

## 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:

1. Sending a copy of last years syllabus list, with or without changes
2. NEW courses/lists? How to start making your list in Leganto
3. How to add material in your syllabus list
  - a. Books and articles
  - b. Excerpt from books
  - c. Content besides the material from the library base (Web pages, reports etc.)
3. When course coordinator is done making the list
4. Adding your own commentary to the syllabus material to inform students

## 1. Sending a copy of last years syllabus list, with or without changes

The syllabus lists from last year will be massduplicated. 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.

MARK the following:

- No changes? The list **MUST** be sent to the library regardless. Remember to go into your syllabus list and press **LIBRARY REVIEW**
- 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

You will see the copy of last years 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 displays the Leganto library system interface. On the left sidebar, the 'LISTS' menu item is circled in red. The main content area shows a list of 36 items. The top item is a draft list titled 'KKH2100 - Kommunikasjon og kultur i et historisk perspektiv'. The semester '(2021-V) (2021)' is circled in red. The list is attributed to 'Johannessen, Magne' and was updated 5 days ago. The list contains 1 item in 2 sections.

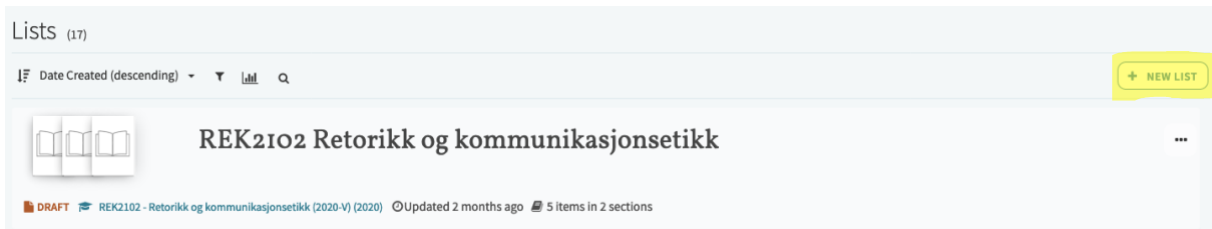
## 2. NEW courses/lists? How to start making your list in Leganto

Log into Leganto with your Feide user (for instance amro002):

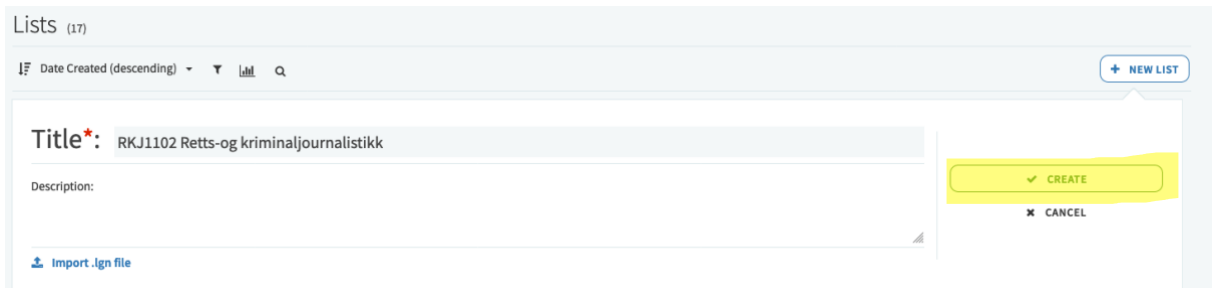
[https://bibsystm.alma.exlibrisgroup.com/leganto/login?insitutute=47BIBSYS\\_MH&auth=SAML](https://bibsystm.alma.exlibrisgroup.com/leganto/login?insitutute=47BIBSYS_MH&auth=SAML)

[https://bibsystm.alma.exlibrisgroup.com/leganto/login?insitutute=47BIBSYS\\_MH&auth=SAML](https://bibsystm.alma.exlibrisgroup.com/leganto/login?insitutute=47BIBSYS_MH&auth=SAML)

- 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?

