

# USC ARES: Add A Class Proxy User

If you are too busy to take care of reserve matters personally, you may have an office assistant or TA work in Ares on your behalf by virtue of a proxy user account.

There are two kinds of proxy statuses available in Ares.

1. Class Proxy
  - a. A class proxy, by definition has access only to the class to which he or she is assigned. As such, the class must first be created by the instructor or someone with full proxy privileges before the class proxy may make additions to the class. A class proxy user may authorize students and add items to reserve for the class, however he or she may not modify the class information. A class proxy may be a TA or student assigned to manage the day to day posting of reserve materials for a specific class.
2. Full Proxy
  - a. A full proxy user has access to all of the instructor's privileges from his or her own account. A full proxy does not need to access the instructor's Ares account in order to do his or her work. A full proxy may also have access to multiple instructor accounts from his/her own account, without needing to know the username and password for each of the instructors whom he or she serves. A full proxy may create and modify classes for the instructor, assign class proxy users to the classes created and clone classes for future use as well as authorize students for immediate access to the class reserve list. A full proxy may be a Teaching Assistant, secretary or administrative assistant responsible managing day to day posting of reserve materials for an instructor.

To create a Class Proxy User

**Step 1:** Log onto Ares. The “Main Menu” will appear upon logging in.

**Step 2:** Create the Class (see “How to Create A Class” user guides) if needed. Otherwise...go to Step 3.

**Step 3:** In the Main Menu, Click on the selected “Course” in the “Current and Future Classes” Table

The screenshot shows the USC Libraries Reserves interface. The main content area features a table titled "Current Classes & Future Classes" with the following data:

Course	Section Number	Name	Semester	Reserve Items
ARCH 205a		Building Design II	Spring 2007	1 items available. 4 total items.
ARCH 205a	125785	ARCH 205a	Spring 2007	0 items available. 1 total items.
ARCH 205a	12345	Building Design II	Spring 2007	0 items available. 0 total items.

The first row of the table is highlighted in yellow. To the right of the table is an "Alerts" section showing "No Alerts". The page footer includes copyright information: "Copyright © 2004 - 2006 Atlas Systems, Inc. All Rights Reserved. University Library Home | University Home".

In this example we will use the first class in the list: ARCH 205a (no section #). The “Class Detail” screen will appear. See next page...

University of Southern California  
USC LIBRARIES  
Reserves

Logoff testinstructor  
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  
 Full Proxy Users  
 Ares Tools  
 Change User Information

**Class Details**  
**ARCH 205a Building Design II**  
 Spring 2007  
 INSTRUCTOR, Test  
 The process and communication of building design: physical building shell, systems for structure, enclosure, and space ordering. Prerequisite: CE 107.

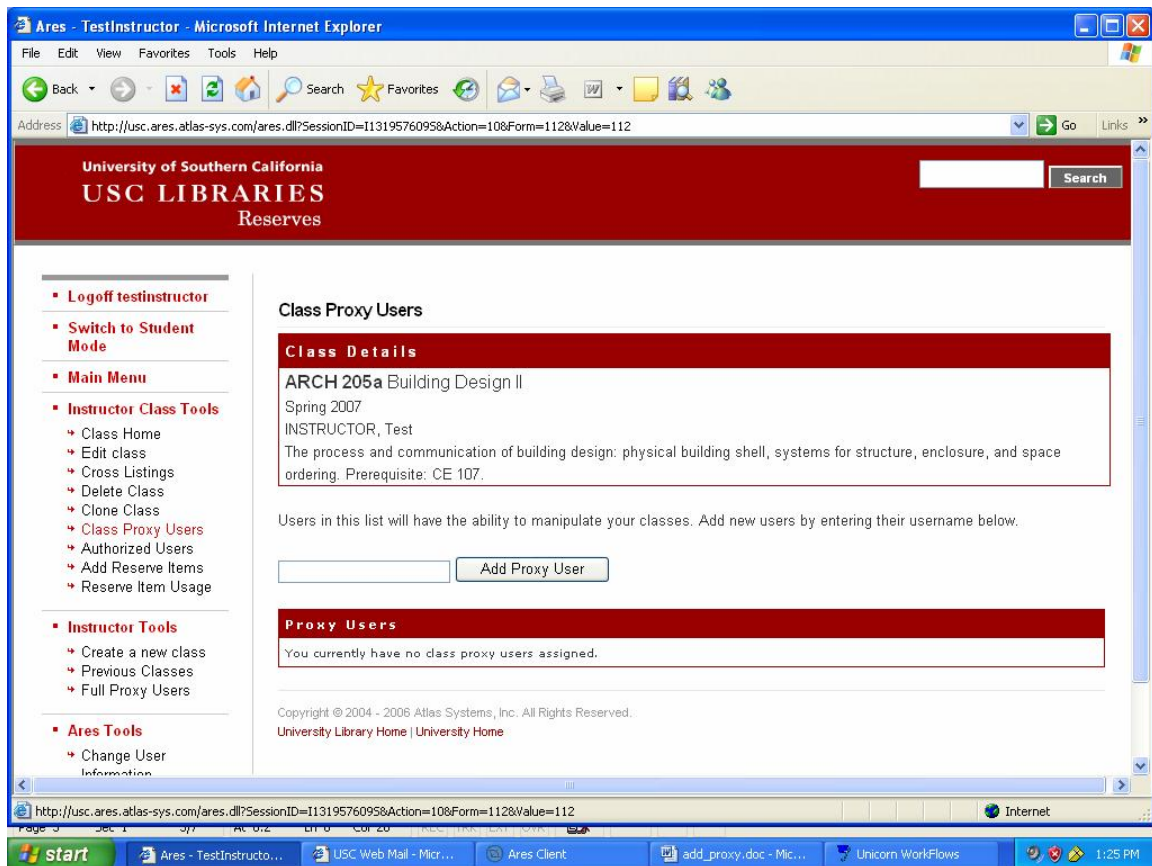
Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. [Subscribe Now](#)

