

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.

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

Main Menu

Choose an option from the choices below.

Current Courses				
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.

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Main Menu

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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

- Add a Pickup Location
- Add a Pickup Location
- Architecture and Fine Arts Library
- Education Library
- Health Science Center Library**
- Journalism and Communications Library
- Leahlfeld Library
- Library West
- Marston Science Library
- Music Library

Create Course Clear


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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 'ares automating reserves' are visible. A search bar with 'Keyword' and 'Tags' options is present. The main content area shows a confirmation message: 'Your course has been 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 'THIBERT, Lori'. A notification box 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 shows 'There are no items in this course.' with 'Sort By' and 'Save Order' options. The left sidebar contains navigation links, with 'Add Reserve Items' circled in red. Other sidebar options include Logoff, Switch to Student Mode, Main Menu, Instructor Course Tools (Course Home, Edit course, Cross Listings, Delete Course, Renew Course, Add Reserve Items, Messageboard, Reserve Item Usage), Instructor Tools (Create a new course, Previous Courses, Upcoming Courses, Full Proxy Users), and Ares Tools (Change User Information, My EMails). Copyright information at the bottom reads: '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.

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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 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 header includes the University of Florida Libraries logo and the ARES 'automating reserves' logo. A search bar is located in the top right corner with radio buttons for 'Keyword' (selected) and 'Tags'. A left-hand navigation menu contains several categories: '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), and 'Ares Tools' (Change User Information, My EMails). The main form area is titled 'Reserve Item: Article' and includes a note '* Indicates required field'. The form fields are: 'Journal Title' (with subtext 'Please do not abbreviate title.'), 'Journal Volume', 'Journal Issue', 'Journal Month', 'Journal Year', 'Article Title', 'Article Author' (with subtext '(Last Name, First Name)'), 'Inclusive Pages', 'ISSN', 'OCLC Record Number' (with subtext 'If given will speed request processing'), 'Tags' (with subtext '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)'), and 'Notes' (with subtext 'Put any information here that may help us find the item, as well as any other pertinent information.'). Below these is a section 'How will this item be supplied?' with five radio button options: 'The item should link to a website' (selected), 'Please have library staff pull the material off the shelves', 'I will upload a file', 'The library does not own please request through ILL', and 'I will bring the material to the library'. A red note below states '*Personal items must be picked up at the end of each semester unless renewed*'. At the bottom, there is a subtext 'If you chose the item should link to a website above, please enter the URL if known.' followed by a text input field and 'Submit Item' and 'Clear' buttons.

Last revised: January 17, 2013

Health Science Center Library E-Reserves
(352) 273-8408
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 on the right side of the header. Below the header, there is a sidebar on the left with various navigation options such as Logoff, Switch to Student Mode, Main Menu, and Instructor Course Tools. The main content area displays a message: "Your item was added to ares." Below this, the "Course Details" section shows the course name "HSC1112 Health Science Center E-Reserves", the semester "Summer 2012", and the instructor "THIBERT, Lori". There is also a notification about email subscriptions. At the bottom, a table titled "Reserve Items" is shown, with a red circle highlighting the first row. The table has columns for ID, Title, Author, Inactive, Status, and Tags. The first row contains the ID "103553", the title "test", the author "test", the date "8/5/2012", and the status "Awaiting Review by Staff".

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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](#)

	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.

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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

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 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 ARES (Automating Reserves) interface for the University of Florida Libraries. The header includes the library 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 options: 'View this item | Edit this item | Delete this item'. Below this, there 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