

# Reading List User Guide

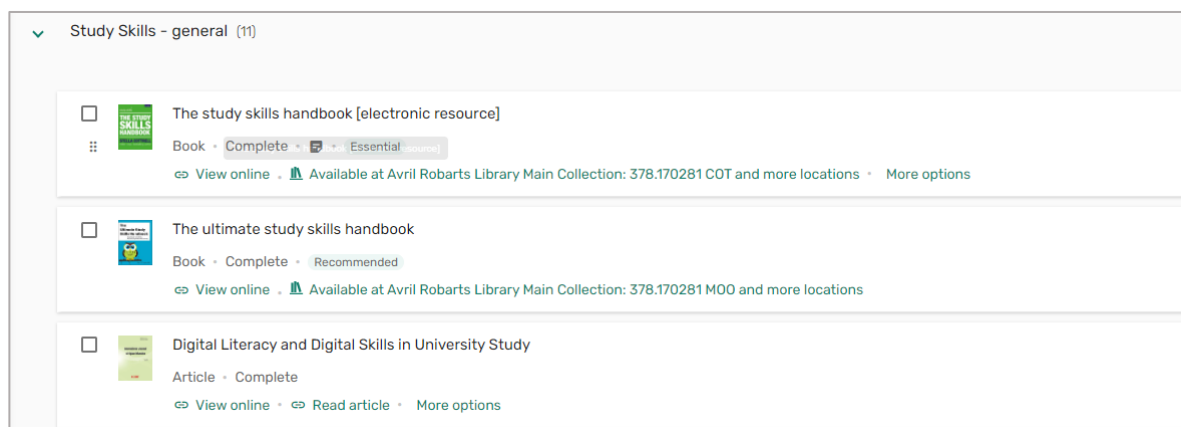
Leganto is LJMU's reading list management system, which allows you to create and manage lists of essential readings and resources for all your modules.

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## 1. Accessing a Reading List

Each course (module) in Canvas has a reading list embedded into the course menu. To access your list, select the Reading List link, there is no need to sign/log in. If the reading list is already populated, then the contents will be displayed.



A new/unpopulated reading list will be displayed as the default template.



In the left side panel, there are two options:




- **Lists:** provides quick access to all the reading lists you work on or are interested in. You can also search for other lists, by entering the module code in the search box



Please Note: to have editing rights you need to have accessed the list via the link in Canvas and selected **Add**.

- **Favorites:** this is your personal storage area for materials to use in future. These can be items that are in the library collections, new books you want to order or a resource you've found during your research

Please Note: the reading list software is **not** embedded in Canvas; it is only a link to the software. To see the student view, select the **3 dots** next to the Reading List title and select **View as a student**.

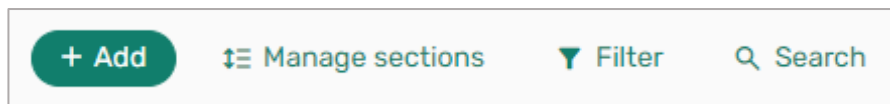
The right side panel has the following icons:

-  **Settings:** which has accessibility options
-  **Notification:** changes to any lists you have added yourself to via canvas
-  **Discuss with library:** ask the library a question - we recommend contacting your Librarian directly by email

-  **Analytics:** how items and section are performing
-  **Upcoming due dates:** if you have set any dates on sections

## 2. Managing a Reading List

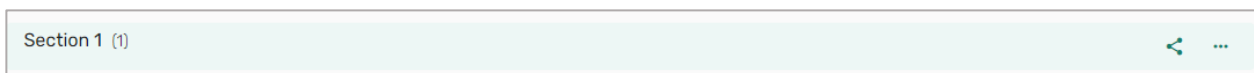
All reading lists are automatically live and published. Under the list title and module code there are a number of icons and buttons, select them for more information.



To add/create a new section select **+Add** , then **New section**.

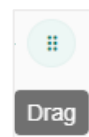
Enter a **Title** (and description if required) and select **Add** to save the section.


To change the title of a section, or if your reading list is unpopulated, hover over the title and you will see **three dots** on the right side.




Select **Edit Section** to open the section template. Enter a new **Title** (and description if you want) and select **Add** to save the section.

To rearrange the order of your sections within your list, select **Manage sections** – this will collapse the sections to just headings.



Hover next to the section you want to use to show a **Drag** button . Use the **Drag** option to move the section to the desired location in your list.

Select **Manage sections** to expand the sections again.

Each section has its own edit menu, to see all the option select the **3 dots** . There is also an option to **Share**, which will create a link which can be embedded into a course content in your module.

Please Note: we do not recommend using the **Start** and **End** dates options, sections of your reading list will be hidden from students before and after these dates.

### 3. Adding Items

+ Add

To add an item to your reading list, select the select **+Add** and you will see the following options:

- **Search the library:** search Discover and select resources held in the library
- **Add from favorites:** add items from your list of saved items
- **Upload files:** upload a saved file from your OneDrive
- **Add using DOI or ISBN**
- **Import references:** imports a file from a database
- **Manual entry:** add items not in the library, to order books or add links to webpages/reports etc

#### 3.1 Books and eBooks via Search the library (Discover)

+ Add

- Select **+Add**
- Under **New item**, select **Search the library** - a **Basic Search** panel opens in the right panel, type in your search terms - this can be author/titles/key or a combination.

Filter

Select the **Filter** option to refine the results by **Type**, for example: Book and/or **Availability** filters offer access options, for example: Full text online.


Type ▾  
Book (17K) Video (3.2K) Article (818K) Book chapter (11K)



Availability ▾  
Held by library (529) Open access (436K) Peer reviewed (628K) Full text online (746K)

Clear Apply

The **Advanced Search** offers more search options.

