

USC ARES: CLONING A COURSE

If you would like to repeat course material for a future course, you may clone (copy) a previous course from a prior semester. You may clone all or selected reserve items from these previous course. All material is still reviewed by reserves staff to ensure that the items are accessible and follow reserves copyright guidelines (see libguides.usc.edu/reserves/ares-copyright for details).

Note: Courses created within the previous three academic semesters are available for cloning. You may need to resubmit items from courses older than the previous three academic semesters. Please check the status of the individual reserve items once cloning is complete.

Here are the steps for **cloning a course**.

Step 1: Login into ARES. After logging in, you will see the Main Menu below.

The screenshot shows the USC Libraries Course Reserves (Ares) interface. The page has a dark red header with the USC Libraries logo and the University of Southern California name. Below the header, there is a navigation menu on the left side with various options. The main content area displays a table titled "Current Courses & Future Courses" with the following data:

Course	Section Number	Name	Semester	Reserve Items
LIB 101	12345	RESERVES 101	Spring 2015	0 items available, 1 total items.

If you have a current course and have already created a course for the following semester, your courses will be displayed under **Current Courses & Future Courses**. Prior courses can found under **Previous Courses** under **Instructor Tools** at the left hand side.

To view courses from previous semesters, click on **Previous Courses** under the **Instructor Tools** menu on the left-hand side of the screen as shown below.

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Course Reserves (Ares)

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

Course	Section Number	Name	Semester	Reserve Items
LIB 101	12345	RESERVES 101	Spring 2016	0 items available 1 total items.

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Logoff TestInstructor
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 HOMER Catalog
- ARES Copyright Guidelines
- Course Reserves LibGuide

Search

For this example, we will be using Reserves – 101. If your course is a current course you want to clone for the following semester and is displayed under **Current Courses & Future Courses**, click on the course to be cloned and skip to Step 2.

On the following screen, you will see a listing of all classes from previous semesters.

USCLibraries

Course Reserves (Ares)

Previous Courses

Semester	Course	Section Number	Name
Fall 2010	123		Test Class
Fall 2010	RESERVES-101	1234	Introduction to Ares
Summer 2010	RESERVES-101		Introduction to Ares
Fall 2007	101	1	basketweaving
Fall 2007	PTE 461		class test
Summer 2007	101	1	basketweaving
Summer 2007	9999	2	physics
Summer 2007	ARCH 205a	125785	ARCH 205a
Spring 2007	ARCH 205a		Building Design II
Spring 2007	ARCH 205a	125785	ARCH 205a
Spring 2007	CHEM 156	897561	Chimeras in post industrialized sub-saharan countries
Spring 2007	PHYS 101	758451	The art and science of physics
Spring 2007	POST 145	147893	Postoffice networking
Spring 2007	TEST 234	47895R	The Art of the Test
Fall 2006	ARCH 205a		Building Design II
Fall 2006	ENLH 256		Test Class 5
Fall 2006	GERO 436		Aging Gracefully
Fall 2006	MUHL 223		Art of the Dance
Fall 2006	PPD 498	51137D	Senior Honors Seminar

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Main Menu

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Search

Step 2: Click on the course to be cloned.

The screenshot shows the 'Course Reserves (Ares)' page with a sidebar on the left containing navigation links like 'Logoff TestInstructor', 'Switch to Student Mode', and 'Main Menu'. The main content area is titled 'Previous Courses' and contains a table with the following data:

Semester	Course	Section Number	Name
Fall 2010	RESERVES-101	1	Test Class
Fall 2010	RESERVES-101	1	Introduction to Ares
Summer 2010	RESERVES-101	1	Introduction to Ares
Fall 2007	101	1	basketweaving
Fall 2007	PTE 461		class test
Summer 2007	101	1	basketweaving
Summer 2007	9999	2	physics
Summer 2007	ARCH 205a	125785	ARCH 205a
Spring 2007	ARCH 205a		Building Design II
Spring 2007	ARCH 205a	125785	ARCH 205a
Spring 2007	CHEM 155	857561	Chimeras in post industrialized sub saharan countries
Spring 2007	PHYS 101	758491	The art and science of physics
Spring 2007	POST 145	147893	Postoffice networking
Spring 2007	TEST 234	47890R	The Art of the Test
Fall 2006	ARCH 205a		Building Design II
Fall 2006	ENLH 258		Test Class 5
Fall 2006	GERD 436		Aging Gracefully
Fall 2006	MUHL 223		Art of the Dance
Fall 2006	PPD 456	51137D	Senior Honors Seminar

After clicking on the course, the **Course Details** screen will appear with a listing of reserve items previously submitted.

