Changing the Item Active Dates in Ares

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

In this example we’ll be using Introduction to Ares Course Reserves
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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 this tab or have a custom navigation bar, please email d2l@wcupa.edu to get it set up.
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4. You will be presented with the Instructor Course Menu. Select the course in which you would like to edit the item active dates, by clicking on the “Course Home” link for the course you want to change active dates for.
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5. You will see a list of the items for this course. You can open an item for editing by selecting the “Edit” link (circled in blue) below the “View Item” link.
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6. From here, you can edit any citation details if you’d like as well as adding instructor “Tags” which will allow students to sort items by topic. When the item opens for edits, you may have to scroll down to the bottom of the page to get to the “Reserve Restrictions” box.
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7. At the bottom of the Edit Item page, you will see a “Reserve Restrictions” box. From here you can edit the dates that an item is visible to students by changing the dates in the “Start Date” and “Stop Date” fields.

Note: items cannot have active dates that are outside of the official semester range. If you need to make an item available for longer than the semester, please contact libraryreserves@wcupa.edu for assistance.

When you are satisfied with your edits, be sure to click “Submit Item” to save your edits.
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8. Items that are approved by reserve staff but hidden from students will be labeled “Item Activation Pending”.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Title</th>
<th>Author</th>
<th>Available Starting</th>
<th>Available Until</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>37040</td>
<td>A Quick Guide to Copyright</td>
<td></td>
<td>6/22/2018</td>
<td>8/24/2018</td>
<td>Item Activation Pending</td>
</tr>
<tr>
<td>37041</td>
<td>Helpful Websites and Contacts Ares F2S Training</td>
<td></td>
<td>5/18/2018</td>
<td>8/24/2018</td>
<td>Item Available on Electronic Reserves</td>
</tr>
<tr>
<td>37042</td>
<td>Step-By-Step Instructions for Ares Use</td>
<td></td>
<td>5/18/2018</td>
<td>8/24/2018</td>
<td>Item Available on Electronic Reserves</td>
</tr>
</tbody>
</table>
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9. You can double check that items are showing correctly by checking the “Available Starting” and “Available Until” dates in the item display, or by using the “Switch to Student Mode” link in the upper left of the screen. This will show you what your students see.