

How to Add **Reactivated** Materials to ReservesDirect

Summary

If you are teaching a course that you have taught in the past, you may reactivate the course in ReservesDirect. Once you reactive a course, the electronic items will be immediately available, and library staff will be notified that they need to retrieve the physical books and place them on reserve for your class.

How to Reactivate a Previous Class in ReservesDirect

Log in into ReservesDirect with your NetID & Password.

<https://ereserves.library.emory.edu/>

EMORY LIBRARIES

ReservesDirect

Welcome to ReservesDirect

Net ID:
candlerinstructor

Password:
●●●●●●●●●●

Sign In

For information on submitting a Course Reserves request, please contact:

Woodruff Library/General
Business
Health
Law
Oxford College
Theology

How to Reactivate a Previous Class in ReservesDirect

Select **Reactivate Class** at the top of the screen.



[Edit Profile](#) | [Help](#) | [Contact Us](#) | [Sign Off](#)

[My Courses](#) | [Add a Reserve](#) | [Manage Users](#) | [View Statistics](#)

[Home](#) | [Create New Class](#) | [Reactivate Class](#) | [Export Class](#) | [Manage Class Enrollment](#)

Candler Instructor ([candlerinstructor](#))

home >>

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

You are teaching:

You are enrolled in:

SPRING 2012 FALL 2011

[[Create a New Class](#)]

	CC 698-000	Theological Libraries	Candler Instructor, Jenny Vitti	CLOSED
	RSRV 903-001	Post Production Testing 1	Candler Instructor	OPEN
	RSRV 903-002	Post Production Testing 1	Candler Instructor	OPEN

= active courses you may edit

= new courses not yet in use

= courses canceled by the registrar

How to Reactivate a Previous Class in ReservesDirect

Choose the course that contains the documents you wish to reactivate and click **Continue**.

My Courses Add a Reserve Manage Users View Statistics

Home Create New Class Reactivate Class Export Class Manage Class Enrollment

Candler Instructor (candlerinstructor)

import class >> select source class >>

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

Select course to import FROM:

SELECT CLASS					
Select	Course Number	Course Name	Term	Instructors	Reserve List
<input type="radio"/>	CC 698-000	Theological Libraries	FALL 2011	Candler Instructor, Jenny Vitti	preview
<input type="radio"/>	CE CE 551A-0000	Con-Ed I Demo / Summer 2011	SUMMER 2011	Candler Instructor, Jenny Vitti	preview
<input checked="" type="radio"/>	CH 01-00	Reserves Direct Demo	FALL 2010	Candler Instructor	preview
<input type="radio"/>	CH 1-1	Reserves Direct Demo / Spring 2011	SPRING 2011	Candler Instructor	preview
<input type="radio"/>	RE 670-BB	Technology for Ministry Demo	SPRING 2011	Candler Instructor	preview
<input type="radio"/>	RSRV 903-001	Post Production Testing 1	FALL 2011	Candler Instructor	preview
<input type="radio"/>	RSRV 903-002	Post Production Testing 1	FALL 2011	Candler Instructor	preview
<input type="radio"/>	ST 1-1	Reserves Direct Demo #2	FALL 2010	Candler Instructor	preview

Continue

How to Reactivate a Previous Class in ReservesDirect

Select the course into which you would like to add the previous class's documents and click **Continue**.

My Courses | **Add a Reserve** | Manage Users | View Statistics

Home | Create New Class | Reactivate Class | Export Class | Manage Class Enrollment | Candler Instructor (candlerinstructor)

import class >> select destination class >>

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

Select course to import INTO:
Select readings to reactivate on the next screen.

