LibGuides Tutorial 3: How to Create a LibGuide from Scratch

If you have just signed in to LibGuides and are on the LibApps dashboard, click on LibApps on the control menu and then select LibGuides from the dropdown menu. Once you are on the LibGuides dashboard, to begin creating a LibGuide from scratch, first click on Create Guide.

Begin by clicking in the radial next to Start Fresh, if it is not automatically selected. Next, enter a Guide name. I am going to create a Guide on the Basics of Information Literacy, so I will call my Guide “Information Literacy Basics.” Then enter a description for your Guide. I am going to enter “This Guide will assist students in increasing their information literacy skills.” Only create a password for the Guide if you only want certain people to access the Guide. You could do this for a class, however it is recommended that you do not place a password on a Guide because the purpose of the Guide is to share information, rather than restrict information. Next, select the Guide type from the Guide Type dropdown menu. Since I am creating a Guide on information literacy basics, I am going to select “Topic Guide.”

If you want to restrict sharing, click in the box next to Restrict Sharing. If you would like to allow others to have access and be able to copy your design and/or content, do not place a check in the box. After you have made your decision about sharing restrictions, click on Create Guide.

After you have clicked Create Guide, you will see a blank Guide. If your profile is blank, you will need to create your profile. You can do this by clicking on the blue LibGuides tab and then selecting LibApps Dashboard. From there, follow the directions in the “How to Create Your Profile Tutorial” to change your profile.