The screenshot shows the 'Course Details' page for 'RESERVES-101 (1234) Introduction to Ares'. The page includes a sidebar with navigation options and a main content area with the following details:

Course Details
RESERVES-101 (1234) Introduction to Ares
 Fall 2010
<http://www.usc.edu/libraries/>
 INSTRUCTOR, Test
 This is a course designed to introduce users to Reserves processing.

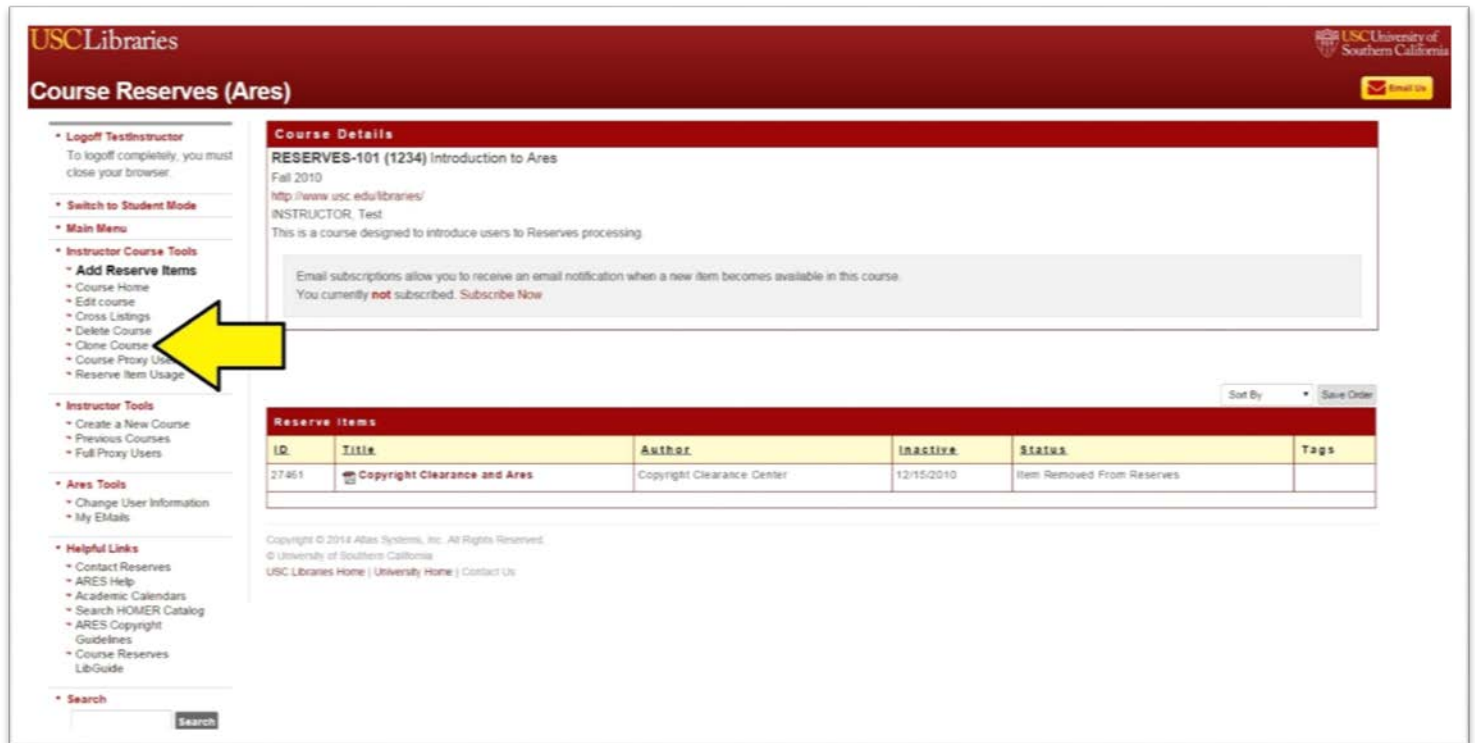
Email subscriptions allow you to receive an email notification when a new item becomes available in this course.
 You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

ID	Title	Author	Inactive	Status	Tags
27461	Copyright Clearance and Ares	Copyright Clearance Center	12/15/2010	Item Removed From Reserves	

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Step 3: Click on the **Clone Course** link under **Instructor Course Tools** at the left-hand side of the screen as shown below to begin the process.




