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](http://www.uflib.ufl.edu/login/vpn.html) for more information.

1. Login to Ares at [https://ares.uflib.ufl.edu](https://ares.uflib.ufl.edu). Click on “Create a new course” under Instructor Tools on the sidebar.
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.
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.
4. Pick the icon that matches the type of item you want to place on reserve.
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.
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.
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.

<table>
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<tr>
<th>ID</th>
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<td>test</td>
<td>0/35</td>
<td>Item Available on Electronic Reserves</td>
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</tbody>
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Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently are not subscribed. Subscribe Now.
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.