

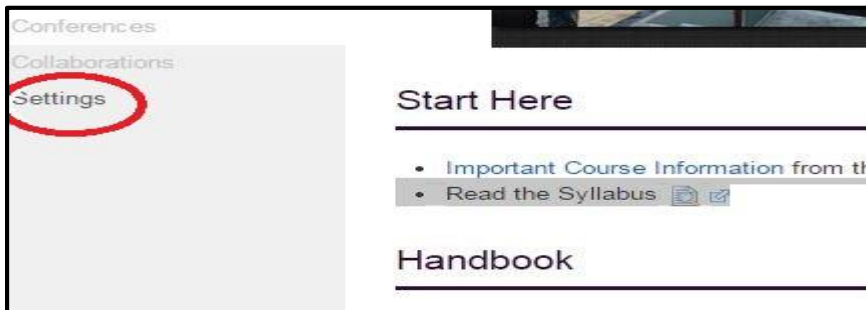
# How to Integrate the Ares Course Reverses System with the Canvas Course Management System

Activating the Course Reserves link in Canvas gives instructors a quick and accurate way to create courses in Ares, and gives students and instructors a direct link to the course reserves listing in Ares. To create a course and add course listings in Ares using Canvas, take the following steps:

1. Go to <https://lss.at.ufl.edu/>; log into your user account, and select the class to be integrated.



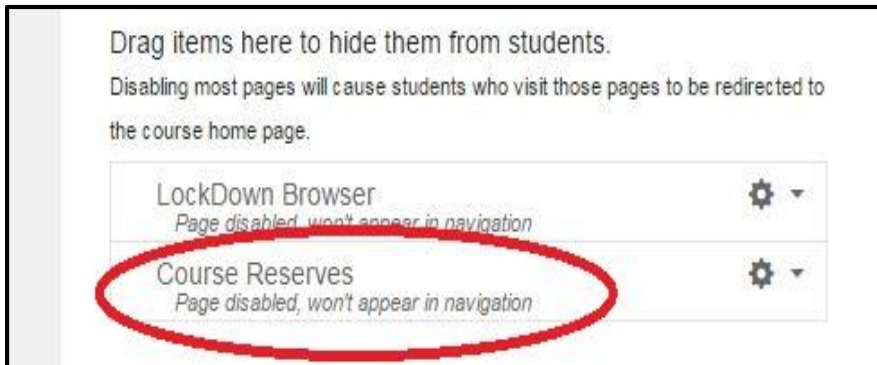
2. Find and click on the Settings link, located on the left side of the page.



3. Find and click on the Navigation tab.



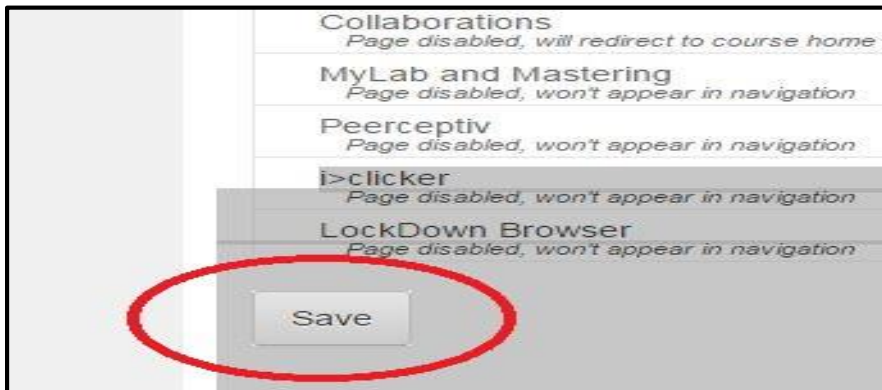
4. Look for Course Reserves in the list “Drag items here to hide them from students”.



5. Drag Course Reserves to the list “Drag and drop items to reorder them in the course navigation” and drop to activate the module.



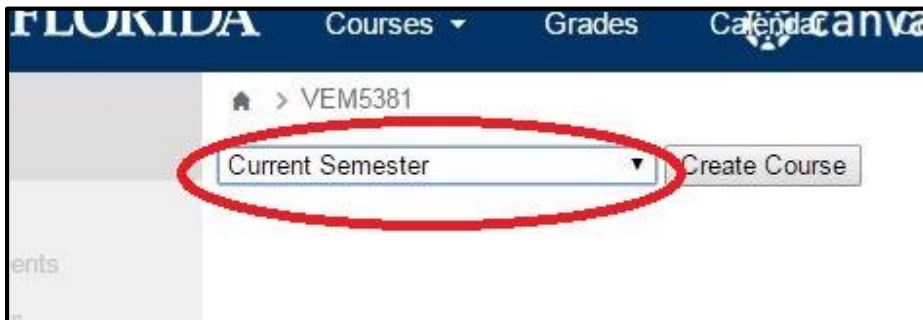
6. Click on the Save button at the bottom of the page to save your changes.



