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