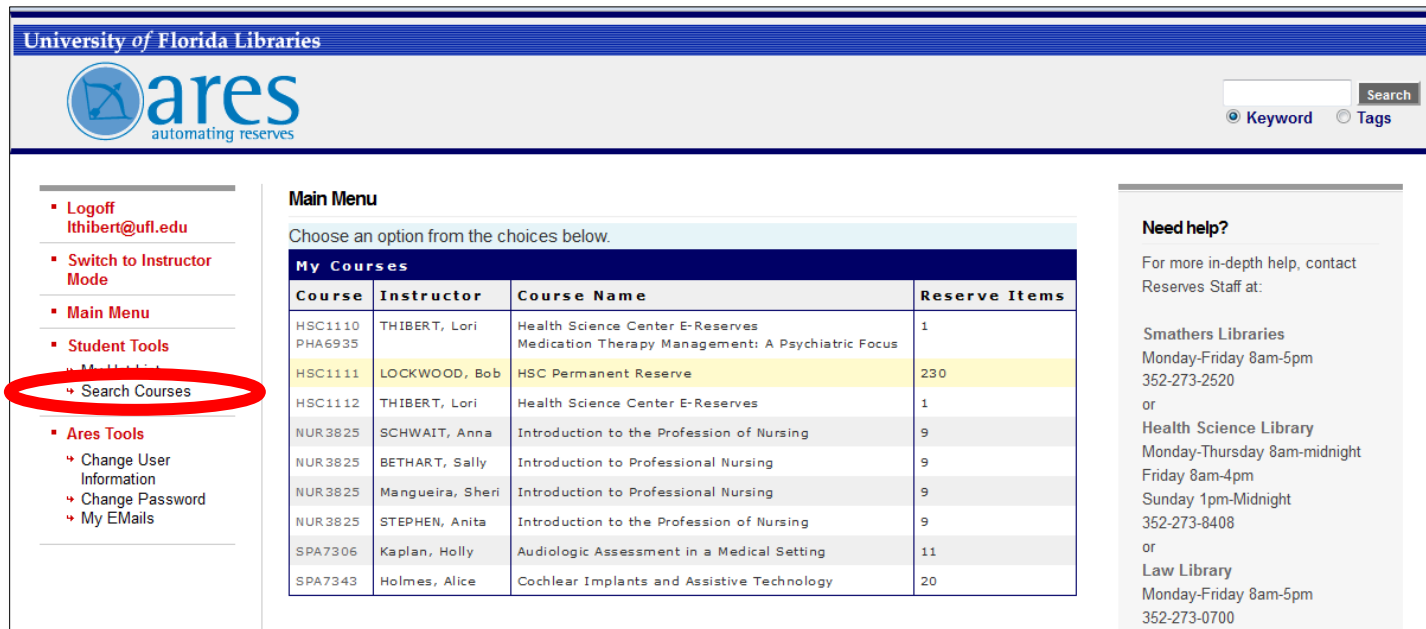


## Adding a Course and Viewing Items in Ares

**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. To log in to Ares, go to <https://ares.uflib.ufl.edu>. You will be redirected to log in with your GatorLink account. First time users will have to fill out a user registration form, then will be redirected to the Ares main menu.

On the left-side of the screen, under Student Tools, click on Search Courses.



University of Florida Libraries

ares  
automating reserves

Search  
 Keyword Tags

- Logoff  
lthibert@ufl.edu
- Switch to Instructor Mode
- Main Menu
- Student Tools
  - Search Courses
- Ares Tools
  - Change User Information
  - Change Password
  - My EMails

**Main Menu**

Choose an option from the choices below.

Course	Instructor	Course Name	Reserve Items
HSC1110 PHA6935	THIBERT, Lori	Health Science Center E-Reserves Medication Therapy Management: A Psychiatric Focus	1
HSC1111	LOCKWOOD, Bob	HSC Permanent Reserve	230
HSC1112	THIBERT, Lori	Health Science Center E-Reserves	1
NUR3825	SCHWALT, Anna	Introduction to the Profession of Nursing	9
NUR3825	BETHART, Sally	Introduction to Professional Nursing	9
NUR3825	Mangueira, Sheri	Introduction to Professional Nursing	9
NUR3825	STEPHEN, Anita	Introduction to the Profession of Nursing	9
SPA7306	Kaplan, Holly	Audiologic Assessment in a Medical Setting	11
SPA7343	Holmes, Alice	Cochlear Implants and Assistive Technology	20

**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. Use the dropdown menu to search by instructor and choose your instructor's name. Click on the Go button.

