How to add new reserves items in Ares...

Log into Ares (or link to Ares from Webcampus...no login will be requested if entering Ares from Webcampus)

[Image of Ares Reserve Login Page]

Please logon.

Logon to Access Ares Course Reserves

* NetID:
* Password:

Logon to Ares Forget your password?

Are you a student?

Please login to Ares with your NetId and password. After you login, you can search for your course(s). Follow these steps:

- Under the Student Tools menu on the left-hand side of the screen, click on Find My Courses.
- On the next page, click on drop-down menu to search your course. You may search by Department, Instructor or Course Number.
- Once you locate the instructor or course, click Go, and on the subsequent page click Add Course link.

Are you an instructor?

Please login to Ares with your NetId and password.

- If you are a first-time reserves user, you will need to fill out the information form.
- Then identify yourself as faculty.
- We will verify your status within several hours and email you with instructions on how to submit reserve requests.

Please email reserves@unr.edu or call 682-5637 if you have questions. Thank you!
Click on existing class that you wish to add items to... or create new class (if entering via Webcampus, Ares will already have a class space created)
Click “add reserve items”
Click on type of item that you wish to add

<table>
<thead>
<tr>
<th>Previous Courses</th>
<th>Semester</th>
<th>Course</th>
<th>Section Number</th>
<th>Name</th>
<th>Reserve Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special 2011/2012</td>
<td>9999WKSP_Intro_Georgia_Grundy</td>
<td></td>
<td></td>
<td>Intro WebCampus Learn - Georgia Grundy</td>
<td>0 items available. 8 total items.</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>9999WKSP_Intro_Georgia_Grundy</td>
<td></td>
<td></td>
<td>Intro WebCampus Learn - Georgia Grundy</td>
<td>0 items available. 21 total items.</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>ANTH 414R</td>
<td>1001</td>
<td></td>
<td>Basque Culture</td>
<td>0 items available. 132 total items.</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>ANTH 614R</td>
<td>1001</td>
<td></td>
<td>Basque Culture</td>
<td>0 items available. 132 total items.</td>
</tr>
</tbody>
</table>
Fill in the appropriate fields and choose how you wish the item to be supplied. Then click “submit”.
If you chose to upload a file you will be given the opportunity to choose the file...
The item/file will come to reserves staff for review (pdfs may need edge cropping, etc.) and then will be cleared for view by your students. Other supply methods will be processed in the order of the faculty entered “Need by Date”.

You may also upload items from classes previously taught via Ares...
Just click on the desired course and check those items that you would like to add...and click “Import Items”
The added item(s) should now appear in the class...again, they may initially go to a review status but usually that status is automatically updated to available to students (items reused from previous classes have already been reviewed by staff for edge cropping of pdf files, etc. so they should be available to your students more quickly than brand new items)😊

Questions? reserves@unr.edu