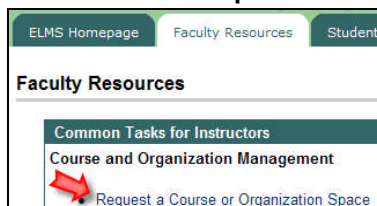


Using UM Libraries' Course Reserves in ELMS

Course Reserves are now offered only through ELMS (powered by Blackboard). Use the following instructions to create a course space in ELMS, activate course reserves, add items and submit requests online, and view them.

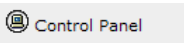
Requesting a Course Space in ELMS:

1. Go to <http://elms.umd.edu>
2. Click on the **Faculty Resources** tab and then **Request a Course or Organization Space**



3. Sign in with your Directory ID and password
4. Click on **Request ELMS Space** and then **Course**
5. Choose the type of space—**Single Course Space** or **Multi-Course Space** (for cross-listed classes)—and the template. Select the **Course Reserves** template if you plan to use the ELMS space primarily for reserves (this will put a quick link for Course Reserves on the main course space menu). Otherwise, select the **Default** template to ensure you have the Course Documents folder and other functions available to use.
6. Choose the semester and course and submit the request; the course will be created in ELMS within 2 business days (though it may be done in as little as 2 hours) and you will be notified by email when it is available

Logging into your ELMS course and activating Course Reserves:

1. In ELMS, login with your Directory ID and password
2. Click the course under **My Courses**
3. Click the **Control Panel** link on the left 
4. Click the **Course Reserves Administration** link; the first time this is clicked, it will activate the course in the Libraries' system

That's it! Your course is ready for adding reserve items! You can now send requests directly to Library reserve staff (by paper or email) as you did before, and they will be able to add your requested items for your students to use in ELMS.

Please see the instructions below if you would like to add or request items yourself, and see the full benefit and service of the system (including tracking of requests and uploading your own files).

Adding reserve items online:

1. After clicking the **Course Reserves** link, click **Add Reserve Items**
2. You have three options: E-Reserve: Article/Web Link, E-Reserve: Book Chapter, or Hardcopy

What would you like to place on Reserves?

E-Reserve: Article or Web Link
 E-Reserve: Book Chapter
 Hardcopy Reserve: Book, CD, etc.

- Fill out the required fields (and any other bibliographic fields that may aid in finding it or tracking copyright) and choose how you want the item to be supplied. If you choose to upload a file, please include the title page and copyright notice in the PDF. A reserves staff member will review it for copyright compliance and make it available for student view soon thereafter.

Please have library staff pull the material off the shelves and scan
 I will upload a file. (Attach file on following screen) NOTE: Scanned copyright notice and title page from original required.
 I will bring the material to McKeldin Reserves to be processed for E-Reserves
 The item should link to a website or database

- For the “needed by” date, please enter the date by which you would like the reserve item to be available. This will help reserves staff to prioritize the requests coming in. Please use the MM/DD/YY format (e.g., 01/25/10) for the needed by date.
- Submit the request; you may track the status of the item by clicking on it under the **Reserve Items** list

| Tracking | |
|-----------------------|--------------------------------|
| Date | Status |
| 3/28/2008 11:09:03 AM | Awaiting Reserves Processing |
| 3/28/2008 11:09:03 AM | Item Submitted |
| 3/28/2008 11:31:32 AM | Awaiting Stacks Searching |
| 3/28/2008 5:02:05 PM | In Stacks Searching |
| 3/31/2008 4:07:30 PM | Item Available at Reserve Desk |

- If you subscribe to email notification (under **Class Details**), you will get an email when the item is available

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

- Entering a **Book** request works the same way except that you choose what library you want it to be on reserve at (i.e., the Pickup Location), and the loan period (2 or 24 hours for McKeldin; other branches are 2 hours only and may not display the loan period box)

Pickup Location for Physical Items

 Loan Period for Physical Items

Viewing items:

- When an e-reserve item has been uploaded, you can view it by clicking on the item and selecting **View this Item**; you can also edit the citation and change the supply option (including re-uploading files) by clicking **Edit this Item** and canceling it by clicking **Delete this Item**

Reserve Item

[View this item](#) | [Edit this item](#) | [Delete this item](#)

Item Available on Electronic Reserves
 History of Philosophy and Logic
 Reasoning and Computation in Leibniz
 Leen Spruit and guglielmo tamburrini

- For hard copy book reserves, you can see the basic reserve record and edit or delete/cancel the item as with e-reserves; however, if you want to see the catalog record and availability, you'll need to switch to "Student Mode"
- Click on **Switch to Student Mode**, then click on the course in the table under Current Classes
- In Student Mode you can see icons that designate what format the item is available in

| Reserve Items | | | | |
|--------------------------|--|--------------------------------------|-----------------|------------|
| Hot List | Title | Author | Available until | UserViewed |
| <input type="checkbox"/> | History of Education A History of Western Educational Ideas | R.J.K. Freathy | 7/10/2008 | |
| <input type="checkbox"/> | History of Philosophy and Logic Reasoning and Computation in Leibniz | Leen Spruit and guglielmo tamburrini | 7/10/2008 | |
| <input type="checkbox"/> | Tradition and Crisis | Jacob Katz | 7/10/2008 | |

- Click a book and you will be in the Reserve Item screen and see the following

Managing Change

Curzon, Susan

[This item is currently available at the McKeldin Library.](#)

