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.

se Reserves (Ares)				
poff TestInstructor To view a class,	click on the Course Number below.			
logoff completely, you must Current Cou	rses & Future Courses			
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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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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.

Logoff TestInstructor	Previous Cour	365			
To logoff completely, you must	Semester	Course	Section Number	Name	
cuse you provide.	Fall 2010	123		Test Class	
Switch to Student Mode	Fall 2010	RESERVES-101	1234	Introduction to Ares	
• Main Menu	Summer 2010	RESERVES-101		Introduction to Ares	
Instructor Tools	Fa8 2007	101	1	basketweaving	
Create a New Course	Fall 2007	PTE 461		class test	
Full Proxy Users	Summer 2007	101	1	basketweaving	
	Summer 2007	9999	2	physics	
Ares Tools	Summer 2007	ARCH 205a	125785	ARCH 205a	
 Change User information My EMails 	Spring 2007	ARCH 205a		Building Design II	
	Spring 2007	ARCH 205a	125785	ARCH 2054	
Helpful Links	Spring 2007	CHEM 156	897561	Chimeras in post industrialized sub saharan countries	
* ARES Help	Spring 2007	PHYS 101	758491	The art and science of physics	
Academic Calendars	Spring 2007	POST 145	147893	Postoffice networking	
ARES Copyright	Spring 2007	TEST 234	47895R	The Art of the Test	
Guidelines	Fa8 2006	ARCH 205a		Building Design II	
LibGuide	Fall 2006	ENLH 256		Test Class 5	
	Fall 2006	GERO 436		Aging Gracefully	
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Step 2: Click on the course to be cloned.

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 Full Proxy Users 	Summer 2007	101	1	basketweaving	
	Summer 2007	9999	2	physics	
Ares Tools	Summer 2007	ARCH 205a	125785	ARCH 205a	
My EMails	Spring 2007	ARCH 205a		Building Design II	
	Spring 2007	ARCH 205a	125785	ARCH 205a	
Helpful Links	Spring 2007	CHEM 156	897561	Chimeras in post industrialized sub saharan countries	
ARES Help	Spring 2007	PHYS 101	758491	The art and science of physics	
Academic Calendars	Spring 2007	POST 145	147893	PostoTice networking	
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	Fall 2005	GERO 435		Aging Gracefully	
Search	Fall 2005	MUHL 223		Art of the Dance	
Search	Fa# 2006	PPD 498	51137D	Senior Honors Seminar	
	E +8 4540	DECEDICE +N+	175	Introduction to Aran	

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

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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.

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

	001							
Logoff TestInstructor To logoff completely, you must close your browser.	Clo	ne course: Introduction to Are	s					* Indicates required field
Switch to Student Mode	Pleas	se enter the new course code and semester w	then you will teach this course again. Ch	oose which item	is you would like to	be on reserves aga	in and we'll take care of ev	erything else
Main Menu								
Instructor Course Tools	*Cour	se Name		Introduction to A	res			
Add Reserve Items Course Home	*Cour	se Number		RESERVES-10				
Edit course Cross Listings	*Secti	ion Number/Course Number		1234				
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Instructor Tools	*Depa	intment		USC Libraries				
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Full Proxy Users	Cour	the semester a the semester alter you will be teaching this course aga	é	Fall 2015				
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* My EMails	Cour	se Description		This is a course	designed to introduce u	sets to Reserves proces	using.	
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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.

Re	serve Materials to Clone				
	Title	Author	Start Date	Stop Date	
	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.

coff TestInstructor	Your course has been	cloned successfully.			
logoff completely, you must	Current Content	e Entre unarses			
ose your browser	Course	Section Number	Name	Semester	Reserve items
ettch to Student Mode	LIB 101	12545	RESERVES 101	Spring 2016	0 items available 1 total items
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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