



Adding files to your course page in ERes v5

1. Go to your course page on ERes.
2. Click the **Page Management** tab.
3. Enter your username and password.

This next steps are take you through the process of naming and describing your file and then transferring a file from your disk to the ERes server. It's easier than it sounds!

4. Click **Documents & Copyright**. A new window opens.
5. Click **Add Document**.
6. Select **Add a new Document** option.
7. Enter a title. **This is what your students will see**. For example, "Homework assignment for September 15".
8. OPTIONAL: Enter the number of pages.
9. OPTIONAL: Enter a description.
10. OPTIONAL: Fields for bibliographic and source information can be completed.
11. RECOMMENDED: Skip the document password; your course password is sufficient.
12. Designate placement in an existing folder.
13. Select dates of visibility. RECOMMENDED: Leave blank so item remains visible. Do NOT check the option to automatically remove items after a specified date.
14. Click **Save**.
 - If an error is made on inputting information, the window remains open. Look for a red arrow icon  indicating a field with improper contents. Change the contents and click **Save** again.
15. Click **Transfer File(s) to Server**.
16. •In the File Upload window, click **Browse**. Locate the file that you wish to transfer from your local disk. [NOTE FOR WINDOWS USERS: to view all local files, from the **Files of Type:** box, select **All Files (*.*)**] You may need to navigate through your folder or directory structure to select a file in, for example, the My Documents folder or a disk drive.
 - Select the file and click **Open** button.
 - Click **Upload**.
 - Close the window.
17. Click  **Attach**.
18. Click **Done**.
19. If you have more files to add, click on **Add/Modify another document** which returns to Step #5 above. If finished, click **Close Window**.

Questions? Call Reserve staff at 442-3609 or Brenda Hazard at 442-3578.

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