Find the item in the results lists and hover over the record. You can either use **the Drag and drop to**

**list** button  to drag it into a section in your list:

 The study skills handbook  
Cottrell, Stella, author., Fifth edition., London, Macmillan International Higher Education, 2019  
Book · Physical (19 / 32 available) Avril Robarts Library Main Collection: 378.170281 COT and more locations ·  
Electronic 

or

Select the record and it will expand it to show the **Add & Edit** and **Add** options:

The study skills handbook  
 Cottrell, Stella, author., Fifth edition., London, Macmillan International Higher Education, 2019  
 Book - Physical (19 / 32 available) Avril Roberts Library Main Collection: 378.170281 COT and more locations - Electronic

Add to:  List  Favorites

Section: Study Skills - general

Add & Edit Add

Select the **Section** you want to add the title to and select **Add**.

All books and eBook must have an **Essential** or **Recommended Tag** – these ensure that we have correct number of copies in the library. We have a digital first policy, which means, where possible, we will purchase an eBook in the first instance.

**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students)

Library Services are automatically notified when you add new items to a reading list. New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

Always select **Additional version available** to ensure that you have the latest edition in your reading list.

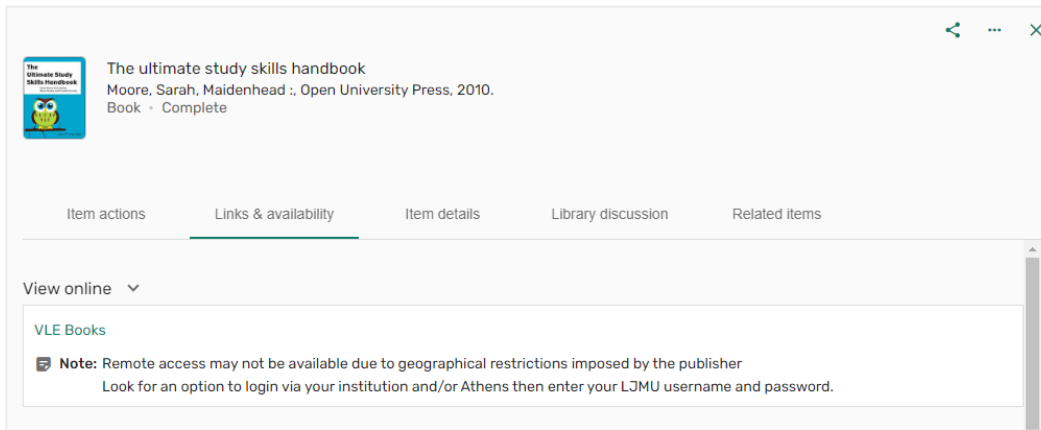
Critical thinking skills : developing effective analysis and argument  
 Cottrell, Stella., 2nd ed., Basingstoke, Palgrave Macmillan, 2011  
 Book - Physical (14 / 17 available) Aldham Roberts Library Main Collection: 370.152 COT and more locations - Electronic  
 - [Additional version available](#) v

**Exists in list:** this item is already in your list – but you can add an item multiple times if you want.

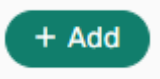
The ultimate study skills handbook  
 Moore, Sarah, Maidenhead, Open University Press, 2010  
 Book - Physical (17 / 17 available) Avril Roberts Library Main Collection: 378.170281 M00 and more locations - Electronic  
 - [Exists in list](#)

[Full details](#)

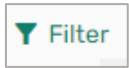
**Full details:** opens the full record and show information such as number of physical copies, location, links to full text, notes, etc.



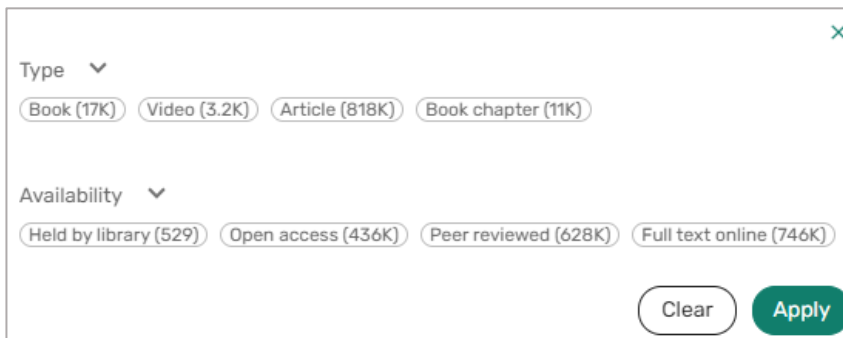
### 3.1.1 Chapter from a Book via Search the library Search (Discover)



- Select **+Add**
- Under **New item**, then select **Search the library** A **Basic Search** panel opens in the right panel, type in your search terms - this can be author/titles/key or a combination.



Select the Filter option to refine the results by **Type**, for example: Book and/or **Availability** filters offer access options, for example: Full text online.

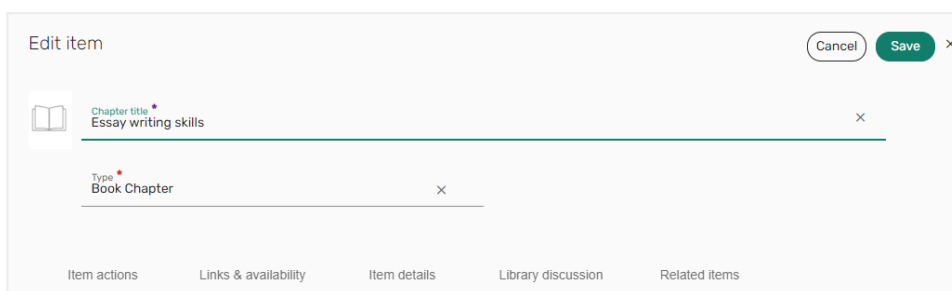


Find the item in the **Results list** and select the record and select the **Plus** to expand the

record and then select **Add & Edit** .



Change **Type** change this to **Book Chapter**, enter the chapter title in **Chapter Title** field.



The chapter author is not a mandatory field, but it can be useful for students if you include it. Scroll down if you want to additional information such as chapter number and page range. Select **Save**.

Always select **Additional version available** to ensure that you have the latest edition in your reading list.