The screenshot displays the USC Libraries Course Reserves (Ares) interface. The page is titled "Course Reserves (Ares)" and features a navigation menu on the left. The main content area shows "Course Details" for "RESERVES-101 (1234) Introduction to Ares" for Fall 2010. Below the course details is a table of "Reserve Items" with columns for ID, Title, Author, Inactive, Status, and Tags. A yellow arrow points to the "Clone Course" link in the "Instructor Course Tools" menu.

Course Details

RESERVES-101 (1234) Introduction to Ares
Fall 2010
http://www.usc.edu/libraries/
INSTRUCTOR, Test
This is a course designed to introduce users to Reserves processing.

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

ID	Title	Author	Inactive	Status	Tags
27461	 Copyright Clearance and Ares	Copyright Clearance Center	12/15/2010	Item Removed From Reserves	

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The **Clone Course** form will appear as shown below.

Clone course: Introduction to Ares * Indicates required field

New Course
Please enter the new course code and semester when you will teach this course again. Choose which items you would like to be on reserves again and we'll take care of everything else.

Course Name: Introduction to Ares

Course Number: RESERVES-101

Section Number/Course Number: 1234

Instructor: INSTRUCTOR, Test
Please note: if you wish to make a course for another instructor, you need to be listed as that instructor's proxy user.

Department: USC Libraries

Course Semester: Fall 2015

Course URL:

Course Description: This is a course designed to introduce users to Reserves processing.

Reserve Materials to Clone				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	Copyright Clearance and Ares	Copyright Clearance Center	8/22/2015	12/17/2015

Clone Course

Be sure to verify that all information in the fields shown above is correct and accurate. If the information is **not** correct, you may update the fields on this screen. Make sure to select the appropriate semester the course needs to be cloned to from the pull down menu. The **Course URL** and **Course Description** fields are optional.

In the **Reserve Materials to Clone** table at the bottom, you can deselect which material you DO NOT wish to clone for the new semester. By default all course items are selected to be cloned if the material was previously posted.

Reserve Materials to Clone				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	Copyright Clearance and Ares	Copyright Clearance Center	8/22/2015	12/17/2015

Step 4: Click on the **Clone Course** button at the bottom to begin the cloning process.

Please Note: Depending on how many reserve items are to be cloned, it may take a few minutes to complete the cloning process. **DO NOT click on the Clone Course button more than once.** Doing so will result in cloning the course multiple times.

Step 5: After the cloning process is complete, the screen below will appear with the message **“Your course has been cloned successfully”**. If you would like to add new course material please click on the desired course listed and then **Add Reserve Items** under **Instructor Tools** on the left and side.

The screenshot shows the USC Libraries Course Reserves (Ares) interface. A red banner at the top contains the message "Your course has been cloned successfully". Below this, a table lists the cloned courses. The table has five columns: Course, Section Number, Name, Semester, and Reserve Items. The table contains two rows of data. To the left of the table is a sidebar with navigation options like "Logoff Test/Instructor", "Switch to Student Mode", "Main Menu", "Instructor Tools", "Ares Tools", and "Helpful Links". At the bottom of the page, there is a search bar and a search button.

Course	Section Number	Name	Semester	Reserve Items
LIB 101	12545	RESERVES 101	Spring 2016	0 items available 1 total items
RESERVES-101	1234	Introduction to Ares	Fall 2015	0 items available 1 total items

Please note: course material such as PDFs or other electronic files are retained for one year (366 days) on ARES. Material from courses older than one calendar year may need to be resubmitted and/or reproduced. Please check the status of the individual requests after cloning.

Course Cloning Availability Schedule

Instructors can begin to clone courses for a future semester based on the following schedule:

Fall: Last Friday in March

Spring: Last Friday in October of the previous year

Summer: Last Friday in February