


## Faculty Instructions for Creating a Course in Ares

**PLEASE NOTE:** If you are off-campus, you need to log in through the VPN to access library licensed e-Journals, research databases, and e-resources. Please go to <http://www.uflib.ufl.edu/login/vpn.html> for more information.

1. Login to Ares at <https://ares.uflib.ufl.edu>. Click on "Create a new course" under Instructor Tools on the sidebar.



The screenshot shows the Ares interface with the following elements:

- Header:** University of Florida Libraries logo and 'ares automating reserves' text. A search bar with 'Keyword' selected and 'Tags' as an alternative.
- Left Sidebar:** A list of navigation options. 'Instructor Tools' is expanded, and 'Create a new course' is circled in red. Other options include 'Logoff lthibert@ufl.edu', 'Switch to Student Mode', 'Main Menu', 'Previous Courses', 'Upcoming Courses', 'Full Proxy Users', 'Ares Tools', 'Change User Information', 'Change Password', and 'My EMails'.
- Main Menu:** A section titled 'Main Menu' with the instruction 'Choose an option from the choices below.' It contains a table of 'Current Courses'.
- Right Sidebar:** A 'Need help?' section providing contact information for Reserves Staff at Smathers Libraries, Health Science Library, and Law Library.

Course	Section Number	Semester	Course Name	Reserve Items
HSC1110 PHA6935		Summer 2012	Health Science Center E-Reserves Medication Therapy Management: A Psychiatric Focus	1 items available. 1 total items.
HSC1111		Permanent Reserve	HSC Permanent Reserve	230 items available. 254 total items.

Also view upcoming courses

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**Need help?**  
For more in-depth help, contact Reserves Staff at:  
  
Smathers Libraries  
Monday-Friday 8am-5pm  
352-273-2520  
or  
Health Science Library  
Monday-Thursday 8am-midnight  
Friday 8am-4pm  
Sunday 1pm-Midnight  
352-273-8408  
or  
Law Library  
Monday-Friday 8am-5pm  
352-273-0700

2. Fill out the form with your course information. Make sure to choose Health Science Center Library as your Default Pickup Location for Physical Items (even if you only have electronic reserves). This ensures HSCL staff will receive and process your requests.

University of Florida Libraries

ares  
automating reserves

Search  
Keyword Tags

Logoff  
lthibert@ufl.edu

Switch to Student Mode

Main Menu

Instructor Tools

- Create a new course
- Previous Courses
- Upcoming Courses
- Full Proxy Users

Ares Tools

- Change User Information
- Change Password
- My EMails

### Create a Course

\* Indicates required field

**Course Information**

\* Course Name Health Science Center E-Reserves

\* Course Number HSC1112  
e.g. ECO2023

Section Number

\* Instructor THIBERT, Lori  
(Last Name, First Name)

\* Department Libraries

\* Course Semester Summer 2012

Course URL

Course Description

Default Pickup Location for Physical Items

Create Course Clear

Add a Pickup Location  
Add a Pickup Location  
Architecture and Fine Arts Library  
Education Library  
Health Science Center Library  
Journalism and Communications Library  
Leahuford Commons  
Library West  
Marston Science Library  
Music Library

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Last revised: January 17, 2013


Health Science Center Library E-Reserves  
(352) 273-8408  
[eres@health.ufl.edu](mailto:eres@health.ufl.edu)

3. After your course is created, you will be redirected to the Course Details page. There are many options on the sidebar. Choose Add Reserve Items to add items for your course.