Critical thinking skills : developing effective analysis and argument

Cottrell, Stella., 2nd ed., Basingstoke, Palgrave Macmillan, 2011

Book - Physical (14 / 17 available) Aldham Roberts Library Main Collection: 370.152 COT and more locations - Electronic

[Additional version available](#) ▾

All books and eBook must have an **Essential** or **Recommended Tag** – these ensure that we have correct number of copies in the library. We have a digital first policy, which means, where possible, we will purchase an eBook in the first instance.

**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students)

Library Services are automatically notified when you add new items to a reading list. New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

If you want to add a book chapter not held by LJMU or want a printed chapter scanned then you need to place a request via the Digital Scanning Service:

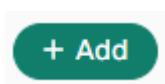
<https://www.ljmu.ac.uk/microsites/library/support-for-academic-staff/digital-scanning-service>

The library will try to source a scan/digital copy (Electronic Key Text or EKT) of the book chapter article. When a copy is obtained, we will send you a link to embed into your reading list or we will embed it for you.

### 3.1.2 Books and eBooks not in the library

You can add a book/eBook currently not available in library to your reading list, this will generate and order in the library management system and we will try an obtain the title.

We have an eBook first policy, so where possible a library version eBook will be purchased. If there is no library version, we will purchase print copies.



- Select **+Add**
- Under **New item**, then select **Manual entry**

There are 2 mandatory fields indicated by a red astrix/star: **Title** and **Type**.

Use the **Next** button to move through the form. To help identify the book for ordering please include the author (Creator), year, links to publisher webpages and edition if known.

In the final part, select the section under the **Add to Section** dropdown and add an **Essential** or **Recommended** tag and any notes which you want your students to read.

All books and eBook must have an **Essential** or **Recommended Tag** – these ensure that we have correct number of copies in the library.

**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students)

Library Services are automatically notified when you add new items to a reading list. New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

When you are finished select **Add** to save details.

**Full details:** also opens the full record such as number of physical copies, location, links to full text, notes, etc.

New books orders are flagged to the reporting system and are ordered accordingly. If there are any queries then your Academic Engagement Librarian will contact you.



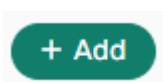
Non-reading list books can be ordered via the [Purchase Request Form](#) or by emailing your Academic Engagement Librarian.

Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details).

### 3.1.4 Ordering New Books/eBooks

You can add a book/eBook currently not available in library to your reading list, this will generate and order in the library management system and we will try an obtain the title.

We have an eBook first policy, so where possible a library version eBook will be purchased. If there is no library version, we will purchase print copies.



- Select **+Add**
- Under **New item**, then **Manual entry**

There are 2 mandatory fields indicated by a red astrix/star: **Title** and **Type**.

Use the **Next** button to move through the form. To help identify the book for ordering please include the author (Creator), year, links to publisher webpages and edition if known.

In the final part, select the section under the **Add to Section** dropdown and add an **Essential** or **Recommended** tag and any notes which you want your students to read.

All books and eBook must have an **Essential** or **Recommended Tag** – these ensure that we have correct number of copies in the library.

**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students)

Library Services are automatically notified when you add new items to a reading list. New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

When you are finished select **Add** to save details.

**Full details:** also opens the full record such as number of physical copies, location, links to full text, notes, etc.

New books orders are flagged to the reporting system and are ordered accordingly. If there are any queries then your Academic Engagement Librarian will contact you.

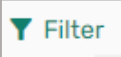
Non-reading list books can be ordered via the [Purchase Request Form](#) or by emailing your Academic Engagement Librarian.

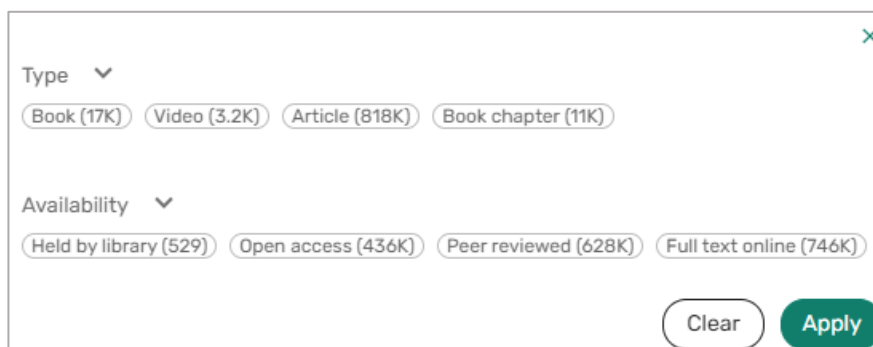
Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details).

## 3.2 Journal Articles & Journals via Library Search (Discover)

### 3.2.1 Adding a Journal Article

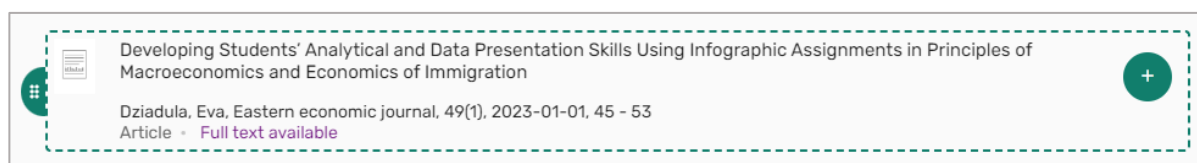
- Select **+Add**
- Under **New item**, then select **Search the library** A **Basic Search** panel opens in the right panel, type in your search terms - this can be author/titles/key or a combination.

Select the Filter option  to refine the results by **Type**, for example: article and/or **Availability** filters offer access options, for example: Full text online.



