

USC ARES: HOW TO ADD A COURSE PROXY USER

This step-by-step document will guide you through the process of adding a Course Proxy User. A Course Proxy User is usually a graduate teaching assistant, a team instructor, or anyone the instructor has authorized to be able to manage the course, upload content, and make changes to the organization of the course. There are two types of Proxy Users available in ARES:

1. Course Proxy has access only to the course to which they are assigned. Please note the following:
 - a. The course must first be created by the instructor or someone with Full Proxy privileges before the Course Proxy can make changes to the class.
 - b. A Course Proxy user can add items to reserve for the course, however they may not be able to modify the course information or description.
2. Full Proxy has access to all of the instructor's privileges from his or her own account. See the Full Proxy step by step guide for details.

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

A Course Proxy Can:

- Have access to Proxy Class tool set.
- Add items to reserve for a class
- Review reserve item usage statistics.

Course Proxy Cannot:

- Create a class
- Create nor change class details
- Create nor change class optional password
- Add other Course Proxy users

To create a **Course Proxy User**:

Step 1: Log onto Library Course Reserves (aka ARES). <https://reserves.usc.edu>.

The Main Menu will appear upon logging in.

Step 2: Create your Course. See “How to Create A Class” user guide if needed. Otherwise, go to Step 3.

Step 3: In the Main Menu on the left, click on the selected Course in the “Current and Future Classes” Table.

USCLibraries

Course Reserves (Ares)

Logoff [gvincent@usc.edu](#)
To logoff completely, you must close your browser.

- Switch to Student Mode
- Main Menu
- Instructor Tools
 - Create a New Course
 - Previous Courses
 - Full Proxy Users
- Ares Tools
 - Change User Information
 - My EMails
- Helpful Links
 - Contact Reserves
 - ARES Help
 - Academic Calendars
 - Search USC Libraries Catalog
 - ARES Copyright Guidelines
 - Course Reserves LibGuide
 - USC Digital Accessibility
- Search

To view a class, click on the Course Number below.

Current Courses & Future Courses					
	Course	Section Number	Name	Semester	Reserve Items
View Course	TEST 101		Test Course	Fall 2024	0 Items available. 0 total items.

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In this example we will use the only class in the list: TEST 101 (no section #). The Course Detail screen will appear.

Course Reserves (Ares)

- Logoff gvincent@usc.edu

To logoff completely, you must close your browser.

- Switch to Student Mode

- Main Menu

- Instructor Course Tools

- Add Reserve Items

- Course Home
 - Edit course
 - Cross Listings
 - Delete Course
 - Clone Course
 - Course Proxy Users
 - Reserve Item Usage

- Instructor Tools

- Create a New Course
 - Previous Courses
 - Full Proxy Users

- Ares Tools

- Change User Information
 - Change Password
 - My EMails

- Helpful Links

- Contact Reserves
 - ARES Help

Your file was successfully uploaded

Course Details

TEST 101 Test Course


Fall 2024

Vincent, Gabriel

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

Sort By

Reserve Items

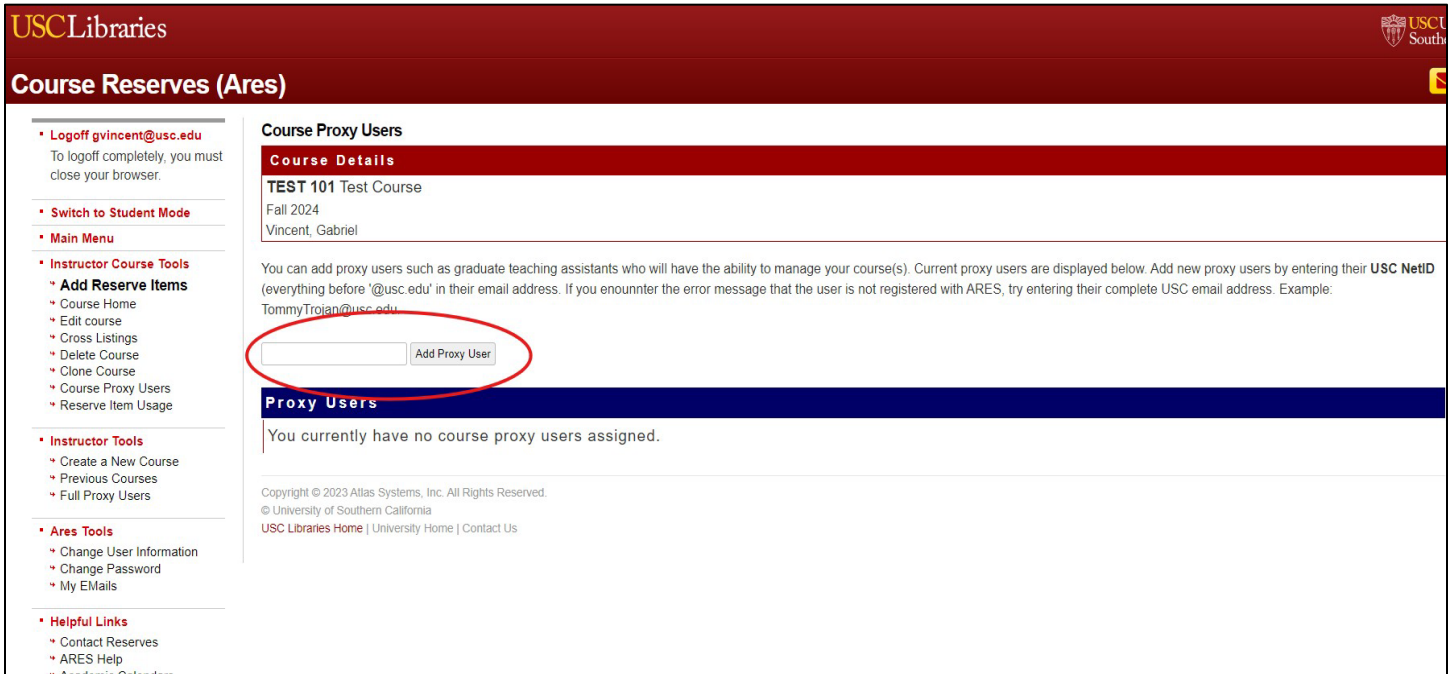
	ID	Title	Author	Inactive	Status
Show Details View Item Edit	378096	 TEST JOURNAL THIS IS JUST A TEST	TEST, MCTEST	12/19/2024	Awaiting Review by Staff

