

Faculty Tip Sheet for Course Reserves in ELMS

UM Libraries' Course Reserves are now offered only through ELMS (powered by Blackboard). Use these instructions to create a course space in ELMS and activate course reserves (required for processing), as well as add items online.

Requesting a Course Space in ELMS:

1. Go to <http://elms.umd.edu>
2. Click on the **Faculty Resources** tab and then the **Request a Course or Organization Space** link
3. Sign in with your Directory ID and password
4. Click on **Request ELMS Space** → **Course** → **Single Course Space** (or Multi-Course Space for cross-listed classes)
5. Choose the semester and course, and submit the request; the course will be created in ELMS within 2 business days (it may be done in as little as 2 hours) and you will be notified by email when it is available

Logging into your ELMS course and activating Course Reserves:

1. In ELMS, login with your Directory ID and password
2. Click the course under **My Courses**
3. Click the **Control Panel** link on the left
4. Click the **Course Reserves Administration** link; the first time this is clicked, it will activate the course in the Libraries' system

That's it! Your course is ready for adding reserve items! You can now send requests directly to Library reserve staff (by paper or email) as you did before, and they will be able to add your requested items for your students to use in ELMS. **Note on student view:** Students view the course reserves in ELMS by clicking on **Course Tools**, then Course Reserves.

If you would like to add or request items yourself, and see the full benefit and service of the system (including tracking of requests and uploading your own files), click the **Manage Your Course Reserves** link.

Adding reserve items online:

1. After clicking the **Manage Your Course Reserves** link, click **Add Reserve Items** on the left
2. You have three options: Article, Chapter, or Book
3. For articles, book chapters, and web pages, click either **Article** or **Chapter**
4. Fill out the required fields and choose how you want the item to be supplied; if you choose to upload a file (NOTE: please include the page with the **copyright notice** for each item), a reserves staff member will review it for copyright compliance and make it available for student view soon thereafter
5. Submit the request; you may track the status of the item by clicking on it under the **Reserve Items** list; if you subscribe to email notification (under **Class Details**), you will get an email when the item is available
6. Entering a **Book** request works the same way except that you choose what library you want it to be on reserve at (i.e., the Pickup Location), and the loan period (2 hours for any branch; 2 or 24 hours for McKeldin)
7. When the item is available, you can see how the students see it by clicking on **Switch to Student Mode**

If you need help, click on the [Contact Reserves Staff for Assistance](#) link at the bottom of any of the course reserves pages to find the contact info for your reserves staff member, or go to <http://www.lib.umd.edu/reserves>.