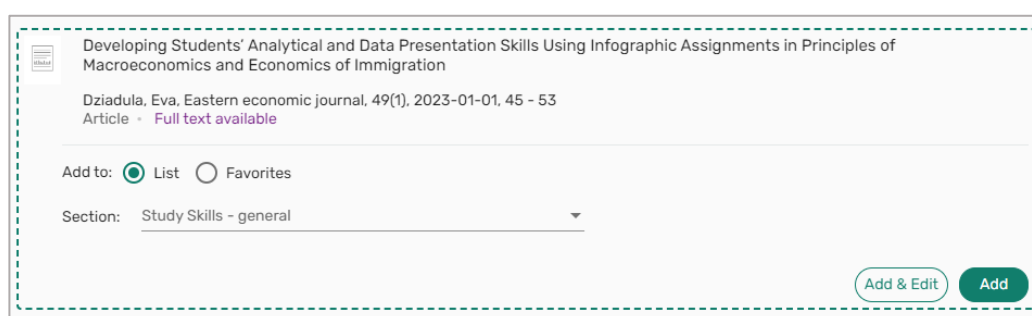


Find the journal article in the results list and either use the **Drag and drop to list** button to drag it into a section in your list



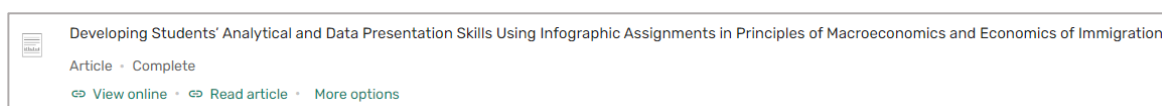
Or

Selecting the record will expand it to show the **Add & Edit** and **Add** options. You can select the section you want to add it to, you can also use the **Add & Edit** to add additional information such as a note.



Once added to your list it will appear as **Complete**.

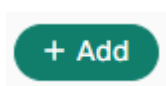
Full text access is indicated in the record with a **View online** link.



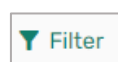
You can edit the record using the **3 dots**  and **Edit item** to add any notes for users, for example: Literacy in higher education.

**Full details:** opens the full record, showing all the details such as log in options, links to full text, notes, etc.

### 3.2.2 Adding a Journal



- Select **+Add**
- Under **New item**, then select **Search the library** A **Basic Search** panel opens in the right panel, type in your search terms - this can be author/titles/key or a combination.



Select the Filter option to refine the results – the **Full text online** will limited the results to electronic journals titles only.


Type ▾

Book (17K) Video (3.2K) Article (818K) Book chapter (11K)

Availability ▾

Held by library (529) Open access (436K) Peer reviewed (628K) Full text online (746K)

Clear Apply

Find the journal article in the **Results list** and either use the **Drag and drop to list**  button to drag it into a section in your list

International Journal of Educational Research Open.

Oxford, Elsevier, 2020  
Journal · Electronic · [Exists in list](#)

or

Selecting the record will expand it to show the **Add & Edit** and **Add** options. You can select the section you want to add it to, you can also use the **Add & Edit** to add additional information such as a note.

International Journal of Educational Research Open.

Oxford, Elsevier, 2020  
Journal · Electronic · [Exists in list](#)

Add to:  List  Favorites

Section: Study Skills - general ▾

Add & Edit Add


Once added to your list it will appear as **Complete**.

Full text access is indicated in the record with a **View online** link.

International Journal of Educational Research Open.

Journal · Complete

[View online](#)

You can edit the record using the **3 dots**  and **Edit item** to add any notes for users, for example: Literacy in higher education.

**Full details:** opens the full record, showing all the details such as log in options, links to full text, notes, etc.

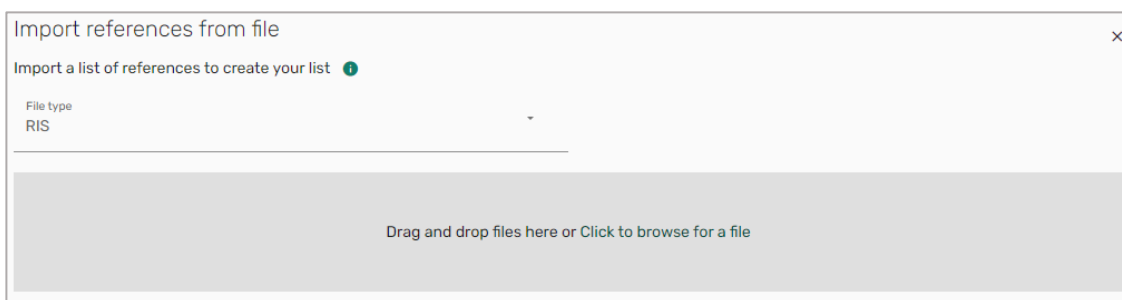
### 3.2.3 Importing a Journal Article from a Database

If you are doing a search in a database and find an article(s) you want to add to your reading list, select the **Export** option in the database to create a **RIS** file. This will appear in your downloads folder.



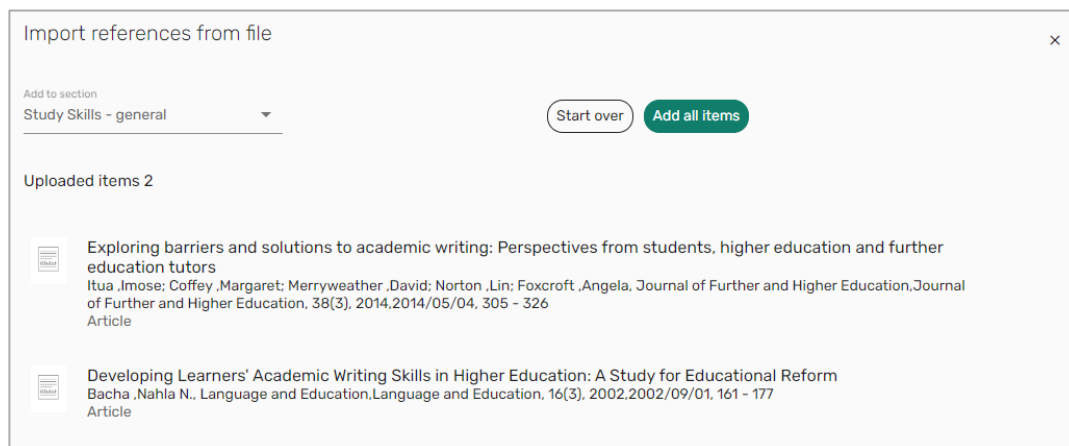
- Select **+Add**
- Under **New item**, then select **Import references**
- Select **From file**, an **Import reference from file** box will open, the File type will default to **RIS**

To import the file either drag the file into the box or select **Click to browse for file** box and find the file in your **Download** area, select it and select **Open**.



