

Moving E-Reserves Pages to a New Semester

Every E-Reserves page is associated with an academic term and year. At the end of a given term, all E-Reserves pages for that term will be suppressed from public (student) view. The pages will still exist in the system. If you would like to reuse an E-Reserves page, you will need to associate it with the new semester in order to make it available to your students.

To associate an E-Reserves page with a new semester, select the course, click on the Page Management tab, then Course Reserves Page Settings. Change the following variables:

1. Term
2. Year
3. Password (Changing the password is optional.)
4. Visibility Date Range.
5. Section number (Changing the section number is optional.)

Example: Fall 2005 page

Step 1: Enter Required Information

Department	<input type="text" value="Library"/>	Term	<input type="text" value="Fall"/>
Course Number	<input type="text" value="1234"/>	Year	<input type="text" value="2005"/>
Course Name	<input type="text" value="Library Test Page"/>	Instructor	<input type="text" value="Condon, Eileen (econcon)"/>
		Additional Instructors	<input type="text" value="Click to Make/Change Selection"/>

Step 2: Enter Optional Information

Description	<input type="text"/>	Courseware Link	<input type="text"/>	<input checked="" type="checkbox"/>
Announcement	<input type="text"/>	<input type="checkbox"/> Check this box to redirect students to above address automatically		
Password	<input type="text" value="fallpass"/>	Section Number	<input type="text" value="01"/>	
Assistants	<input type="text"/>	# Students	<input type="text"/>	
		Visibility Date Range	<input type="text" value="8"/> - <input type="text" value="1"/> - <input type="text" value="2005"/>	
			<input type="text" value="12"/> - <input type="text" value="30"/> - <input type="text" value="2005"/>	
		Document Ordering	<input checked="" type="radio"/> Custom	<input type="radio"/> Alphabetic

Step 3: Save or Cancel

Check this box if you would like a notification email sent to your alert list announcing this change. The email will only be delivered if the course reserves page is visible to students.

Example: Spring 2006 page (converted from Fall 2005 page)

Step 1: Enter Required Information

Department	<input type="text" value="Library"/>	Term	<input type="text" value="Spring"/>
Course Number	<input type="text" value="1234"/>	Year	<input type="text" value="2006"/>
Course Name	<input type="text" value="Library Test Page"/>	Instructor	<input type="text" value="Condon, Eileen (econon)"/>
		Additional Instructors	<input type="text" value="Click to Make/Change Selection"/>

Step 2: Enter Optional Information

Description	<input type="text"/>	Courseware Link	<input type="text"/>	<input checked="" type="checkbox"/>
Announcement	<input type="text"/>	<input type="checkbox"/> Check this box to redirect students to above address automatically		
Password	<input type="text" value="springpass"/>	Section Number	<input type="text" value="01"/>	
Assistants	<input type="text"/>	# Students	<input type="text"/>	
		Visibility	<input type="text" value="1"/> - <input type="text" value="1"/> - <input type="text" value="2006"/>	
		Date Range	<input type="text" value="5"/> - <input type="text" value="31"/> - <input type="text" value="2006"/>	
		Document Ordering	<input checked="" type="radio"/> Custom <input type="radio"/> Alphanumeric	

Step 3: Save or Cancel

Check this box if you would like a notification email sent to your alert list announcing this change. The email will only be delivered if the course reserves page is visible to students.



Library staff can also make these changes for you. Just send an email to eres_manager@webster.edu with the course number and the term you would like to associate the course with (e.g., Spring 2006, Spring II 2006, Fall I 2006).

If you are teaching a course that has never had an E-Reserves page, fill out the form at <http://library.webster.edu/ereservesreq.html> and we will set up a new E-Reserves page for you.

Once your course has been converted to the correct semester, you may want check the documents attached to it to ensure that they are up-to-date.