

Easy ERes Instructions for Faculty

Contact Professor Sandy Schepis, ERes Manager, for an ERes account:

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...to access ERes...

www.sunywcc.edu/library

Click on ERes

Click on Admin Login, top right of ERes screen

Type your username and password

For online and video help click on the Help link at the top right of any ERes screen.

A Faculty Account gives you the ability to create Course Reserves Pages and manage them. You can also create reports. After you login to the system (as outlined above) the Main Menu screen opens, which provides you with links used to manage your content within ERes. Next to each link you will see a brief description of the actions that can be performed. You may also see a list of your existing course reserves pages in the Main Menu screen. If so, you can click on any of the links to jump right to the Page Management page for that course reserves page.



Managing course reserves pages

The main purpose of ERes is to facilitate the inclusion and management of course materials. Course pages organize the documents available to students. You may also have access to other tools, such as chat rooms and discussion boards that can be valuable resources to the course.

Creating a course reserves page

If you are an instructor, you can add new course reserves pages to your list of courses. Managers with more general rights can add course reserves pages to any department and can assign the instructor.



To create a new Course Reserves page

1. From the Main Menu, click **Course Reserves Page** ().
The Course List opens.
2. Click **Add Course Page** ().
The Course Reserves Page opens. The fields in the Required Information area define the basics of the course reserves page.
3. Enter the required information and optional information as needed.
4. After you have finished defining the course, choose **Save**.

Editing the Course Reserves Page properties

You can modify the Course Reserves Page definition.

To edit the Course Reserves Page Properties

1. From the Main Menu, click **Course Reserves Page** ().
The Course List opens.
2. Select the check box for the course you wish to modify.
3. Click **Modify Selected** ().
The Course Settings page opens with the properties for the page.
4. Change the settings as needed.
Important: If you choose the Page management or Course Reserves Page tab before saving the course settings, the modifications you made will be lost.
5. When you have finished defining the course, choose **Save**.

Fields: Page Management tab

Path: Main Menu > Course Reserves Page List > Modify Selected (for a single, selected course page) > Page Management

Path: Main Menu > Course Reserves Page List > course number > Course Settings > Page Management

The Page Management tab includes tools to help you set up the contents and email list for the course. You have links to these options:

Option	Description
Documents & Copyright	Opens the Document list for the course where you can add and manage documents that appear on the course reserves page. This document list includes only the documents that are associated with the current course reserves page. To view all of your documents from all course reserves pages, you must open the Documents List from the Main Menu.
Change document arrangement	Opens the Arrange Documents window so you can specify the order of the documents and folders in your course.
Manage Folders	Opens the Folder List so you can create and nest folders. To rearrange the order of the folders, use Change document arrangement (explained above). To place documents in folders, use Place in Folder in the Document Settings page.
Student Email List	Opens the Student Email List so you can add and manage the email addresses of your students. You can also send email messages and alerts to one or more of the students in the list.

Reports	<p>Opens the Statistic Report page so you can view statistics concerning how the course reserves page is being used. These report types are available from the Course Reserves Page:</p> <p style="padding-left: 40px;">Hits: Course Page</p> <p style="padding-left: 40px;">Hits: Document</p> <p style="padding-left: 40px;">Hits: Chat Room</p> <p style="padding-left: 40px;">Summary: Document Associations</p> <p>The results are limited to the statistics available for the current course reserves page.</p>
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Managing documents



In ERes, “Document” refers to the page that contains the actual electronic Course Reserves files, because there may be more than one file connected to the document page. You can add, edit, and delete documents and add and remove files associated to documents.

There is a hierarchy of documents that exists. From the Document function on the Main Menu, you can add and manage the documents for all courses you manage. From a course reserves page you can manage only those documents associated with the course. Any changes are also made in your general reserves, but you won't have access to the document associated with other Course Reserves Pages. However, in the general reserve you can create documents that are not associated with any course; these are accessible to all courses.

Adding a document to your account NEW

You can add documents to your account without attaching them to course reserves pages.

To add a document to your account

1. From the Main Menu, choose **Document** ().
The Document List opens.
2. Click **Add document** ().
The Document Info tab opens. The only required field is the title.
3. Enter a **Title** and any other information you want recorded for the document.
4. To enter **Bibliographic Information**, **Web Link**, **Hard Copy Information**, or **Quick Text**, click the respective heading to view the associated fields.
5. When you have finished defining the document, choose **Save**.

