

For Faculty and Instructors – CANVAS – Spring 2023

Faculty can access reserves in CANVAS to manage materials and post electronic items.

To activate your course reserves within CANVAS:

1. Log in to CANVAS
2. Select the course (Published or Unpublished) you wish to add Course Reserves to
3. Select “Course Navigation,” (left menu bar) then select “Course Reserves.”
4. From the [Choose a semester] drop-down menu, select the semester you wish to activate. Then click on [Create Course].
5. The Course Reserves (Ares) interface will be displayed. Your course is now active.

To add items to your course:

1. Click “Add Reserve Item” to open the form.
2. Select the type of item you wish to place on Reserves (Article, Book Chapter, Book, etc.).
3. Complete at least the required fields, then click [Submit Item]. If you have the item electronically already, you will have an opportunity to upload the file at this time.
4. Items will be reviewed by Course Reserves staff and will be made visible once they have been approved.

For physical materials (or scans of physical materials), request the items to be placed on reserve here. You can bring your own materials to the library or have staff pull items off the shelf or obtain them from other sources.

For more information, please visit: <https://libraries.uh.edu/borrow/course-reserves/>. Contact us anytime if you have questions about Course Reserves. Email us at libreserves@central.uh.edu or call 713-743-9710.



UH Libraries

UNIVERSITY OF HOUSTON

Canvas support is Live
Click on the Help button on the lower left of the side panel to access support options. Canvas help is for all users: Faculty, Support Staff, Students.
This is a message from University of Houston

Canvas Information/Support Site is Now Live
uh.edu/canvas is now live. This link provides valuable information to students and faculty that use Canvas.
This is a message from University of Houston

Turnitin is available
Turnitin is now available in both Bb and Canvas.
This is a message from University of Houston

Notifications. Tell us how and when you would like to be notified of events in Canvas.
[Notification Preferences](#)

Coming Up [View Calendar](#)

Nothing for the next week

[View Grades](#)

Dashboard

Published Courses (2)

2023SP LIB01 179167S - lahilyer ...
LIB01 179167S - lahilyer Sand...
H 2023 Spring 1

2023SP LIB2023 180334S - Test c...
LIB2023 180334S - Test cours...
H 2023 Spring 1

Select the course (published or unpublished) you want to add Course Reserves to.

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

LIB2023 180334S - Test course for creating documentation > Modules

H 2023 Spring 1

Collapse All

View Progress

Export Course Content

+ Module

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Collaborations

New Analytics

Studio

LockDown Browser

Course Reserves

Attendance

Top Hat

BryteWave Course Materials

Settings

63 Student View

Course Status

Unpublish

Published

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications

Coming Up

View Calendar

Nothing for the next week

Welcome to the Test Shell Sandbox 01

Use Course Reserves to Help Your Students!

From the Course Navigation menu, select Course Reserves.

Canvas LMS sidebar navigation menu:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

Course Reserves sidebar and main content area:

Semester Choose a semester ▾

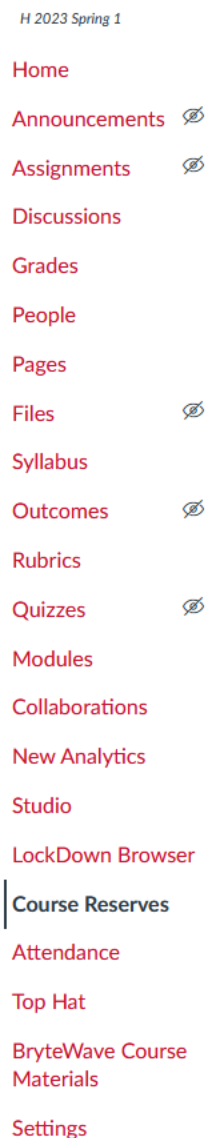
Create Co Choose a semester

SPRING 2023

Home

- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Collaborations
- New Analytics
- Studio
- LockDown Browser
- Course Reserves**
- Attendance
- Top Hat
- BryteWave Course Materials
- Settings

From the [Choose a semester] drop-down menu, select the semester you wish to activate. Then click on [Create Course].



LIB2023 180334S - Test course for creating documen 2023SP LIB2023 180334S - Test course for creating documentation

Hilyer, Lee

Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You are currently **not** subscribed. [Subscribe Now](#)

Sort By Sort Save Item Order Show Tag Editor

There are no items in this course.

- **Logoff lahilyer**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Course Tools**
 - ↳ Course Home
 - ↳ Cross Listings
 - ↳ Course Proxy Users
 - ↳ Authorized Users
 - ↳ Add Reserve Items
 - ↳ Messageboard
 - ↳ Reserve Item Usage
 - ↳ Enrolled Students
 - ↳ Export Course Info
- **Instructor Tools**
 - ↳ Previous Courses
 - ↳ Current & Upcoming Courses
- **Account Settings**
 - ↳ Edit User Information
 - ↳ Notifications

The Course Reserves (Ares) interface will be displayed. Click “Add Reserve Item” to open the form.

