

Easy **ERes** at WCC

Use the WCC Library's **ERes** System
to make your course materials
available online 24/7

Before you begin you will need an ERes username and password.

Contact Sandy Schepis, ERes Manager, x6629 or sandy.schepis@sunywcc.edu

Logging In

Go to the Library's homepage at www.sunywcc.edu/library.

Click on **ERes** (within blue navigation bar). If you are off-campus, **follow the login instructions.**

You are now at the **ERes** homepage.

Click on the **Admin Login** link located on the upper right side of the screen.

Enter your **username**: *your last name in lower case letters*

Enter your **password**: *your last name followed by the first initial of your first name, in lower case letters.*

Click on grey **Login** button. You are now at the **ERes Main Menu**.

(A **Help** link at the top right leads you to **detailed instructions** in print and video formats.)

Creating a Course Page

When you login, a page opens listing all courses already created under your name, if any.

Click on **Course Reserves Pages**.

To create your first course, or add another course to the list, click on

Add Course Reserves Page link and enter information for your course.

Step 1: Enter Required Information

Department: Select a department from the list. If you don't see your department listed, contact the ERes Manager: sandy.schepis@sunywcc.edu

Course Number: Enter the **3 digit catalog** number of your course, *without the letter prefix, as it is listed in the SOI.*

Course Name: Enter your course name as it is listed in the SOI.

Term and Year: Select the semester and year of your course.

Section Number: Select REF# from SOI.

Step 2: Enter Optional Information

Password: If you choose to password protect your course page in addition to the initial ERes login, the **password for the entire class** should be a combination of the following: **course letter prefix, catalog number, instructor's initials**. For example, if Sandy Schepis teaches **Art 102**, Intermediate Drawing, her course password would be: **art102ss**. **Be sure to give the password to your students.** Click **Save**. You will be returned to the **Course Reserves Page** List where you will see your new **Course Reserves Page** listed.

Creating and Using Folders in Your Course

Sometimes it is convenient to arrange your course documents into folders.

To add a folder to your course:

From the Main Menu, select **Course Reserves Page**.

Click on the **Course Number** next to the course into which you wish to add documents.

Click **Accept** on Copyright Notice screen.

A new screen will appear with **three or more tabs** across the top.

Course Info: Provides an overview of information you added when you created your Course Page and a link for your students to set up email alerts.

Documents: Displays a list of the documents associated with your course.

Page Management: Provides the **tools necessary** to add/remove/edit document information and other settings for your **Course Page**.

Click on the **Page Management** tab.

Select **Manage Folders**. Click on **Add Folder**.

Step 1:

Folder Title: Enter a title for your folder.

Password: Passwords at the folder level are optional.

Location: If you plan to place your folder within an existing folder, select a location for your new folder.

Limit Visibility Dates: Input appropriate dates here if folder needs to be visible to students only for a specific time period.

Step 2:

Click **Save** to create a folder. Repeat process for each new folder. **Close Window**.

Adding Computer-based Files to Your ERes Course

(The term **document** in ERes refers to any number of file formats including, but not limited to, Microsoft Word, Excel, PowerPoint, images, text and links to websites.)

If not already logged-on, **Login**, (*see login procedure above*)

From the Main Menu select **Documents**.

Click on **Add Document**. Select **Add A New Document**.

Step 1:

Enter a **Title** for your document. Entering the # Pages and Description are optional.

Step 2: Bibliographic Information is **required** for all documents that are subject to **copyright** restrictions. You may also enter bibliographic information for a Web Link, Hard Copy Information and Quick Text by clicking on the **appropriate** link and filling in the text boxes.

Step 3: Select Course Specific Settings. If you are not organizing your documents in folders, the document will be in the **Root Level** of your **Course Reserves Page**. **Click Save**. Close Window. You will be returned to **Page Management**.

Password: Passwords at this level are optional.

Place in Folder: Select the folder into which you would like to place your document.

Click Save. Close Window.

A new screen will appear giving you the opportunity to add a file to your document.

Click on **Transfer File(s) to Server** to upload files from your computer to ERes.

Choose the files you wish to upload. You can upload a maximum of five files at a time.

Click on **Browse** next to File 1. A new window will appear allowing you to search your computer for the appropriate file.

Select the appropriate file. Click **Open**. This will add the file to the **Upload Files** window in ERes.

Click on **Upload** to add the file to the ERes staging area.

Click **Close Window** to return to your document, where you should see your recently uploaded file listed on the left side of the window under **Files in User Staging Area**.

You may want to **rename** your file so that students recognize it. Click on **rename**. A new window will open where you can type in the new name. Make sure to add the **file extension** (i.e .doc or .xls) when you rename your file. Click **Save**. **Close window**.

Click on the **paper clip** next to your file to attach it to your document. Click **Done**.

Adding DocuFax Files to Your ERes Course

DocuFax allows you to fax a print document into the ERes server where it is digitized. You can then post the document to your **Course Reserves Page**. Use **(914) 606-8118** to fax documents to the ERes server. **The hard copy must be clean and one-sided.**

From the Main Menu select **Documents & Copyright**.

Click on **Add Document**. Select **Add A New Document**.

Step 1:

Enter a **Title** for your document. Entering the # Pages and Description are optional.

Step 2:

Entering Bibliographic Information is **required** for all documents that are subject to **copyright** restrictions. You may enter bibliographic information for a Web Link, Hard Copy Information and Quick Text. To add any of these items, click on the appropriate link and fill in the text boxes. Click **Save**.

Step 3: Select Course Specific Settings. If you are not organizing your documents in folders, the document will be in the **Root Level** of your **Course Reserves Page**. **Click Save**. Close Window. You will be returned to **Page Management**.

Password: Passwords at this level are optional.

Place in Folder: Select the folder into which you would like to place your document.

Click Save. Close Window.

A new screen will appear giving you the opportunity to **Create a DocuFax Cover Sheet**.
Print the barcoded cover sheet, which should be the **first page** of the document you fax to **(914) 606-8118**.

Documents in the **DocuFax Staging Area** will be listed according to **date and time received**.
Note time faxed for easier identification within list. Click on document link to **preview** it.

To attach a **DocuFax** file to your document, **click on the paper clip next to the file name**.
Click Done.

Adding a Web Link to Your ERes Course

From the Course Reserves Page Main Menu select **Documents & Copyright**.

Click on **Add Document**. Select **Add A New Document**.

Step 1:

Enter a **Title** for your document. Entering the # Pages and Description are optional, but may be **useful for students** who plan for the number of printed pages they will need.

Step 2:

Click on the appropriate link and fill in the text boxes.

Enter the website URL in the box indicated. Be sure to **include the http://**. Click **Save**.

Step 3: Select Course Specific Settings. If you are not organizing your websites in folders, the website will be in the **Root Level** of your **Course Reserves Page**. **Click Save**.
Close Window.

Password: Passwords at this level are optional.

Place in Folder: Select the folder into which you would like to place your website.

Click Save. Close Window.

Adding ERes Links to WebCT

ERes provides durable links to their documents and course pages. To find the durable link for a document on your **Course Reserve Page**, click on the **Documents** tab.

Click on the document for which you need a durable link.

Click on **Current Associations** tab. Copy the durable link and paste it into WebCT.

To find the durable link for a **Course Reserve Page**, click on the **Course Info** tab. Copy the durable link and paste it into WebCT.