

## Ares Instructions for Faculty

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  - a. 5-5451 (Reserves staff at Olin Library) or 5-4087 (ILL/Reserves Librarian)
  - b. [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu)

## Ares Instructions for Faculty


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### 1. Getting Started

Go to <http://ares.wustl.edu/ares/>

Enter your WUSTL Key Username and Password:

**Ares Logon**

\* Username :  

\* Password:

**Logon to Ares**

[Forgot Your ID?](#)  
[Forgot Your Password?](#)  
[Need Logon Help?](#)

*If you have any problems logging in with your WUSTL Key, you can click any of these links for assistance.*

Once you have logged in, make sure you can see the **Instructor Tools** menu on the left side of the screen. If this menu is not visible, please contact Reserves staff at 314-935-5451 or [reserve@wustl.edu](mailto:reserve@wustl.edu)

- 
- **Logoff ejoslin**
  - **Switch to Student Mode**
  - **Main Menu**
  - **Instructor Tools**
    - ↳ Create a New Class
    - ↳ Previous Classes
    - ↳ Upcoming Classes
    - ↳ Full Proxy Users
  - **Ares Tools**
    - ↳ My EMail

## 2. Activating a Course

All Ares courses are imported from Registrar data. As such, associated enrollments and cross listings are automatically included in these courses. To activate a course you'd like to add items to, simply click the **Add Class** link under the **Available Classes** heading:

- **Logoff ejoslin**

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- **Switch to Student Mode**

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- **Main Menu**

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- **Instructor Tools**
  - ↳ Create a New Class
  - ↳ Previous Classes
  - ↳ Upcoming Classes
  - ↳ Full Proxy Users

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- **Ares Tools**
  - ↳ My EMails

### Main Menu

Your class was removed. If this was done in error, please contact the reserve desk staff.

#### Current Classes

No classes found.

Also view upcoming classes

### Available Classes

The classes below are available to import from the Registrar. Click the *Add Class* link to activate the course in Ares. You can upload readings or request that the library scan readings on your behalf. Contact Reserves staff ([reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu) or 314-935-5451) for further assistance or if your class is not listed below.

	Semester	Department	Course #	Section	Title
<a href="#">Add Class</a>	Fall 2011	B51 ADMN	101	01	Introduction to Course Reserves I
<a href="#">Add Class</a>	Fall 2011	B51 ADMN	102	01	Mastering the Ares Client
<a href="#">Add Class</a>	Fall 2011	B51 ADMN	200	01	Course Reserves: Solutions to Unusual Situations
<a href="#">Add Class</a>	Spring 2012	B51 ADMN	202	01	Advanced Ares Client

All of your sections for this Course Number have been merged together as well as the associated enrollments, so that you will not have to upload the same material for each section. Example: If you teach sections A, B, and C for course number 101 in your department and your colleague teaches sections D, E, and F, your three sections will be merged as section "A" and your colleague's sections will be section "D."

After clicking **Add Class**, you will see the **Class Details** page:

- **Logoff ejoslin**

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- **Switch to Student Mode**

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- **Main Menu**

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- **Instructor Class Tools**
  - ↳ Class Home
  - ↳ Edit Class
  - ↳ Cross Listings
  - ↳ Delete Class
  - ↳ Clone Class
  - ↳ Class Proxy Users
  - ↳ Authorized Users
  - ↳ Add Reserve Items
  - ↳ Reserve Item Usage

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- **Instructor Tools**
  - ↳ Create a New Class
  - ↳ Previous Classes
  - ↳ Upcoming Classes
  - ↳ Full Proxy Users

Your class has been added to Ares.

#### Class Details

**101 (01)** Introduction to Course Reserves I

Fall 2011

JOSLIN, Eric P.

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

#### Reserve Items

There are no items in this class.

Sort By ▼

[Save Order](#)

If you click **Main Menu**, your class now appears under **Current Classes**:

**Main Menu**

Choose an option from the choices below.

Current Classes			
Course	Section Number	Name	Reserve Items
101	01	Introduction to Course Reserves I	0 items available. 0 total items.

Also view upcoming classes

**3. Adding Items from a Previously Taught Course**

When adding reserve items to a course, you have the option of either adding new items, or adding items from a previously taught course (alternately known as “cloning” or “reactivating” courses).

