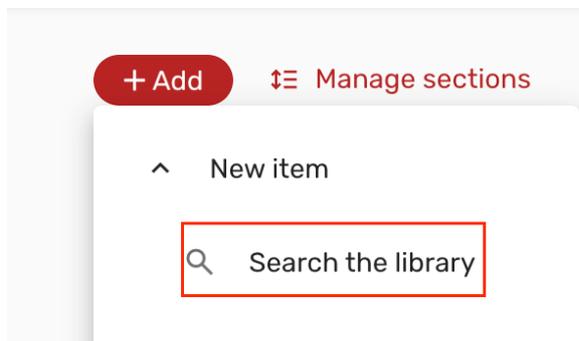
Search scope: Høyskolen Kristiania or Norwegian Academic Libraries

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 surer 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.

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»:

Select advanced search to search, author, ISBN or ISSN in addition to title.

If a book has multiple editions available, see which ones there are and select the correct edition (latest edition). Click on the "+" button to add to the reading list.

Reading list section

In the next step, choose which section of the reading list you want to add the reference: Pensum (Syllabus) or Anbefalt litteratur (Recommended reading).

Click the button «Add», or «Add & edit» if there is any information in the reference you want to change:

The material will add itself to the section you chose and will show the availability of the material:

Adding excerpts from books

If you're adding excerpts from books in your syllabus; search up the book in our database as you would be when adding an entire book.

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.
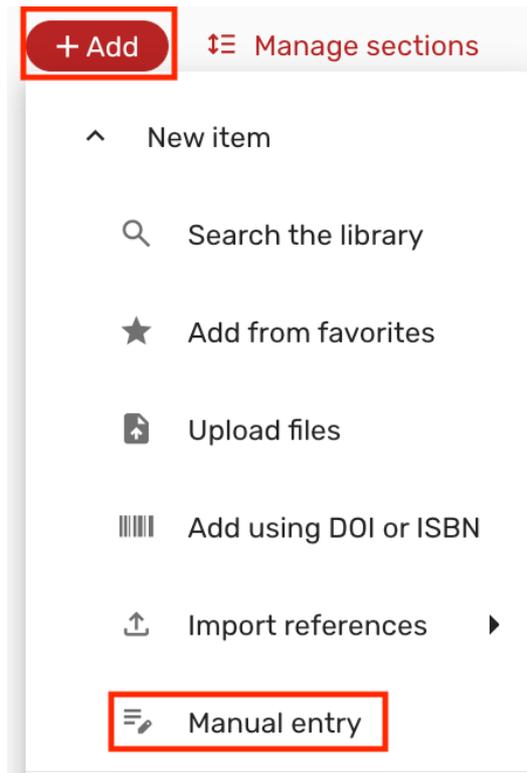
Adding material that is not in our database

This can be ordinary web pages, books/material that is not yet published, reports etc.

Add necessary information about the reference.
When creating a manual citation, click "+Add" for adding a new item, then click «Manual entry»:

Choose the relevant reference type in "Type" and the title of the reference. Click "next".
Add the relevant details about the reference such as creator/author, URL, publisher, publication date, etc. Click "next".

Choose which section you want to add the reference to (Pensum/Syllabus or Anbefalt litteratur/Recommended literature.

Add any relevant notes about the reference to the students, and finally click "Add".

Submitting the reading list to the library for review

Study leader and course coordinator will now approve the list, and course coordinator will send it to the library. Click My list is ready:
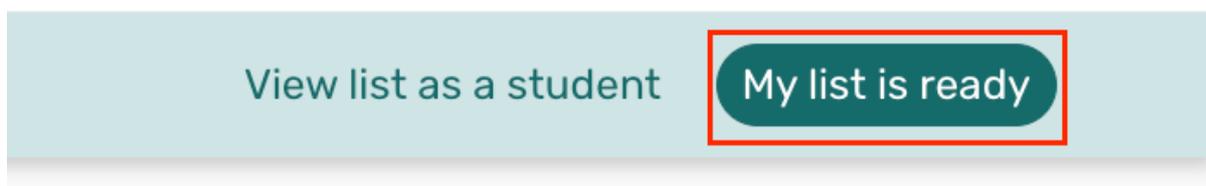
The library will lock the reading list for course coordinator and study leader. After the library is done with the quality check, the list will be published by the library so that the list will be available for the students.

