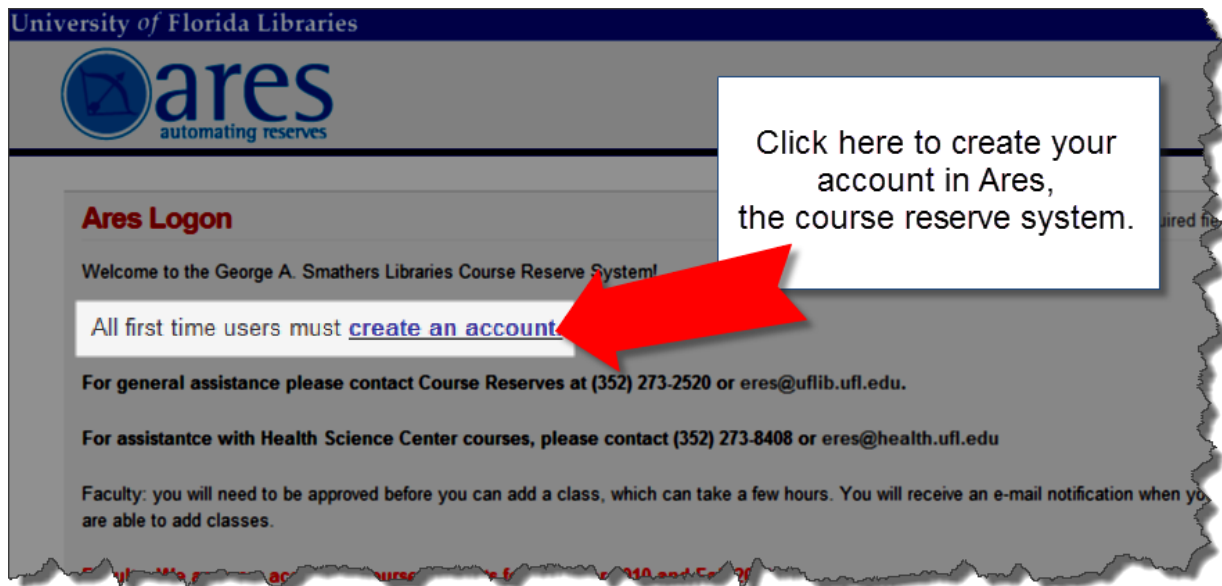
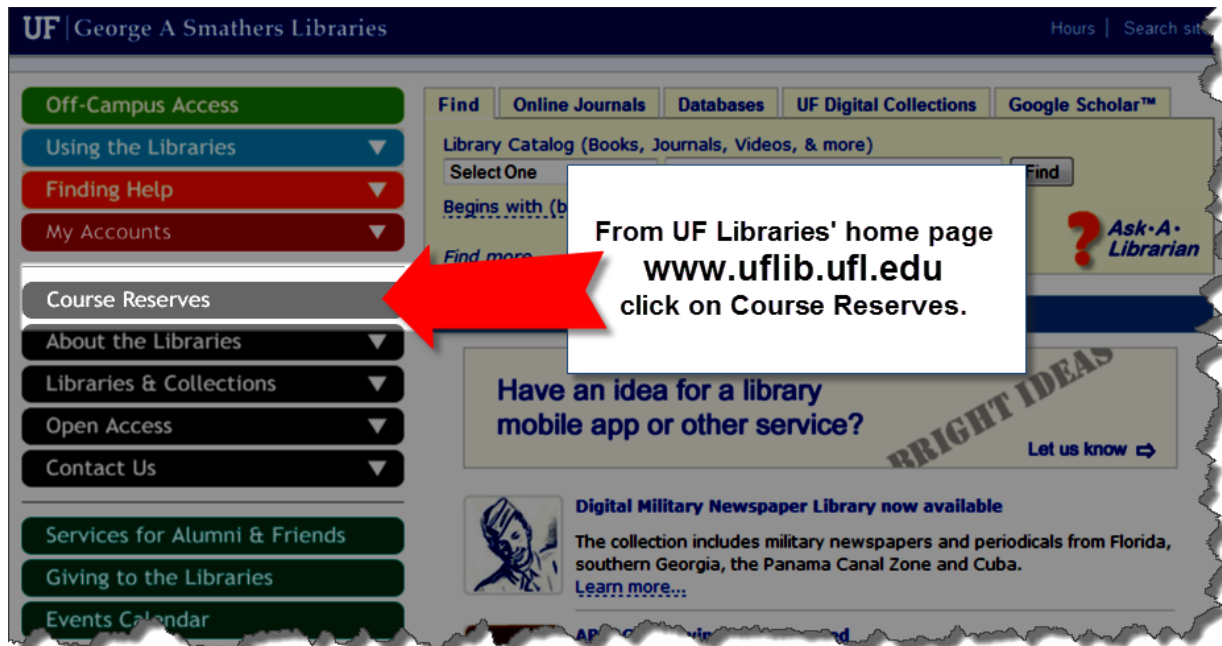


Faculty: Create an online course reserves account in Ares.



New Ares Account * Indicates required field

Faculty: you will need to be approved before you can add a class, which can take a few hours. You will receive an e-mail notification when you are able to add classes.

* UF ID (please use hyphen)
e.g. 1234-5678

* Password
Enter birthday (MMDD -- e.g. enter 0205 for February 5th).