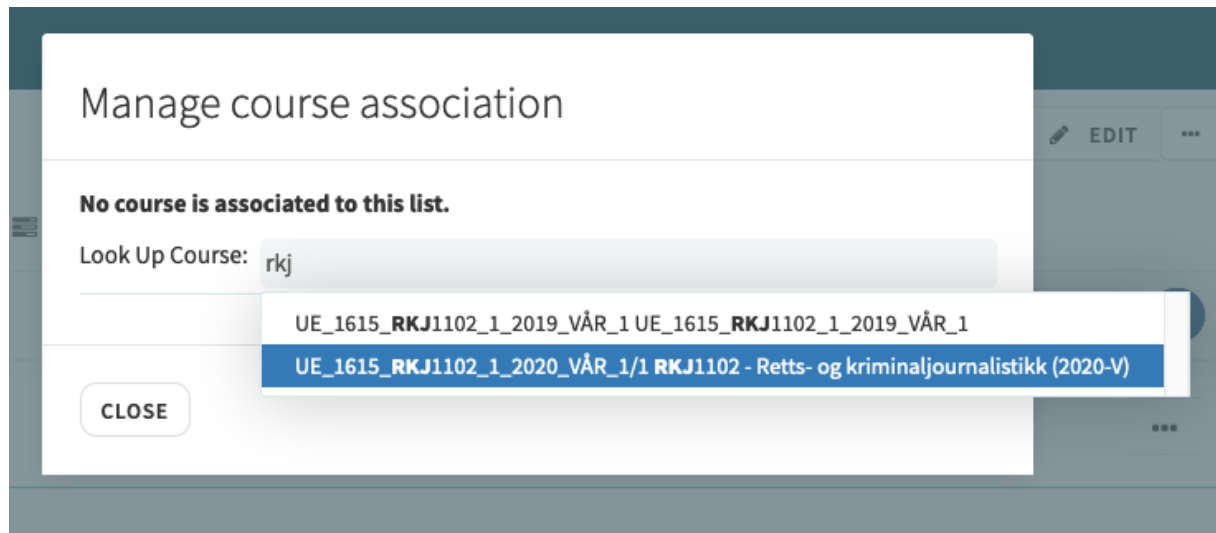
NOT NOW

ASSOCIATE LIST

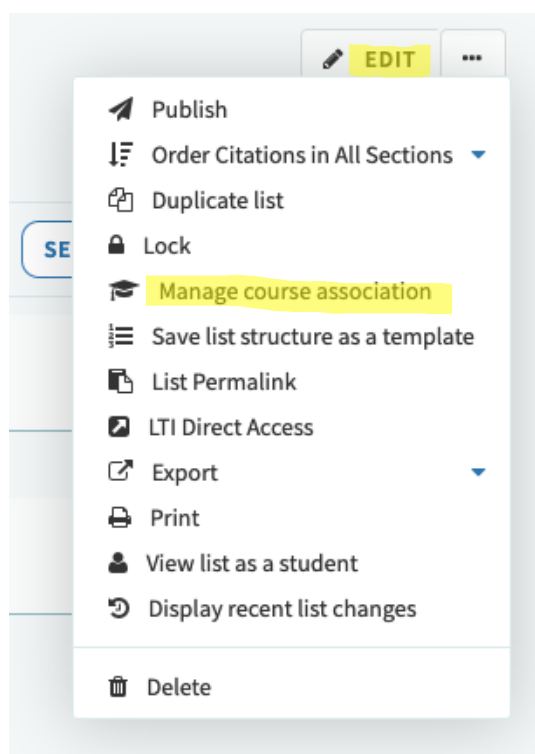
Pensum (0) 

Anbefalt litteratur (0) 

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



- Its 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 also edit it. The person you want to add have to have 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 hits are based on the content from norwegian library databases. If you can't find the specific material you're looking for, you have to make a manual post. First we're gonna look at what you have to 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](#)

 Q 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 broaden your search and be more sure of getting the correct material, choose «**Norwegian Academic Libraries**», but feel free to try both options. **TIP:** No hits on your search? Check if you have written title and author name correct. If not, the base can't 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

- 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 Fjordingen 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 you're 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 will then have the opportunity to add info like side span (**side span MUST be added because the content has to be registered in Kopinors system Bolk**), chapter number, author of the chapter and name of the chapter. First of all, choose **Book chapter** under «Type», then fill out the rest. Remember to save!:

## Edit item



**Chapter Title\*:** Branding for young adults

**Chapter Author:** Hans Kristensen

**Type\*:** Book Chapter

Source:

[+ Add source](#)

**Book Title:** How brands become icons : the principles of cultural branding

**Book Author:** Holt, Douglas B.

**Editor:**

**Chapter Number:** 5

**ISBN:** 1578517745; 978-1-57851-774-9

**Edition:**

**Start Page:** 10

**End Page:** 22

**Publication Date:** 2004

**Publisher:** Harvard Business School Press

**Place Of Publication:** Boston, Mass.

Drag files here to upload them  
Or click to browse for a file

[More item details](#) ▾

CANCEL

SAVE

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 pluss 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 buttons: 'Search', 'Create' (highlighted in yellow), and 'My Collection'. Below these is the 'Create citation' section. It includes a document icon with a plus sign, a 'Title\*' field (highlighted in yellow), an 'Author:' field, and a 'Type\*' dropdown menu (highlighted in yellow). There is a 'Source:' label and a '+ Add source' link. A large light blue box contains the text 'Drag files here to upload them' and 'Or click to browse for a file', with a yellow highlight over the text. Below this is a 'Public Note:' field with a slash icon on the right. A 'Creative Commons License:' dropdown is set to 'None'. A 'More item details' link is visible. At the bottom, there are radio buttons for 'Add to:' with 'List' selected and 'Bag' unselected. A 'Section:' dropdown is set to 'Pensum'. At the very bottom, there are 'CANCEL' and 'ADD' buttons, with the 'ADD' button 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 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