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   a. 5-5451 (Reserves staff at Olin Library) or 5-4087 (ILL/Reserves Librarian)
   b. reserve@wumail.wustl.edu
1. Getting Started

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

Enter your WUSTL Key Username and Password:

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

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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:

![Add Class Link](image)

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

![Class Details Page](image)
If you click **Main Menu**, your class now appears under **Current Classes**:

![Main Menu](image)

### 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:

![Main Menu](image)

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

![Instructor Class Tools](image)
Under “Or would you like to import items from a previously taught course?” click the class whose items you would like to import:

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

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**:

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
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**

- *Pickup Location for Physical Items: Olin Library*
- *Loan Period for Physical Items: 2 hours*
- *Title*
- *Authors/Editors (Last Name, First Name)*
- Publisher
- Place of Publication
- Publication Date
- Edition
- ISBN (International Standard Book Number)
- *Call Number*
- OCLC or Decline UI Number
- Notes
- Tags

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:

- 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**.

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:

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

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

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:

<table>
<thead>
<tr>
<th>Reserve Items</th>
<th>Sort By</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Title</td>
</tr>
<tr>
<td>7572</td>
<td>A Solution to the Problem of Evil</td>
</tr>
<tr>
<td>75728</td>
<td>Modern China</td>
</tr>
<tr>
<td>75729</td>
<td>Modern China</td>
</tr>
<tr>
<td>75730</td>
<td>Practical Ethics</td>
</tr>
<tr>
<td>75731</td>
<td>Scanning text LIB-ILL7</td>
</tr>
<tr>
<td>75732</td>
<td>The Mind’s Best Tricks: How We Experience Conscious Will</td>
</tr>
<tr>
<td>75733</td>
<td>this is a test test chapter</td>
</tr>
<tr>
<td>75734</td>
<td>this is a test test chapter</td>
</tr>
</tbody>
</table>
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:
Click *Add Reserve Items* to submit needed materials to Reserves staff.

Create a new item by choosing material from one of your previous courses or describing a new item that you need.
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/](http://ares.wustl.edu/ares/)
- Use the Reserves form at [http://library.wustl.edu/forms/reserve.html](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](http://library.wustl.edu/units/reserve/faculty.html)
- Student instructors are at [http://library.wustl.edu/units/reserve/student.html](http://library.wustl.edu/units/reserve/student.html)
- Visit our FAQ at [http://libanswers.wustl.edu/](http://libanswers.wustl.edu/)
- [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu)
- (314) 935-5451

Contact your Departmental Library:

- [http://library.wustl.edu/libraries.html](http://library.wustl.edu/libraries.html)
- Departmental libraries also offer Course Reserves services which may differ from Olin Library’s procedures or policies