Deleting material from section and reading list
Delete an item (reference) in the list
If you wish to delete material from your list, click on the three dots on the post and choose «Delete item»
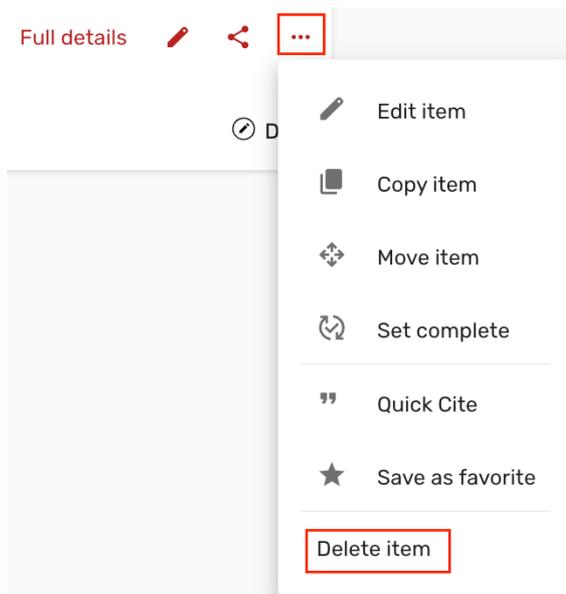
Delete the whole list

Click on the three dots to open the list menu and click «Delete list»
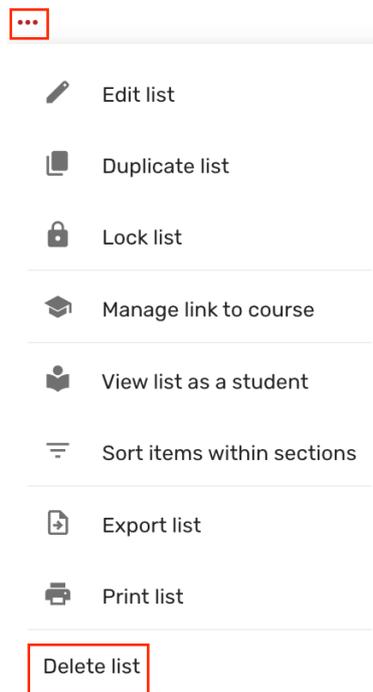
Adding your own commentary to a reference

Click on the reference you wish to comment on. A field titled 'Note for students' will appear. Here, you can add any relevant comments, such as indicating which pages or chapters are required reading.

Pensum (Items: 1, Pages: 21)

☐ 📰	**Det faglige fundamentet** Full details ✏ ⌣ ⋯ Book Chapter	in Mennesker og samfunn : innføring i sosiologisk forståelse, by Schiefloe, Per Morten, 4. utgave, Bergen, Fagbokforlaget, 2024, Page range 37 - 57 Other versions

☐ Hide from students ✎

▣ Note for students:

Courses without reading list

There may be various reasons for courses without a reading list.
In such cases, select 'Edit section' for the syllabus section / Pensum section.

> ⠿ ☐   **Pensum**   (Items: 0, Pages: 0)   ⌣   ⋯

⋯

- ▣ Deselect all items
- ✏ Edit section
- ⊟ Indent section
- 🗐 Copy section
- 🗊 Export section
- 🖶 Print section
- Delete section

Enter the desired message for the reading list in the section title, for example, 'Practice – no reading list' or 'This course has a self-selected reading' depending on what suits the course best. Add more information under the description if necessary. Finally click "Save".

Edit section   Cancel   **Save**   ✕

Title*
Practice - no reading list

Description: