

Activating the Course Reserves Link/Creating New Ares Courses in Canvas

Activating the Course Reserves link in Canvas gives instructors and their instructional designers 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.

There are three things that faculty/instructional designers should be aware of when working with course reserves in Canvas:

- 1. Activating the course reserves link in Canvas will also create a new course in Ares.**
- 2. Courses created by instructional designers will have the name of the instructional designer listed as the instructor for the course in Ares. Call the Course Reserves unit at 352-273-2520 to have this fixed.**
- 3. Renewing a course in Canvas WILL NOT renew the course in Ares. Create a new course in Canvas using these instructions, then contact the Course Reserves unit to have materials transferred into the new course.**

Suggested Workflow for Faculty/Instructional Designers:

1. Create & activate the course reserve link in Canvas using the steps below. *This will create a new course in Ares, with no items. You will NOT need to create a separate course in Ares.*
2. Either transfer items from a previous semester [using the steps at the end of this document](#), or contact the Course Reserves unit at 352-373-2523 / eres@uflib.ufl.edu
3. **If you have created a course in Ares before activating the course reserve link in Canvas**, please contact the Course Reserves unit, and we will assist you in deleting duplicate classes and transferring course reserve listings to the Canvas class.

Quick Links:

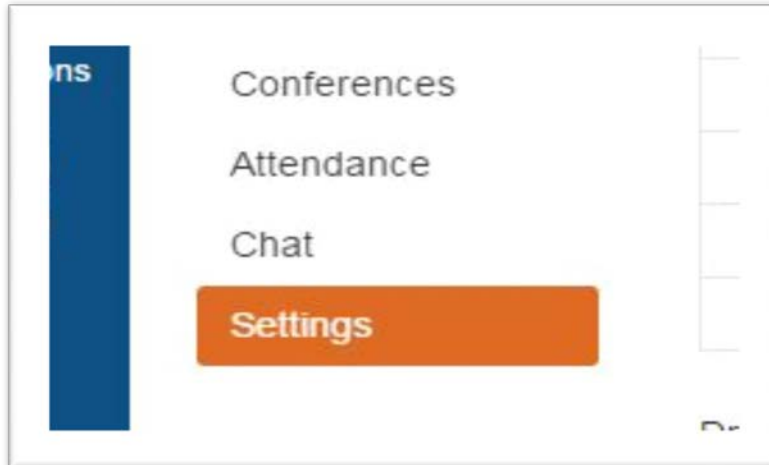
[1: Create a Course Reserves link in Canvas Sidebar/Menu](#)

[2: How to Activate the Course Reserves Link](#)

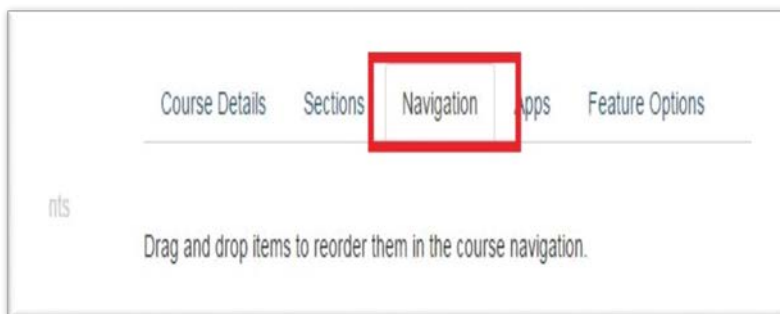
[Reusing Prev. Material: How to Add Items from Previous Semesters to the Current or Upcoming Semester](#)

If the Course Reserves link does not appear in the sidebar, follow these steps to create it:

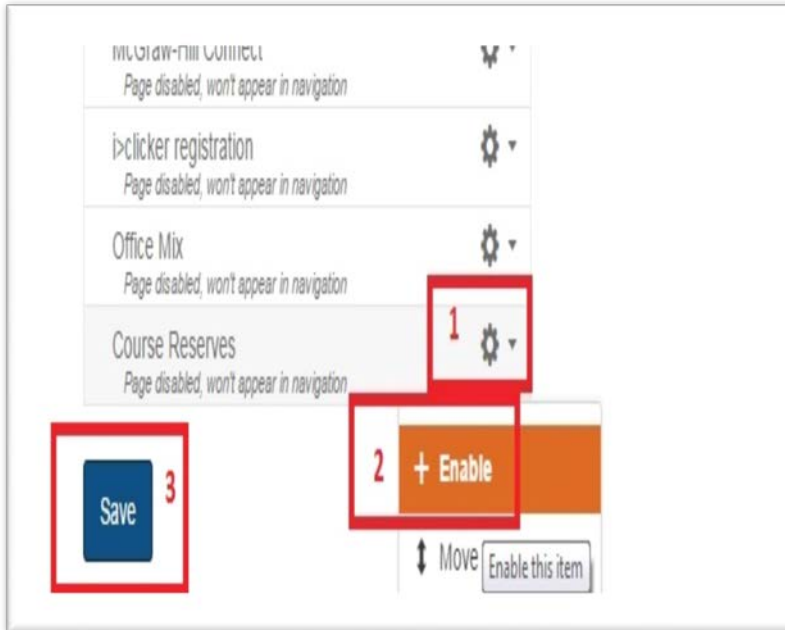
1. Click on the Settings link in the sidebar



