Ares Faculty Guide: How to add other instructors' courses

As a faculty member, you are able to view the contents of other instructors' courses in Ares via **Student Mode**.
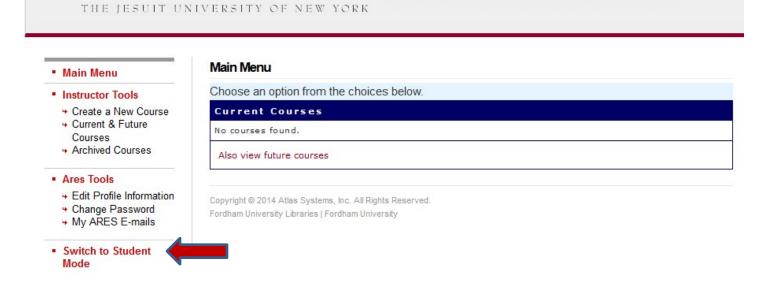
Note 1: You will need to know the password to the Ares course page since you are not listed as the instructor for the course.

Note 2: This will enable you soley to view the contents on the page. You will not be able to edit, add, remove or modify the page or its content in any way.
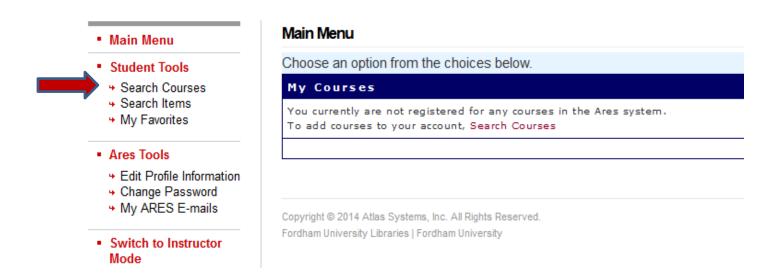
To add a course to your account via **Student Mode**:

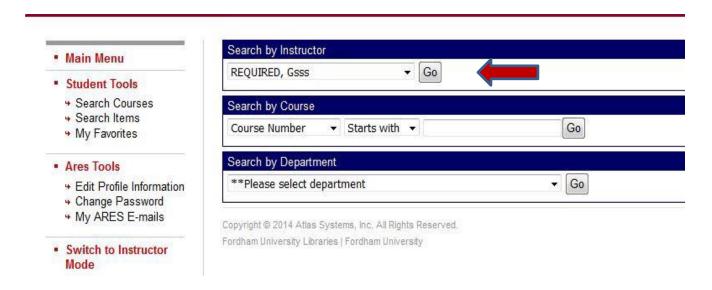1) While logged in as your own individual instructor account, click on the link in your **Main Menu** listed as **Switch to Student Mode.**

2) The **Main Menu** now appears with the same options that a student user of the Ares system would see. Click **Search Courses** under **Student Tools**, and search either by Instructor, Course, or Department.

3) As an example, here we are searching by Instructor…

4) The list of results provides you with all active courses taught by that Instructor.

	Course Number	Course Name	Instructor	Reserve Items
Add Course	SWGS 6006	Social Policy I Policy and the Profession - Required	REQUIRED, GSSS	23
Add Course	SWGS 6007	Social Policy Analysis Advocacy and Practice - Required	REQUIRED, GSSS	38
Add Course	SWGS 6028	Child Abuse and Family Violence - Required	REQUIRED, GSSS	121
Add Course	SWGS 6030	Death and Dying	REQUIRED, GSSS	16
Add Course	SWGS 6050	Human Rights and Social Justice - Required	REQUIRED, GSSS	331
Add Course	SWGS 6104	Spirituality and Social Work - Required	REQUIRED, GSSS	30
Add Course	SWGS 6110	Forensic Social Work Practice		46
Add Course	SWGS 6208	Human Behavior in the Social Environment I	REQUIRED, GSSS	116
Add Course	SWGS 6321	Generalist Social Work Practice with Individuals Families and Groups I - Required	REQUIRED, GSSS	156
Add Course	SWGS 6403	Family-Oriented Treatment - Required	REQUIRED, GSSS	54
Add Course	SWGS 6409	Practice with Older People and Their Families - Required	REQUIRED, GSSS	96
Add Course	SWGS 6413	Clinical Practice I - Required	REQUIRED, GSSS	111
Add Course	SWGS 6417	Practice with Abusers of Alcohol and Other Substances - Required	REQUIRED, GSSS	4
Add Course	SWGS 6418	Social Work Practice in Schools - Required	REQUIRED, GSSS	31
Add Course	SWGS 6426	Cognitive and Behavioral Brief Treatment with Children and Adults - Required	REQUIRED, GSSS	5

Side menu:

- **Main Menu**
- **Student Tools**
  - Search Courses
  - Search Items
  - My Favorites
- **Ares Tools**
  - Edit Profile Information
  - Change Password
  - My ARES E-mails
- **Switch to Instructor Mode**
- **Logoff facultytest**

5) Once you locate the course you wish to view, click **Add Course** and type in the course password on the following screen. (Note: For Required or Online Social Work courses, use the departmental password assigned.)

	Course Number	Course Name	Instructor	Reserve Items
Add Course	SWGS 6006	Social Policy I Policy and the Profession - Required	REQUIRED, GSSS	23
Add Course	SWGS 6007	Social Policy Analysis Advocacy and Practice - Required	REQUIRED, GSSS	38

6) To view the course reserve items for courses you have added in **Student Mode**, make sure you are in **Student Mode**, and then click **Main Menu** on the left side of the page. The list of courses you have added will appear in the center of the page under **My Courses**. Click on the course to view its content.

7) Once you have added the course, you can always return to view the materials by logging into Ares with your instructor username and password, and then selecting **Switch to Student Mode.** Any courses you add via **Student Mode** will remain in your current course listings whenever you return to **Student Mode**.