To add items from a previous course, click the class you’d like to edit:

- Logoff ejoslin
- Switch to Student Mode
- Main Menu
- Instructor Tools
  - Create a New Class
  - Previous Classes
  - Upcoming Classes
  - Full Proxy Users

**Main Menu**

Choose an option from the choices below.

Current Classes			
Course	Section Number	Name	Reserve Items
101	01	Introduction to Course Reserves I	0 items available. 0 total items.

Also view upcoming classes

Then click **Add Reserve Items** from the **Instructor Class Tools** menu:

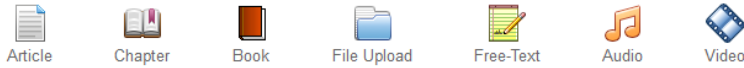
- Logoff ejoslin
- Switch to Student Mode
- Main Menu
- Instructor Class Tools
  - Class Home
  - Edit Class
  - Cross Listings
  - Delete Class
  - Clone Class
  - Class Proxy Users
  - Authorized Users
  - Add Reserve Items
  - Reserve Item Usage

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Under “Or would you like to import items from a previously taught course?” click the class whose items you would like to import:

- Logoff ejoslin
- Switch to Student Mode
- Main Menu
- Instructor Class Tools
  - Class Home
  - Edit Class
  - Cross Listings
  - Delete Class
  - Clone Class
  - Class Proxy Users
  - Authorized Users
  - Add Reserve Items
  - Reserve Item Usage
- Instructor Tools
  - Create a New Class
  - Previous Classes
  - Upcoming Classes
  - Full Proxy Users
- Ares Tools
  - University's Resources on Copyright Law
  - Library Copyright Best Practices
  - My EMails

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



### Or would you like to import items from a previously taught course?

Previous Classes				
Semester	Course	Section Number	Name	Reserve Items
Spring 2011	E.Lit 4485		Topics in Irish Lit: Irish Poetry after Yeats	0 items available. 36 total items.
Spring 2011	Hist 380		Vigilantism in America	0 items available. 9 total items.
Spring 2011	Psychology 347		Experimental Psychology	0 items available. 21 total items.
Fall 2010	HISTORY302		History of philosophy	0 items available. 7 total items.
Fall 2010	Hum 315 A	193	The Legend of King Arthur in the Middle Ages	0 items available. 31 total items.
Summer 2010	History 2205 2205		American Vigilantism	0 items available. 2 total items.
Summer 2010	HISTORY302 PHIL205		History of philosophy	0 items available. 2 total items.
Summer 2010	Italian 324		Italian Literature II	0 items available. 39 total items.

You will see a list of items from the previously taught course. From here, you have the option to **Check All**, which will import all the items, or **Uncheck All**, which allows you to pick and choose which items to import:

Import From	Import To
<b>HISTORY302 (01) History of philosophy</b>	<b>101 (01) Introduction to Course Reserves I</b>
Fall 2010	Fall 2011
ATKINS, Stephanie Starr	JOSLIN, Eric P.

### Choose reserve items you wish to import

Uncheck All |  Check All

Reserve Materials to Import				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	A Solution to the Problem of Evil		8/25/2011	12/22/2011
<input checked="" type="checkbox"/>	Modern China	Morgan, Jamie	8/25/2011	12/22/2011
<input checked="" type="checkbox"/>	Modern China		8/25/2011	12/22/2011
<input checked="" type="checkbox"/>	Practical Ethics	Singer	8/25/2011	12/22/2011
<input checked="" type="checkbox"/>	Scanning test LIB-ILL7		8/25/2011	12/22/2011
<input checked="" type="checkbox"/>	The Mind's Best Trick: How We Experience Conscious Will		8/25/2011	12/22/2011



















Import Items

## Ares Instructions for Faculty

From this screen, you can also alter the start and stop dates of the items, which dictate when specific items are viewable by students:

Choose reserve items you wish to import

Uncheck All | Check All

Reserve Materials to Import				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	 A Solution to the Problem of Evil		8/25/2011 	12/22/2011 
<input checked="" type="checkbox"/>	 Modern China	Morgan, Jamie	8/25/2011 	12/22/2011 
<input checked="" type="checkbox"/>	 Modern China		8/25/2011 	12/22/2011 
<input checked="" type="checkbox"/>	 Practical Ethics	Singer	8/25/2011 	12/22/2011 
<input checked="" type="checkbox"/>	 Scanning test LIB-ILL7		8/25/2011 	12/22/2011 
<input checked="" type="checkbox"/>	 The Mind's Best Trick: How We Experience Conscious Will		8/25/2011 	12/22/2011 

Import Items

Once you have selected your items, click **Import Items**.

