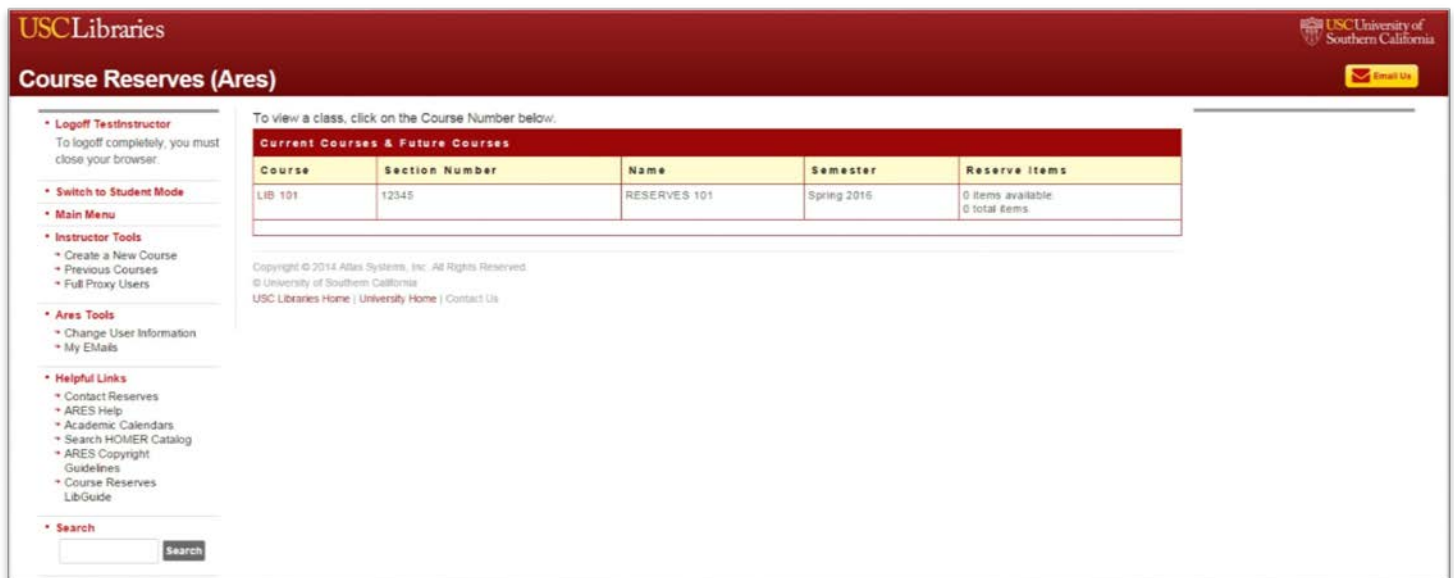


USC ARES: CREATING A COURSE AND ADDING COURSE INFORMATION

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.



The screenshot shows the USC Libraries ARES interface. The header includes the USC Libraries logo and the USC University of Southern California logo. The main heading is "Course Reserves (Ares)". On the left, there is a navigation menu with sections: "Logoff TestInstructor", "Switch to Student Mode", "Main Menu", "Instructor Tools", "Ares Tools", "Helpful Links", and "Search". 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 2016	0 items available 0 total items

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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.

The screenshot shows the USC Libraries Course Reserves (Ares) interface. On the left-hand side, there is a navigation menu with several sections: Logoff Test/Instructor, Switch to Student Mode, Main Menu, Instructor Tools, Ares Tools, Helpful Links, and Search. A yellow arrow points to the 'Create a New Course' option under the Instructor Tools section. The main content area displays a table titled 'Current Courses & Future Courses' with columns for Course, Section Number, Name, Semester, and Reserve Items. The table contains one row: LIB 101, 12345, RESERVES 101, Spring 2015, 0 items available, 0 total items. Below the table, there is a copyright notice for 2014 Atlas Systems, Inc. and links for USC Libraries Home, University Home, and Contact Us.

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**.

