USC ARES: CREATING A COURSE AND ADDING COURSE INFORMATION

Step 1: Login into ARES at *reserves.usc.edu*. If you have created courses previously, they will be displayed as shown below. If you are creating a course for the first time, the section Current Courses & Future Courses will be blank.

USCLibraries						Southern California
Course Reserves (A	res)					Email Us
Logoff TestInstructor	To view a class	, click on the Course Number below.				
To logoff completely, you must	Current Cou	rses & Future Courses				
close your browser.	Course	Section Number	Name	Semester	Reserve Items	
Switch to Student Mode	LIB 101	12345	RESERVES 101	Spring 2016	0 items available	
* Main Menu					C total Rems.	
Previous Courses Full Proxy Users Ares Tools Change User Information My EMails Melphul Links Contact Reserves ARES Help Academic Calendars Search HOMER Catalog ARES Copyright GuideInes Course Reserves LBGuide Search	@ University of Sou	Mas System, Inc. All Rights Reserved. them California e University Home Contact Lis				

Step 2: To create a course, click on **Create a New Course** on the **Instructor Tools** menu at the left-hand side of the screen.

off Testinstructor	a class, click (on the Course Number below.			
ogoff completely, you must Curre e your browser.	nt Courses	& Future Courses			
cours		Section Number	Name	Semester	Reserve Items
tch to Student Mode LIB 101		12345	RESERVES 101	Spring 2016	0 items available. 0 total items
& Proxy Users	ity of Southern Ca	tems, Inc., All Rights Reserved attorna sistly Home Contact Un			

Step 3: The **Create a Course** form will appear. Please enter all pertinent information regarding the class. Required fields are **Course Name**, **Course Number**, **Department** and **Course Semester**. Section Number/Course Number, Course URL, and Course Description are **optional**.

