Electronic Course Reserves allows faculty to place electronic copies of journal articles, portions of books and other items on reserve so that all students can access them online through the Library’s web page. James White Library subscribes to Docutek’s ERes system.

To access:

1. Go to the Library’s home page: http://www.andrews.edu/library
2. Click on Course Reserves (in the gold banner on the left hand side of the screen)
3. Click on Electronic Course Reserves. Here you will find a powerpoint tutorial called “Getting Started with Docutek ERes” and also copyright information in “Electronic Reserves Copyright Guidelines”.
4. The first link Electronic Reserves and Course Materials gets you into the ERes system, but first...

Step 1: Apply for a User Name and Password

1. Call Mildred McGrath, at the Circulation Desk of James White Library, x3976 or email mcgrath@andrews.edu and ask her to give you an ERes user name and password.

Step 2: Create a Course Page

1. Click on Create a Course Page (on the right hand side of the screen)
2. Type in your ERes user name and password (this is not the same as your university user name and password)
3. The system is automated and will walk you through the process - add the number of instructors, and other course information as requested, a password for the course page, and click on continue.
4. When you have created one course page you can exit, create another course page, view the course page you have just created, or add documents to your course page using Page Management.

Step 3: Add Documents to your Course Page

1. Click on Page Management. Online help is available by clicking on the More Help button.
2. Here you are able to:
   a. Add a file-based document
      i. From your own computer or a disk
      ii. From a print document that you have faxed to the ERes fax number with James White Library, x6008, and retrieved in ERes, and added to your course page
   b. Add a link (URL)
      i. From ProQuest databases: conduct a search, open the fulltext article, copy and paste the URL of the full text article into ERes
      ii. From OCLC databases: conduct a search, open the fulltext article, click on
Link Pickup in the top right hand corner, copy and paste the URL of the durable link into ERes.

iii. From EBSCO Academic Search: conduct a search, open the fulltext article, click on Save, click on Articles tab, check boxes marked HTML fulltext when available and HTML link(s) to article(s), you will see instructions about the saved article, scroll down to the URL entitled Persistent link to this record, copy and paste the URL into ERes.

c. Create a reference to hard copy reserves
d. Create a document on the fly
e. Link to a document from another ERes course

Simply follow the online prompts and use More Help. ERes will tell you if you have been successful adding the documents, links etc. Remember to click continue after each successful addition. You may also view your page by clicking on xxx course page.

Step 4: Maintain your Course Page

1. Materials may be added, deleted, re-ordered or archived (for use at a later date) at any time.

Step 5: Gather Statistics

1. Click on Page Management
2. Click on Get Access Statistics
3. You can view the number of page hits or document hits in a given period of time.

REMEMBER:

• Give your students a generic password for the course
• Journal articles are covered by copyright for one semester. If you wish to have them available for more than one semester, and JWL does not subscribe to the journal or database, then you must get copyright clearance either from the author or from the Copyright Clearing House and pay the appropriate fees.

DO NOT:

• Password each document in the course. The password for the course itself is enough.

Please direct your inquiries to Mildred McGrath, Patron Services, James White Library, x3976 mcgrath@andrews.edu

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