Instructions to Add Course Reserves in ELMS/Canvas
Login to ELMS/Canvas.
Hover the mouse over the "Courses" tab and select the course from the drop down menu.
Select the "Settings" tab from the left navigation menu.
Click on the "Navigation" tab on the page that loads.
Click and drag the "Course Reserve" tab and move it to your desired location within the list of available tabs.
Be certain to select the "Save" button when you finish moving the "Course Reserve" tab to the desired order.

The "Course Reserve" tab will now appear in the left navigation menu and can be used by students to access Course Reserve materials.
Add "Course Reserves" to the "Libraries" module
Click the "+Add item to module" button at the bottom of the newly created "Libraries" module.
Select "**External Tool**" from the drop down box in the pop up that appears.
The pop up will then provide a list of items.

1. Select "Course Reserves" from the list
2. "Add item"

* You may have to select and drag the pop up to find "Course Reserves" at the bottom of the list. "Course Reserves" will appear under the "Libraries" heading

Select the "Course Reserves" module/link you just created.
COMPLETE THE FOLLOWING STEPS TO MAKE THE COURSE and COURSE RESERVES VISIBLE TO STUDENTS AND TAs.

After you select the "Course Reserves" module within the "Libraries" module -

1. Select the semester you would like to add/remove items from the drop down menu *Note: Do **not** select "Current Semester" unless the semester is already underway. Click "Create Course" button.

2. On the subsequent page add reserves items in the same fashion as with previous semesters and reserves management software. Please see our Training Handout for instructions on using the Course Reserves system.

*If you would like to add course material from previous courses, contact the Reserves staff at: lib-askreserves@umd.edu. The course **must** still be published even if all reserve items are not loaded in order for library staff to see and upload course information and for students to access available course information.

3. When all necessary, available information is loaded, be certain to PUBLISH the course in order for student to view/digitally access the course material.
See instructions in the image below for Publishing Course using the "Next Step Wizard". After the course is published, students and TAs will receive an invitation to join the course.
*If the Next Wizard is closed while working on the course space, the screen can still be accessed to publish by using the "Course Setup Checklist" button.

Once the course is published, students receive an invitation to join the course after which they can access all posted course material.