
Best Practice Toolkit: Leganto Demo

What's in this toolkit?

This toolkit contains instructions for preparing a live or recorded Leganto demo for instructors.

The steps laid out in this toolkit can be used to demo Leganto to instructors and develop succinct user guides. Please note that the resources provided are examples intended to help you promote the value that Leganto brings to instructors. You should make changes as needed based on your configurations and workflows but remember to keep the value Leganto brings to instructors as the core focus of your presentation.

Why should I demo Leganto to instructors?

As you launch and continue to promote Leganto term over term, instructors at your institution will ask "What is Leganto and why should I use it?" While talking about the benefits can be effective, taking the time to *show* instructors what Leganto is, how it works, and how easy it is to use can be both a dynamic and effective outreach tool.

Before you start

- Remember that a demo is not the same thing as a training session.
- Be sure to focus on people rather than just the product.
- Highlight the value that Leganto brings to instructors and students.
- If you're facilitating a live demo, promote the upcoming session at least three times before your demo takes place. Sending one email or making one announcement will not be sufficient.
- Your demo should be **no longer than twenty minutes** in length, so be sure to practice, practice, practice.
- Keep in mind that your demo will introduce many colleagues and students to Leganto for the **first time**. That being said, make sure your demo is dynamic, engaging, and communicates ease of use from start to finish.

Preparing your demo

- Set up a well-organized resource list that reflects what an instructor would use in the classroom.
 - Adopt a title that aligns with a course offered at your institution (I.e., Introduction to Psychology, Teaching Methods, etc.).
 - Add a few sections to your resource list and focus on building out the first one or two sections since this is what your audience will see.
 - While building out the first sections, focus on 8-10 diverse examples and include tags as well as notes to demonstrate what is possible with Leganto.
- Feel free to use the [sample resource list](#) we've created for you to help facilitate your demo experience.
- Prepare the examples that you'd like to add to your resource list in advance and check beforehand to ensure that they will work during your demo.

- Start in the Learning Management System (LMS) and provide an overview of a complete resource list before showcasing specific examples. Note that you may have to request access to the LMS in order to show your resource list as instructors will see it.
- Record your demo and make it available after the session via email and/or your LibGuide.

Beyond your demo: What's next?

- After presenting your demo to instructors, consider facilitating an interactive workshop that provides instructors with the opportunity to create their own lists.
- Follow up with attendees individually, share your recording and/or relevant training materials, and offer to schedule a 1:1 session to help them create their own resource list.
- Make note of the questions that instructors ask and address these questions directly via upcoming demos, training materials, and your LibGuide.
- Share your demo recording via your LibGuide and a campus-wide email campaign.

Related resources

[Leganto Professor Demo Script.docx](#)

[Instructor Demo Slides.pptx](#)

[Sample Leganto reading list](#)

Sample file to upload: [Something new under the sun: Energy walls. \(2001\). *Journal of Research of the National Institute of Standards and Technology*, 106\(5\), 881.](#)

[Sample demo recording](#)