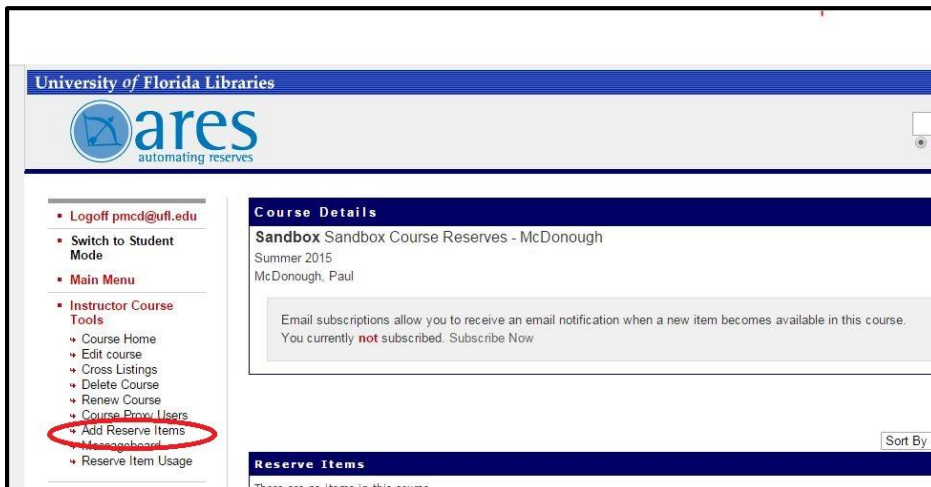
7. On the next screen, click on the Course Reserves link on the left side of the page.



8. On the next screen, there will be a pulldown menu with the words “Current Semester”. Use the pulldown menu to choose the appropriate semester. **If you do NOT see this screen (For example, if the screen displays an error message of “An error occurred while attempting to process your Basic LTI request.”, contact the Course Reserves unit at 352-273-2520 for further assistance.**



9. This creates the course automatically in Ares, and items may be added to the course using the Add Items link on the left side of the page.



**IMPORTANT: This creates a new course in Ares. Instructors can now add course materials to the course via the Add Reserve items link. If you have already created a course and listings in Ares and need to transfer these listings to your newly-created course, or if you experience any other problems, contact the Course Reserves Unit at 352-273-2520**

To add reserve items from a previously-listed course to your newly created Canvas course:

Once you have created the course in Ares via Canvas, take these steps to import materials from a previously listed course into the new course.

1. Under Instructor Course Tools, click on the Add Reserve Items link.



2. A list of previously-taught courses will show up under the heading "Or would you like to import from a current or previously taught course?". Select the course to be imported into the new course by clicking on the name of the course.

Or would you like to import from a current or previously taught course?

Current and Previous Courses				
Semester	Course	Section Number	Name	Reserve Items
Permanent Reserve	DDD 6666		DDD 6666	1 items av 52 total ite
Summer 2015	HUM6353		HUM6353: Arts in Medicine Professional Seminar, Summer A/C 2015	9 items av 11 total ite
Spring 2015	EML4507: 13G7, Spring 2015		EML4507: 13G7, Spring 2015	0 items av 2 total iter
Spring 2015	HIS 3942	09B4	HIS 3942	0 items av 39 total ite
Spring 2015	LAA 5331		Site Design Methodology	0 items av

3. A list of all items from the previous course will open. By default, all items are selected; remove the checkmarks from any items that should not be imported to the new course.

Import From: DDD 6666 DDD 6666  
 Permanent Reserve  
 MCDONOUGH, Paul

Import To: Sandbox Sandbox Course  
 Fall 2015  
 McDonough, Paul

Choose reserve items you wish to import:

Uncheck All | Check All

Reserve Materials to Import			
	Title	Author	Start Date
<input checked="" type="checkbox"/>	Africa: Open for Business (Streaming Video)		8/19/2015
<input checked="" type="checkbox"/>	Art History	Marilyn Stokskad	8/19/2015

4. Scroll to the bottom of the page; click on the Import button to complete the process.

<input checked="" type="checkbox"/>	 <b>Problematizing Blackness: Self-Ethnographies by Black Immigrants to the United States</b> Anything But Black: Bringing Politics Back to the Study of Race	Noguera, Pedro
<input checked="" type="checkbox"/>	 <b>the Entrepreneur's Guide to Business Law</b> Chapter Five	Bagley, Constance E.; Dauchy, Craig E.
<input checked="" type="checkbox"/>	 <b>Chinese and European Perspectives on the Study of Chinese Popular Religions</b> Daoism and Local Cults in Modern Suzhou: A Case Study of Qionglongshan	Goossaert, Vincent

5. When the process is complete, a message will appear to conform the item importation.

Imported 24 Items

**Course Details**

**Sandbox** Sandbox Course Reserves - McDonough  
Fall 2015  
McDonough, Paul

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For further assistance, please contact the Course Reserves Unit at 352-273-2520.