#### 4. Adding New Items

Click on the class you'd like to edit from the **Main Menu**:

##### Main Menu

Choose an option from the choices below.

Current Classes			
Course	Section Number	Name	Reserve Items
101	01	Introduction to Course Reserves I	0 items available. 6 total items.

Click **Add Reserve Items** from the **Instructor Class Tools** menu:

##### ▪ Instructor Class Tools

- Class Home
- Edit Class
- Cross Listings
- Delete Class
- Clone Class
- Class Proxy Users
- Authorized Users
- Add Reserve Items
- Reserve Item Usage

## Ares Instructions for Faculty

Click the material type you would like to place on reserves:

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



Article



Chapter



Book



File Upload



Free-Text



Audio



Video

Fill out the **Reserve Item** form. Required fields are marked with a **red asterisk**, but filling out as much information as possible can expedite processing, especially if you want the library to pull an item off the shelves or purchase it.

Reserve Item: Book		* Indicates required field
* Pickup Location for Physical Items	<input type="text" value="Olin Library"/>	
Loan Period for Physical Items	<input type="text" value="2 hours"/>	
* Title <small>Please do not abbreviate unless your citation is abbreviated</small>	<input type="text"/>	
* Authors/Editors <small>(Last Name, First Name)</small>	<input type="text"/>	
Publisher	<input type="text"/>	
Place of Publication	<input type="text"/>	
Publication Date	<input type="text"/>	
Edition	<input type="text"/>	
ISBN (International Standard Book Number) <small>If given will speed request processing</small>	<input type="text"/>	
* Call Number <small>Enter N/A if supplying a personal copy or requesting item be purchased.</small>	<input type="text"/>	
OCLC or Docline UI Number	<input type="text"/>	
Notes <small>Put any information here that may help us find the item, as well as any other pertinent information.</small>	<input type="text"/>	
Tags <small>Comma separated list of tags to be assigned to this Item</small>	<input type="text" value="Week 3"/>	

Items can be organized by creating **Tags**. For instance, if you have a set of readings assigned for Week 3 of the class, you can tag them with "Week 3." This is optional, though it can be a helpful tool that allows students to sort readings by an assignment date.

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Specify how the item will be supplied:

How will this item be supplied?

- I will bring the material to the library
- Please have library staff pull the material off the shelves
- Please consider this item for purchase and make it available to my students through course reserves

Select start and stop dates for the item to be visible to students in Ares (if you want the item visible for the whole semester, leave dates at default semester start and stop dates) and click **Submit Item**.

Reserve Restrictions			
Course Number	Name	Start Date	Stop Date
101	Introduction to Course Reserves I	8/25/2011	12/22/2011

If the item is a link to a website, choose **The item should link to a website**, and copy and paste the URL in the window below supply options:

How will this item be supplied?

- I will upload a file
- I will bring the material to the library
- The item should link to a website
- Please have library staff pull the material off the shelves

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

If you are uploading a file, select **I will upload a file**. Select start and stop dates, and click **Submit Item**.

How will this item be supplied?

- I will upload a file
- I will bring the material to the library
- The item should link to a website
- Please have library staff pull the material off the shelves

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

Reserve Restrictions			
Course Number	Name	Start Date	Stop Date
101	Introduction to Course Reserves I	8/25/2011	12/22/2011



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The next screen will prompt you for the file. Click **Browse** to navigate to your file:

Choose a file to upload

**Reserve Item**

this is a test  
test chapter  
test author

---

Choose a file to upload:

Double click the file, or select the file and click **Open**. Then click **Submit Item**:

Choose a file to upload

**Reserve Item**



this is a test  
test chapter  
test author

---

Choose a file to upload: C:\Users\ejoslin\Deskto

### 5. Tracking Statuses

Once you have submitted items for your class, you can check on the progress of processing by referring to the **Status** of the item:

