# Ares Reserves
# Faculty Instructions

Instructors can access the Ares Reserves software by going to https://reserves.lib.wvu.edu/ or by going to the "Course Reserves" page under "Services" on the Libraries' homepage.

**Logon to Ares using your WVU logon and password.** Once logged in, on the left side of the page you will see the following menu:

- **Switch to Student Mode:** Enables instructors to see the student view of the course
- **Main Menu**:
  - **Awaiting Supply by Instructor** table *(this will only appear if the instructor has said they will bring a personal copy to the library for Reserves)*
- **Instructor Tools**
  - **Previous Courses:** Instructors can view their past courses and items (this will not be available until a history of classes has been created in Ares)
  - **Upcoming Courses:** Displays courses from the current semester. Toward the end of each semester, it will included classes from the following semester.

In the middle of the page, there is an image similar to that shown below. To see what materials are on reserves for a current class, click on the link "View Course" in the left-hand column by the course number.



The choices under "Instructor Course Tools" will now display:

- **Course Home**
- **Add Reserve Items**: Click on this link to open the page with icons displaying different types of course materials (see image below)
  - Under "What would you like to place on Reserves?", select and click the type of material to be added to Ares
  - Fill out the form and click "Submit Order"
  - There is also an option to clone materials from another course or a previous course (cloner must be the instructor) in which they are using Ares or have used Ares for in the past.

**Course Details**

**ULIB 110 (001)** Library Research
Spring 2020
Fredette, Hilary

## What would you like to place on Reserves?

Article  Chapter  Book  eBook  File Upload  Audio  DVD  Streaming Video

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

**Current and Previous Courses**

| | Semester | Course | Course Code | Name | Reserve Items |
|---|---|---|---|---|---|
| | Search Semester | Search Course | Search Course Code | Search Name | Search Reserve Items |
| Import Items View Course | Spring 2020 | ULIB 101 | 003 | Intro to Library Research | 1 items available. 1 total items. |