Removing Items from Course Reserves

If at any point in this tutorial, you have questions or are confused, please call 610-436-3454 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.
Removing Items from Course Reserves

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 you want to delete items for.

In this example, we will be deleting items to be added from 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](mailto:d2l@wcupa.edu) to get this feature installed.
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4. Here you’ll see the Ares Course Reserves Instructor Home Page. You should see a list of items available for your course. Click on the “Show Details” link on the item you want to delete.
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5. This will open the reserve item record. In the light blue box, click the “Delete this Item” link to delete the item. This action is final so use with caution:
# Removing Items from Course Reserves

## Ares Course Reserves

### Reserve Item

- **View this Item**
- **Edit this Item**
- **Delete this Item**
- **Export Citation**

#### Instructor Tags

- Comma separated list of tags to be assigned to this item

#### Personal Tags

- Comma separated list of tags to be assigned to this item

### Notes

- **No Notes**

### Tracking

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/20/2018 11:50:34 AM</td>
<td>Item Submitted via Cloned Course</td>
</tr>
<tr>
<td>6/20/2018 11:50:34 AM</td>
<td>Awaiting Review by Staff</td>
</tr>
</tbody>
</table>

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