Availability

Z678.C885 2005

- Click the **Availability** link and you will be brought to the catalog record where you can see the location and status of the book

| library | collection | call no. | vol/issue | status/due date |
|-----------------------|-----------------|-----------------|-----------|------------------------------|
| UMCP McKeldin Library | Stacks | DS112.K373 1993 | | April-14-2008 |
| UMCP McKeldin Library | Course Reserves | DS112.K373 1993 | | Mck Two Hour Loan / On Shelf |
| UMCP McKeldin Library | Course Reserves | DS112.K373 1993 | | Mck Two Hour Loan / On Shelf |
| UMBC Library | Stacks | DS112.K373 1993 | | On Shelf |

Adding the *Course Reserves* link to the main ELMS course menu:

- Click the **Control Panel** link on the left
- Click on **Manage Course Menu** on the bottom left
- Click on **Tool Link**

Manage Course Menu

To view changes, refresh the Menu

Add Content Area **Tool Link**

- Next to Type, choose **Ares Course Reserves** in the drop-down box
- Next to Name, enter **Course Reserves**

Add New Area

Set Area Properties

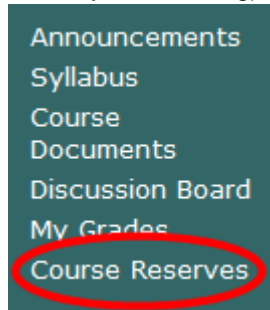
Type

Name
Suggested maximum 18 characters. Longer names or names that use wide characters may See Course Menu Design under Course Design to char

Available for Student/Participant users

6. Leave the “Available for Student/Participant users” checkbox checked, and click **Submit**

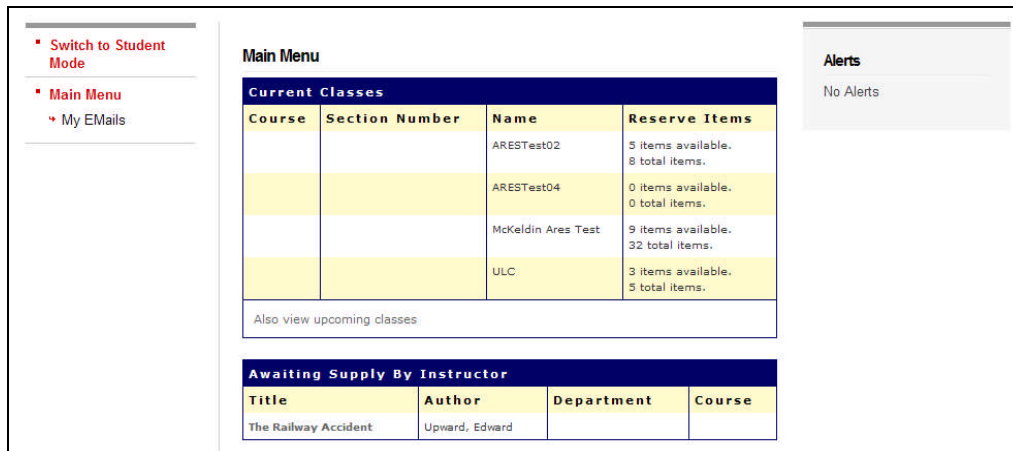
You should now see the **Course Reserves** link on the main course menu, which should look something like this (depending on the other ELMS features you are using):



This link is the same as the one under the Course Tools menu. It's just quicker and easier for students to use. It may also lessen confusion that can occur when students look in Course Documents for reserve readings when they are actually located in Course Reserves.

About the “Main Menu” in the Course Reserves system:

ELMS provides authentication to courses that you teach and the students that are registered. Once you are into the Course Reserves interface, you can work with the reserves for your other classes. The **Main Menu** provides a list of courses as well as any items that need action by you. Both the Instructor Mode and the Student Mode have **Alerts** on the side. You and the reserves staff can post alerts and email them as well. The Student Mode also has a **Hot List** (favorites) which are available items that they have selected to quickly see on the Main Menu. To access a course, simply select from the table.



The screenshot shows the 'Main Menu' interface. On the left is a sidebar with navigation links: 'Switch to Student Mode', 'Main Menu', and 'My EMail's'. The main content area is titled 'Main Menu' and contains two tables. The first table, 'Current Classes', has columns for Course, Section Number, Name, and Reserve Items. The second table, 'Awaiting Supply By Instructor', has columns for Title, Author, Department, and Course. On the right side, there is an 'Alerts' section showing 'No Alerts'.

| Current Classes | | | |
|-----------------|----------------|--------------------|---------------------------------------|
| Course | Section Number | Name | Reserve Items |
| | | ARESTest02 | 5 items available. 8 total items. |
| | | ARESTest04 | 0 items available. 0 total items. |
| | | McKeldin Ares Test | 9 items available. 32 total items. |
| | | ULC | 3 items available. 5 total items. |

Also view upcoming classes

| Awaiting Supply By Instructor | | | |
|-------------------------------|----------------|------------|--------|
| Title | Author | Department | Course |
| The Railway Accident | Upward, Edward | | |

If you have any questions while using the system, click the [Contact Reserves Staff for Assistance](#) link on the footer of any of the Course Reserves pages or go to <http://www.lib.umd.edu/reserves> for more information.