

Ares Work Flow

The Marquette Raynor Memorial Libraries, in compliance with copyright law, initiated the use of the Ares management software in maintaining all reserve requests. Ares is now the only method by which professors can make reserve (physical or electronic) requests.

The Ares program allows a professor to request course reserve material easily and efficiently. The process for submitting course reserve materials into Ares is explained below.

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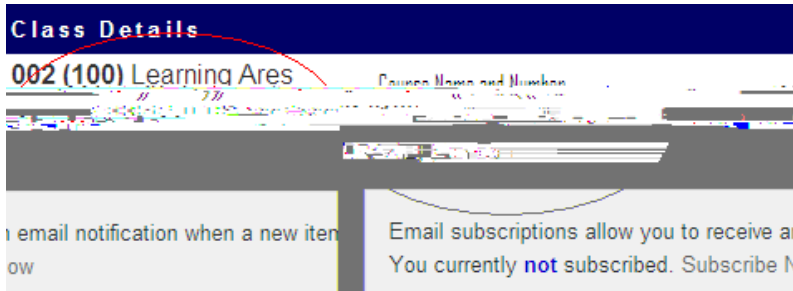
2. Creating a Class

After your account is created, you will be able to create your class listing within Ares. When logging into your account, as an Ares Faculty user, you will notice, in the left-hand column, a list of account options.

3. Adding Reserve Items

o Ares, you are ready to start adding reserve items.

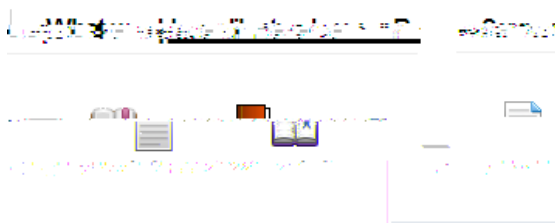
1. In your Ares account, your newly created class will look similar to this



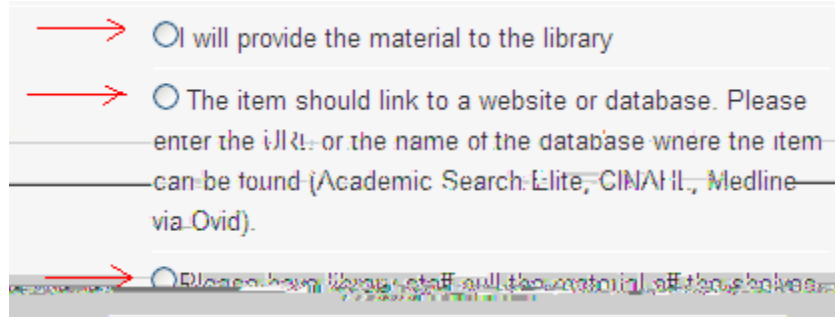
You will also see a tool bar to the left-hand side of the page, in this tool bar you will see the option to



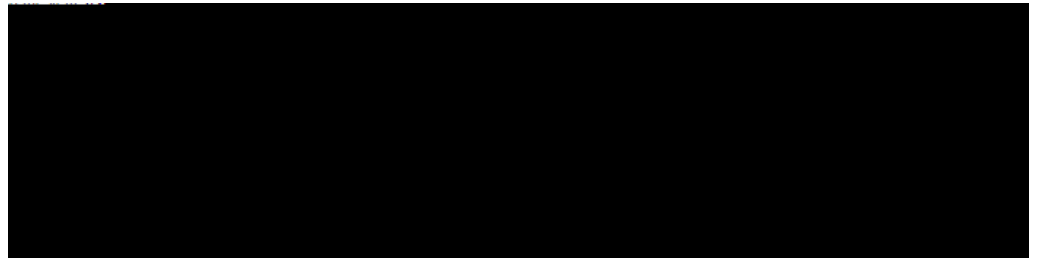
- 2.
3. This will bring up format options as seen below:



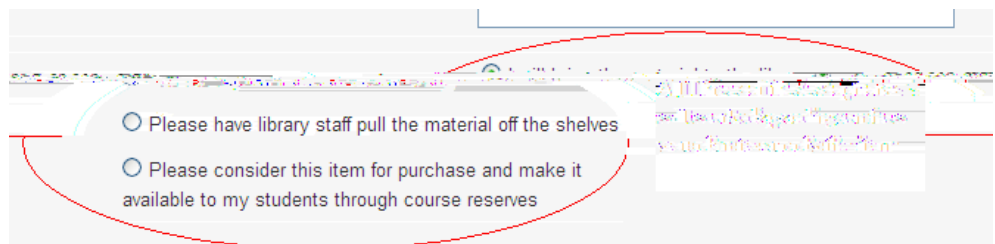
- a. Article you would like to place an item on reserve that comes from a URL link, a physical periodical that exists in the MU library or if you have a copy of an article



- b. Chapter copied and scanned from a book or if you plan on dropping off your own previously copied excerpt
 - i. This will bring up a data entry page in which you must enter information into all fields with an asterisk
 - ii. At the bottom of this page, choose one of the following radio buttons on how



- c. Book or video that is in the MU Library, your personal copy, or through acquisitions - placed on reserve
 - i. This will bring up a data entry page in which you must enter information into all fields with an asterisk
 - ii. At the bottom of this page, choose the following radio button on how the reserve item will be supplied



- 4. T
- 5. A

will look like this:

Item successfully modified.

Class Details

ARES 001 (1001) Learning Ares
FALL 2008-2009
DRAKE, Monica

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.

Reserve Item

UserViewed	Title	Author	Inactive	Status
NEW	Journal of Ares Learning	Drake, Monica	1/1/2009	Awaiting Review by Staff

6. If you would like to view, edit or delete the

4. Full Proxy User/Class Proxy User

Proxies within Ares allow professors to assign individuals the permission to manage their class or entire

us s n Ares individual (http://3246799648(0)96(0)E1W0100965365.75.75n71m -90.0210 Tc[se a

5. Cross Listing

Cross Listings if a class is referred to by more than one Course Number, Class Name, Section/Class Number, or is shared between more than one department a user can add cross-listings so their student users will have an easier time finding the class.

1. In order to cross list a class, choose a currently active class or an Upcoming Class under your user Account and click on it
2. On the left-
3. This will bring up a data entry table, fill out the information which pertains to the course you would like to cross list and click
4. Your class is now cross listed

6. Previous Classes and Upcoming Classes

Once you have built up classes and items in your Ares account, it will be helpful to be able to go back throughout this archived information

created for future semesters and add, edit or delete items before they are available to students.

A user can look at Previous and Upcoming C and "Upcoming Classes" are viewed under the Instructor Tools or by clicking on the link under the list of Current Classes.

7. Cloning a Class

(or class proxy) to save time having to recreate

2. This will bring up a list of your classes that are or have been active previously in Ares.
3. Click on the course that you would like to clone
4. On the left-
- 5.

Clone class: Learning Ares * Indicates

New Class

Learning Ares * Class Name

002 * Course Number

Number: 000 * Class Code/Class Number/Section

Instructor: Ares - Admin * Instructor

Department: 000 * Department

6. **NOTE:** You will be prompted to enter a class password for a cloned course even though the class was assigned a password for a previous semester. Please enter a new password.
7. Your course will now appear when you log into Ares or under _____ in the Instructor Tools Menu depending on which semester it is slated for. (i.e. if it is for the fall 2008 semester and you are cloning it during the fall 2008 semester, the former location, if it is for the spring 2008 semester and you are cloning it in the fall 2008 semester, the latter location)