

How to Cross List a Class – Library Course Reserves

If you are using the same reserves items for a different class, you can cross list the items to be available for both courses.

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" link 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, along with a "Trouble signing in?" link and contact information for the Resource Sharing Center. To the right, a "Need help?" box provides contact details for the Resource Sharing Dept. (269) 387-5172, Monday-Friday, 8:00 a.m. - 5:00 p.m. The footer contains copyright information for Atlas Systems, Inc. (2004-2007) and links to the University Library Home and WMU Home.

Step 2: Click on the class to expand your Main Menu to include **Instructor Class Tools.**

The screenshot displays the Library Course Reserves interface after logging in. The top navigation bar includes the Western Michigan University Libraries logo, a search box, and the "Library Course Reserves" heading. On the left is a "Main Menu" with several categories: "Logoff b4bronco", "Switch to Student Mode", "Main Menu", "Instructor Class Tools" (with sub-items like Class Home, Edit class, Cross Listings, Delete Class, Clone Class, Class Proxy Users, Add Reserve Items, Chat, Messageboard, Reserve Item Usage), "Instructor Tools" (with sub-items like Create a new class, Previous Classes, Upcoming Classes, Full Proxy Users), and "Ares Tools" (with sub-items like Change User Information, Change Password, My E-mails). The main content area is titled "Class Details" and shows information for "HPER 9999 Introduction to Becoming a Mascot" in Fall 2007, taught by BRONCO, Buster. A notification box indicates that email subscriptions are available and that the user is currently not subscribed. Below this is a "Reserve Items" section which states "There are no items in this class." The footer contains the same copyright and home page information as the login page.

Step 3: Click on Cross Listings under **Instructor Class Tools**

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 EMails

Cross Listings

If this course is cross listed, you may add the additional departments and course numbers below. This will enable students to find this course using the alternative departments and course-numbers.

Class Details
HPER 9999 Introduction to Becoming a Mascot()
Fall 2007

This course is also cross-listed as the following:
Currently this course is not cross-listed. You may add cross-listings using the form below.

Add a cross-listing * Indicates required field

* Cross Listed Department

* Cross Listed Course Number
(CECP 6000)

Cross Listed Class Name

Cross Listed Section Number/Class Number

Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved.
University Library Home | VMU Home

Step 4: Complete the information, the * indicates a required field.

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 EMails

Cross Listings

If this course is cross listed, you may add the additional departments and course numbers below. This will enable students to find this course using the alternative departments and course-numbers.

Class Details
HPER 9999 Introduction to Becoming a Mascot()
Fall 2007

This course is also cross-listed as the following:
Currently this course is not cross-listed. You may add cross-listings using the form below.

Add a cross-listing * Indicates required field

* Cross Listed Department

* Cross Listed Course Number
(CECP 6000)

Cross Listed Class Name

Cross Listed Section Number/Class Number

Step 5: Click on the  button to Cross List the course.

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 EMails](#)

Cross Listings

If this course is cross listed, you may add the additional departments and course numbers below. This will enable students to find this course using the alternative departments and course-numbers.

Class Details

HPER 9999 Introduction to Becoming a Mascot()
Fall 2007

This course is also cross-listed as the following:

Remove	Department	Course	Name	Class Code
Remove	ART	9888	Introduction to Art	

Add a cross-listing

* Indicates required field

* Cross Listed Department

* Cross Listed Course Number
(CECP 6000)

Cross Listed Class Name

Cross Listed Section Number/Class Number

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