The Attached Files tab opens. You have two options for connecting a document to the definition: uploading an electronic file or submitting a document through Docufax.



Attaching a file to a document

A document is a repository of the file or files that students access for the class. Most documents should contain a single file. However, you may have multiple files from a single work, such as multiple or non-consecutive chapters. You can also include text files separate from graphic files.



As you select files to use, remember that unless the file is in a common format, such as PDF or Microsoft Word, students may not have the software to open the file.


To attach a file to a document

1. Click **Transfer File(s) To Server** ().
The Upload Files page opens in a new window. You can upload up to file on the page, and one file per field.
2. Choose the **Browse** button next to one of the File fields.
The File Upload dialog box opens.
3. Locate and select the file and then choose **Open**.
The File Upload dialog box opens and the path to the file is inserted in the text field.
4. Repeat steps [2](#) and [3](#) for each file you want to upload.
5. Choose **Upload**.
If the upload is successful, a confirmation opens at the top of the page. If an error occurs, a warning appears at the top of the page.
6. When you have finished uploading files, choose **Close Window** to return to the Attached Files tab.
Any files you uploaded are listed in the Staging Area. At this point, the files are not attached to the document definition.
7. Click the paperclip () next to the file you want to attach to the document.
The file is moved to the File(s) Attached to this Document list.
8. Repeat step [7](#) for each file you want to attach to the document.
9. When you have finished attaching files to the document, choose **Return to document List**.

Faxing a file to ERes (Fax number: 914 606-8118)

You can fax a printed file to your account in the system. The file will be placed in the shared DocuFax staging area, where you can retrieve it to attach to the document.

To fax a file to your account

1. Create or edit a document.
2. Click **Create DocuFax Cover Sheet** ().
The DocuFax cover sheet opens in a new window. The cover sheet includes your name, the fax number you need to send the fax to, the title for the document, and the bar code that ERes uses to identify the document.
3. Click **Print Page**. The Print dialog box opens.
4. Choose **OK**.
The Print dialog box closes and the cover sheet is sent to the printer.
5. Click **Close Window** in the cover sheet window to close the cover sheet and return to the Attached Files tab.

6. Retrieve the cover sheet from the printer and follow the directions on it to fax the cover sheet and document to the system. Fax number: 914 606-8118



After you have successfully faxed the document, ERes takes just a couple of minutes to put it in the system and attach it directly to the document.

7. When you have finished attaching files to the document, choose **Return to document List**.

Modifying a single document

You can modify the properties of a document.



To modify a document

1. From the Main Menu, click **Document** ().
The Document List opens.
2. Select the check box for the document you wish to modify.
3. Click **Modify Selected** ().
The Document Settings page opens to the Document Info tab.
4. Change the settings as needed.
5. When you have finished defining the document, choose **Save**.

Deleting a document from your Document List

You can remove a document from your general reserve when it is no longer needed. Deleting it from your general reserve removes it from the system, which means it cannot be restored. If you are in the document list of a course page, deleting the document removes it from the course but leaves it in your general reserve. **NEW**

To delete a document from your Document List

1. From the Main Menu, choose **Document** ().
The Document List opens.
2. Click the check box next to each document in the list you want to delete.
3. Click **Delete Selected** ().
A verification screen opens that lists each Document that will be deleted and the courses that will be affected by the deletion.
4. Choose **Delete**.
Each document selected in the list is removed.



Managing documents in a course

Electronic reserve materials are naturally at the core of ERes. Instructors can connect electronically stored materials, such as PowerPoints (which should be converted to the smaller PDF files), text files, or images to courses for students to access. These files are attached to a page referred to as a document. A document can include as many files as needed; however, for organization and copyright purposes, you should either attach a single file or only attach files that fall under the same copyright permission. For example, you might include different chapters of a single book and include each chapter in its own file. In that case you would include a link to each chapter from the same ERes document.

Adding a new document to a specific course

You can add documents in the General Document List, which lists the document for all of your courses, or you can add a document from the Page Management tab of a Course Reserves Page. **NEW**



To add a new document

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course Reserves.
2. Click **Documents & Copyright**.
The Course Documents list opens in a new window.
3. Click **Add Document** ().
A page opens that presents you with two document options.
4. Click **Add a new document**.
The document properties page opens. The only required field is the Title.
5. Enter a title and any other information you want recorded for the document.
6. To enter **Bibliographic Information**, **Web Link**, **Hard Copy Information**, or **Quick Text**, click the respective heading to view the associated fields. For more information about the fields, see
7. When you have finished defining the document, choose **Save**.
The Attached Files tab opens. You have two options for connecting a document to the definition: uploading an electronic file or submitting a document through Docufax. (See previous instructions.)