Canvas LMS sidebar navigation menu:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

- Course Reserves navigation links:
- Home
 - Announcements
 - Assignments
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Add Reserve Items

Course Details

LIB01 179167S - lahilyer Sandbox Shell 01 2023SP LIB01 179167S - lahilyer Sandbox Shell 01

SPRING 2023

Hilyer, Lee

What would you like to place on Reserves?

Item type selection icons:

- Article
- Book Chapter
- Book
- File Upload
- Audio
- Video

Or would you like to import from a current or previously taught course?

Current and Previous Courses					
	Semester	Course	Course Code	Name	Reserve Items
	<input type="text" value="Search Semester"/>	<input type="text" value="Search Course"/>		<input type="text" value="Search Name"/>	<input type="text" value="Search Reserve Items"/>
Import Items View Course	SPRING 2023	LIB01 179167S - lahilyer Sandbox Shell 01		2023SP LIB01 179167S - lahilyer Sandbox Shell 01	1 items available. 1 total items.

Select the type of item you wish to place on Reserves (Article, Book Chapter, Book, etc.).

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Canvas LMS Sidebar Navigation:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

Course Navigation Menu:

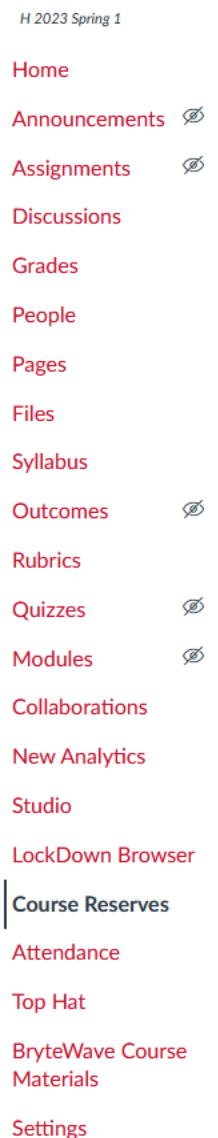
- H 2023 Spring 1
 - Home
 - Announcements
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Reserve Item: Article

* Indicates required field

Item Information

* Journal Title	<input type="text"/>
Please do not abbreviate unless your citation is abbreviated	
Journal Volume	<input type="text"/>
Journal Issue	<input type="text"/>
Journal Month	<input type="text"/>
Journal Year	<input type="text"/>
* Article Title	<input type="text"/>
* Article Author	<input type="text"/>
(Last Name, First Name)	
* Inclusive Pages	<input type="text"/>
ISSN	<input type="text"/>
DOI	<input type="text"/>
OCLC Record Number	<input type="text"/>
Notes	<div><div>Put any information here that may help us find the item, as well as any other pertinent information.</div><div></div></div>
Tags	<div><div>Comma separated list of tags to be assigned to this item</div><div></div></div>
Where did you find this citation?	<input type="text"/>
How will this item be supplied?	<div><div><input type="radio"/> I will upload a file</div><div><input type="radio"/> I will bring the material to the library</div><div><input type="radio"/> Please have library staff pull the material off the shelves</div></div>



Comma separated list of tags to be assigned to this item

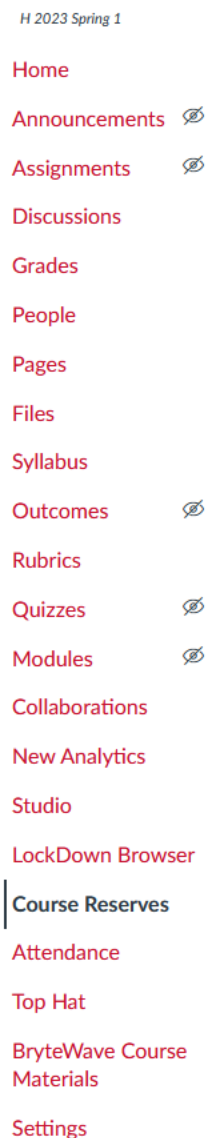
Where did you find this citation?

How will this item be supplied?

- If you chose the item should link to a website above, please enter the URL

Submit Item

- Complete at least the required fields, then click [Submit Item]. If you have the item electronically already, you will have an opportunity to upload the file at this time.




LIB01 179167S - lahilyer Sandbox Shell 01 2023SP LIB01 179167S - lahilyer Sandbox Shell 01

Hilyer, Lee

Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You are currently **not** subscribed. [Subscribe Now](#)

Reserve Items

	<u>ID</u> <input type="text" value="Search ID"/>	<u>Title</u> <input type="text" value="Search Title"/>	<u>Author</u> <input type="text" value="Search Author"/>	<u>Inactive</u> <input type="text" value="Search Inactive"/>	<u>Status</u> <input type="text" value="Search Status"/>	<u>Tags</u>
Show Details View Item Edit	25271	 test test	test	5/25/2023	Item Available on Electronic Reserves	

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