Reserve Items					Sort By
ID	Title	Author	Inactive	Status	
76727	 A Solution to the Problem of Evil		12/22/2011	Item Available on Electronic Reserves	
76728	 Modern China	Morgan, Jamie	12/22/2011	Item Available on Electronic Reserves	
76729	 Modern China		12/22/2011	Item Available on Electronic Reserves	
76730	 Practical Ethics	Singer	12/22/2011	Item Available on Electronic Reserves	
76731	 Scanning test LIB-ILL7		12/22/2011	Awaiting Reserves Processing	
76732	 The Mind's Best Trick: How We Experience Conscious Will		12/22/2011	Item Available on Electronic Reserves	
76733	 this is a test test chapter	test author	12/22/2011	Awaiting Supply by Instructor	
76734	 this is a test test chapter	test author	12/22/2011	Awaiting Supply by Instructor	

## Ares Instructions for Faculty

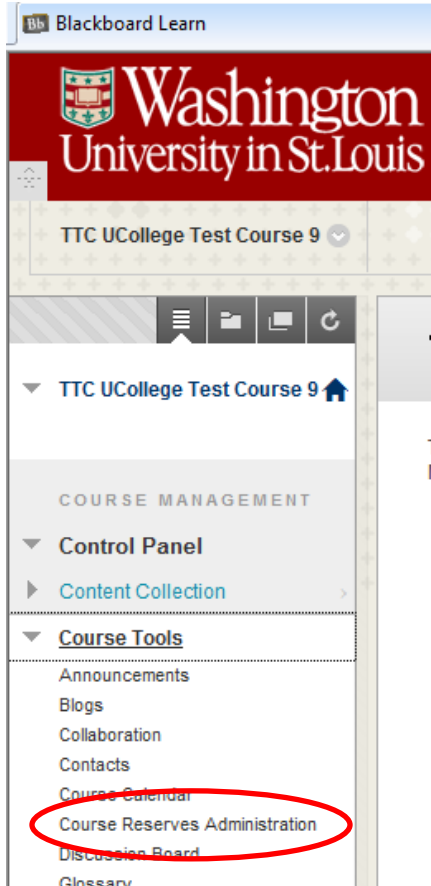
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The following are the most common statuses and their explanations:

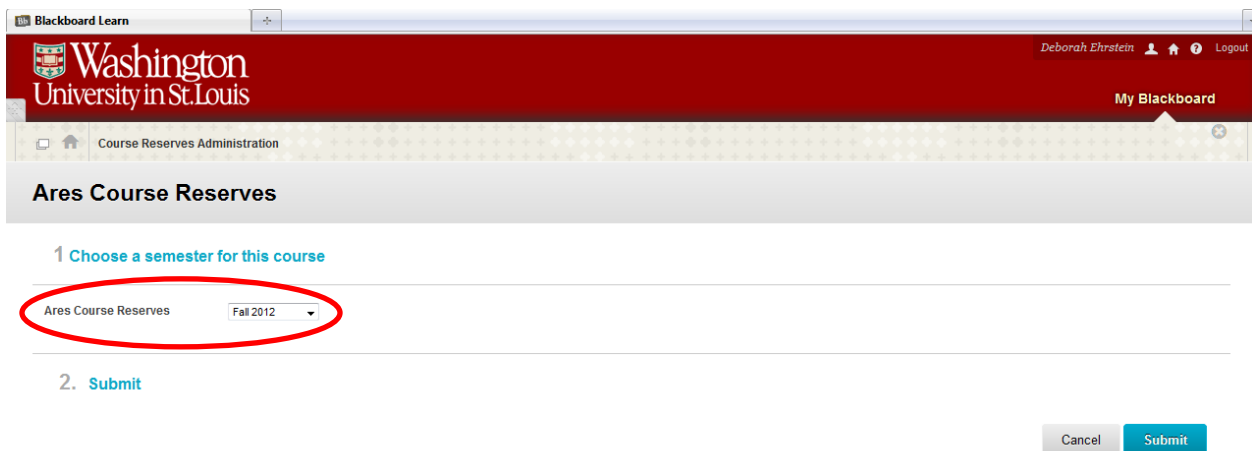
- **Awaiting Acquisitions Fulfillment-** The item is on order and Reserves staff is waiting for the new copy to arrive.
- **Awaiting File Type Resolution-** The file extension of an electronic item is not recognized by the Ares system. If this occurs with a PDF or Word document, please contact Reserves staff.
- **Awaiting Purchase-** An item not owned by the Library that has not yet been ordered.
- **Awaiting Reserves Processing-** This is the default status of a newly submitted item that has not been processed.
- **Awaiting Scanning-** A book chapter or article that is in the process of being scanned.
- **Awaiting Streaming Processing –** a film that an instructor has requested the Libraries to stream.
- **Awaiting Streaming Vendor Fulfillment –** a streaming film that has been ordered from a commercial vendor.
- **Awaiting Supply by Instructor-** An item that an instructor has indicated they will bring to the library.
- **In Recall Processing-** An item that is currently checked out and has been recalled for reserves.
- **In Stacks Searching-** An item currently being searched and pulled from the shelves.
- **In Streaming Processing –** In the process of streaming a film from the library's DVD.
- **Item Available at Reserve Desk-** A physical reserve item available at the Help Desk.
- **Item Available on Electronic Reserves-** An electronic item available via Ares.
- **Awaiting Departmental Fulfillment-** An item being retrieved from another WUSTL library.
- **Searching, Missing, Lost-** An item that is not located in the stacks where it should be. If not found, instructor will be contacted.
- **Instructor Contacted-Awaiting Reply-** Reserves staff have contacted an instructor for further clarification on the processing of an item.

