

How to Create a Class – Library Course Reserves

Step 1: Log on to your Library Course Reserves Account by entering your username and password at: <http://www.wmich.edu/library/reserves/>

The screenshot shows the login interface for the Library Course Reserves system. At the top left is the Western Michigan University Libraries logo. The main heading is "Library Course Reserves". Below this is a "Please logon." section with a "Sign in" heading and a note that an asterisk indicates a required field. There are two input fields: "Bronco NetID or Legacy Login Name:" and "Bronco NetID or Legacy Password:". A "Sign in" button is positioned below the password field. To the right of the login fields is a "Need help?" section with contact information for the Resource Sharing Dept. (269) 387-5172, Monday - Friday, 8:00 a.m. - 5:00 p.m. At the bottom of the login area, there is a link for "Trouble signing in?" and contact information for the Resource Sharing Center. A copyright notice for Atlas Systems, Inc. is at the very bottom.

Step 2: Under **Instructor Tools, click on Create a new class.**

The screenshot displays the "Create a Class" form within the Library Course Reserves system. The top navigation bar includes "WESTERN MICHIGAN UNIVERSITY LIBRARIES" and a search box. The main heading is "Library Course Reserves". On the left is a sidebar menu with categories: "Logoff b4bronco", "Switch to Student Mode", "Main Menu", "Instructor Tools" (containing "Create a new class", "Previous Classes", "Upcoming Classes", and "Full Proxy Users"), and "Ares Tools" (containing "Change User Information", "Change Password", and "My EMails"). The main content area is titled "Create a Class" and includes a note that an asterisk indicates a required field. The form is divided into "Class Information" and "Class Authentication" sections. The "Class Information" section contains fields for "Class Name", "Course Number" (with a note "(CECP 6000)"), "Section Number/Class Number", "Instructor" (with a note "(Last Name, First Name)", currently filled with "BRONCO, Buster"), "Department" (a dropdown menu currently showing "Choose a Department"), "Class Semester" (a dropdown menu currently showing "Fall 2007"), "Class URL", and "Pickup Location for Physical Items" (a dropdown menu currently showing "Choose a Location"). The "Class Authentication" section includes a note: "You must set a password for the class. Students will be required to enter this password when they try to add this class to their list of enrolled classes." and a field for "The password will be:". At the bottom of the form are two buttons: "Create Class" and "Clear".

Step 3: Fill out the form, the * indicates required fields. For copyright information, a class password is required. Please share this password with your students, this information is only available from instructors.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- [Logoff b4bronco](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Tools](#)
 - ↳ Create a new class
 - ↳ Previous Classes
 - ↳ Upcoming Classes
 - ↳ Full Proxy Users
- [Ares Tools](#)
 - ↳ Change User Information
 - ↳ Change Password
 - ↳ My E-mails

Create a Class * Indicates required field

Class Information

* Class Name

* Course Number (CECP 6000)

Section Number/Class Number

* Instructor (Last Name, First Name)

* Department

* Class Semester

Class URL

Pickup Location for Physical Items

Class Authentication

You **must** set a password for the class. Students will be required to enter this password when they try to add this class to their list of enrolled classes.

* The password will be:

Step 4: Click on the button to add the class to the reserves system.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- [Logoff b4bronco](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Class Tools](#)
 - ↳ Class Home
 - ↳ Edit class
 - ↳ Cross Listings
 - ↳ Delete Class
 - ↳ Clone Class
 - ↳ Class Proxy Users
 - ↳ Add Reserve Items
 - ↳ Chat
 - ↳ Messageboard
 - ↳ Reserve Item Usage
- [Instructor Tools](#)
 - ↳ Create a new class
 - ↳ Previous Classes
 - ↳ Upcoming Classes
 - ↳ Full Proxy Users
- [Ares Tools](#)
 - ↳ Change User Information
 - ↳ Change Password
 - ↳ My E-mails

Your class has been added to Ares.

Class Details

HPER 9999 Introduction to Becoming a Mascot

Spring 2008

BRONCO, Buster

Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

There are no items in this class.

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Please contact lib-rsc@wmich.edu if you have any questions.