

# Instructor Guide: Integrate the Ares Course Reserves System with the Canvas Course Management System

Activating the Course Reserves link in Canvas gives instructors a quick and accurate way to create courses in Ares and gives students and instructors a direct link to the course reserves listings in Ares.

## Contents:

1. [Suggested Workflow for Instructors/Instructional Designers](#)
2. [Create a Course and Add Course Listings in Ares Using Canvas by Activating the Course Reserves Link](#)
3. [Reusing Previous Material: How to Add Items from Previous Semesters to the Current or Upcoming Semester](#)

## Tips:

- If you are off campus, please make sure you are using the [Gatorlink VPN](#).
- We suggest using Chrome or Firefox browsers with Ares and Canvas.
- **Courses created by instructional designers will have the name of the instructional designer listed as the instructor for the course in Ares.** Call the Course Reserves unit at 352-273-2520 to have this fixed.

## Suggested Workflow for Instructors/Instructional Designers

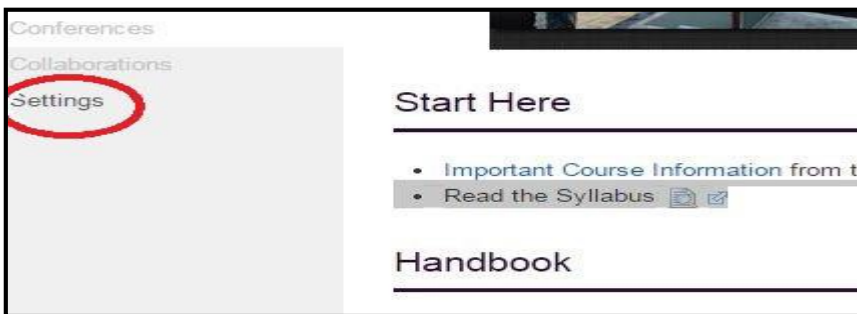
1. Create and activate the course reserve link in Canvas using the steps below. ***This will create a new course in Ares, with no items. You will NOT need to create a separate course in Ares.***
2. Either transfer items from a previous semester using the steps at the end of this document, or contact the Course Reserves unit at 352-273-2520 or [eres@uflib.ufl.edu](mailto:eres@uflib.ufl.edu).
3. **If you create a course in Ares before activating the course reserve link in Canvas,** please contact the Course Reserves unit, and we will assist you in deleting duplicate classes and transferring course reserves listings to the Canvas class.

## Create a Course and Add Course Listings in Ares Using Canvas by Activating the Course Reserves Link

1. Log into your Canvas user account and select the class to be integrated.



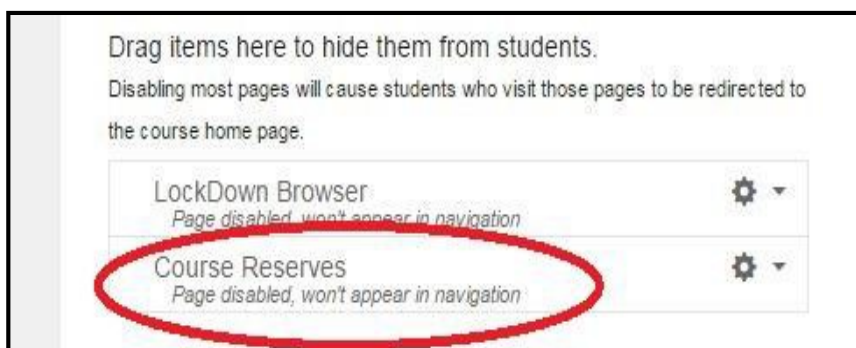
2. If the Course Reserves link does not appear in the sidebar, find and click on the **Settings** link, located on the left side of the page.



3. Find and click on the **Navigation** tab.



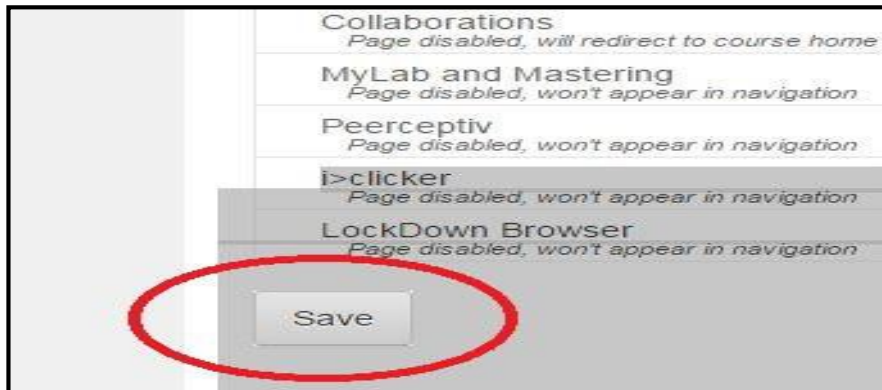
4. Look for **Course Reserves** under the heading "Drag items here to hide them from students."



5. Drag **Course Reserves** to the list “Drag and drop items to reorder them in the course navigation” and drop to activate the module.



