Ares Faculty Guide: How to add Materials

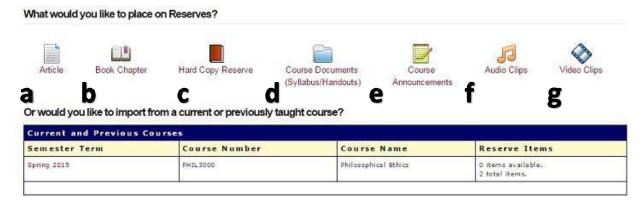
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1) Once you are logged into your account, to add/request a reserve item, select **Add Reserve Items** located under **Instructor Course Tools** (left-hand side of the page).

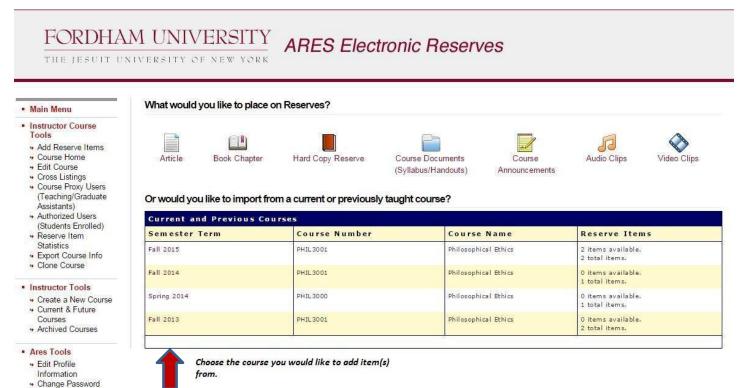


2) Select the type of item you would like to add.



- a) Choose Article if the request/addition is a journal/newspaper article.
- b) Choose **Book Chapter** if the request/addition is a book chapter.
- c) Choose **Hard Copy Reserve** if the request is to place a book on physical reserve at the library.
- d) Choose Course Documents if the request/addition is a syllabus, class notes, etc.
- e) Choose **Course Announcements** to post information for your students. (Example:Mid-term Review will be held on Thursday.)
- f) Choose Audio Clips if the request is a small audiofile/link.
- g) Choose Video Clips if the request is a short video file/link.

If you are reusing an item from a previous course, select the course in which the item had been used (courses are listed under **Current and Previous Courses**), and then select the reading(s) you wish to reuse.



Import From	Import To	Import To		
PHIL3000 Philosophical Ethics	PHIL3001 Philosophical Ethics			
Spring 2014	Fall 2015			
Guide, Faculty	Guide, Faculty			

My Ares E-mails
 Switch to Student Mode
 Logoff facultytest

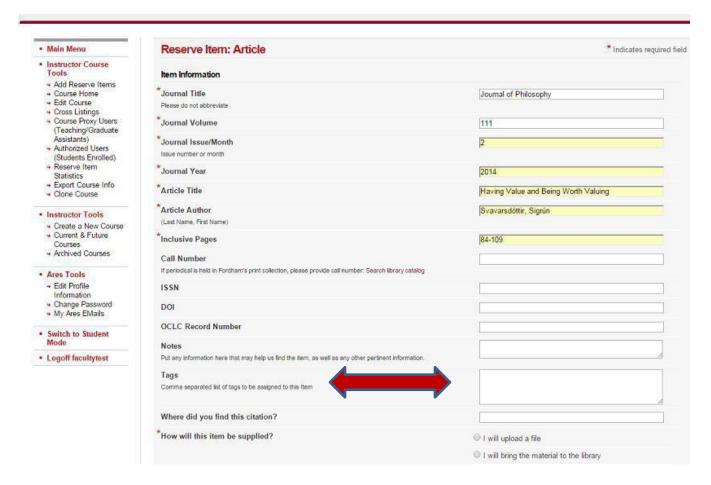
	Title	Author	Start Date	Stop Date	
1	Great Dialogues of Plato	Rouse, W.H.D.	8/3/2015	12/31/2015	
	Of Myth, Life, and War in Plato's Republic	Baracchi, Claudia	8/3/2015	12/31/2015	
	The Possibility of Knowledge According to Plato	Gerson, Lloyd P.	8/3/2015	12/31/2015	
	Understanding Plato	Melling, David	8/3/2015	12/31/2015	
	Journal of Philosophy Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún	8/3/2015	12/31/2015	

3) Complete the required information for each citation, and all other information you can supply.