SELECT CLASS					
Select	Course Number	Course Name	Term	Instructors	Reserve List
<input type="radio"/>	CC 698-000	Theological Libraries	FALL 2011	Candler Instructor, Jenny Vitti	preview
<input type="radio"/>	RSRV 903-001	Post Production Testing 1	SPRING 2012	Candler Instructor	preview
<input type="radio"/>	RSRV 903-001	Post Production Testing 1	FALL 2011	Candler Instructor	preview
<input checked="" type="radio"/>	RSRV 903-002	Post Production Testing 2	SPRING 2012	Candler Instructor	preview
<input type="radio"/>	RSRV 903-002	Post Production Testing 1	FALL 2011	Candler Instructor	preview

<<<< Class not found? [Create New](#)

How to Reactivate a Previous Class in ReservesDirect

The Reserves List from the previous class will appear.

My Courses | **Add a Reserve** | Manage Users | View Statistics

Home | Create New Class | Reactivate Class | Export Class | Manage Class Enrollment | Candler Instructor (candlerinstructor)

import class >> import details >>

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

Select readings to import from [CH 01-00 - Reserves Direct Demo FALL 2010](#) to [RSRV 903-002 - Post Production Testing 2 SPRING 2012](#).







Please note there are costs associated with processing physical items and uploaded materials. Help us reduce costs by limiting non-required readings and linking to external resources whenever possible.

Reserves List

www	Information as Tool, Not Destination	<input type="checkbox"/>
	<i>BADKE, WILLIAM</i> <i>Journal Title: Online</i> <i>Volume/Issue: 34/4</i> <i>Pages/Time: 52-54</i> <i>Year of Publication: 2010</i>	
www	America's First Wordless Novelist: Why are Lynd Ward's Amazing Woodcut Books so Bleak?	<input type="checkbox"/>
	<i>BOXER, SARAH</i> <i>Year Created: 2010</i>	
	The Land as Promise and as Problem	<input type="checkbox"/>
	<i>BRUEGGEMANN, WALTER</i> <i>Book Title: The Land: Place as Gift, Promise, and Challenge in Biblical Faith</i> <i>Volume/Edition: 2nd ed.</i> <i>Pages/Time: 1-13</i> <i>Publisher: Minneapolis : Fortress Press.</i> <i>Year of Publication: 2002</i> <i>ISBN: 9780800634629</i>	
	Reading in Communion	<input type="checkbox"/>
	<i>FOWL, STEPHEN AND L. GREGORY JONES</i> <i>Book Title: Reading in Communion: Scripture and Ethics in Christian Life</i> <i>Pages/Time: 25-55</i> <i>Publisher: Grand Rapids, Mich. : W.B. Eerdmans.</i> <i>Year of Publication: 1991</i> <i>ISBN: 9780802805973</i> Content Note: 31 of 166 pages = 18.67% of text used	
	The Question of God	<input type="checkbox"/>

How to Reactivate a Previous Class in ReservesDirect

Select those items you wish to reactivate. Once you've selected all the documents, click **Import Class**.

 Reading in Communion	<input type="checkbox"/>
<p>FOWL, STEPHEN AND L. GREGORY JONES <i>Book Title:</i> Reading in Communion: Scripture and Ethics in Christian Life <i>Pages/Time:</i>25-55 <i>Publisher:</i> Grand Rapids, Mich. : W.B. Eerdmans. <i>Year of Publication:</i> 1991 <i>ISBN:</i> 9780802805973 Content Note: 31 of 166 pages = 18.67% of text used</p>	
 The Question of God	<input checked="" type="checkbox"/>
<p>KAUFMAN, GORDON D. <i>Book Title:</i> In Face of Mystery: A Constructive Theology <i>Pages/Time:</i>3-17; 463 <i>Publisher:</i> Cambridge: Harvard University Press. <i>Year of Publication:</i> 1993 <i>ISBN:</i> 978067444575 Content Note: 2.75 % book.</p>	
 Evil in English Literature	<input checked="" type="checkbox"/>
<p>MICHAUD, MARILYN <i>Journal Title:</i> Literature & Theology <i>Volume/Issue:</i> v.19:no.3(Sept.) <i>Pages/Time:</i>285-286 <i>Year of Publication:</i> 2005</p>	
 Honoring the Body: Meditations on a Christian Practice	<input type="checkbox"/>
<p>PAULSELL, STEPHANIE <i>Book Title:</i> Honoring the Body: Meditations on a Christian Practice <i>Pages/Time:</i>1-34 <i>Publisher:</i> San Francisco: Jossey-Bass Publishers. <i>Year of Publication:</i> 2002 <i>ISBN:</i> 9780787967574 Content Note: 33 of 197 p. = 16.75 % of text.</p>	

Import Class

Note: Please be patient, large classes may take several minutes to process.