* Confirm Password

Password Hint

* First Name

* Last Name

* E-mail Address (ufl.edu only)

* Phone Number

* Status

If you are the instructor for a course please select faculty

* Department

Fill in the required fields
(indicated by a red asterisk).
Then select **Create Account**.

Ares Logon * Indicates required field

Welcome to the George A. Smathers Libraries Course Reserve System!

All first time users must [create an account](#).

For general assistance please contact Course Reserves at (352) 273-2520 or eres@uflib.ufl.edu.

For assistance with Health Science Center courses, please contact (352) 273-8408 or eres@health.ufl.edu.

Faculty: you will need to be approved before you can add a class, which can take a few hours. You will receive an e-mail notification when you are able to add classes.

Faculty: We are now accepting course requests for Summer 2010 and Fall 2010.

We provide [training workshops](#) for faculty who have questions or would like to learn more.

Before entering your user information below, you agree to the following Copyright policy:

* UF ID
(please use hyphen e.g. 1234-5678)


* Password:

[Forget your password?](#)

Once you have created an account, you may log in at any time using your **UF ID** and **Password**.

Click the *Forget your password?* link to reset it.

University of Florida Libraries



ares

automating reserves

Logoff (0047:0083)

Switch to Student Mode

Main Menu

Instructor Tools

➔ Create a new class

➔ Upcoming Classes

➔ Full Proxy Users

Ares Tools

➔ Change User Information

➔ My EM

Main Menu

Choose an option from the choices below.

Current Classes

No classes found

Also view upcoming classes

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Once logged in to your account, click here under *Instructor Tools*.

Logoff (0047:0083)

Switch to Student Mode

Main Menu

Instructor Tools

➔ Create a new class

➔ Previous Classes

➔ Upcoming Classes

➔ Full Proxy Users

Ares Tools

➔ Change User Information

➔ My EMails

Create a Class

Class Information

* Class Name

* Course Number
e.g. ECO2023

Section Number

* Instructor
(Last Name, First Name)

* Department

* Class Semester

Class URL

Class Description

Default Reserve Location for Hardcopy Items

Create Class

Clear

Fill in the each field describing your class. Required fields are marked with a red asterisk.

Gator Appreciation

GATO101

GATOR, Albert

BOTANY

Fall 2010

Students will learn to appreciate Albert the Gator.

Library West

Architecture and Fine Arts Library

Education Library

Health Science Center Library

Journalism and Communications Library

Legal Information Center

Library West

Marston Science Library

Music Library

Click here when you are finished.

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* Indicates required fields

3 | Page

Logoff (0047) (0003)

Switch to Student Mode

Main Menu

Instructor Class Tools

- Class Home
- Edit class
- Cross Listings
- Delete Class
- Renew Class
- Class Proxy Users

Add Reserve Items

Reserve Item Usage

Instructor Tools

- Create a new class
- Previous Classes
- Upcoming Classes
- Full Proxy Users

Ares Tools

- Change User Information
- My EMail

Your class has been added to Ares.

Class Details

GATO101 Gator Appreciation

Fall 2010

GATOR, Albert

Students will learn to appreciate Albert the Gator.

Email subscriptions allow you to receive an email notification when a new item becomes available in this class. You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

There are no items in this class.

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Once your class has been created, click here to add reserve items to it.

University of Florida Libraries

ares automating reserves

Logoff (0047) (0003)

Switch to Student Mode

Main Menu

Instructor Class Tools

- Class Home
- Edit class
- Cross Listings
- Delete Class
- Renew Class
- Class Proxy Users
- Add Reserve Items
- Messageboard
- Reserve Item Usage

Select the type of material you want to place on reserve.

Keyword

What would you like to place on Reserves?

Journal Article

Chapter or Selection

Book

DVD

VHS

Microfilm/Microfiche

File Upload

Free-Text

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Reserve Item: Book * Indicates required fields

Reserve Location for Hardcopy Items Library West

Loan period for Hard Copy Items 2 Hours-Library Use Only

* Title Please do not abbreviate title.

* Authors/Editors/Directors (Last Name, First Name)

Publisher

Place of Publication

* Publication Date

Edition

ISBN (International Standard Book Number)
If given will speed request processing

Call Number
If given will speed request processing

OCLC Number

Tags
Tags can be used to organize your readings. For example, you may tag an item as: Week 1 or March 3rd. If you wish to use multiple tags for the same item, please separate them with commas. (ie: Week 1, Week 7, Faulkner Readings)

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

How will this item be supplied?

Fill in information about your reserve item.

Only the fields marked with a red asterisk are required. However, give as much information as possible to speed processing.

Check the Libraries' catalog or Amazon.com for book information.

Hello Albert!

Aryal, Aimee

Mascot Books

Gator Nation

2005

Week 1 reading.

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

How will this item be supplied?

You have several options for submitting materials.

If you would like the Libraries to provide an item that is not in the collection, select the last option. Your item will be rush ordered (if available).

☐ Please have library staff pull the material off the shelves

☐ I will bring the material to the library

Personal items must be picked up at the end of each semester unless renewed

☐ This item is an E-book and should link to a website

☒ Please consider this item for purchase and make it available to my students through course reserves

For further assistance, please contact Cindy Craig, Psychology/Sociology Librarian at 273-2629 ccraig@ufl.edu or Course Reserves at 273-2520 or eres@uflib.ufl.edu.