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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1. Creating an Account in Ares

In order to be able to request reserve items in the Ares reserve management system, one must create a user account. The process for creating an account is found below:

1. Go to the Marquette Raynor Memorial Libraries homepage at http://www.marquette.edu/library/
2. Under the "Services" column, click on the link "Class Reserves"
3. Select the link "For Faculty/TAs"
4. Select the link "Proceed to Ares"
5. Enter your MARQCAT login and password information into the login field
6. Once you've entered this information, you will be prompted as to your status; choose faculty
7. The subsequent page will include fields which must be filled in. The fields with asterisks are required.
    Note: Ares defaults to a Marquette email address that is often incorrect. Please make sure that the correct email address is listed.
8. After you have filled in the necessary account information, the account request will be sent through Ares, to the Reserve Staff, who will then "approve" your account before you can go further.
9. After you've been cleared by Reserve, your Ares account is activated and ready to be used.

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. You will want to first choose "Create a Class"

1. Under "Instructor Tools" choose "Create a New Class"
2. This will bring up the "New Class" request form

3. You will need to fill out all fields with an asterisk
4. NOTE: It is not necessary to create multiple classes for each section, simply enter all of the section numbers that pertain to the created class in the "Section Number" field. (Example: ENGL 001; sections 1001, 1002, 1003 etc….)
5. At the bottom of the page, you will need to create a class password. This is a very important piece of information that must be supplied to your students. If your students are not given the class password, they will NOT be able to access the class through Ares or get any of the class materials.
6. After creating your class password, hit the "Create Class" button
7. Your course is now created!

3. Adding Reserve Items

Now that you've created your account and have entered a class into Ares, you are ready to start adding reserve items.

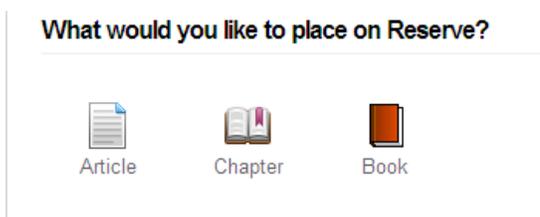1. In your Ares account, your newly created class will look similar to this
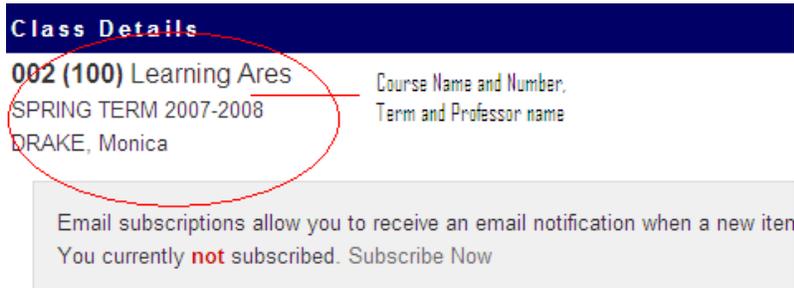
You will also see a tool bar to the left-hand side of the page, in this tool bar you will see the option to "Add Reserve Items" under "Instructor Class Tools"

2. Choose "Add Reserve Items"
3. This will bring up format options as seen below:

a. Choose "**Article**" if 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 that you would like to provide to the reserve staff.
   i. After choosing "Article" a data entry page will be displayed 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; then hit "Submit Item"

b. Choose "**Chapte**r" if you would like an excerpt 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 the reserve item will be supplied; then hit "Submit Item"

c. Choose "**Book**" if you would like an entire physical 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. Then hit "Submit Item" at the bottom of the request form.
5. After hitting "Submit Item" another page will appear with the details of the requested item. It 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.
You currently **not** subscribed. Subscribe Now

Double Click to view the status of
the item or to edit or delete it

Reserve Item

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

6. If you would like to view, edit or delete the item, simply click on the title, as shown above, and choose one of the options shown below:

