Course Reserves User Help Table of Contents:
1. Searching to Add a Course
2. Viewing Reserve Items
3. Placing Items on your Hot List
4. Email Subscriptions

Course Reserves Instructor Help Table of Contents:
1. How to Create a Course
   - Using items from a colleague’s course
   - Integrating with the E-Learning System
2. Teaching a course again? - How to clone materials
3. Cross Listing
4. Putting Material on Electronic Reserve
5. Adding a FULL Proxy User
6. Adding a COURSE Proxy User
7. Reserve Usage Statistics
Searching/Adding Courses – Library Course Reserves

Step 1: From the Library Course Reserves homepage: http://www.wmich.edu/library/reserves/ click the Course Reserves button.
Step 2: Log into your account by entering your Bronco NetID username and Bronco NetID password. You will be asked for the class password your instructor gave you later.

Step 3: Once you have signed in, you will be at your Main Menu. Locate your class by clicking on Search Courses.

Step 4: Choose your Instructor and click the Go button.
Step 5: Click on the Add Course button to add the class to your Main Menu.

Step 6: Enter the Class Password provided by your Instructor to access your reserve materials.

Step 7: Once the password has been entered, your class will be available on your main menu until you choose to remove it or the class expires.

Please contact lib-rsc@wmich.edu if you have any questions.
Viewing Reserve Items – Library Course Reserves

Step 1: After you have searched for and added your course(s), select the course you want to view material for from your Main Menu, click on the desired course.

Step 2: Click on the icon beside the title to access the reserve item.

Please contact lib-rsc@wmich.edu if you have any questions.
Placing Items on your “Hot List” – Library Course Reserves

Placing reserves items on your “Hot List” allows quick and convenient access to items that you use more frequently.

Step 1: From your Main Menu, click on the desired course.

Step 2: Click on the box under the Hot List column to add items to your Hot List.

Step 3: Then, click on the button to add items.
Step 4: Go back to your Main Menu, to see the Hot List displayed.

Please contact lib-rsc@wmich.edu if you have any questions.
Email Subscriptions – Library Course Reserves

To receive automatic email notifications when materials become available for a course.

Step 1: From your Main Menu, click on the desired course.

Step 2: Click on Subscribe Now to receive automatic email notifications, if you have not already signed up for this service.

Step 3: You will now receive email notifications when items are added to this course.
How to Create a Course – Library Course Reserves

- **Create an account online**, after creating your account, to take advantage of the instructor privileges available through the Library Course Reserve System, your account will need to be cleared by Library Reserve Staff. You will receive an email when your account has been cleared.

- If you are creating a course and want to use items from a colleague’s course please contact the Resource Sharing Center at (269) 387-5175.

- **Course Reserves now integrates with the E-Learning System.** You can create your course reserves through E-Learning using the External Class Links or if you already have a class created in the course reserves system, we can integrate it with your E-Learning Class. Contact the Resource Sharing Center for further information, lib-rsc@wmich.edu.

Step 1: Under Instructor Tools, click on Create a new course. Fill out the form, the * indicates required fields. For copyright information, a course password is required. Please share this password with your students; this information is only available from instructors.

Step 2: Click on the **Create Course** button to add the course to the reserves system.
Teaching a Course Again?

How to Clone a Course – Library Course Reserves

Copyright law allows us to store items electronically for 2 years. Keeping a copy of materials used is helpful.

Step 1: Click on the course you wish to clone, to expand your Main Menu to include Instructor Course Tools.

Step 2: Click on Clone Course under Instructor Course Tools.

Be sure to choose the semester when you will be teaching this course again. Additionally, indicate which Reserve Materials for the cloned course that should be included by clicking on the box beside each item.

Selecting everything will enable you to delete unneeded items and add new materials after cloning.
Step 3: Click on **Clone Course** to clone the course for a future semester.

Please contact **lib-rsc@wmich.edu** if you have any questions.
Cross Listing a Course – Library Course Reserves

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

**Step 1:** Click on the course you wish to cross list, to expand your Instructor Tools menu.

**Step 2:** Click on Cross Listings under Instructor Course Tools and complete form.
How to Add Reserve Items – Library Course Reserves

Step 1: Click on the course to expand your Main Menu to include Instructor Course Tools.

Step 2: Click on “Add Reserve Items” under Instructor Course Tools.
Step 3: Choose the type of reserve item you would like to add to your class. Fill out as much information as possible, the * indicates the field is required.

Step 4: Select the option of how the item will be supplied. You can upload the file, drop the material off at the library, provide the url to link to a Web site or request the library staff to pull the material off the shelves.
Step 5: Click on the Submit Item Button to add the reserve item to your class.

You can use many file types for your reserve items, provided that copyright guidelines are followed. The Free-Text option allows you to create your own reserve item through a word document.

Please contact lib-rsc@wmich.edu if you have any questions.

Step 6: If you choose to supply the material to the library, it will be indicated on your main menu.
Adding a FULL Proxy User – Library Course Reserves

Full Proxy Users will be able to modify the contents for all the courses you have on reserve.

Step 1: From the Main Menu under Instructor Tools, click on Full Proxy Users.

Step 2: Enter the person’s username and click on the button to add the Proxy User.

Please contact lib-rsc@wmich.edu if you have any questions.
Adding a COURSE Proxy User – Library Course Reserves

To add a proxy user to a specific course.

Step 1: Click on the course you wish to add the COURSE Proxy User, to expand your Main Menu to include Instructor Course Tools.

Step 2: Click on Course Proxy Users under Instructor Course Tools.
Step 3: Enter the person’s username and click on the button to Add Proxy User.

Please contact lib-rsc@wmich.edu if you have any questions.
Reserve Usage Statistics – Library Course Reserves

Step 1: Click on the course you wish to view statistics, to expand your Main Menu to include Instructor Course Tools.

Then click on “Reserve Item Usage” under Instructor Course Tools. Reserve Item Usage is indicated in the column on the right.

Please contact lib-rsc@wmich.edu if you have any questions.