The references will be displayed in the box.

- Select the section that the references are to be added to
- Select the **Add all items** button



You can delete any of these references before they are added. To do this, select the reference and select **Remove**.



You can edit the record using the **3 dots**  and **Edit item** to add any notes for users, for example: for example: read week 5.

**Full details:** opens the full record, showing all the details such as log in options, links to full text, notes, etc.

### 3.2.4 Journal Article not in the library (Digital Scanning Service)

To comply with Copyright Law, if you want to access a journal article not held by LJMU or is only available in print then you need to place a request via the Digital Scanning Service:


<https://www.ljmu.ac.uk/microsites/library/support-for-academic-staff/digital-scanning-service>

The library will try to source a scan/digital copy (Electronic Key Text or EKT) of the article. When a copy is obtained, we will send you a link to embed into your reading list or we will embed it for you.

### 3.2.5 Databases – linking to a database


You may want to add link to subject specific databases, accessed via the Databases in Discover. To add a database:

- Select **+Add** 
- Under **New item**, then select **Search the library** A **Basic Search** panel opens in the right

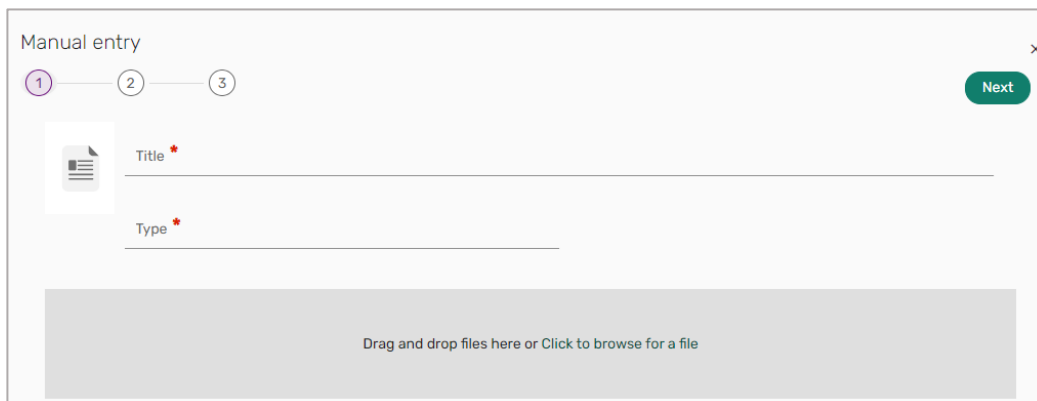
panel, type in the name of the database and either use **the Drag and drop to list**  button to drag it into a section in your list or select the record to show the how the **Add & Edit** and **Add** options. You can select the section you want to add it to, you can also use the **Add & Edit** to add additional information such as a note.

### 3.3 Webpages, reports and other online materials

To comply with Copyright Law, you should always link to webpages, reports and other online materials.

- Select **+Add** 
- Under **New item**, then select **Manual entry**

There are 2 mandatory fields indicated by a red astrix/star: **Title** and **Type**.



Work your way through the form adding the URL/web address into the **URL** field, add any notes on the final screen and select **Add** to save details.

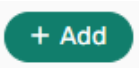
Alternatively, you can use the **Cite It!** option (See [Section 3.6: Cite It!](#) for more details)

Library Services are automatically notified when you add new items to a reading list.

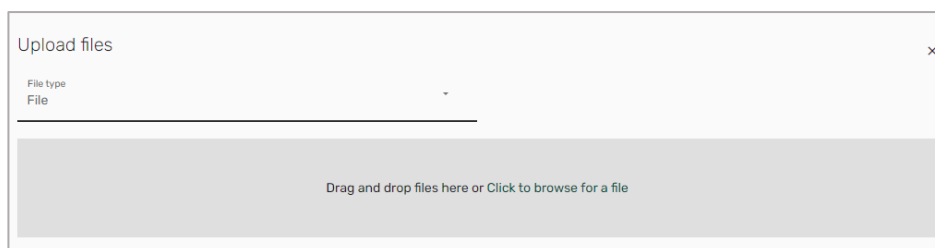
New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

### 3.4 Upload Files or PDFs

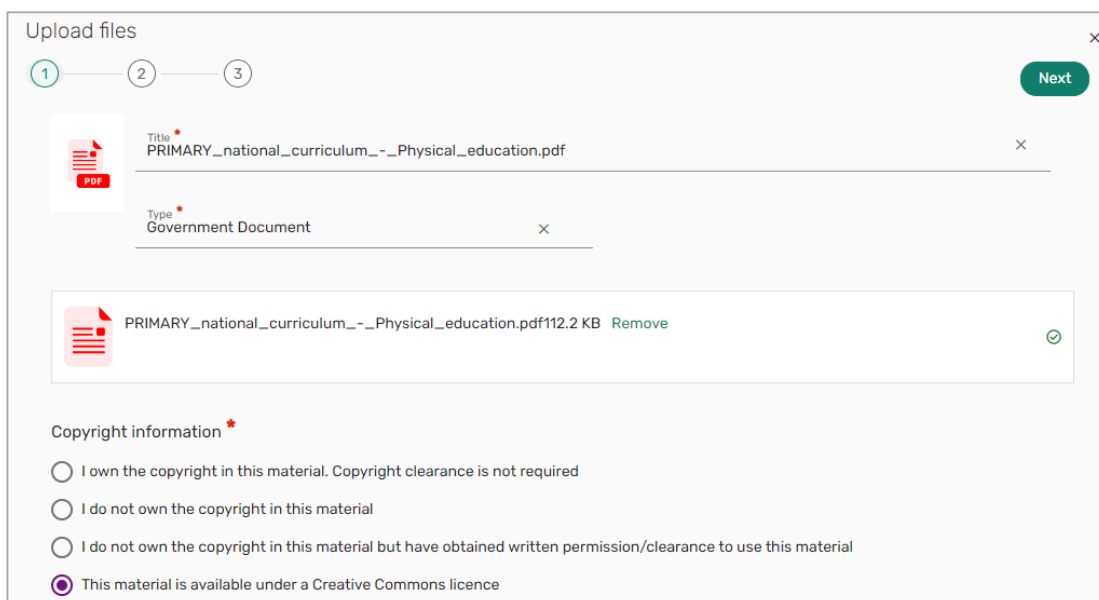
You can add personal files or PDFs that you have found on the web and saved onto your OneDrive. To comply with Copyright Law, you should always link to webpages and reports/PDFs. To upload a file:

- Select **+Add** 
- Under **New item**, select **Upload files**

You will see the **Upload files** box, where you can either drag the file into the box or select **Click to browse for file** box and find the file in your **Download** area, select it and select **Open**.