6. Click on the **Save** button at the bottom of the page to save your changes.



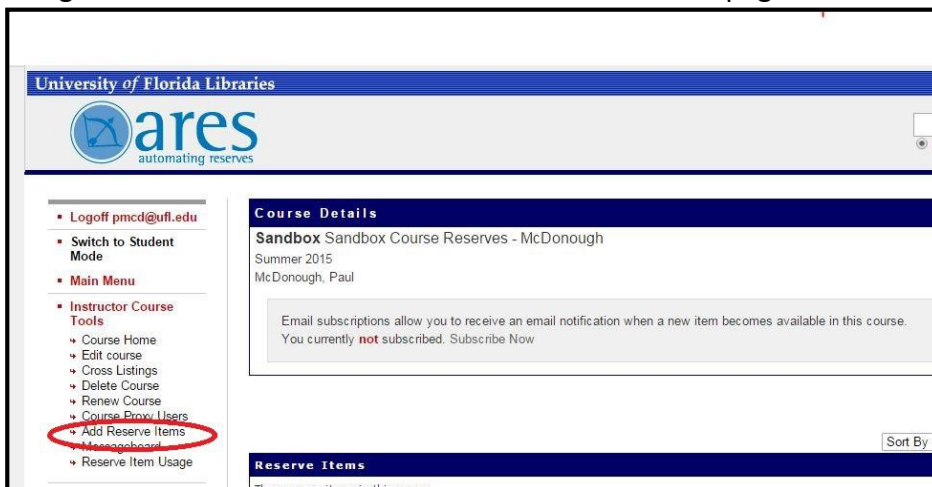
7. On the next screen, click on the **Course Reserves** link on the left side of the page.



8. On the next screen, there will be a drop down menu with the words “**Current Semester**”. Use the drop down menu to choose the appropriate semester. **If you do NOT see this screen (For example, if the screen displays an error message of “An error occurred while attempting to process your Basic LTI request,” contact the Course Reserves unit at 352-273-2520 for further assistance. (Try Chrome or Firefox browser.)**



9. This creates the course automatically in Ares, and items may be added to the course using the **Add Reserve Items** link on the left side of the page.



**IMPORTANT:** This creates a new course in Ares. Instructors can now add course materials to the course via the Add Reserve items link. If you have already created a course and listings in Ares and need to transfer these listings to your newly created Canvas course, or if you experience any other problems, contact the Course Reserves Unit at 352-273-2520.

## Reusing Previous Material: How to Add Items from Previous Semesters to the Current or Upcoming Semester

- Under **Instructor Course** Tools, click on the **Add Reserve Items** link.

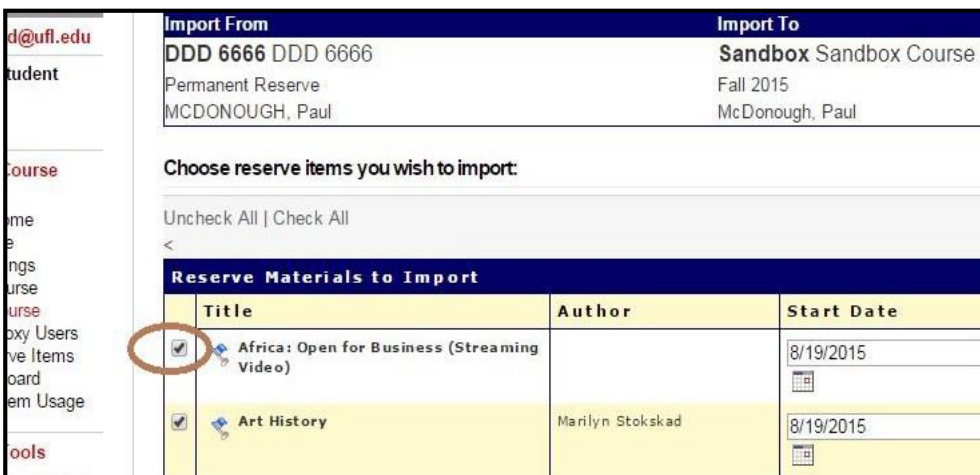


- A list of previously-taught courses will show up under the heading **“Or would you like to import from a current or previously taught course?”** Select the course to be imported into the new course by clicking on the name of the course.

**Or would you like to import from a current or previously taught course?**

Current and Previous Courses				
Semester	Course	Section Number	Name	Reserve Items
Permanent Reserve	DDD 6666		DDD 6666	1 items av 52 total ite
Summer 2015	HUM6353		HUM6353: Arts in Medicine Professional Seminar, Summer A/C 2015	9 items av 11 total ite
Spring 2015	EML4507: 13G7, Spring 2015		EML4507: 13G7, Spring 2015	0 items av 2 total iter
Spring 2015	HIS 3942	0984	HIS 3942	0 items av 39 total ite
Spring 2015	LAA 5331		Site Design Methodology	0 items av

- A list of all items from the previous course will open. By default, all items are selected; remove the checkmarks from any items that should not be imported to the new course.



4. Scroll to the bottom of the page; click on the Import button to complete the process.

<input checked="" type="checkbox"/>	 <b>Problematizing Blackness: Self-Ethnographies by Black Immigrants to the United States</b> Anything But Black: Bringing Politics Back to the Study of Race	Noguera, Pedro
<input checked="" type="checkbox"/>	 <b>the Entrepreneur's Guide to Business Law</b> Chapter Five	Bagley, Constance E.; Dauchy, Craig E.
<input checked="" type="checkbox"/>	 <b>Chinese and European Perspectives on the Study of Chinese Popular Religions</b> Daoism and Local Cults in Modern Suzhou: A Case Study of Qionglongshan	Goossaert, Vincent

**Import Items**

5. When the process is complete, a message will appear to confirm the imported item(s).

**Imported 24 Items**

**Course Details**

**Sandbox** Sandbox Course Reserves - McDonough  
Fall 2015  
McDonough, Paul

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Items will be processed by the Course Reserves unit.  
If you have any questions, or if you require further assistance, please contact the Course Reserves unit at 352-273-2520 or [eres@uflib.ufl.edu](mailto:eres@uflib.ufl.edu).