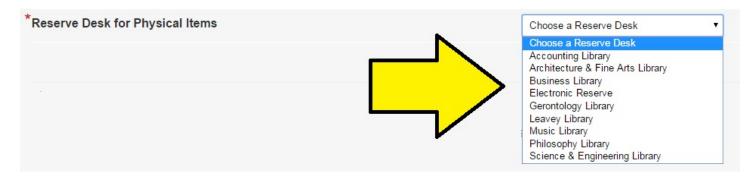
Course Name • Course Name Asin Nervo • Course Name Instructor Tools • Course Namber • Course Asiew Course • Course Namber • Pervoids Courses • Course Namber • Pervoids Courses • Course Namber • Fail Pray Users • Course Namber • Course Namber/Course Number • Course Namber • Section Number/Course Number • Section Number/Course Number • Course Reserves • Section Number/Course Number • MEMail • Section Number/Course Number • Addering Collendars • Section Number/Course Number • Addering Collendars • Section Number/Course Number • Course Reserves • NESTRUCTOR, Test • Department • Course Semester • Course Reserves • Course Semester • Addering Collendars • Course Semester • Course Reserves • Pai 2015 • Course Reserves • Pai 20	Advin Nerw • Course Anime Nam Nerw • Quite y and Dick Reasoning Instructor Tools • Course Number • Create a New Course • Course Number • Previous Courses • Section Number/Course Number • Fail Proxy Users • Section Number/Course Number • Course Asserts • Section Number/Course Number • Orage User Information • Section Number (or anther instructor, you need to be leted as that instructor) instructor • My EMails • Course Section Section or anther instruct, you need to be leted as that instructory instructor • My Emails • Course Section Section or anther instructor, you need to be leted as that instructory instructor • My Emails • Course Section Section or anther instructor, you need to be leted as that instructory instructor • My Emails • Course Section Section or anther instructor, you need to be leted as that instructory instructor • My Emails • Course Section Section of a instructor for anther instructor, you need to be leted as that instructor instructor • Academic Calendaris • Course Section Section of fail into the normal sections, please select any of the course semislers in the dropdown above and then contact the Reserves Staff with the correct dates. • Department • Course Staff with the correct dates.	Anime Course Anime 9, Witing and Dick Reasoning Instructor Tools • Course A New Course • Course A New Course • Fail Pracy Users • Fail Pracy Users • Fail Pracy Users • Course A New Course • Section Number/Course Number • g. 19807 • Course A New Course • Section Number/Course Number • g. 19807 • Course A New Course • Areas Fools • Change User Information • Metabalise • My Ebalise • Areas Fools • Academic Clained ars • Academic Clained ars • Course A New Co	To logoff completely, you must close your browser.	Create a Course Course Information		 Indicates required field
• Structor Tools • Course Alew Course • Create a New Course • Structor Number/Course Number • Previous Courses • Section Number/Course Number • Previous Courses • Section Number/Course Number • Ares Tools • Section Number/Course Number • Course Alew Course • Section Number/Course Number • Ares Tools • Section Number/Course Number • Course Alew Course • Section Number/Course Number • Course Sense It of Number/Course Number • Section Number/Course Number • Course Sense It of Number/Course Number • Section Number/Course Number • Course Sense It of Number/Course Number • Section Number/Course Number • Section Number/Course Number • Section Number/Course Number • Course Sense It of Number/Course Number • Section Number/Course Number • Section Number/Course It on site a course for antific instants, you need to be lead as that instants/y projections • NESTRUCTOR, Test • Course Sense HOMER Causes • Course Sense It of Number • Onese a Department • Course Sense HOMER Causes • Course Sense Section Number • Previous Course dates do not fail into the normal sensesters, please select any of the course sensesters in the dropdoen above and then contact the Reservers Staff with the correct dates. Lo	Instructor Tools • Concise a New Course • Parvious Courses • Fail Proxy Users • Ares Tools • Course Reserves • My EMals • Concise Instructor • My EMals • Contact Reserves • ARESS Neip • Academic Calendars • Search HOMER Catage • ARES Neip • Course Reserves • LeGuade • Course Reserves • LeGuade • Course Reserves • LeGuade • Course Reserves • LeGuade	Instructor Tools • Course Number • Create a New Course • g. 1881 180 • Parvious Courses • Section Number/Course Number • Parvious Courses • Section Number/Course Number • Caurse New Power Information • Section Number/Course Number • Mark Tools • Section Number/Course Number • Course New Power Information • Section Number/Course Number • Mark Tools • Section Number/Course Number • Course New Power Information • NSTRUCTOR, Test • Mark Tools • New vents Instructor • Course Reserves • Course Semester • ARESS Freip • Course Semester • Areademic Calendaris • Course Semester • Course Reserves • Department • Course Reserves • If your course dates do not fail into the normal semesters, please select any of the course semesters in the dropdown above and then contact the Reserves Staff with the correct dates. • Search • Unit of the course Staff with the correct dates.	Switch to Student Mode	*Course Name		
Create a New Course Full Proxy Users Full Proxy Users Full Proxy Users Section Number/Course Number a #3555 Course Section Number/Course Number a \$3555 Course Section Number/Course Number a \$4550 Course Section Number/Course Number full Course Section Number/Course Number full Course Section Number/Course Addes on that into the normal seniesters, please select any of the course sections in the dropdoen above and then contact the Reserves Staff with the correct dates.	Course a New Course Course Allower Course Section Number/Course Number course Staff with the correct dalas. Course Senses LeGoude Course Senses Staff with the correct dalas. Course Senses Staff with the correct dalas.	Course a New Course Course outses Course serves Fail Tray Course Staff with the correct dates.	Main Menu	e.g. Writing and Critical Reasoning		
Ares Tools Instructor Instructor • My EMails • Instructor Pase note if you with to make a scuree for another instructor, you need to be lated as that instructor's provention of another instructor's provention of a scheme of a scheme of another instructor's provention of a scheme of another instructor's provention of a scheme of a scheme of a scheme of another instructor's provention of a scheme of	Ares Tools Instructor Instructor Instructor Yespital Links Persente: If you with to make a course for another instructor, you need to be listed as that instructor's prosi- Heightal Links Department * AreaGenic Calendars * * AreaGenic Calendars * * Search HOMER Calands * * Course Semester Fal 2015 * Course Staff with the correct dates. *	Area Tools Instructor Instructor • Change User information • Instructor • Instructor • My EMals • Instructor • Instructor • Height Links • Department • Doose a Department • Contract Reserves • Department • Doose a Department • ARES Flogs • Course Semester • Fal 2015 • Course Reserves • If your course dates do not fail into the normal semesters, pieses select any of the course semesters in the dropdown above and then contact the Reserves Staff with the correct dates.	Create a New Course Previous Courses	e.g. (1981) 140 Section Number/Course Number		
My EMails Please rate if you with to make a course for another instructor's you need to be leaded as that instructor's prospective Instructor's prospective Choces a Department Choces Choces a Department Choces Choces	My EMails Please note if you with to make a course for another instructor, you need to be lated as that instructor's prose tase: tase: Course Reserves ARES Hop ARES Hop ARES Hop Course Semester Course Semester LeGuade Search	My EMails Please rate: F you wink to make a course for another instructor, you, need to be leaded as that instructor's prosy. tax: Central: Reserves AAES Hop AAES Hop AAES Hop AAES Hop AAES Hop Course Semester Course Semester Course Semester Course Semester LeGuade If your course dates do not fail into the normal semesters, please select any of the course semesters in the dropdoen above and then contact the Reserves LeGuade Search	Ares Tools	eg (1503R		
Helph Links Department Chose a Department • Contact Reserves ARES Help • Course Semester • Course Semester • Academic Calendars • Search HOMER Catalog • ARES Copyright Guidelines • LeGuade • Course Gates do not fail into the normal semesters, please select any of the course semesters in the dropdown above and then contact the Reserves Staff with the correct dates.	Helpf Links • Contact Reserves * Department • AEES Help • AEES Help • Academic Calendars • Search HOMER Catalog • Course Semester • Course Semesters LiGuade • Search	HeldA Links * Department Choose a Department • ARES Help * Course Semester * Fal 2015 • Academic Calendars • Search HOMER Catalog • • Academic Calendars • Fal 2015 • • Academic Calendars • • • Search HOMER Catalog • • • Course Reserves • • • LoGade • • • Course Reserves • • • LoGade • • Search HOMER • •		Please note: if you wish to make a course for another instructor, you need to be listed as that instructor's proxy	INSTRUCTOR, Test	
Area Series Contract Semester Course Semester Course Semester Fat 2015 Fat	ARES Shelp Academic cleardars Search HOMER Catalog ARES Course Semester Fad 2015 Fad	ARES Shelp Academic clandars Search Course Semester Course Semester Pal 2015 Pal	Helpful Links			
Academic Calendars Search HOuteR Catalog Applies Semester Fail 2015 Pail 2015	Academic Calendars Search HOMER Catalog ARES Copyright Guidelines Course Reserves LbGuide If your course dates do not fail into the normal semestiers, please select any of the course semesters in the dropdown above and then contact the Reserves Staff with the correct dates.	Academic Calendars Search HOMER Catalog AES Course Semester Fal 2015 Fal 20		Department	Choose a Department	
LbGuide Reserves Staff with the correct dates.	LeGuide Reserves Staff with the correct dates. Search	LbGuide Reserves Staff with the correct dates. Search	Academic Calendars Search HOMER Catalog ARES Copyright Guidelines			
tauk					e select any of the course semesters in the dropdown above and then conta	sct the
	Course URL	Search Course URL				
Search Course URL			Search	Course URL		
		Course Description		Course Description		
		LOUISE URL	Search HOMER Catalog ARES Copyright Guidelines Course Reserves LbGuide Search	If your course dates do not fall into the normal semesters, please Reserves Staff with the correct dates.		act the
		Course Description		Course Description		