**Reserve Items**

Title	Author	Inactive	Status
Noise orders : jazz, improvisation, and architecture	Brown, David	5/10/2007	Item Available at Reserve Desk
test adfsd	dfsdf	5/10/2007	Item Cancelled by Staff
<b>This is only a test</b>	Me, The	5/10/2007	Item Cancelled by Staff
<b>This is only a test</b> My test works	Me, the	5/10/2007	Item Cancelled by Staff

**Step 4:** In the left side navigation bar under “**Instructor Class Tools**”, click on the “**Class Proxy Users**” link (see highlighted area in the screen shot above.)

The following screen will appear. See next page...



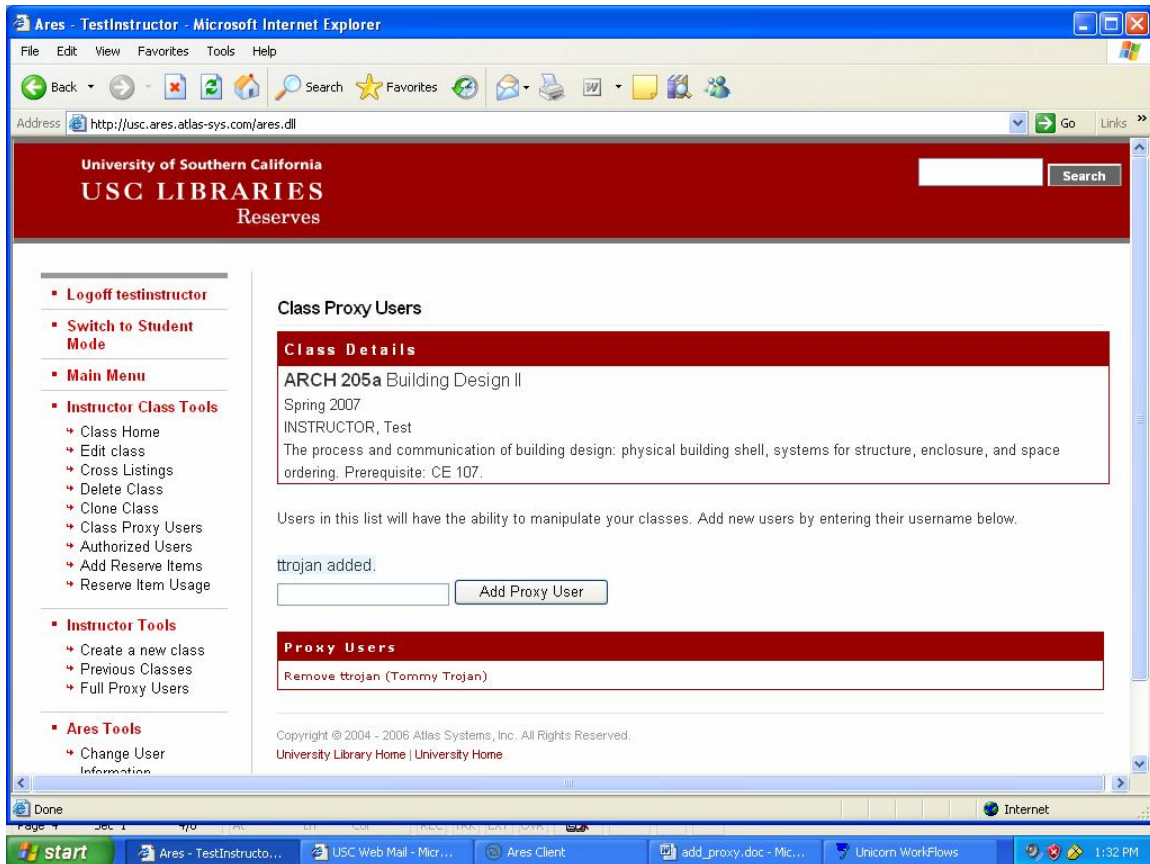
**Step 5:** Type in the username of the person you would like to add as a class proxy.