A note on Tagging:

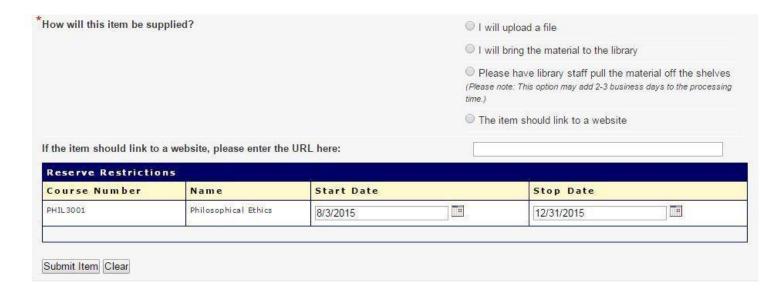
Items can be organized by creating **Tags**. For instance, if you have a set of readings assigned for Week 2 of the class, you can tag them with "Week 2." This is optional, though it can be a helpful tool for students.

To add a tag, fill out the tag field when first submitting a request:



- 4) Select how the item will be supplied. Options include:
 - uploading a file (this will expedite reserve processing, as Reserve Staff will not need to pre- process these files to make them ready for access by your students).
 - dropping the material off at the library.
 - providing a URL to link to a website.
 - requesting that library staff pull the material from the shelves if it is something the library owns.

Items, whether physical or electronic, will be reviewed by Reserve Staff before they can be accessed in Ares to ensure they meet copyright guidelines and contain full bibliographic information.



Reserve Restrictions

You also have the option of limiting access to an item by choosing a date range under **Reserve Restrictions**. The dates the item is available defaults to the duration of the semester. **Reserve Restrictions** allow you to narrow the range even further for items you would like to have short visibility duration, such as exam notes, or to make items invisible until a specific date.

Status of requests:

As a request proceeds from submission to completion, its status will be updated in Ares by Reserve Staff. Instructors can check the status of a request by logging into Ares, clicking on their course, and viewing the farright column under **Status**. This column provides the current status of an item request.



Note: For a step-by-step status history of an item, click on the item title and scroll to the bottom of the page.

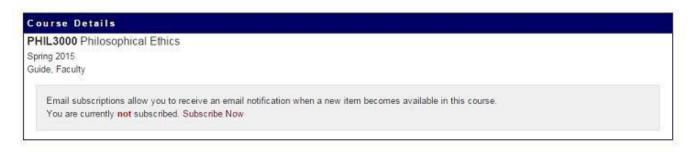
Statuses include:

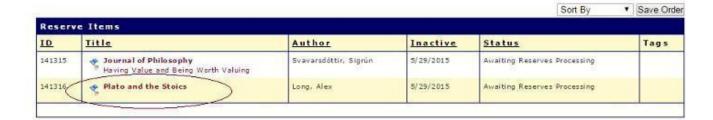
- Awaiting Reserves Processing: The request has been submitted and is pending review by staff.
- Awaiting Supply by Instructor: The request has been submitted and is pending receipt by Reserves Staff. This refers to physical items supplied by the instructor; paper copies, books, etc.
- Awaiting Scanning: The request has been submitted and is in the process of beingscanned.
- Item Available on Electronic Reserves: The request has been processed, and theitem is accessible to your students on Ares.
- Awaiting Acquisitions Fulfillment: This status refers to items not owned by Fordham Libraries and has been sent to the Acquisition Department forreview.
- Awaiting Recall Processing: The request is in use by another patron and has been recalled by Reserve Staff.
- In Stacks Searching: Item is being searched in the stacks.
- Item Available at Reserve Desk: The hardcopy book request has been processed, and the item is available at the assigned library.

To cancel/edit anitem:

To make a change to or cancel a request:

1. Click on the title of the item you wish to cancel/edit





2. Select Edit this item or Delete this item.



Organizing the items listed on your page:

If you do not want to tag items as previously shown in this guide, but would prefer to re-order the items listed on a course page, you can do so within the Course Details screen. You can re-order the list by:

- a) clicking on the **Sort By** drop-down to sort the items by four designations: default, title, author, or available until.
- b) simply drag and-drop items to re-order them.

Please note: You must click "Save Order" after moving each item to its new position in thelist.

Once you have the items in the order you like, click the **Save Order** button next to the **Sort By** drop-down menu.