Note: Your name populates the **Instructor** field by default, however if you are a **Full Proxy User**, please select the name of the primary instructor for this course. Full Proxy Users can create course/s and submit reserve requests on behalf of the instructor. Course(s) will continue to display in ARES under the primary instructor and are searchable by instructor name. If you would like to appoint someone as your Full Proxy, please see the **How to assign a Full Proxy User** guide or contact us at <u>idd@usc.edu</u> or (213) 740-4020.

The **Course URL** field is optional and allows you to enter a website address for the class. For example, the web address will need be entered as http://www.example.edu/class. This link will automatically be accessible for students who add the course.

The **Course Description** field is optional and allows the instructor to add a description of the class which will be viewable when the student adds the course to their ARES account.

For **Reserve Desk for Physical Items**, be sure to select a Library Reserve location by clicking on the appropriate Reserve Desk location on the drop-down menu as shown below. This location will be the main desk where your physical reserves will be made available. Please note that Leavey Library is the primary location for most Physical Reserves and you **MUST** select a library even if you will not be submitting physical books for reserves.



The **Course Authentication** field allows you to enter a class password of your choosing that students will need in order to view your course and reserve items. If you want to use a class password, click on the drop-down menu and select **Yes** and enter the password in the field below it. Otherwise, select **No** if you choose not to use a password.