How to Reactivate a Previous Class in ReservesDirect

Reserves Direct generates a confirmation screen.
Click **Go to target class**.

The screenshot displays the ReservesDirect interface. At the top, there is a navigation bar with buttons for "My Courses", "Add a Reserve", "Manage Users", and "View Statistics". Below this, a secondary navigation bar includes links for "Home", "Create New Class", "Reactivate Class", "Export Class", and "Manage Class Enrollment". The user's name, "Candler Instructor (candlerinstructor)", is displayed on the right. The current page title is "RSRV 903-001 Post Production Testing 1". A green dashed box contains the instruction: "Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor." Below this, a confirmation message states: "CH 01-00 -- Reserves Direct Demo (FALL 2010) has been imported into RSRV 903-001 -- Post Production Testing 1 (SPRING 2012)". A green bullet point indicates "Reserves List successfully copied". A red oval highlights the blue link "Go to target class" within a list.

My Courses | Add a Reserve | Manage Users | View Statistics

Home | Create New Class | Reactivate Class | Export Class | Manage Class Enrollment | Candler Instructor (candlerinstructor)

RSRV 903-001 Post Production Testing 1

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

CH 01-00 -- Reserves Direct Demo (FALL 2010) has been imported into RSRV 903-001 -- Post Production Testing 1 (SPRING 2012)

- Reserves List successfully copied
- [Go to target class](#)

How to Reactivate a Previous Class in ReservesDirect

The items you selected will appear in the reactivated class.

My Courses | Add a Reserve | Manage Users | View Statistics

Home | Create New Class | Reactivate Class | Export Class | Manage Class Enrollment | Candler Instructor (candlerinstructor)

edit class >> RSRV 903-001 Post Production Testing 1

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

Exit class

RSRV 903-001 POST PRODUCTION TESTING 1 [[EDIT](#)]

SPRING 2012

Cross-listings [[edit](#)]: None

Instructor(s) [[edit](#)]: Candler Instructor

Proxies [[edit](#)]: None




Enrollment [[view](#)]: OPEN

Class Status: **ACTIVE**

Copyright: Library staff review needed

[[sort main list](#)] [[add new materials](#)] [[add new heading](#)] [[highlight reserve links](#)]

check all | uncheck all

Course Materials	Enrollment	Status	Edit	Sort	Select	#
 The Question of God KAUFMAN, GORDON D. <i>Book Title:</i> In Face of Mystery: A Constructive Theology <i>Pages/Time:</i> 3-17; 463 <i>Publisher:</i> Cambridge: Harvard University Press. <i>Year of Publication:</i> 1993 <i>ISBN:</i> 978067444575 Content Note: 2.75 % book. Link to this item: https://ereserves.library.emory.edu/reservesViewer.php?reserve=473852		HIDDEN			<input type="checkbox"/>	1
Evil in English Literature MICHAUD, MARILYN <i>Journal Title:</i> Literature & Theology <i>Volume/Issue:</i> v. 19; no. 3(Sept.) <i>Pages/Time:</i> 285-286 <i>Year of Publication:</i> 2005 Link to this item: https://ereserves.library.emory.edu/reservesViewer.php?reserve=473853		HIDDEN			<input type="checkbox"/>	2

Delete Selected | Copy Selected to Another Class | Edit Selected

Exit class

The status may be:
Hidden
Active
In Process
Recalled
Searching Stacks
depending on the type of material and the semester.

All **Hidden** items will become **Active** once the semester begins.

If an item is **Unavailable** or **Denied**, contact the Reserves Specialist.

Questions?

Contact:

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Emory University
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