The screenshot displays the ARES (Automating Reserves) interface. At the top, the University of Florida Libraries logo and the ARES tagline 'automating reserves' are visible. A search bar with a 'Search' button and radio buttons for 'Keyword' (selected) and 'Tags' is located in the top right. The main content area is divided into two sections: 'Course Details' and 'Reserve Items'. The 'Course Details' section shows the course name 'HSC1112 Health Science Center E-Reserves', the term 'Summer 2012', and the instructor 'THIBERT, Lori'. Below this, a message states: 'Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. Subscribe Now'. The 'Reserve Items' section has a 'Sort By' dropdown menu and a 'Save Order' button, with the message 'There are no items in this course.' below it. On the left sidebar, under the 'Instructor Course Tools' section, the 'Add Reserve Items' option is circled in red. Other sidebar options include 'Logoff', 'Switch to Student Mode', 'Main Menu', 'Instructor Tools', and 'Ares Tools'. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 Atlas Systems, Inc. All Rights Reserved. © 2004 - 2005 University of Florida George A. Smathers Libraries. All rights reserved. Acceptable Use, Copyright, and Disclaimer Statement'.

4. Pick the icon that matches the type of item you want to place on reserve.

University of Florida Libraries

 automating reserves


Search


Keyword  Tags


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
- **Logoff**  
[lthibert@ufl.edu](mailto:lthibert@ufl.edu)
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Course Tools**
  - Course Home
  - Edit course
  - Cross Listings
  - Delete Course
  - Renew Course
  - Course Proxy Users
  - Add Reserve Items
  - Messageboard
  - Reserve Item Usage
- **Instructor Tools**
  - Create a new course
  - Previous Courses
  - Upcoming Courses
  - Full Proxy Users
- **Ares Tools**
  - Change User Information
  - My EMail


**What would you like to place on Reserves?**


 Journal Article


 Chapter or Selection


 Book


 DVD  
DVD

 CD

 VHS  
VHS

 Microfilm  
Microfilm/Microfiche

 File Upload

 Free-Text

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5. Fill out the form with the citation information for the item you wish to place on reserve. Please make sure your citations are complete and accurate to ensure timely processing.

The screenshot shows the 'Reserve Item: Article' form in the ARES system. The form is titled 'Reserve Item: Article' and includes a search bar at the top right with 'Keyword' selected. A left sidebar contains navigation links for user actions like 'Logoff', 'Switch to Student Mode', and 'Main Menu'. The main form area contains several sections: 'Item Information' with fields for Journal Title, Volume, Issue, Month, and Year; 'Article Title' and 'Article Author'; 'Inclusive Pages' and 'ISSN'; 'OCLC Record Number'; 'Tags'; and 'Notes'. At the bottom, there are radio buttons for 'How will this item be supplied?' and a field for 'URL' if a website is chosen. The form ends with 'Submit Item' and 'Clear' buttons.

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Search  
Keyword Tags

**Reserve Item: Article** \* Indicates required field

**Item Information**

\* Journal Title  
Please do not abbreviate title.

\* Journal Volume

\* Journal Issue

Journal Month

\* Journal Year

\* Article Title

\* Article Author  
(Last Name, First Name)

\* Inclusive Pages

ISSN

OCLC Record Number  
If given will speed request processing

Tags  
Tags can be used to organize your readings. For example, you may tag an item as: Week 1 or March 3rd. If you wish to use multiple tags for the same item, please separate them with commas. (ie: Week 1, Week 7, Faulkner Readings)

Notes  
Put any information here that may help us find the item, as well as any other pertinent information.

How will this item be supplied?

The item should link to a website

Please have library staff pull the material off the shelves

I will upload a file

The library does not own please request through ILL

I will bring the material to the library

\*Personal items must be picked up at the end of each semester unless renewed\*

If you chose the item should link to a website above, please enter the URL if known.

Submit Item Clear

Last revised: January 17, 2013

Health Science Center Library E-Reserves  
(352) 273-8408  
[eres@health.ufl.edu](mailto:eres@health.ufl.edu)

6. After you submit your item, you will be redirected to the Course Details page again. Under Reserve Items, you will see your requested items. The status **Awaiting Review by Staff** means that the HSCL Reserves staff has received your request and will begin working on it.