You will need to complete the self-declaration Copyright field to confirm that the item is useable under Copyright Law.



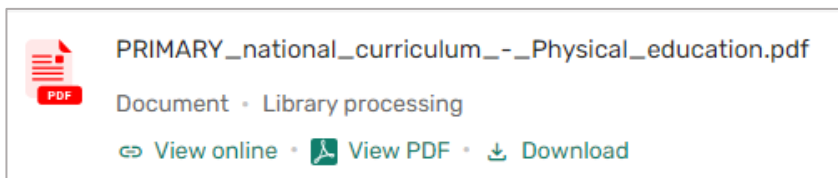
The Reading List software will try to complete the details, such as title and author, if it cannot extract the details from the PDF you will need to enter the details manually.

Use the **Next** button to work through the form and add other details to the record by scrolling down such as page numbers, publication date, etc.

The screenshot shows a form titled "Upload files" with a progress indicator at the top showing steps 1, 2, and 3. Step 2 is active. The form contains the following fields:

- Item details**
- Creator:** Department for Education
- URL:** <https://www.gov.uk/government/publications/national-curriculu...> + URL
- Publisher:**
- Publication date:** 2013
- Creative Commons license:** (dropdown menu)
- [More item details >](#)

Add any notes on the final screen, select **Add** to save details.

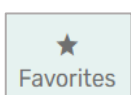


Alternatively, you may want add reports/PDF using the **Cite It!** feature (see [Section 3.6: Cite It!](#) for more details).

Library Services are automatically notified when you add new items to a reading list.

New items, not in library collections, appear as **Library processing** and once the relevant Library Services team has checked it, this will change to **Complete**.

### 3.5 Favorites (your personal storage space)



**Favorites** (previously called Collection) is your personal storage space where you can store resources for future use, things you have come across in your research, resources you did not want to use at the time but did not want to forget about.

These can be any resources, items already in the library or resources not currently stocked by the library such as forthcoming books, reports, journal articles and websites.

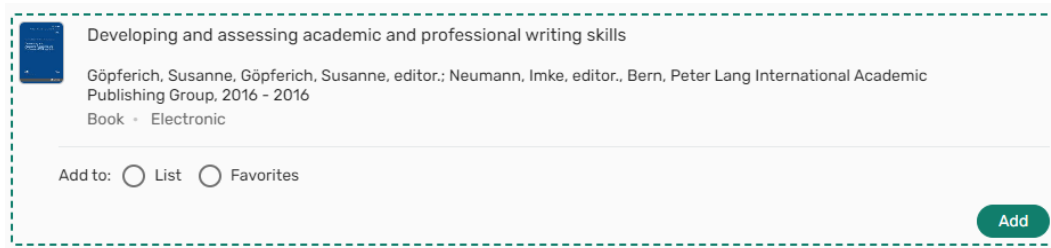
#### 3.5.1 Adding items to Favorites

Select the Favorites icon from the left side panel and select **Add**. Choose one of the following:

- **Search the library:** search and add items in the library (see panel will open you can look for items within the library collections)

Select the record to open the record and then select **Favorites** and **Add**.





- **Upload files:** drag the file into the box or select **Click to browse for file** box and find the file in your **Download** area, select it and select **Open**. Work your way through the form using the **Next** button, then **Add**
- **Import References: from a file:** the default file type is RIS and follow the Upload files instructions above
- **Manual entry:** Work your way through the form using the **Next** button, then **Add**

### 3.5.2 Adding an Item from Favorites into a list

+ Add

- Select **Add**
- Find the item
- Tick the box next to the record
- Select **Add to list** option
- Select the list and section you want to add it to
- Select **Add**.

Go to the Reading List and select the **title** to add an **Essential** or **Recommended** tag (books only) or a **Note**, select the **title** to close the record.

**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students)


The library is automatically updated when you add new items to a reading list.


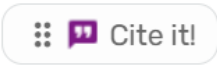
New items, not in library collections, appear as **Library processing** and once the library has checked it, this will change to **Complete**.

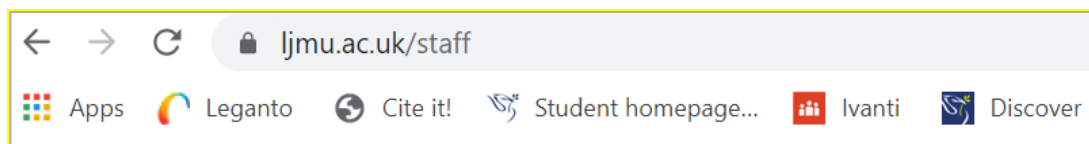
Items will remain in **Favorites**, even if you have added it to a reading list. To permanently remove an item, select the record, tick the box next to the record, then select **Delete** at the top of the screen. You will be prompted to confirm deletions.


### 3.6 Cite It!

The **Cite It!** tool allows you add items quickly, for example a book you want adding to your list which you are not sure if the library has in stock or a link to a webpage.

You need to add the **Cite It!** tool to your browser, to do this select **Settings**  in the top right of the screen.