The screenshot displays the University of Florida Libraries ARES interface. At the top, the logo for 'ares automating reserves' is visible. A search bar with a 'Search' button and radio buttons for 'Keyword' and 'Tags' is located in the upper right. On the left side, there is a navigation menu with sections: 'Logoff' (lthibert@ufl.edu), 'Switch to Instructor Mode', 'Main Menu', 'Student Tools' (My Hot List, Search Courses), and 'Ares Tools' (Change User Information, Change Password, My EMail). The main content area features three search sections. The first is 'Search by Department' with a dropdown set to 'Libraries' and a 'Go' button. The second is 'Search by Instructor', where a dropdown menu is open, showing a list of names including 'THIBERT, Lori' (highlighted with a red circle), 'CHEN, Sijian', 'SHEU, Jiunn-ye', 'SHIN, Sang Min', 'SHOAF, R. Allen', 'SIAHPOUSH, Farhad', 'SMITH, Haywood', 'SMITH, Jane', 'SMITH, Rick', 'SMITH, Suzanna', 'SMITH, Sondra', 'SOUZA, Corey', 'SPILLMAN, Carolyn', 'STEPHEN, Anita', 'STOPKA, Christine', 'TAN, Chin Hon', 'TAPLEY, Craig', 'TARTER, Andrew', 'TAWIAH, Nii Adjetey', and 'THERRIAULT, David'. A 'Go' button is positioned to the right of the dropdown. The third search section is partially visible below.

3. Under Courses, you should see your course listed. Click the + sign to add the course to your Ares account.

The screenshot shows the Ares interface for the University of Florida Libraries. 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 Instructor Mode', 'Main Menu', 'Student Tools', and 'Ares Tools'. The main content area features a 'Courses' table with columns for Course, Section Number, Name, Instructor, and Reserve Items. A red circle highlights a green plus sign and the text '+ Add Course' in the first row of the table. Below the table is a 'Search Again?' link and copyright information.


Courses					
	Course	Section Number	Name	Instructor	Reserve Items
 Add Course	HSC1110		Health Science Center E-Reserves	THIBERT, Lori	1

Search Again?

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. You will be redirected to the main menu. Click on the course to open the course page.

University of Florida Libraries

 **ares**  
automating reserves

Keyword  Tags

---

- **Logoff**  
lthibert@ufl.edu
- **Switch to Instructor Mode**
- **Main Menu**
- **Student Tools**
  - ↳ My Hot List
  - ↳ Search Courses
- **Ares Tools**
  - ↳ Change User Information
  - ↳ Change Password
  - ↳ My EMails

---

### Main Menu

Choose an option from the choices below.

Course	Instructor	Course Title	Reserve Items
HSC1110	THIBERT, Lori	Health Science Center E-Reserves	1
HSC1111	LOCKWOOD, Bob	Introduction to Health Science	230
NUR3825	BETHART, Sally	Introduction to Professional Nursing	9
NUR3825	Mangueira, Sheri	Introduction to Professional Nursing	9
NUR3825	STEPHEN, Anita	Introduction to the Profession of Nursing	9

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

---

### 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


5. On this page, you should see the list of reserve items. Click on the item you would like to view.

University of Florida Libraries

 **ares**  
automating reserves

Search    
 Keyword  Tags

---

- **Logoff**  
lthibert@ufl.edu
- **Switch to Instructor Mode**
- **Main Menu**
- **Student Course Tools**
  - ↳ Course Home
  - ↳  RSS Feed
  - ↳ Messageboard
  - ↳ Remove Course
- **Student Tools**
  - ↳ My Hot List
  - ↳ Search Courses
- **Ares Tools**
  - ↳ Change User Information
  - ↳ Change Password
  - ↳ My EMail


---

**Course Details**

HSC1110 Health Science Center E-Reserves  
Summer 2012  
THIBERT, Lori  
An Email subscription will send you emails when a new items becomes available in this course. You currently are **not** subscribed. [Subscribe Now](#)

---

**Reserve Items** Sort By ▾

Hot List	Title	Author	Available until	Tags
<input type="checkbox"/>	 <b>Applied therapeutics: The clinical use of drugs</b> Mood Disorders I: Major Depressive Disorders	Finley, P. R.	8/5/2012	

---

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](#)

6. On the Reserve Item screen, click on the link that says "View this item" to view the material in electronic format. To obtain Hard Copy reserve items, please write down the citation (particularly the title), bring it to the Information Desk on the first floor of the Health Science Center Library, and the HSCL staff will assist you.

The screenshot displays the University of Florida Libraries ARES interface. At the top, the header includes the University of Florida Libraries logo and the ARES logo (automating reserves). A search bar is located in the top right corner with a 'Search' button and radio buttons for 'Keyword' (selected) and 'Tags'. On the left side, there is a navigation menu with the following items: Logoff (lthibert@ufl.edu), Switch to Instructor Mode, Main Menu, Student Tools (My Hot List, Search Courses), and Ares Tools (Change User Information, Change Password, My EMails). The main content area shows a 'Reserve Item' page for 'Applied therapeutics: The clinical use of drugs'. The item details include: Mood Disorders I: Major Depressive Disorders, Author: Finley, P. R., Year: 2009, and Pages: 79-1 to 79-35. Below these details is a link 'View this item' which is circled in red. There is also a 'Personal Tags' section with a text input field and a 'ModifyTags' button. At the bottom, there is a 'Notes' section with 'No Notes' displayed. The footer contains copyright information: 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.