The screenshot shows the ARES (Automating Reserves) interface. At the top, there is a navigation bar with the University of Florida Libraries logo and the ARES logo. A search bar is located in the top right corner. On the left side, there is a sidebar with navigation links for logging off, switching to student mode, and accessing instructor course tools and ARES tools. The main content area displays a message: "Your item was added to ares." Below this is the "Course Details" section for "HSC1112 Health Science Center E-Reserves", including the semester (Summer 2012) and the instructor (Lori Thibert). A notification box indicates that email subscriptions are available for this course. At the bottom, a "Reserve Items" table is shown, with one item listed: ID 103553, Title "test", Author "test", Inactive date "8/5/2012", and Status "Awaiting Review by Staff". The table header includes columns for Title, Author, Inactive, Status, and Tags. A red oval highlights the first row of the table.

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Search  
Keyword Tags

Logoff  
lthibert@ufl.edu

Switch to Student Mode

Main Menu

Instructor Course Tools

- Course Home
- Edit course
- Cross Listings
- Delete Course
- Renew Course
- Course Proxy Users
- Add Reserve Items
- Messageboard
- Reserve Item Usage

Instructor Tools

- Create a new course
- Previous Courses
- Upcoming Courses
- Full Proxy Users

Ares Tools

- Change User Information
- My EMails

Your item was added to ares.

Course Details

HSC1112 Health Science Center E-Reserves  
Summer 2012  
THIBERT, Lori

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.  
You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

	Title	Author	Inactive	Status	Tags
103553	test test	test	8/5/2012	Awaiting Review by Staff	

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7. On the Course Details screen, you can see the current status of your items. If the item status is either “Item Available on Electronic Reserves” or “Item Available at Reserve Desk” (for hard copy reserves) that means it has been fully processed. You can view more details about each item by clicking on its title in the Reserve Items list.

University of Florida Libraries

**ares**  
automating reserves

Search  
 Keyword  Tags

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- **Logoff**  
lthibert@ufl.edu
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Course Tools**
  - ↳ Course Home
  - ↳ Edit course
  - ↳ Cross Listings
  - ↳ Delete Course
  - ↳ Renew Course
  - ↳ Course Proxy Users
  - ↳ Add Reserve Items
  - ↳ Messageboard
  - ↳ Reserve Item Usage
- **Instructor Tools**
  - ↳ Create a new course
  - ↳ Previous Courses
  - ↳ Upcoming Courses
  - ↳ Full Proxy Users
- **Ares Tools**
  - ↳ Change User Information
  - ↳ My E-mails

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**Course Details**

**HSC1112 Health Science Center E-Reserves**  
 Summer 2012  
 THIBERT, Lori

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.  
 You currently **not** subscribed. [Subscribe Now](#)

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**Reserve Items** Sort By  Save Order

ID	Title	Author	Inactive	Status	Tags
103553	test test	test	8/5/2012	Item Available on Electronic Reserves	

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8. On the Reserve Item screen, you can make changes to the item, view its history, or open it to view the item in electronic format.

The screenshot shows the University of Florida Libraries ARES interface. The header includes the logo and a search bar with 'Keyword' and 'Tags' options. A left sidebar contains navigation links such as 'Logoff', 'Switch to Student Mode', 'Main Menu', 'Instructor Tools', and 'Ares Tools'. The main content area is titled 'Back to Health Science Center E-Reserves' and features a 'Reserve Item' section. A red circle highlights the menu 'View this item | Edit this item | Delete this item'. Below this are sections for 'Instructor Tags' and 'Personal Tags', each with a 'ModifyTags' button. A 'Notes' section shows 'No Notes'. At the bottom, a 'Tracking' table displays the item's history.

Date	Status
5/23/2012 10:39:56 PM	Item Submitted
5/23/2012 10:39:57 PM	Awaiting Review by Staff
5/23/2012 10:39:57 PM	Awaiting Review by Staff
5/23/2012 10:40:31 PM	Item Available on Electronic Reserves