

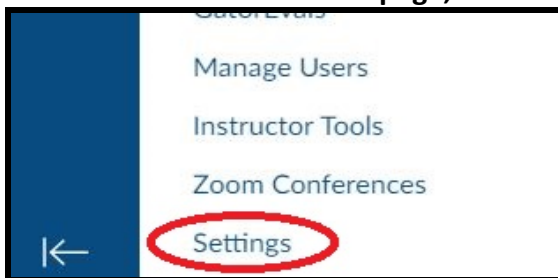
Activating the Course Reserves Link in Canvas

Activating the Course Reserves link in Canvas gives instructors a quick and accurate way to create courses in Ares, and gives students and instructors a direct link to the course reserves listing in Ares.

PLEASE NOTE: Activating the Course Reserves link in Canvas also automatically creates a new course in Ares, with no course reserve items. If you have already created a course and listings in Ares and need to transfer these listings to your newly-created course, or if you experience any other problems, contact the Course Reserves Unit at 352-273- 2520, or via email at eres@uflib.ufl.edu

To activate the Course Reserves link:

1. Go to <http://elearning.ufl.edu/> and log in using your Gatorlink information.
2. In Dashboard, select the course to be activated.
3. On the left-hand side of the page, look for the Settings link. Click on this link.



4. On the next page, look at the top for the Navigation link. Click on that link.

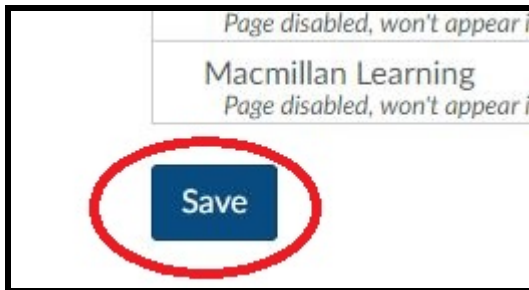


ails

5. Look under the list titled “Drag items here to hide them from students”, and look for Course Reserves. Next to the words Course Reserves there are three dots. Click on these dots, and choose Enable.



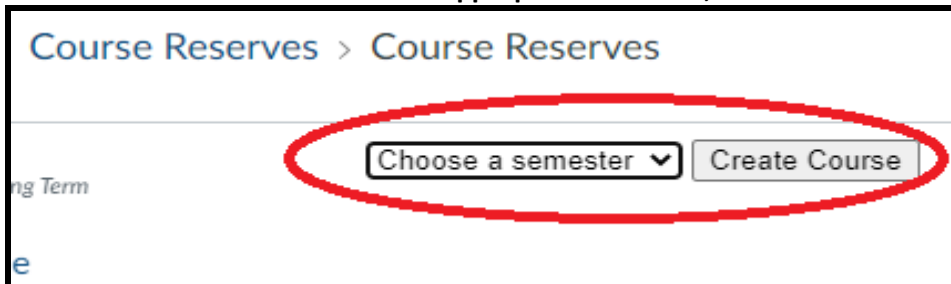
6. Click on the Save button at the bottom of this page to save your changes.



7. The Course Reserve link will be on the left-hand side of the page. Click on the link.



8. In the next window, there will be a pulldown menu to choose a semester for this course, and a Create course button. Choose the appropriate semester, and click on Create Course.



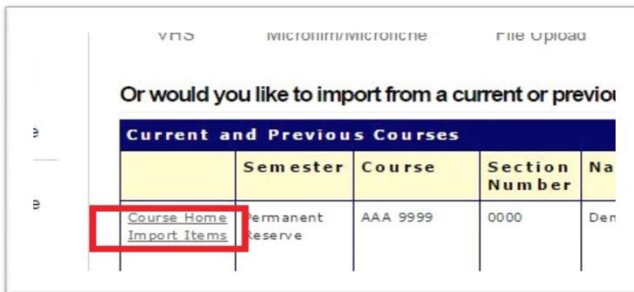
9. The process is complete. Click on the Add Items link to start adding reserve items to the course. For more information on adding items, go to <https://accesssupport.uflib.ufl.edu/course-reserves/instructors/>

To add item from a previous semester's course to a new course in Ares (please note: if you would like for the Course Reserves unit to do this, please contact the Course Reserves unit at 352-273-2520/eres@uflib.ufl.edu).

1. Navigate to your course in Canvas, or in Ares.
2. Click on the Add Reserve Items link.



1. In the next window, a list of all previously-taught courses will be displayed. Locate the course that you want to import items from, and click on the Import items link.



2. A list of all the items that were on reserve for the previous course will display. Click the Import items link at the bottom of the page to import all items. If you do not want to import certain items, remove the checkmark in the box next to the item you do NOT want to import to your new class.



The process is complete. Items will be processed by the Course Reserves unit.

If you have any questions, or if you require further assistance, please contact Course Reserves at 352-273-2520, or eres@uflib.ufl.edu.