## 6. Linking a Blackboard course with Ares

Blackboard can link to your course readings in Ares. To begin, open your class in Blackboard then select **Course Reserves Administration** from the **Course Tools** menu



Choose the appropriate semester:



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Click *Add Reserve Items* to submit needed materials to Reserves staff.

The screenshot shows the Blackboard Learn interface for Washington University in St. Louis. The user is logged in as Deborah Ehrstein. The page title is "Ares (Electronic Reserves)". The left-hand navigation menu includes the following items:

- Logoff dehrstein
- Switch to Student Mode
- Main Menu
- Instructor Class Tools
  - Class Home
  - Edit Class
  - Cross Listings
  - Delete Class
  - Clone Class
  - Class Proxy Users
  - Authorized Users
  - Add Reserve Items**
  - Reserve Item Usage
- Instructor Tools
  - Create a New Class
  - Previous Classes
  - Upcoming Classes
  - Full Proxy Users
- Ares Tools
  - University's Resources on Copyright Law
  - Library Copyright Best Practices
  - My EMails

The main content area shows "Class Details" for "TTC.UColl.Test9 TTC UCollege Test Course 9" in Fall 2012. Below this is a "Reserve Items" section with a "Sort By" dropdown and a "Save Order" button. The message "There are no items in this class." is displayed. A red arrow points from the text above to the "Add Reserve Items" link in the navigation menu.

Create a new item by choosing material from one of your previous courses or describing a new item that you need.

The screenshot shows the "Ares (Electronic Reserves)" page with the heading "What would you like to place on Reserves?". Below this heading are seven icons representing different item types: Article, Chapter, Book, File Upload, Free-Text, Audio, and Video. Below these icons is the heading "Or would you like to import items from a previously taught course?". Under this heading is a table titled "Previous Courses" with the following data:

Semester	Course	Section Number	Name
Spring 2014			Cornerstone
Spring 2014	TTC.UColl.Test9		TTC UCollege Test Course 9
Fall 2013	TTC.UColl.Test9		TTC UCollege Test Course 9

A red arrow points from the text above to the "Previous Courses" table.

### 7. For further assistance

Faculty can submit reserves requests to Olin Library and departmental libraries for:

- Physical course reserves (books, DVDs, etc) shelved at the check-out desk
- Electronic readings (PDFs of articles/book chapters or links to eBooks, eJournals, websites)

Olin Library will:

- Pull materials from shelves
- Scan needed articles or chapters and upload PDFs in Ares for students to access
- Purchase materials, when feasible, if the library doesn't already own a copy

Other methods of submitting reserves requests online:

- Log in to Ares at <http://ares.wustl.edu/ares/>
- Use the Reserves form at <http://library.wustl.edu/forms/reserve.html>

Contact Olin Library Reserves staff:

- See our Faculty guidance for Reserves at <http://library.wustl.edu/units/reserve/faculty.html>
- Student instructors are at <http://library.wustl.edu/units/reserve/student.html>
- Visit our FAQ at [http://libanswers.wustl.edu/](http://libanswers.wustl.edu/reserve@wumail.wustl.edu)
- [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu)
- (314) 935-5451

Contact your Departmental Library:

- <http://library.wustl.edu/libraries.html>
- Departmental libraries also offer Course Reserves services which may differ from Olin Library's procedures or policies