The screenshot shows the 'Create a Course' form in the USC Libraries Course Reserves (Ares) interface. The form is titled 'Create a Course' and includes a section for 'Course Information'. The fields are as follows:

- Course Name**: Text input field with a red asterisk indicating it is required. Example: Writing and Critical Reasoning.
- Course Number**: Text input field with a red asterisk indicating it is required. Example: WRIT 140.
- Section Number/Course Number**: Text input field with a red asterisk indicating it is required. Example: 6150R.
- Instructor**: Text input field. Example: INSTRUCTOR, Test. A note below states: 'Please note: if you wish to make a course for another instructor, you need to be listed as that instructor's proxy user.'
- Department**: Dropdown menu with a red asterisk indicating it is required. Example: Choose a Department.
- Course Semester**: Dropdown menu with a red asterisk indicating it is required. Example: Fall 2015.
- Course URL**: Text input field.
- Course Description**: Text area.
- Reserve Desk for Physical Items**: Dropdown menu with a red asterisk indicating it is required. Example: Choose a Reserve Desk.

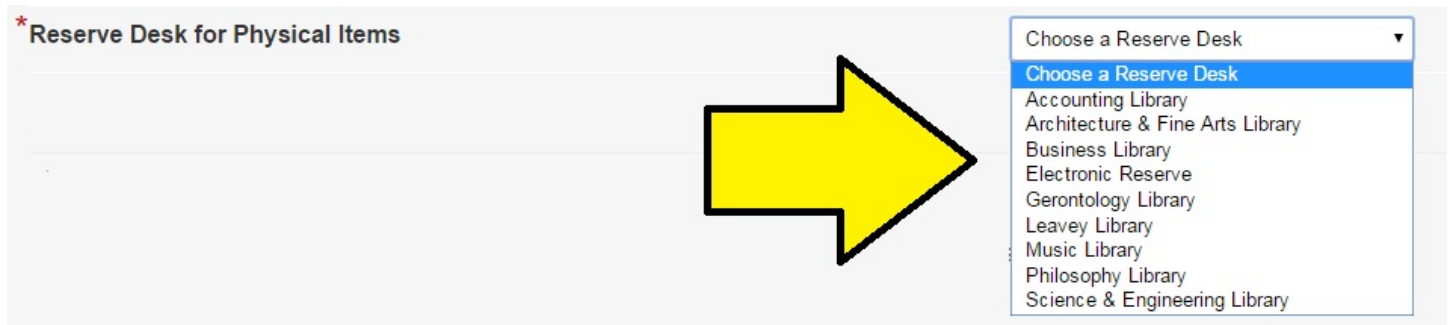
 A note in a grey box states: 'If your course dates do not fall into the normal semesters, please select any of the course semesters in the dropdown above and then contact the Reserves Staff with the correct dates.' The left-hand side navigation menu is visible, with the 'Create a New Course' option highlighted under the 'Instructor Tools' section.

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 idd@usc.edu 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 place on Reserve

You can set a specific password to access the course. Students will be required to enter this password when they try to add this course to their list of enrolled courses. Please note that ARES staff have no access to this password.

Would you like to use a course password?

If yes, what will the password be?

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.

The screenshot displays the USC Libraries ARES interface for course reserves. The page title is "Course Reserves (Ares)". On the left, there is a navigation menu with sections: "Logoff TestInstructor", "Switch to Student Mode", "Main Menu", "Instructor Course Tools" (including "Add Reserve Items"), "Instructor Tools", "Ares Tools", and "Helpful Links".

The main content area is titled "Course Details" and shows information for "LIB 101 (12345) RESERVES 101" for "Spring 2016". The URL is "https://libraries.usc.edu/" and the instructor is "Test Course". A message states: "Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. [Subscribe Now](#)".

Below the course details is a table of "Reserve Items". The table has columns for ID, Title, Author, Inactive, Status, and Tags. One item is listed:

ID	Title	Author	Inactive	Status	Tags
11967	ALL ABOUT ARES	SMITH, JOHN	5/12/2016	Awaiting Reserves Processing	

At the bottom of the page, there is a copyright notice: "Copyright © 2014 Atlas Systems, Inc. All Rights Reserved. © University of Southern California. USC Libraries Home | University Home | Contact Us".

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.