Adding an existing document

When managing documents in a course, you can add a document that is already in your general reserve to the course.



To add an existing document

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course Reserves.
2. Click **Documents & Copyright**.
The Documents list opens in a new window.
3. Click **Add Document** (). A page opens that presents you with two document options.
4. Click **Select existing document**. Your Document List opens.
5. Click the check box next to each document you want to include with the course.
6. Click **Save Selection(s)**.

Removing a document from a course page

Documents removed from the course page are not deleted from your Master Document List. Removing the document from one course does not affect the same document in another course.


To remove a document from a course page

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course Reserves.
2. Click **Documents & Copyright**.
The Documents List opens in a new window.
3. Click the check box next to each document in the list you want to delete.
4. Click **Delete Selected** ().
A verification screen opens that lists each Document that will be removed from the course page.
5. Choose **Delete**.
Each document selected in the list is removed

Arranging the order of documents on a course page

The order that documents are listed on a course page can be alphabetic or custom, as specified in the properties of the Course Page. When you select Custom for Document Ordering in the Course Settings, the Reorder link on the course page's Page Management tab is activated.



To arrange the order of documents on a Course Page

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course number in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course Reserves.
2. Click **Arrange document order**.
The Arrange Documents page opens. Each document, folder, and sub-folder is listed. Documents and folders are preceded with a numbered drop-down list, representing the sequence in the list. For the contents of folders, the numbers begin again at "1", indicating sequence only within the folder.
3. In the drop-down list next to the folder or document you want to move, select the number that indicates where you want the document or folder to be.
When you select the number, ERes moves the document or folder to that location in the list.
4. Repeat for each item in the list that you want to move.
Note: You cannot move a document or folder to another folder in the Arrange Documents page. When you have finished, click **Close Window**.

Adding a folder

You can add a folder to a Course Reserves Page to help organize documents. You can include a password to protect the contents of the folder.



To add a folder

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course reserves.
2. Click **Manage Folders**.
The Folder list opens in a new window.
3. Click **Add Folder** ().
The Folder Settings page opens.
4. Enter the information for the folder.
5. When you have finished defining the folder, choose **Save**.
The window returns to the Folder List with the new folder listed.

Moving a document to a folder

You can create a hierarchy of folders to organize documents in a course. Folders can hold documents and other folders.




To move a document to a folder

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the Course Reserves.
2. Click **Documents & Copyright**.
The Documents list opens in a new window.
3. Click the check box next to each document you want to move into the folder.
4. Click **Modify Selected** ().
The Document properties page opens with the Document Info tab open.
5. In Step 3: Course Specific Settings click the **Place in folder** drop-down list and then select the folder in which you want to place the document.
If you selected more than one document, click the **Click Box to Change** check box, then select the folder from the drop-down list.
6. Choose **Save**.
Each document you selected is moved to the folder you selected.

Adding a name to the email list

If a student hasn't submitted an email address, you can add it manually.



To add a name to the email list

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the course reserves.
2. Click **Student Email List**.
The Email Alert List opens in a new window.
3. Click **Add** ().
The Email Alert Settings page opens.
4. Enter the properties for the student's email.
The Email Alert List page opens with a confirmation at the top of the page. If any errors occurred, an icon () appears next to the field that needs to be fixed.

Sending email alerts to students

The Email Alert List gives you an easy way to send alerts to students enrolled in the course. You can send email to a single student or to several students at the same time.

To send an email alert to one or more students

1. From the Main Menu, click the **Course Reserves Page** () link and then click the course title in the list.
The link to the course may also be found on the Main Menu in the list of classes below the Course Reserves Page link.
The course reserves page opens to the Page Management tab. Page Management provides links for managing the course reserves.
2. Click **Student Email List**.
The Email Alert List opens in a new window.
3. Click **Email Selected** ().
The Generate Email Message page opens.
4. Enter the information and message in the fields.
5. Choose **Next**.
6. Choose **Send**.

The Email Alerts List opens with a confirmation message at the top of the page.

For additional help click on the Help link at the top right of any ERes screen.