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Step 4: On the left menu under **Instructor Course Tools**, click on **Course Proxy Users**.



The screenshot shows the USC Libraries Course Reserves (Ares) interface. On the left is a navigation menu with categories like Logoff, Switch to Student Mode, Main Menu, Instructor Course Tools, Add Reserve Items, Instructor Tools, Ares Tools, and Helpful Links. The main content area is titled 'Course Proxy Users' and includes a 'Course Details' section for 'TEST 101 Test Course' (Fall 2024, Vincent, Gabriel). Below this is an instruction on how to add proxy users and an 'Add Proxy User' button, which is circled in red. The 'Proxy Users' section below indicates that no proxy users are currently assigned. At the bottom, there is a copyright notice for 2023 Atlas Systems, Inc. and the University of Southern California.

Step 5: Enter the USC NetID (everything before '@usc.edu') or the entire USC email address for whom you would like to add as a Course Proxy. Example: TommyTrojan or TommyTrojan@usc.edu.

Step 6: Click **Add Proxy User**.

PLEASE NOTE: Users must have a Library Course Reserves 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 log into ARES first. Once their account is active, you may add them as a proxy.

Please discuss Course Proxy user responsibility and verify their NetID and email to ensure you both understand the privileges assigned.

Course Reserves (Ares)

▪ **Logoff gvincent@usc.edu**
To logoff completely, you must close your browser.

▪ **Switch to Student Mode**
▪ **Main Menu**

▪ **Instructor Course Tools**
▪ **Add Reserve Items**
▪ Course Home
▪ Edit course
▪ Cross Listings
▪ Delete Course
▪ Clone Course
▪ Course Proxy Users
▪ Reserve Item Usage

▪ **Instructor Tools**
▪ Create a New Course
▪ Previous Courses
▪ Full Proxy Users

▪ **Ares Tools**
▪ Change User Information
▪ Change Password
▪ My EMails

▪ **Helpful Links**

Course Proxy Users

Course Details

TEST 101 Test Course
Fall 2024
Vincent, Gabriel

You can add proxy users such as graduate teaching assistants who will have the ability to manage your course(s). Current proxy users are displayed below. Add new proxy users by entering their **USC NetID** (everything before '@usc.edu' in their email address. If you encounter the error message that the user is not registered with ARES, try entering their complete USC email address. Example: TommyTrojan@usc.edu

tommytrojan added.

Proxy Users

Remove	tommytrojan (Tommy Trojan)
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Once the user has been added, you will see their username and full name in parentheses in the **Proxy Users** table.

To remove a proxy user, simply click on the **Remove** under **Proxy Users** on this page.

The screenshot shows the USC Libraries ARES interface. At the top left is the 'USCLibraries' logo. The main header is 'Course Reserves (Ares)'. On the left is a navigation menu with categories: 'Logoff gvincent@usc.edu', 'Switch to Student Mode', 'Main Menu', 'Instructor Course Tools' (with sub-items: Add Reserve Items, Course Home, Edit course, Cross Listings, Delete Course, Clone Course, Course Proxy Users, Reserve Item Usage), 'Instructor Tools' (with sub-items: Create a New Course, Previous Courses, Full Proxy Users), and 'Ares Tools' (with sub-items: Change User Information, Change Password, My EMails). The main content area is titled 'Course Proxy Users' and includes a 'Course Details' section for 'TEST 101 Test Course' (Fall 2024, Vincent, Gabriel). Below this is a text area explaining proxy users and a form with an input field containing 'tommytrojan removed.' and an 'Add Proxy User' button. A 'Proxy Users' section below indicates 'You currently have no course proxy users assigned.' At the bottom, there is a copyright notice for Atlas Systems, Inc. and University of Southern California, with links to USC Libraries Home, University Home, and Contact Us.