Student Guide to Ares

Attention graduate students teaching classes: To receive Faculty privileges in Ares, contact the Course Reserves unit directly at 352-273-2520 to have permissions set.

This Guide includes:

1. Creating an Ares account
2. Searching and adding courses to My Courses List
3. Viewing and accessing Course Reserves materials in your courses
4. Removing a course from My Courses List
5. Activating an automatic notification when new course reserves items are added to a course
6. Creating and Using My Hot List

PLEASE NOTE: If you are off-campus, you need to log in through the VPN to access library licensed e-Journals, research databases, and e-resources. Please go to https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/ for more information.

Accessing Canvas through Ares

If your instructor has activated the Course Reserves link in Canvas, you can access Ares through your Canvas dashboard:

The link will take you to the Ares sign-in page. You will be asked to create an Ares account.

Creating an Ares account

1. Go to https://ares.uflib.ufl.edu
2. Log in using your Gatorlink account information.
3. If you do not have an Ares account, you will need to first create an account. Click on the link for Students.
4. On the next screen, fill in your information as follows:

- First name.
- Last name.
- GatorLink ID - use only the ID (do not include @ufl.edu).
- Email: use ONLY your GatorLink email. Account requests using any other email will be denied.
- Telephone number including area code.
- Campus address (PO Box).
- Submit

5. Your Ares account has been created.

Searching and adding courses to the My Courses List
1. Log into Ares, as shown above.

2. On the left-side of the screen, under Student Tools, click on Search Courses.

3. ![Ares Login Screen](image)

If you are having difficulty by this point, make sure you are using the VPN and Chrome or Firefox.

7. There are three options to search courses.
   
   a. By department
   
   b. By Instructor (use the pulldown menu to locate instructors by name), or
   
   c. By Course Number (for example, ENC 1101). **TIP:** if you cannot locate the course by prefix and number, try entering just the prefix.

4. ![Ares Search Screen](image)

   4. Click on the **Add Course** link to add the course to your My Courses list. The My Courses list is a list of the courses you are registered for and access regularly.
Courses you are enrolled in are NOT added to the My Courses List automatically- students must add each course to this list manually.

8. You have now added your course and will be redirected to the Main Menu. The course you have added will appear in list of My Courses.

**Viewing and Accessing Course Materials in Your Course**

1. From the Main Menu, go to the My Courses list and choose the course to open.

2. On this page you should see the list of reserves items. Click on the item you would like to view.
Choose View Item and it will open the document or a page reflecting where the item can be found.

Examples of the types of items on Course Reserves:

- The item below lists a call number (N7248.5 P741); if an item has a call number listed, this indicates that the item is a hard copy reserve item, and not available full-text online. If you click on this listing, you will see the following screen:

- Click on "Click here for catalog record" to view the complete catalog record for the item, including the library where the item is on reserve, the call number, and information on if the item is currently checked out (see below). These items are located at the circulation desk of the library specified. For example, this item is on Reserve at UF Architecture/Fine Arts Library.
• For the item African Arts: Aesthetics and Evolution; the web file icon indicates that the item is an online resource, with a link to the article in a database, website, or other online source. Clicking on the item will bring up the item record, with a link to the item. Click on “View this item.”

• For the item African Crossroads: Political Dress (circled in purple), the PDF icon next to the item indicates that it is a scanned PDF file. Clicking on “View this Item” will take you to the item record (see image below). Please note that you need to have Adobe Acrobat Reader or another PDF file viewer installed.

Removing a course from the My Courses list

The courses in My Courses will be automatically deleted from your list at the end of each semester. If you want to remove a class before the end of the semester, take the following steps.

1. Click on the class in My Courses.

2. Click Remove Course under the Student Course Tools menu (see image below).
3. On the next page, confirm that you want to remove the course by clicking on the Yes link (see image below).

Activating an automatic notification when new course reserves items are added to a course

For each course in **My Courses**, there is an option to be notified by email when new items are added to the course reserves list. Emails are automatically sent to your ufl.edu email address. To activate this feature, take the following steps:

1. Click on the course in your **My Courses** List.

2. At the top of the page, there is a message stating "An Email subscription will send you emails when new items become available in this course. You are not currently subscribed. Subscribe now" (see image below). Click on the **Subscribe Now** link.

You will now receive an email whenever an item is added to the Course Reserves list.

Creating and Using My Hot List

The Hot List allows the user to group items they may want to access quickly or may need for more than one class. The **My Hot List** feature is under **Student Tools** on the main Ares page.

To add items to your Hot List:

1. Click on a course in your **My Courses** list.

2. In the **Reserves Items** box, check items to add to your **Hot List**.
3. At the bottom of the page, click **Add checked items to Hot List**.

These items will now appear first on your main Ares page when you log in, for quick access. To remove items, place a check mark next to the item on your Hot List, and click on the **Remove checked items from Hot List** button.
IMPORTANT: You must have the UF VPN Client installed on your computer and be logged into the UF VPN Client before viewing online course reserve materials in an off-campus location.

For information on installing and using the UF VPN Client, visit [https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/](https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/).

For technical assistance with the UF VPN Client, please call the UF Computing Help Desk, at 352-392-4357.