



Mary Livermore Library  
The University of North Carolina at Pembroke  
PO Box 1510  
Pembroke, NC 28372-1510  
Reference: 910.521.6656  
Circulation: 910.521.6516  
Fax: 910.521.6547  
[www.uncp.edu/library/](http://www.uncp.edu/library/)

## Ares Course Reserves Web Interface – Faculty Guide

### Accessing Course Reserves

UNCP faculty can access the Library's Ares Course Reserves System online at <https://uncp.ares.atlas-sys.com/ares/>. The system can also be accessed through the Library's web site, by clicking on **Course Reserves** from the main library web page.

### Creating a Reserves Account

The Ares system requires accounts for individual users. Faculty can complete the one-time process of creating an account by clicking the **Create Account** link on the logon page and filling out the form. You can choose if you want **Auto Email** subscription so you can be notified for all of your future classes when an item is posted in Ares. If you choose **Manual**, you will still be able to choose email subscription on a class by class basis.

When you create your account, you will be asked to select a **password hint**. Password hints allow you to give yourself a reminder if it is needed in the future. Ares will not allow you to actually type the password in that field. Once you enter all of your information, you click the **Create Account** button.

Once the account is created, the main menu is displayed with an alert message telling you that your account must be cleared by library staff before you can add classes and post materials. Until you are cleared, you can still perform tasks offered to "non-instructor" users. Library staff clear user accounts on a continuous basis, so any delays in posting materials should be minimal. If you have any questions about clearing your account, please contact Reserves Services by e-mailing [reserves@uncp.edu](mailto:reserves@uncp.edu) or calling 910.521.6516.

Once cleared, you can log in and perform the following from the Main Menu:

1. Switch to student mode, which allows you to verify that classes and items appear to your students as you intended.
2. Create a new class.
3. View or edit current, previous and future classes.
4. Click on a class to show the **Class Detail Form**, which will then display the **Instructor Class Tools** in the menu on the left side of the screen.
5. Create **Full Proxy Users**, which gives access to people like graduate assistants or department secretaries to create classes and post items for you. Full proxy users have

access to all of your course reserves. Proxy users must first have set up their own Ares account and you need to know their user name.

6. Edit user information including your password and password hint.
7. Read **My Emails**, where emails sent to you from Ares can be reviewed.

## Create a Class

To create a class, enter a **class name** and **course number**. The **instructor** field is automatically populated with your name. If you are a proxy user for someone else, a dropdown box will appear to allow you to choose the actual instructor if it is not you. Select a **department** and a **semester** from the drop down menus. You can also enter a URL link to a web site that you will use for the class, if you so choose. A description for the class can also be entered. The **enrollment** field, which is the number of students enrolled in your course, is required so that it can be used by Ares to calculate copyright costs for any items necessitating royalty fees before being used for course reserves. See the Library's Course Reserves Copyright Policy at [www.uncp.edu/library/reserves/policies.pdf](http://www.uncp.edu/library/reserves/policies.pdf) for more information about copyright limitations and procedures.

Additionally, you can enter a list of Student Banner IDs on the class so that when those student users log on to Ares, they will see the class automatically on their Main Menu. This list can be edited any time to include access to new students or revoke access to others (after Add/Drop for example). Students can also add the classes manually to their own accounts.

The Circulation Desk at the Library is the only drop off location for physical reserve materials, or materials needing scanning, and should be automatically selected on the form.

## Instructor Class Tools

Faculty can look at the details of previous, current, and future classes by clicking **Main Menu** for the current classes. Previous classes are under the **Instructor Tools** heading. Upcoming Classes" are also viewed under **Instructor Tools** or by clicking on the link under the list of Current Classes. The **Instructor Class Tools** will become visible once a specific class is chosen.

### Instructor Class Tools

- Class Home
- Edit class
- Cross Listings
- Delete Class
- Clone Class
- Class Proxy Users
- Authorized Users
- Add Reserve Items
- Chat
- Messageboard
- Reserve Item Usage

1. **Edit Class** - Make changes to any details of the class.

2. **Cross Listings** – if a class is referred to by more than one Course Number, Class Name, or is shared with more than one department then you can add cross-listings so your students will have an easier time finding the class.

