Submitting a Course Reserves Request in 10 Easy Steps

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

Be sure to activate your course if students will need to access electronic reserves. You can activate your course by following the instructions here: Activate A Course. Then you can proceed with the steps in this tutorial.

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 add reserve items. In this example, we will be requesting items to be added to Introduction to Ares Course Reserves. Click on it to select it. Be sure to activate your course if students will need to access electronic reserves. You can activate your course by following the instructions here:
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”. If you do not see the Resources tab, you may have a custom navigation bar. Email d2l@wcupa.edu to get this feature installed.
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4. If it is your first time accessing a course, you’ll need to choose the correct semester from the dropdown menu, then select “Create Course”. If you have already made this selection previously, you’ll be immediately directed to Step 5.

You can choose “Current Semester” by default or adjust your semester as needed to add items for a future course.
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5. Here you’ll see the Ares Course Reserves Instructor Home Page. Select “Add Reserve Item” from the Instructor Course Tools menu.

The Instructor Course Tools has many useful features. Feel free to experiment on your own, or contact libraryreserves@wcupa.edu or 610-436-2611 with questions. We’re happy to set up more in depth one-on-one training!
6. Choose the appropriate item type from the choices.

You will now be asked what type of material you are requesting to be placed on reserve. Click on the appropriate icon for your request. In this example, we are requesting to add a physical book to the course. For new requests, disregard the import options listed on the page.
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7. Enter the citation information for the item you are going to upload.

Fill out the reserve request form. Required fields are marked with red asterisks, but keep in mind that the more information that you can provide, the easier it will be for our reserves staff to complete your requests in an accurate and timely manner. For physical items, be sure you select the Pickup Location and Loan Period for the items. If these fields are left blank, they default to FHG Library, and 2 hour loan period. The Week Needed By field allows staff to process requests efficiently.
8. Choose how the material will be submitted.

At the bottom of the form, select how your requested material will be supplied. In this example, we’ll choose “I will bring the material to the library”. If you request an item be purchased, additional processing time will be needed for the request. Purchase requests are approved at the discretion of the liaison librarian for the subject.
9. Submit your request.

You may disregard the “Reserve Restrictions” box. This box lets you set the dates that an item is visible to students. You can use it to post an exam or answers to a project, but in this case we want the article to be available to students for the full duration of the semester. At the very bottom of the page, select “Submit Request”.

If you chose the item should link to a website above, please enter the URL.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Name</th>
<th>Start Date</th>
<th>Stop Date</th>
</tr>
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Submit Request
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10. Check your request’s status.

Your reserves request is now complete! You can monitor its progress from your course reserves home menu. As soon as course reserve staff process your request, it will be available to your students. If you are providing a personal copy, it will be listed as “Awaiting Supply by Instructor” until it is received and can be processed.