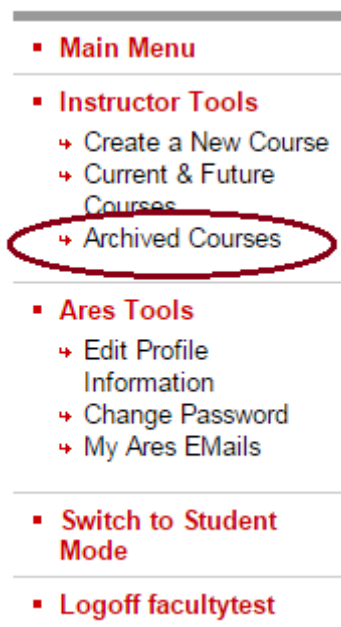## *Cloning*

If you used the E-Reserves system for any previous semester and you are teaching the same course again this upcoming semester, you are able to clone your previous course reserve items into the new course. By cloning a previous course, you are given the option to clone all or some of the items into the new course. Any books placed on reserve at the Library will also be listed in the new course, **but** you will need to bring the physical materials back to the Library or request that they are pulled from the shelves. Be advised that course items **still will** be reviewed by Reserve Staff to ensure they follow Copyright Guidelines.

Note: Your current students will not be able to view course materials until the previous course is cloned.

1) To view your archived courses, click **Archived Courses** located on the Main Menu page.

Note: Before cloning, take a look at your Ares course list and evaluate your class reserve materials for the class. If you do not need an item in an upcoming semester, please refrain from cloning it.

2) Select the course you would like to clone and then click **Clone Course** located under the **Instructor Course Tools** list.

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ARES Electronic Reserves

- **Main Menu**

- **Instructor Tools**
  - Create a New Course
  - Current & Future Courses
  - Archived Courses

- **Ares Tools**
  - Edit Profile Information
  - Change Password
  - My ARES E-mails

- **Switch to Student Mode**

- **Logoff facultytest**

Archived Courses

Semester/Term	Course Number	Course Name
Spring 2015	PHIL3000	Philosophical Ethics
Fall 2014	PHIL3000	Philosophical Ethics
Fall 2014	PHIL3001	Philosophical Ethics
Fall 2013	PHIL3001	Philosophical Ethics

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3) Choose the semester you will be teaching this course again, and indicate which items for the cloned course should be included by clicking on the box beside each item.

4) Click **Clone Course** to clone the course for a future semester. If the future semester has not yet started, the cloned course can be found by clicking on **Also View Upcoming Courses** under the **Main Menu** screen. Once selected, both current courses and upcoming courses will be listed.

Cross Listing

If you have a course that is cross listed (i.e. more than one course number, course name, or department using the same materials), you can add a cross-listing.

To cross list a course:

1) Choose a currently active course or an upcoming course under your user account.
2) Under **Instructor Course Tools** (left-hand side of page), click **Cross Listings**.

- Instructor Course Tools
  - Add Reserve Items
  - Course Home
  - Edit Course
  - Cross Listings
  - Course Proxy Users (Teaching/Graduate Assistants)
  - Authorized Users (Students Enrolled)
  - Reserve Item Statistics
  - Export Course Info
  - Clone Course
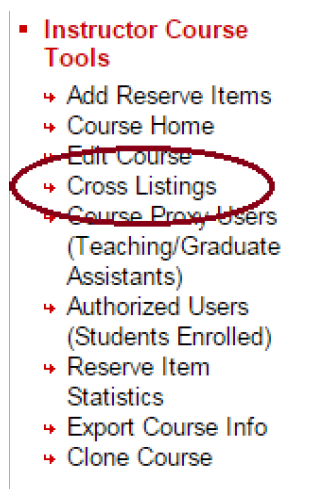
3) Complete the data entry table and click **Add Cross Listed Course** when done.

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- **Main Menu**

- **Instructor Course Tools**
  - Add Reserve Items
  - Course Home
  - Edit Course
  - Cross Listings
  - Course Proxy Users (Teaching/Graduate Assistants)
  - Authorized Users (Students Enrolled)
  - Reserve Item Statistics
  - Export Course Info
  - Clone Course

- **Instructor Tools**
  - Create a New Course
  - Current & Future Courses
  - Archived Courses

- **Ares Tools**
  - Edit Profile Information
  - Change Password
  - My Ares E-mails

- **Switch to Student Mode**

- **Logoff facultytest**

Cross Listings

If this course is cross listed, you may add the additional departments and course numbers below. This will enable students to find this course using the alternative departments and course-numbers.

Course Details

PHIL3001 Philosophical Ethics()
Fall 2015

This course is also cross-listed as the following:

Currently this course is not cross-listed. You may add cross-listings using the form below.

Add a cross-listing

*Indicates required field

*Cross Listed Department	Honors Program (HPRH) ▼
*Cross Listed Course Number e.g. PHIL1000	3000
Cross Listed Course Name	Philosophical Ethics

Add Cross Listed Course

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