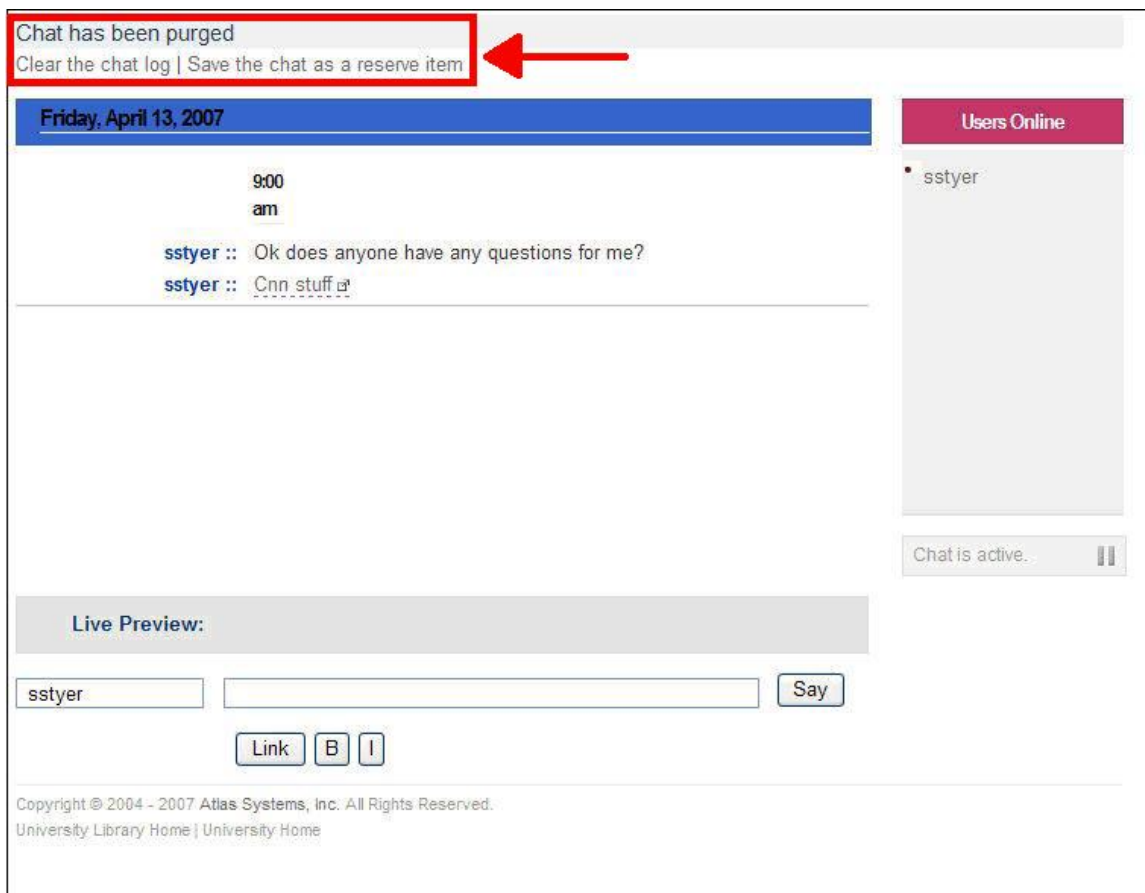
3. **Delete Class** - You will be asked to verify that you want to delete.

4. **Clone Class** – A class, including its items, can be “copied” from one semester to another by an instructor user to save time recreating classes and items that are offered more than once. You can clone the entire class, or just selected items.

5. **Class Proxy User** – Faculty, and their full proxy users, can add a **Class Proxy User** who will have the ability to add items to a class. Class proxy users have class by class access to your reserves. Proxy users must first have set up their own Ares account and you need to know their user name.

6. **Authorized Users** – Users authorized to access the items in a class can be added or removed.

7. **Chat** – Faculty or students working in groups can log onto Ares, choose a class and click the "Chat" link in the Class Tools to start or join a live chat session. Faculty have the added capability of clearing the chat log and saving the chat as a reserve item so that it can be accessed by users later. The **Link** button runs a wizard that can allow the chat users to create an http link in the chat session. The **B** and **I** buttons allow for bold and italicizing of the text being typed.



The screenshot displays a chat window with a header bar containing the text "Chat has been purged" and "Clear the chat log | Save the chat as a reserve item". A red box highlights this header, and a red arrow points to it from the right. Below the header is a blue bar with the date "Friday, April 13, 2007". The chat area shows a timestamp "9:00 am" and two messages from "sstyer": "Ok does anyone have any questions for me?" and "Cnn stuff". To the right is a "Users Online" panel listing "sstyer". At the bottom, there is a "Live Preview:" section with a text input field containing "sstyer", a "Say" button, and "Link", "B", and "I" buttons. The footer contains copyright information: "Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved. University Library Home | University Home".

8. **MessageBoard** – Faculty and students can post messages on the MessageBoard. You can start a new message thread by clicking **New Topic** or post responses to existing messages by double clicking on the message and then choose **Post Reply**. This feature operates similarly to the message board in Blackboard.

9. **Add Reserve Items** – See below for more details.

10. **Reserve Item Usage** – Faculty and your proxy user(s) can view whether or not a reserve item has been viewed. You can see not only how many times an item has been viewed, but also by which students.

