

## How to Access Course Reserves from Webcampus/Canvas and Add Items to the Course.

Login to your Webcampus/Canvas course.

Click *Course Reserves* on the left side menu.

Both students and instructors can view reserves by clicking *Course Reserves*. The instructor view of reserves will allow for new items to be requested, existing items to be edited, and all other navigation of reserves. Student view will allow only viewing/accessing and sorting of reserve items.

If it is an instructor's first time logging into Course Reserves for the Webcampus course, the instructor may be asked to choose the course semester.

### To request new item(s):

Click *Add Reserves Items* (under *Instructor Course Tools Menu*)

Choose the appropriate request template (article, book chapter, etc.).

Fill in the fields on the request template and click *Submit Item* at the bottom of the page.

### To add items to the new/current class that have been used in a previous course:

Click *Add Reserves Items* (under *Instructor Course Tools Menu*)

Scroll down to locate the desired previous course and then click *Import Items* (at the far left of the course name).

The previous course item list will open. You can then import all items or selectively check just a few.

Once you have checked only the items that you wish to import, scroll down and click *Import Items* at the bottom of the page. Be sure that you click *Import Items* only once. If it is clicked a second time it will duplicate the imported items.

For questions and assistance contact us at [reserves@unr.edu](mailto:reserves@unr.edu)