Course Reserves Shared Lists

To access Course Reserves, go to **reserves.library.emory.edu**

Course Reserves Shared Lists provide a way to simplify the management of course items that are used repeatedly in multiple courses and/or across multiple semesters. For instance, a shared reserves item list can be added to cross-listed courses, multiple sections of one course, or multiple courses within a department.

Create a Shared List

My Courses (home page) > Instructor Tools > click **Create a New Shared List**.

Add instructor name, type in list name, and click **Create List**.

View Shared Lists

My Courses (home page) > Instructor Tools > click **View Shared Lists** > click **Show Details** next to list to open.

List Tools

Adding items
Click **Add Shared List Reserves Items** > add physical, electronic, or reactivate reserves.

Edit List
List Tools > click **Edit Shared List** > edit instructor and/or name > click **Modify List.**

Delete List
List Tools > click **Delete List** > confirmation window pop-up > click **OK** or **Cancel.**

Edit, View, and Delete Shared List Items

Beside item title, click **Edit Shared List Item** > modify location, title, bib fields, Notes, and Tags > click **Submit Item**.

Beside item title, click **Show Details** to open item record > click **Edit** item or **Delete** item from list.

Add Shared Lists to Courses

Open course > click **Add/Reactivate Reserves** > Instructor Shared Lists > next to chosen list click **Import**.

Contact: reserves@emory.edu or 404.727.2230