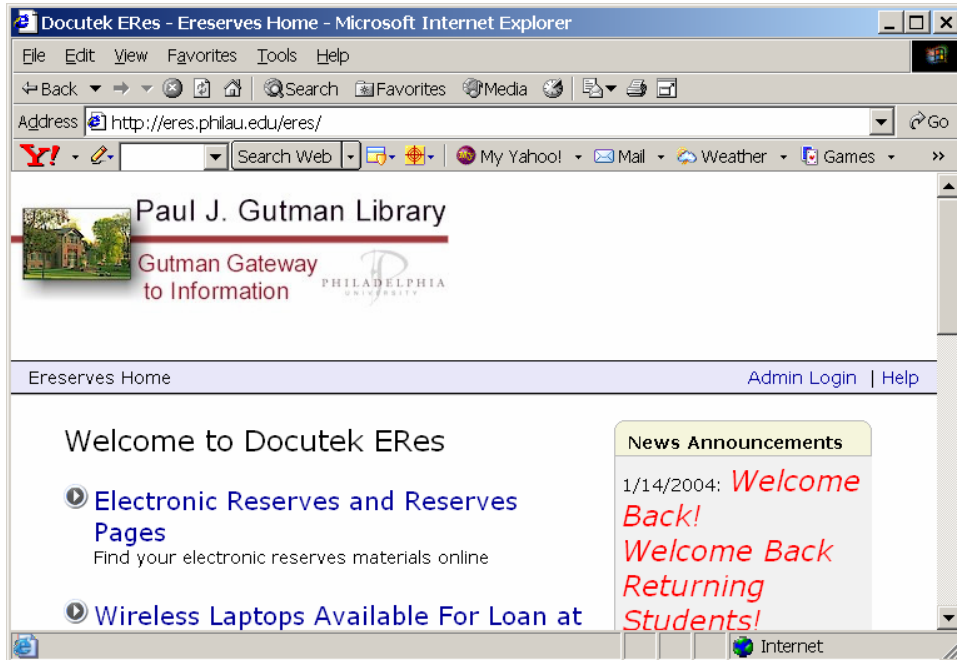


Creating a Course Page in ERes

Begin by going to the ERes Home Page (<http://eres.philau.edu>). You may want to bookmark this site for quick, easy access in the future.



Once on the Home Page, click on the **Admin Login** link on the right side of the screen. A new screen will appear asking you to enter your Username and Password. Enter this information and click **Login**.

Admin Login

Username

Password

You are now at the ERes Main Menu.

Hello Kristopher - Please use the links below to access the various management screens within Docutek ERes.

Main Menu	
My Account	Change your account information, such as name, password, and email address.
Course Reserves Pages	Add a new course reserves page or modify/delete an existing one.
Documents	Manage documents in the Docutek ERes system.
Statistic Reports	Run statistic reports to find out how people are using the system.

Click on **Course Reserves Pages**.

Course Reserves Page List

Default View
 Show Search Options
 Show Display Options

Add Course Reserves Page
 Modify Selected
 Delete Selected
 Export Data

Displaying of 0 Matching Course Reserves Pages
 << Page of 1 >>

<input type="checkbox"/>	Course Number	Course Name	Instructor
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Click on **Add Course Reserves Page**. A new screen will appear requesting information about your course.

Step 1: Enter Required Information

Department	<input type="text" value="Architecture"/>	Term	<input type="text" value="Fall"/>
Course Number	<input type="text"/>	Year	<input type="text" value="2004"/>
Course Name	<input type="text"/>		

Step 2: Enter Optional Information

Description	<input type="text"/>	Courseware Link	<input type="text"/>
Announcement	<input type="text"/>	<input type="checkbox"/> Check this box to redirect students to above address automatically	
Password	<input type="text"/>	Section Number	<input type="text"/>
Assistants	<input type="text"/>	# Students	<input type="text"/>
		Visibility Date Range	<input type="text"/> - <input type="text"/> - <input type="text"/> (MM/DD/YYYY) to <input type="text"/> - <input type="text"/> - <input type="text"/> (MM/DD/YYYY)
		Document Ordering	<input checked="" type="radio"/> Custom <input type="radio"/> Alphabetic

- Department:** Select a department from the list. If you don't see your department listed, contact the ERes Administrator (wiemerk@philau.edu).
- Course Number:** Enter the two or three digit number of your course. The letter part of your Course Number will automatically be entered based on the department you selected.
- Course Name:** Enter your course name.
- Term & Year:** Enter the semester and year of your course.

Optional Information: You may wish to complete some, or all, of the areas within this section.

Password: In order to be compliant with the TEACH Act and other copyright laws, you **must** password protect any copyrighted materials that are made available to your students electronically. Choose a Password that will be easy to remember and be sure to tell your students at your first class meeting.

Document Ordering: By default, ERes adds new titles to the bottom of your document list. By selecting **Custom**, you can re-order the documents in any fashion that fits your course (e.g., chronological, alphabetical). By selecting **Alphabetic**, all documents will be ordered alphabetically and you will NOT have the option to re-order them.

Click **Save** when you have completed this page. This will return you to the **Course Reserves Page List**. You will see your new Course Reserves Page listed.