USC ARES: CREATING A COURSE AND ADDING COURSE INFORMATION

Step 1: Login into ARES at reserves.usc.edu. If you have created courses previously, they will be displayed as shown below. If you are creating a course for the first time, the section Current Courses & Future Courses will be blank.
Step 2: To create a course, click on **Create a New Course** on the **Instructor Tools** menu at the left-hand side of the screen.

Step 3: The **Create a Course** form will appear. Please enter all pertinent information regarding the class. **Required fields** are **Course Name**, **Course Number**, **Department** and **Course Semester**. **Section Number/Course Number**, **Course URL**, and **Course Description** are **optional**.
Note: Your name populates the Instructor field by default, however if you are a Full Proxy User, please select the name of the primary instructor for this course. Full Proxy Users can create course/s and submit reserve requests on behalf of the instructor. Course(s) will continue to display in ARES under the primary instructor and are searchable by instructor name. If you would like to appoint someone as your Full Proxy, please see the How to assign a Full Proxy User guide or contact us at idd@usc.edu or (213) 740-4020.

The Course URL field is optional and allows you to enter a website address for the class. For example, the web address will need be entered as http://www.example.edu/class. This link will automatically be accessible for students who add the course.

The Course Description field is optional and allows the instructor to add a description of the class which will be viewable when the student adds the course to their ARES account.

For Reserve Desk for Physical Items, be sure to select a Library Reserve location by clicking on the appropriate Reserve Desk location on the drop-down menu as shown below. This location will be the main desk where your physical reserves will be made available. Please note that Leavey Library is the primary location for most Physical Reserves and you MUST select a library even if you will not be submitting physical books for reserves.
The **Course Authentication** field allows you to enter a class password of your choosing that students will need in order to view your course and reserve items. If you want to use a class password, click on the drop-down menu and select **Yes** and enter the password in the field below it. Otherwise, select **No** if you choose not to use a password.

**Note:** Selecting a class password is **optional** and is used **in addition to** logging into ARES. The instructor will need to distribute this password to students prior to accessing the course on ARES.
Step 4: To create your course, click on the **Create Course** button at the bottom of the form. Your class details will appear on the page that follows.

You are automatically subscribed to receive email notifications when reserve items become available for the course. If you wish not to receive notifications, click on **Please remove my subscription**.

You are now ready to begin entering requests by clicking on **Add Reserve Items** under the **Instructor Class Tools** menu at the left-hand side of the screen.