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   a. 5-5451 (Reserves staff at Olin Library)
   b. reserve@wumail.wustl.edu
1. **Getting Started**

Go to [http://ares.wustl.edu/ares/](http://ares.wustl.edu/ares/)

Enter your WUSTL Key Username and Password:

![Ares Logon Form]

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

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

After clicking **Add Class**, you will see the **Class Details** page:
If you click **Main Menu**, your class now appears under **Current Classes**:

### Main Menu

Choose an option from the choices below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section Number</th>
<th>Name</th>
<th>Reserve Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>01</td>
<td>Introduction to Course Reserves I</td>
<td>0 items available. 0 total items.</td>
</tr>
</tbody>
</table>

Also view upcoming classes

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### 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)

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Last updated: 7/8/2016
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**:

**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?

![Selection Options]

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickup Location for Physical Items</td>
<td>Olin Library</td>
</tr>
<tr>
<td>Loan Period for Physical Items</td>
<td>2 hours</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>*Authors/Editors</td>
<td></td>
</tr>
<tr>
<td>(Last Name, First Name)</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Place of Publication</td>
<td></td>
</tr>
<tr>
<td>Publication Date</td>
<td></td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>ISBN (International Standard Book Number)</td>
<td></td>
</tr>
<tr>
<td>*Call Number</td>
<td></td>
</tr>
<tr>
<td>Enter N/A if supplying a personal copy or requesting item be purchased.</td>
<td></td>
</tr>
<tr>
<td>OCLC or Decline UI Number</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>*Tags</td>
<td></td>
</tr>
<tr>
<td>Comma separated list of tags to be assigned to this item</td>
<td>Week 3</td>
</tr>
</tbody>
</table>

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.
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: C:\Users\ejoslin\Desktop  Browse  Submit Item

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>ID</th>
<th>Title</th>
<th>Author</th>
<th>Inactive</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7672</td>
<td>A Solution to the Problem of Evil</td>
<td></td>
<td>12/22/2011</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>7678</td>
<td>Modern China</td>
<td>Morgan, Jamie</td>
<td>12/22/2011</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>7679</td>
<td>Modern China</td>
<td></td>
<td>12/22/2011</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>7670</td>
<td>Practical Ethics</td>
<td>Singer</td>
<td>12/22/2011</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>7671</td>
<td>Scanning text LIB-ILL7</td>
<td></td>
<td>12/22/2011</td>
<td>Awaiting Reserves Processing</td>
</tr>
<tr>
<td>7672</td>
<td>The Mind's Best Tricks: How We Experience Conscious Will</td>
<td></td>
<td>12/22/2011</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>7673</td>
<td>this is a text test chapter</td>
<td>test author</td>
<td>12/22/2011</td>
<td>Awaiting Supply by Instructor</td>
</tr>
<tr>
<td>7674</td>
<td>this is a text test chapter</td>
<td>test author</td>
<td>12/22/2011</td>
<td>Awaiting Supply by Instructor</td>
</tr>
</tbody>
</table>

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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:
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. Tracking Usage of Readings

Click on Reserve Item Usage from the Instructor Course Tools Menu

- Instructor Course Tools
  - Course Home
  - Edit Course
  - Grade Listings
  - Clone Course
  - Course Proxy Users
  - Authorized Users
  - Add Reserve Items
  - Messageboard
  - Reserve Item Usage
  - Enrolled Students
  - Export Course Info

- Instructor Tools
  - Create a New Course
  - Previous Courses
  - Upcoming Courses
  - Full Proxy Users
  - Help with Ares
  - Streaming Help
  - Streaming Policy
  - Syllabus Central

- Ares Tools

Usage of the item is displayed in the right column as seen below.

Click on Show Detailed Usage to view a list of students who did (and did not) view the reading.

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8. 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/
- 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