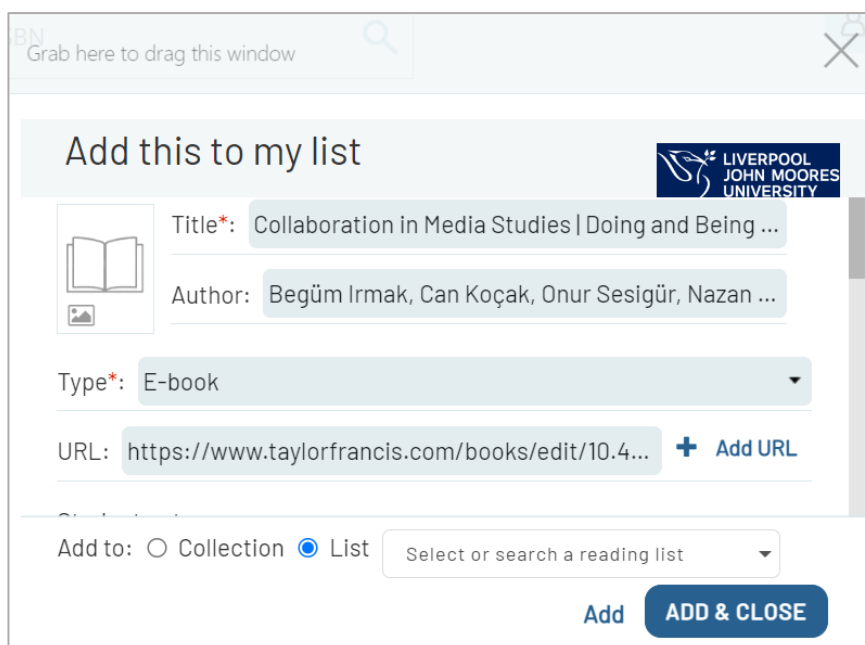
Select **Cite it!** , drag and drop the **Cite it!** button  to your browser toolbar. If you do not see the Bookmarks bar:



Select the menu icon  in the top right corner, select **Bookmarks** then select **Show Bookmarks Bar**

For example, if you see a book on a publisher's website and you want to add it to your reading list, select the **Cite it!** button in your browser toolbar.

An **Add this to my list** box will open, check the details, adding any missing information such as author. Change the **Type** if necessary.

A screenshot of a dialog box titled 'Add this to my list' with the Liverpool John Moores University logo in the top right. The dialog has a search bar at the top. Below the title, there are input fields for 'Title\*' (Collaboration in Media Studies | Doing and Being ...), 'Author' (Begüm Irmak, Can Koçak, Onur Sesigür, Nazan ...), and 'Type\*' (E-book). There is a 'URL' field with the text 'https://www.taylorfrancis.com/books/edit/10.4...' and an 'Add URL' button. At the bottom, there are radio buttons for 'Collection' and 'List' (selected), followed by a dropdown menu 'Select or search a reading list'. There are 'Add' and 'ADD & CLOSE' buttons at the bottom right.


Select **List** from the **Add to** options, and navigate to the required **List**, you can then select a section, or you can select to save it to your **Favorites**. Select **Add & Close** to add the item to the specified reading.

You can add a note before select the Add option or you can select the **title** to or select **Full details:** and then **Item action**.

Remember to add an **Essential** or **Recommended** tag (see [Section 6: Tags and Notes](#) for more details). To do this you need to select the **title** or **Full details:** option and then **Item action**.

Selecting **Full details:** also shows the full record such as number of physical copies, location, links to full text, notes, etc.


#### 4. Editing and Deleting

To edit an item or section, select the **3 dots**  to the right of the section name or item record, for example: **Delete item** or **Delete section**.

It is also possible to delete multiple items in one go. Select the tick box next to each item and then select the **Delete** option from the menu at the top of the screen.


Please Note: if you delete a section all the contents will be removed from your list.

#### 5. Moving/sorting items in a List

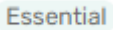
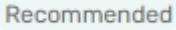
To move items within a section or from one section to another, select the **Drag**  icon - a blue dotted **Drop citation here** box appears, simply drop it into its new position. Alternatively, you can select the tick the box next to an item and use the **arrows** from the menu at the top of the screen.

To move item/s from one section to section with a list, select the tick box(es) next to an item/s and select **More actions** from the menu at the top of the screen. Select **Move** and choose the list and section you want to move the item to.

Please Note: moving an item to another list removes it from the original list completely. If you want it to remain in the original reading list, then use the **Copy** option.

To sort entries within all your sections A-Z or Z-A by author or title, select the **3 dots**  next to the Reading List title and select **Sort items in sections**. Select your preferred option – title or author, tick to confirm the action and select **Sort**.

#### 6. Tags and Notes

**Tags:** All books and eBooks must have an **Essential**  or **Recommended**  tag attached; these are used to inform the number of copies we purchase for the library.

We have a digital first policy, which means, where possible, we will purchase an eBook in the first instance.


**Essential:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 10 students).

**Recommended:** An eBook allowing multiple user access and at least one print copy. If there is no eBook available, the library will purchase print copies in accordance with student numbers (1 copy per 25 students).

To add a tag, you can either select the title then **Add tag** and, select a tag – selecting the title again will close the record or you can select **Full details** and select **Item actions**.

To add/change the tags on multiple items at once, select the tick the boxes next to the items and select the **Tags** from the menu at the top of the screen.

**Notes** can offer information about an item or be used to direct users to specific parts/aspects, for example: read chapter 4.

**Notes for students**  are visible to all users, these can be directions, guidance, or information for students about the resource. To add a note, select the title to or select **Full details:** and then **Item action**.

**Private Notes** are only visible to other colleagues who may be editing/updating the list. To add note, select **Full details** then **Item details** to add notes.


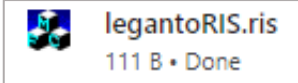

You can add or remove notes from multiple items at once. To do this select the tick the boxes next to the items and select **Notes for students** from the menu at the top of the screen.

