Course Reserves: Creating a Course

Course Reserves is a library service that works with instructors to make course materials available to students in either paper or electronic formats.

This video will demonstrate how to create a Course Reserves list.

To use Course Reserves, you must have a WatIAM (University of Waterloo Identity and Access Management) account.

Let’s begin...

You will find a link to Course Reserves in the Quick Links box on the library’s homepage at www.lib.uwaterloo.ca/.

Click the Course Reserves link to go to the login page.
Type in your WatIAM username and password, and press enter.

The Course Reserves Main Menu screen will open. This is where you will see a list of your current courses once they have been created.
To create a course, click on “Create a New Course”, which is the first option in the Instructor Tools menu in the left navigation panel.

The Create a Course form will open.
In the first field, enter the course subject abbreviation and course number together with no spaces.

Next, enter the section number you are teaching.

Your name should already appear in the Instructor field.

Select a department from the dropdown list.

The active term will appear by default. If you are teaching the course in a future term, select the applicable term from the dropdown list.

Finally, you need to choose a Reserves location. This is where hard copy reserves will be shelved and electronic items processed.
You are now ready to create the course. Click on the “Create Course” button.

The Course Details screen will open and you will see a message telling you that “Your course has been added.”

The Course Number, Section, Term, and Instructor information will be displayed.
You also have the option to subscribe to be notified by email when items you request for this course become available to students.

You are now ready to add reserve items. This topic will be covered in separate videos.

If you created the course for the current term, it will appear on your Main Menu screen. To go to your Main Menu, click on the Main Menu option in the left navigation panel.
The course has been added to your list of Current Courses.

If you created the course for a future term, it will appear in your Upcoming Courses list.

Upcoming courses will automatically move to your Main Menu area when the term they are associated with becomes active.

To exit Course Reserves, click “Logout”, the first option, on the left navigation panel.

Thank you for watching.