You should see a  under the “Class Details” description. An area which allows you to type in the **username** of the person you would like to add as a proxy user for the class.

Users must have an Ares account in order to be added as a proxy user. If the person you would like to be your proxy does not have an Ares account, please ask them to create an account first. Once their account is created, you may add them as a proxy.

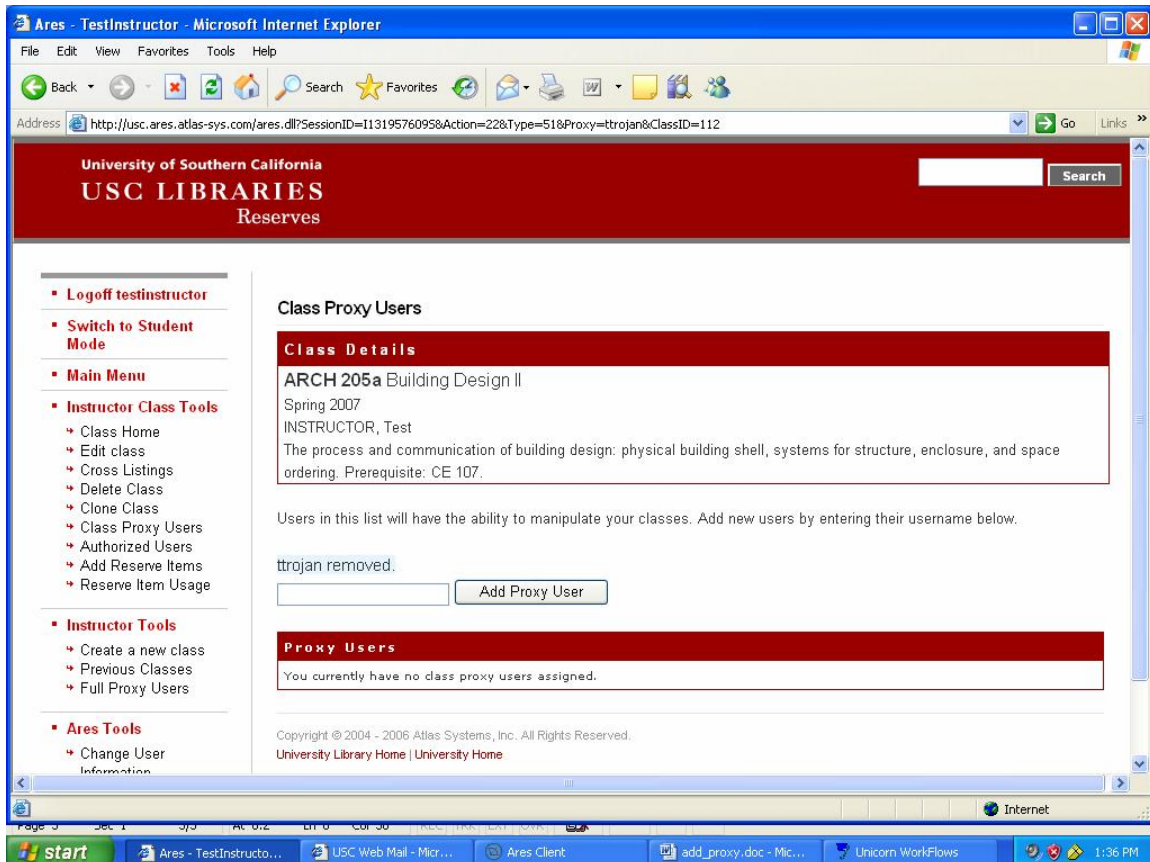
If you try to assign an un-registered proxy user, you may receive an “Invalid user” system error.

**Please discuss proxy user responsibility and verify the username with your intended assistant to make sure you both understand the privileges assigned.**



Once the user has been added, you will see their username and full name (in parentheses) in the “Proxy Users” table. You are DONE. *DO NOT click on the username at this point or you may remove the proxy status from the user.*

**To Remove a proxy user, simply click on the “Remove [username]” in the “Proxy Users” menu. The following screen should appear. See next page...**



Notice the text highlighted in blue indicating that the user has been removed. Also note that the “Proxy Users” table indicates that no proxy users are assigned.

An instructor may have more than one proxy user for a class, however, in order to prevent duplicate requests being submitted for reserves, please make sure to discuss the responsibility of the privilege to all proxy users assigned to a class.

### Class Proxy Privileges:

1. Can ...
  - a. Have access to Proxy Class tool set.
  - b. Add items to reserve for a class
  - c. Add/Authorize students for immediate access reserve materials
  - d. Review reserve item usage statistics.
2. Cannot..
  - a. Cannot create a class
  - b. Cannot create nor change class details
  - c. Cannot create nor change class password
  - d. Cannot add other proxy users