## Adding Reserve Items

You can add items to a class so they are viewable by the students of that class. Several options are available: articles, chapters, books, file uploads, free text, audio files, and video files.

Except for a book, the item types listed above can be loaded to the Ares System using the ***“I will upload a file”*** feature. By uploading electronic files, you are eligible for **expedited** reserves processing, as the library reserves staff will not need to pre-process these files to make them ready for access by your students. **All submitted files will be reviewed by reserves staff for copyright purposes before being made available electronically and must be submitted with full bibliographic information.** Reserve royalties will be paid by the Library and the majority of copyright permissions can be granted automatically by the Copyright Clearance Center, meaning that submitted materials may be made available immediately. However, be aware that for certain materials, special requests for use must be made to the publisher and may delay electronic access. You will be kept informed of any copyright issues with regards to your course reserve materials by Reserves Services staff.

If you only have a hard copy of your item, you can bring it to the Circulation Desk to be scanned and posted, or if it is a book (or item not able to be scanned), left at the Circulation Desk for students to borrow. When entering the item in Ares, and choosing ***“I will bring the material to the library,”*** Ares puts that item in ***Awaiting Supply by Instructor*** status.

If the item’s information is found on a web site, you can choose ***“The item should link to a web site”*** and place the URL in the field following. When the student clicks the ***View this Item*** link they are taken right to the web site. If you are linking to one of the Library’s databases, you will need to use the permanent URL. If you are unsure of which URL to use, you may contact the Reference Desk at [refdesk@uncp.edu](mailto:refdesk@uncp.edu) or 910.521.6656.

If you do not have the item in your possession, you can choose ***“Please have library staff pull the material off the shelves”*** so that the item will be put into the Ares system and go through the normal process. Reserves Services staff will then post or otherwise make the material available.

On the Book Item page, there is an additional option ***“Please consider this item for purchase and make it available to my students through course reserves.”*** Items that have this option checked will be routed to ***Awaiting Purchase***. Reserves Services staff will route the item to Collection Development where the decision will be made to purchase cancel or route to other processing.

You also have the option of limiting access to an item by choosing a date range in the ***Reserve Restrictions***. The dates the item is available defaults to the Class duration, which in turn was limited by the semester date range that the class was assigned. ***Reserve Restrictions*** allows

you to narrow the range even further. You may wish to do this for items with short term duration, such as exam notes, allowing the materials to be submitted and ready, but not viewable until your determined date.

Once an item has been added, you can also delete the item if you've made a mistake or if the item is no longer needed for class. The item physically remains on the server but Ares changes the status to "Item Cancelled by Instructor" so the item is not viewable by the student users.

Newly posted items will be displayed on the items list pages with an icon "New". Once viewed by you, the icon changes to an Ares logo. This feature allows you to see what items you have looked at.

## **Questions**

If you have any questions about using Ares Course Reserves, please contact Reserves Services by e-mailing [reserves@uncp.edu](mailto:reserves@uncp.edu) or calling 910.521.6516.

# Class Detail View


 Search

- [Logoff sstyer](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Class Tools](#)
  - [Class Home](#)
  - [Edit class](#)
  - [Cross Listings](#)
  - [Delete Class](#)
  - [Clone Class](#)
  - [Class Proxy Users](#)
  - [Authorized Users](#)
  - [Add Reserve Items](#)
  - [Chat](#)
  - [Messageboard](#)
  - [Reserve Item Usage](#)
- [Instructor Tools](#)
  - [Create a new class](#)
  - [Previous Classes](#)
  - [Upcoming Classes](#)
  - [Full Proxy Users](#)
- [Ares Tools](#)
  - [Change User Information](#)
  - [Change Password](#)
  - [My Emails](#)

## Class Details

### 100 (200) Intro to Econ

This course is also cross-listed as the following:

301

Spring 2007

<http://www.cnn.com>

STYER, Shawn

Introduction to economic theory

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

Title	Author	Inactive	Status	UserViewed
a persian map	none	6/28/2007	Awaiting Review by Staff	NEW
Alan Greenspan: Counting the Green	Alan Greenspan	6/28/2007	Awaiting Supply by Instructor	NEW
An EBook about Economics all	Sam Raimi	6/28/2007	Item Available on Electronic Reserves	
Atlas Shrugged Chapter 14	Ayn Rand	6/28/2007	Item Available on Electronic Reserves	NEW
Class Cancelled	Styer, Shawn	6/28/2007	Item Available on Electronic Reserves	NEW
CNN Article fed Reserve Meeting on Interest Rates	Paul Jansen	2/23/2007	Item Removed From Reserves	
Course Chat - 2/20/2007	Course Community	6/28/2007	Item Available on Electronic Reserves	NEW
Course Chat - 2/20/2007	Course Community	6/28/2007	Item Available on Electronic Reserves	NEW

