

Creating a new course page using ERes v5

You must have an ERes username and password to complete these instructions! Request one online at <http://library.albany.edu/forms/eres.html> .

1. Go to the Libraries' web page at <http://library.albany.edu/>
2. Click the ERes link on the left navigation panel.
3. On the upper right of the main screen, click on **Admin Login**.
4. Enter your username and password. These are case sensitive! Click **Login**.
5. Click **Course Reserves Pages**.
6. Click **Add Course Reserves Page** .
7. Select the department from the drop-down list. Selecting the department automatically adds a four-letter prefix to your course (example: Sociology adds ASOC).
8. Enter the course number (example: 201 or 399Z).
9. Enter the course name (example: Introduction to Systems).
10. Select the term and year. For continuing courses, select the current term.
11. NOTE: Previous versions of ERes allowed instructors to designate co-instructors by selecting from a drop-down menu. This option is not available to faculty in version 5. Contact Reserve staff to set up co-instructors or to delete/modify current designations.
12. [OPTIONAL] Enter Course Description. Suggested uses include office hours, course dates/times/meeting place.
13. [OPTIONAL] Enter Announcement. This appears as a banner at the top of the page. Suggested uses include "Textbooks now available in the bookstore" or "Grades will be posted by Tuesday at 5 pm".
14. Enter the course page password. **HIGHLY RECOMMENDED**. You are responsible for providing the course password to your students. It should be one string of alpha/numeric characters that students can easily remember. If the University Libraries add copyrighted material to your course page, the course password is REQUIRED.
15. [OPTIONAL] Enter teaching Assistants information.
16. [OPTIONAL] Enter Courseware link [WebCT link or other URL] to take students directly to that page. If checkbox is selected, then ERes page does not load and serves as a shortcut and/or gateway only.
17. [OPTIONAL] Enter section number.
18. [OPTIONAL] Enter number of students.
19. [OPTIONAL] Enter a visibility date range to hide or display your page.
20. Choose to enable or disable Discussion Board capability.
21. Choose to enable or disable Chat Room capability.
22. Select document ordering. Choose customized or alphabetic order. Customized entry listings can be rearranged and are otherwise listed first in, first listed.
23. Click **Save**. Congratulations! You created an ERes course web page. Close the window to return to the main menu.

To modify certain aspects of your course page information (change course password, etc):

go to your course page,
click on **Page Management**,
click on **Course Reserves Page Settings**.

To add crosslistings, go to your course page,
click **Page Management**
click **Crosslistings**,
click **Add Crosslisting**

enter Course Number, Course Name, and [optional] Section Number

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

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