2. Click on the Navigation tab at the top of the Settings page



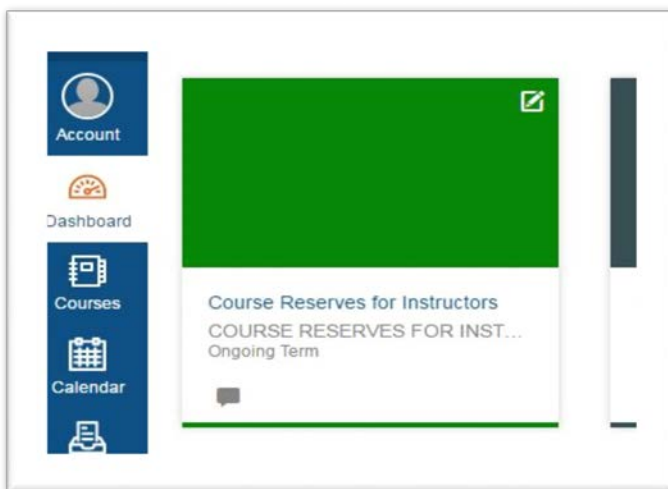
3. Locate the Course Reserves setting in the Hidden Items list (1) ; click on the arrow to enable the Course Reserves setting (2), then click on the Save button at the bottom of the page(3), as shown below.



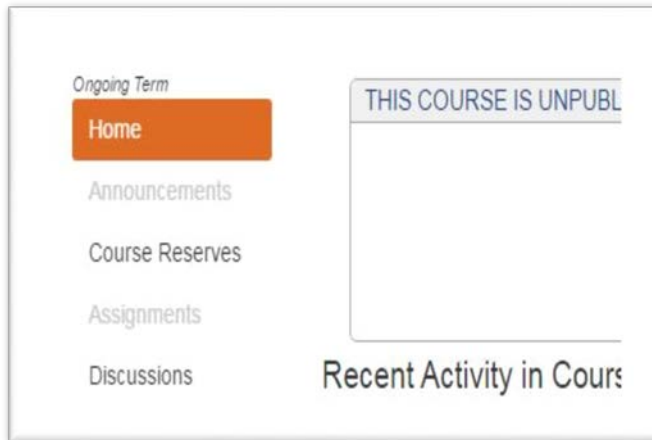
4. Follow the steps in the following [Activate the Course Reserves Link section](#) of this document to complete the process.

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. Click on the Course Reserves link in the sidebar



4. Choose the appropriate semester from the pulldown menu (1), and click on the Create



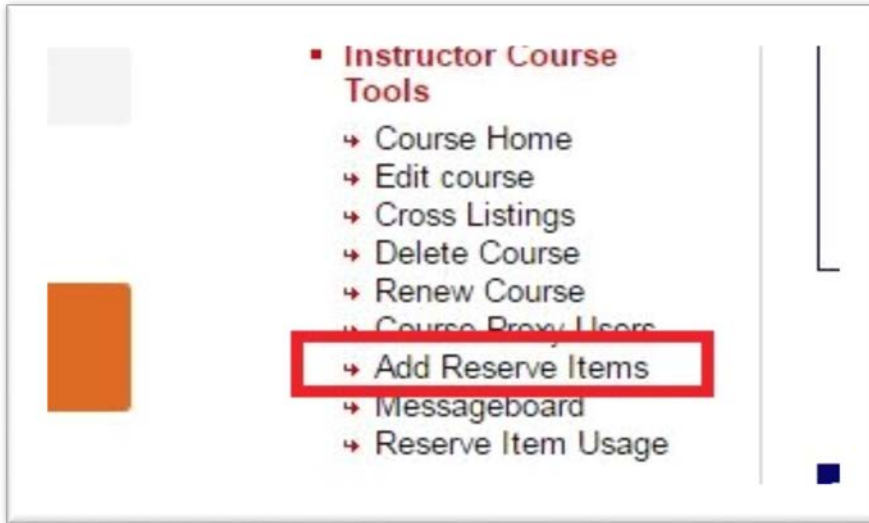
Course button (2), as shown below

5. The process is complete- Click on the Add Items link to start adding reserve items to the course. For a step-by-step guide to this process, go to <http://cms.uflib.ufl.edu/accesssupport/howtos>

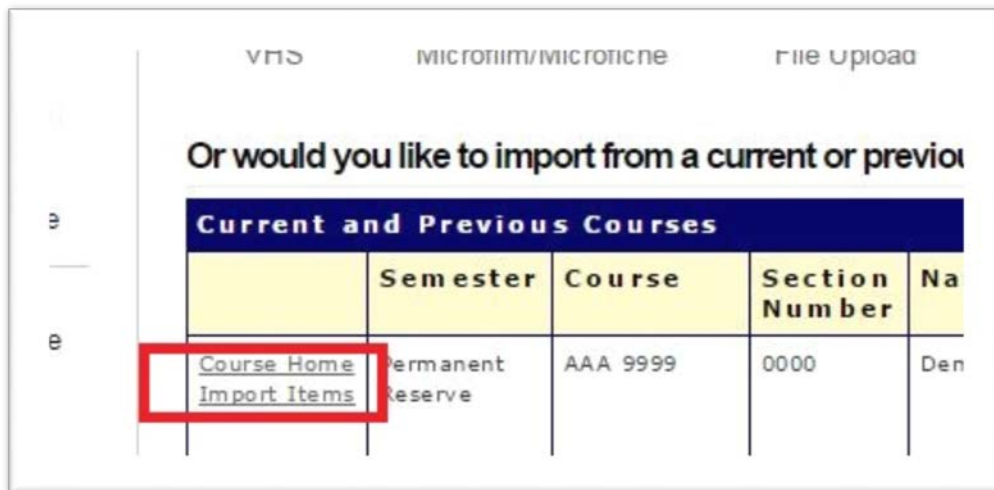
Please note that if you are logged into Canvas using your Gatorlink user ID/password, the class that you create in Ares using these steps will have you listed as the instructor for the class. To have the class reassigned under the name of the actual instructor, contact the Course Reserves unit.

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 unit.):

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



3. 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



4. 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