Course Resources – Instructor Guide

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Introduction

The new Course Resources platform functions as a one-stop tool to create and manage digital reading lists that improve student engagement and simplify access to library resources.

This Guide

This book will take you through the steps to create a new resource list, or reuse an existing resource list. It will highlight some of the features of the platform such as adding notes for students, requesting digitization of material, and viewing usage statistics.

Contact

If you have any questions, contact libreserves@wlu.ca

Getting Started

How you get started creating or duplicating your resource list will depend on when you are doing it and whether you have access to a My Learning Space site for the course.

- Option1
    - I have access to the My Learning Space site for my course
- Option 2
    - The My Learning Space course site is not available yet.

Option 1: I have access to the My Learning Space site for my course

1. Go into the course in My Learning Space where you want to create a resource list.
2. Click on the Course Resource tab.
3. You will have three choices:
    a. Create a new list from scratch
    b. Create a list from an existing list
    c. Ask your library to create your list

Option 2: The My Learning Space course site is not available yet

1. Go to your Course Resources (Leganto) home page. You might be prompted to login with your usual Laurier credentials.
2. On the My Lists page you can choose to either Create a new list or Duplicate an existing list

Create a new list

Click on the Create new list button.

Name your list

- Suggested format = Course code Section Semester Year: Course name
- LIB999L Fall 2026: Demonstration list

Add a description

- This is optional

Link to your course

- Start typing your course code to see a list of courses appear
- Click Next to set up the layout of your list.

Choose a template

- Weekly – set number of weeks needed
- Priority – two sections labelled Required and Optional
- Modules – set number of sections needed
- Unstructured – one section labelled Resources

Copy a list from a previous semester

If you created a reading list for an earlier course, you can copy and edit it in a new course.

Select the list that you want to copy

- Click on the **three dots** to open the list menu. You will see **Duplicate list** as an option.

Update the list name for the new semester

- For example, change Fall 2025 to Fall 2026

Select the course you want to link the new list to

- You will need to start typing to see options.
- Check carefully to make sure you are selecting the right semester as you might have multiple courses with similar names.
- If the course you want to link to is not in the list, you can leave this blank. This might happen if you are creating a fall resource list early in the summer.

Customize the advanced settings

- Control whether notes, tags, or collaborators are copied to the new list.

Add headings to a list

Add sections and headings

When you copy an old list, you might find that the resources are not organised into sections. You can add section headings and move items so that they are organised as you like, for example by week, by class, or by topic.

1. From the top right of your screen, click **+Add**
2. Click **New section** and type the name of the section (i.e. Week1, Module 1, etc.)

Move citations into specific sections

1. Hover your mouse in the top right corner of the citation that you want to move and click on the **three dots/more actions icon**
2. Click **Move item**
3. A **Move item** box will appear
    - In the **Move into section** field, click the drop-down arrow
    - Select the section you want to move the citation into
    - Click the purple **Move** button

Adding and Editing Items

Add items to your list

These instructions will show two methods for adding items to your list

1. Search the library
2. Manual entry for websites, etc.

Search the library

- Click on the purple **Add** button and select **Search the library**.
- Search for the item or topic you are interested in.
- Use the filters to limit to the type of resources you are looking for.
- If you want to know the number of users for an ebook, click on more details.
- A pop-up will show you the access model and the number of users allowed by the license

- When you find an item you want to add to your list, click on the purple plus.
- Use the drop down to **select the week** you want to add the item to
- Optional - **add tags** to label items as required, supplemental or optional.

Manual Entry

If you want to add websites or other internet resources, use the manual entry option

1. Select website as the item type and add a title
2. Add the link address and any other details you want to add.
3. You can then choose the week you add the item to and if you want to add tags.

Reorganize items in a list

If you want to change the order of items in a list, hover to the left of the item thumbnail and you will see six dots appear. Click on the dots and then drag or use up and down arrows to move the item.

Hide Content from Students

Hide content until a specific date

You can set the dates when different sections of your list will become available to students.

1. Hover over the header for the section that you want to restrict.
2. The **three dots menu icon** will appear.
3. Click on this to open the section menu.
4. Select **Edit section**

On the edit section page that opens you can set the dates for the items to be visible to students

1. Click on the **start date calenda**r icon and select the date you want the section to become visible.
2. Optional: Click on the **end date calendar** icon and select the end date for the section to be visible to students.
3. Check the box next to **Display section during these dates only**
4. Click **Save**

Adding Notes for Students

Add a note for students

- Provide more details or ask questions about the reading.

Add due dates

- Set a date that the reading needs to be completed by

In the full details page for the item, go to the Item Actions tab. You will see Note for Students and Due Date sections.

These items will appear in the brief citation area on the main page of the resource list.

View the list as a student

To see how your list looks to a student, click on the words View list as a student which appear towards the right end of the brown banner near the top of the screen.

To return to the instructor view, click on Back to instructor view in the banner.

Submit your list

When you have added all the items, you can send your list to the library for access, accessibility and copyright checks before publication to students.

Click on the My list is ready button at the top right

Add TAs to your reading list

You can add Teaching Assistants, other instructors, or staff members to your lists if you want them to be able to edit the list.

- Click on List info in the top menu.
- Click on Manage collaborators. A box will pop up.
- Click on Add collaborators and search for the person you want to add.

Requesting scans of print material

- Add a print book that the Laurier Library owns to your list.
- Click on Full details
- In the Item Actions tab, you will see a section for Library Services.
- Click on Request Digitization and fill in the information.

Accessibility settings

You can change some settings to adapt how the Course Resources site appears to you.

1. Click on the cog icon in the top right corner. The word settings will appear as you hover over it.
2. After you click, a menu will pop-up. Select Accessibility settings.
3. You will have options to set the following:
    - Font size
    - Contrast
    - Feedback message duration
    - Effects