Reserve Item

View this item | Edit this item | Delete this item
Awaiting Review by Staff
Journal of Ares Learning
How Does One Use Ares?
Drake, Monica

7. You have now added a reserve item.

NOTE: Items, whether physical or electronic, need to be reviewed by the Reserve staff before they can be accessed in Ares. Check the items status in the "Tracking" menu to determine when it is available online or for reserve check-out. In order to bring up the Tracking menu, simply click on the title of the item that you would like to track in Ares. The following is an example of the Tracking menu:

Tracking

Date	Status
9/11/2008 11:20:01 AM	Item Activation Pending
9/11/2008 11:20:01 AM	Item Submitted via Cloned Class
9/11/2008 11:32:14 AM	Item Available on Electronic Reserves

4. Full Proxy User/Class Proxy User

Proxies within Ares allow professors to assign individuals the permission to manage their class or entire Ares account depending on the status assigned to that individual by the professor. There are two different types of proxy you can grant:

- **Full Proxy User** – This gives access to students or department secretaries to create classes and post items for the instructors. A Full Proxy User will have access to all classes and items on the account.

- NOTE**:** Only professors (and their full proxy users) have the ability to make a student or departmental secretary a Full Proxy User

    1. Students or Departmental secretaries that are to be proxy users must create their own Ares account before a professor can make them a proxy user.
    2. All students who are to be made proxy users by their professors must create their Ares account as a **student**, not as Faculty/TA
    3. Under the Main Menu in the "Instructor Tools" list, choose "Full Proxy User"
    4. You will be taken to another page where you will need to enter the CheckMarq username of the person that you wish to make a "Full Proxy User" of your account
    5. Click on the "Add Proxy User" button
    6. You have now enlisted a proxy user

- **Class Proxy User** – Instructors (and their Full Proxy Users) can add a Class Proxy User who will have the ability to add/edit/delete items in an individual class.

- NOTE: only professors (and their full proxy users) have the ability to make a student or departmental secretary a Class Proxy User

    1. In the Main Menu, click on an Upcoming Class from your class list.
    2. Choose a course for which you would like to establish a Class Proxy User, and click on that class
    3. In the left-hand column under "Instructor Tools" choose Class Proxy User
    4. You will be taken to another page where you will need to enter the username of the person of whom you wish to make a "Class Proxy User" of your class
    5. Click on the "Add Proxy User" button
    6. You have now enlisted a proxy user

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 am Upcoming Class under your user Account and click on it
2. On the left-hand side under "Instructor Tools" choose "Cross List"
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 "Add Cross Listed Course"
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 using the "Previous Classes" option and plan future semesters. Likewise, by using the "Upcoming Classes" option you will be able to look ahead to classes that you have created for future semesters and add, edit or delete items before they are available to students.

A user can look at Previous and Upcoming Classes by clicking "Main Menu" for the current classes. "Previous Classes" 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

A class, including its items, can be "copied" from one semester to another by an instructor (or class proxy) to save time having to recreate classes that are offered in subsequent semesters.

NOTE:
Before cloning each semester, take a look at your Ares class list. This is a good time to evaluate your class reserve materials for the class. If you do not need an item in an upcoming semester, please refrain from cloning it. When cloning you have the option to select only those items that are necessary for your class. Items that have been on reserve previously are subject to being sent to the Copyright Clearance Center for copyright permission. Certain class items are potentially very expensive to re-use. When cloning, only check items that are essential to the instruction of your upcoming class. Once the class is cloned you may add additional items, if necessary, to the menu by "Adding a Class Item" as previously described.

1. In order to clone a class, choose a currently active class or am Upcoming Class under your user Account and click on it

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-hand side of the page under "Instructor Class Tools" choose "Clone Class"
5. You will see the following table. Don't forget to change the "Class Semester" field, then hit "Clone Class"

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 "Upcoming Classes" 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)