Course Authentication	
There is an additional option for restricting access to items that you pl	ace on Reserve
You can set a specific password to access the course. Students will b no access to this password.	e required to enter this password when they try to add this course to their list of enrolled courses. Please note that ARES staff have
Would you like to use a course password?	No

Note: Selecting a class password is **optional** and is used **in addition to** logging into ARES. The instructor will need to distribute this password to students prior to accessing the course on ARES.

Step 4: To create your course, click on the **Create Course** button at the bottom of the form. Your class details will appear on the page that follows.

Logoff TestInstructor	Course I	Details				
To logoff completely, you must close your browser	Spring 2016					
Switch to Student Mode	https://ibrarie					
Main Menu	Test Course					
Instructor Course Tools						
Course Home	You curr	rently not subscribed. Subscribe Now				
Delete Course Clone Course Course Proxy Users						
Cross Listings Delete Course						Son By
Oross Latings Delete Course Course Ourse Course Praxy Users Reserve item Userge Instructor Tools Create a New Course	Reserve	Tems				Surt By Save Other
Cross Listings Deklet Course Clone Course Course Proxy Users Reserve item Usage Instructor Tools Create a New Course Previous Courses	Reserve I	Tems Title	Author	Inactive	<u>Blatus</u>	Sort By Save Otter
Cross Listings Delete Course Clone Course Course Proxy Users Reserve Item Usage Instructor Tools Croste a New Course Pervious Courses Full Proxy Users	The second s	and the second se	Auther Shith, JOHN	Ingetive 5/12/2016	Status Awaring Reserves Processing	
Cross Listings Delete Course Clane Course Canne Proxy Users Course Proxy Users Reserve Item Usage Instructor Tools Create a New Course Previous Courses Full Proxy Users Ares Tools Change User Information	LD.	Title				
Cress Listings Delete Course Cone Course Course Proxy Users Course Proxy Users Reserve Item Usage Instructor Tools Create a Neir Course Previous Courses Ful Proxy Users Ares Tools Change User Information	119567	Tille # ALL ABOUT ARES				
Cress Listings Dekte Course Clone Course Course Proxy Users Course Proxy Users Reserve flew Usage Instructor Tools Creste a New Course Previous Courses Previous Courses Previous Courses Ares Tools Change User Information My EMails	119667 Copyright © 20	Title g ALL ABOUT ARES 14 Abis Systems, Ioc. All Rights Reserved				
Cross Listings Orbete Course Orbete Course Orbete Course Course Prove Course Provy Users Reserve Item Usage Instructor Tools Crashe a New Courses Full Phony Users Ares Tools Change User Information Aby Ethals Helpful Links	LD 119567 Copyright © 20 6 University of	Ittle ALL ABOUT ARES				
Cross Listings Oakte Course Oakte Course Clane Course Course Proxy Users Course Proxy Users Reserve Rew Usage Instructor Tools Corsate a New Course Previous Courses Previous Courses Previous Courses Previous Courses Contage User Information My EMails Helpful Links Contact Reserves ARES Help	LD 119567 Copyright © 20 6 University of	Title g ALL ABOUT ARES 14 Abis Systems, Ioc. All Rights Reserved				
Cross Listings Okete Course Course Proxy Users Reserve Item Usage Instructor Tools Course A New Course Previous Courses Full Proxy Users Ares Tools Change User Information My EMails Helpful Links Contact Reserves ARSS Help Academic Calendars	LD 119567 Copyright © 20 6 University of	Ittle ALL ABOUT ARES				
Cross Listings Ockete Course Clone Course Clone Course Course Pray Users Course Pray Users Course Course Course Seaver Hour Course Previous Courses Previous Courses Full Phony Users Ares Tools Contact Reserves ARES Heb Contact Reserves ARES Heb Search HOURER Calalog	LD 119567 Copyright © 20 6 University of	Ittle ALL ABOUT ARES				
- Cross Listings - Delate Course - Delate Course - Course Proxy Users - Course Proxy Users - Trable a New Coarse - Previos Courses - Puelvos Courses - Puelvos Courses - Ny EMails - My EMails - Contact Reserves - ARES Help - Academic Calendars	LD 119567 Copyright © 20 6 University of	Ittle ALL ABOUT ARES				

You are automatically subscribed to receive email notifications when reserve items become available for the course. If you wish not to receive notifications, click on Please remove my subscription.

You are now ready to begin entering requests by clicking on Add Reserve Items under the Instructor Class Tools menu at the left-hand side of the screen.