## 7. Copying a Full List from One Module Reading List to Another

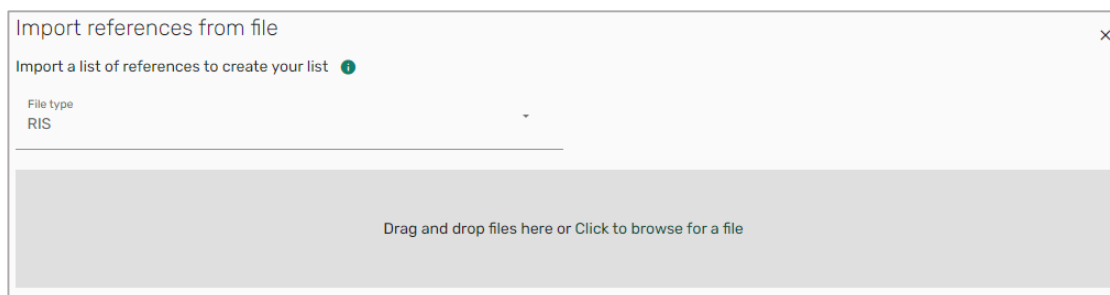
You can copy a whole reading list from one list to another, for example when the module code has changed. This will export your reading including section headings from the original list but not the notes or tags.

We recommend copying your reading list section by section ([see Section 8. Copying a section to another reading list](#)).

To copy a whole reading list:

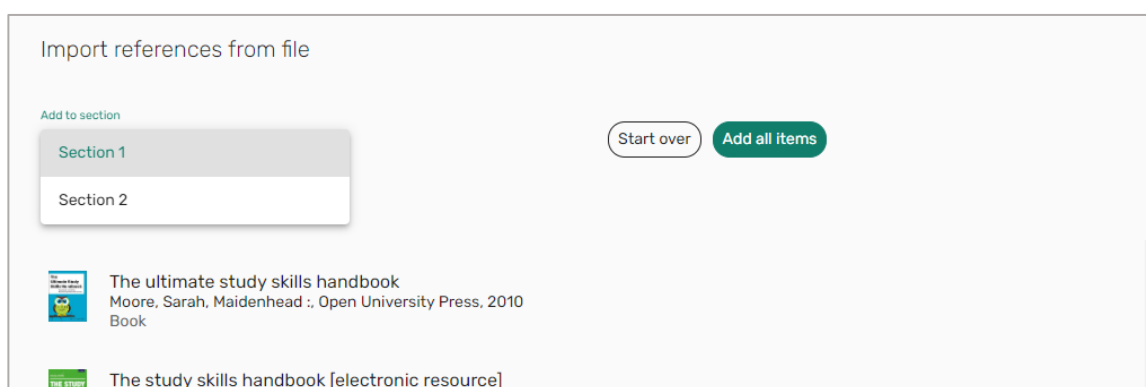
- Select the **3 dots**  at the top of the screen
- Select **Export list**
- Select **RIS** from the dropdown menu and **Export**
- A **RIS file**  will appear in your **Downloads**
- Go to **Lists** and open the list you want to export to
- Select **+Add** , **New item**, then select **Import references** then select **From file**
- You will see an **Import reference from file** box will open, the File type will default to **RIS**

To import the file either drag the file into the box or select **Click to browse for file** box and find the file in your **Download** area, select it and select **Open**.



The references will load into the box.

Select the section you want the references to be added to, and then select the **Add all items** button.



You can delete/remove any of these references before they are added, select the reference and select **Remove**.



The whole list will be inserted into this section, so you will need to create new sections ([see Section 2. Managing a Reading List](#)).

You will also need to re-add any tags and notes ([see Section 6. Tags and notes](#)). You can do multiple tags and notes at once by ticking the boxes next to each reference and select the Tags option at the top of the screen.

## 8. Copying a section to another reading list

You can copy a whole reading list from one list to another, but this will only copy the records, it will not bring through any notes, tags or section headings from the original list. We recommend copying your reading list section by section, this will carry over all your tags and notes.

To copy a section:

- Select the list **3 dots**  at the side of the section title


- Select **Copy section**
- In New section title – it will have the “copy of...” – you can change this if you want
- In **the Copy into list** select the reading list code and select **Copy**
- Go to **Lists** and open the list you copied to

If you did not change the title of the sections, then you will need to go into the new reading list and change the section title(s) from **Copy of...** ([see Section 2. Managing a Reading List](#))


## 9. Linking in Module Content to a List, Section or Resource

You can create a link to a list, section or individual item in your list which can be added into your weekly module content or different areas of your Canvas course or into a PowerPoint presentation.

To link to the **full list** in your Canvas content:

- Select **Share**  next to the module code and titles
- Select **Copy shareable link to this list**
- Select **Close**
- Go to the module in Canvas and create a link using the **External URL** option.


Linking to an **item** or a **section** in your Canvas content:

- Select **Share**  next to the title of the item or the section
- Select **Copy shareable link to item** or **shareable link to section**
- Select **Close**
- Go to the module in Canvas and create a link using the **External URL** option




## 10. Exporting a list or citation

You can export your list into several formats, such as: Word, PDF etc. To export a list:

- Select the **3 dots**  to the right of the module title (to see the edit menu for the list)
- Select **Export list**
- Choose the formats from the dropdown list and unselect any unwanted fields and select **Export**

Access the exported file in your **Downloads** area.

To copy single citation:

- Select the **3 dots**  within the record and select **Quick Cite**
- Select **Bibliographic Style** to select an alternative style, select **Copy to clipboard** and **Close**.

Open a word document and paste the reference in.

Please Note: this defaults to a generic Harvard style it is not Harvard LJMU.

## 11. Analytics



Select the **Analytics** icon in right side panel and an **Analytics** box will open.

### List usage:

- **Number of students** - total number enrolled on course according to SIS
- **Active students** – number of unique student interactions with the list
- **Total full text access** – number of times students select the view full text link or file in any item in the list

Total items	Number of students ⓘ	Active students ⓘ	Total full text access ⓘ
28	191	572	6370

### Item usage:

- **Active students:** number of unique students who engaged with the title
- **Students who viewed full text:** number of unique students who viewed the full text or downloaded a file

Item title	Active students ⓘ	Students who viewed full text ⓘ
Learning to Teach in the ...	75	67

## 12. Further Help

Please your Academic Engagement Librarian for further help or guidance or via the [LJMU HelpMe](#) form.

You can also find support materials on the [Reading List Service](#) webpages.