How to View an Item on Electronic Reserve

If at any point in this tutorial, you have questions or are confused, please call 610-436-2611 or email libraryreserves@wcupa.edu. We are more than happy to walk you through the process, either on the phone or in person as needed!

1. Log in to D2L

Navigate to D2L in your web browser (https://d2l.wcupa.edu/) and log in using your WCU user name and password. You can also reach D2L from the login bar on any www.wcupa.edu webpage as shown below.
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2. Select Course
From the list of courses that appears after you log in (in the My Courses module), select the course for which you’d like to view reserve items.
In this example, we will be looking at items in a course called Introduction to Ares
3. Select “Course Reserves” from the “Resources” drop down menu in the course navigation bar.

You should see a tab which says “Resources” as shown below. From that dropdown menu, select “Course Reserves”.

![Image of course navigation bar with highlighted “Resources” and “Course Reserves” dropdowns.]

libraryreserves@wcupa.edu  610-436-2611  Submitting a Reserves Request
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4. If your professor has set up electronic reserves, you’ll see a list of the items available to you.
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5. Clicking on the “View Item” link will open the electronic resource in a new tab
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6. If you are off campus, you may be presented with this screen:

Click “West Chester University” which will take you to this screen where you can log in using your WCU credentials (the same ones you use for D2L and webmail):

If you still can’t access the electronic reserve item, please contact libraryreserves@wcupa.edu.
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Is an article on your syllabus not on electronic reserve?

You might still be able to access the article by searching in the library’s databases. Go to www.wcupa.edu and type “Library” into the search bar. Add your search terms (title, author, etc.) to the OneSearch bar. If we have the article, your search results should include a link to the full text.

Still can’t find what you’re looking for?

Contact Library Reserves or Library Reference!