USC Libraries Course Reserves

The USC Libraries online Course Reserves or ARES (Automated Reserves System) is one of two systems your professor may use to provides required readings. The other is Blackboard. Take these simple steps to access Course Reserves. (Recommended: Sign into the Libraries homepage first). Note that required books or textbooks are NOT available through Course Reserves.

Steps to Accessing a Course

1. Access Course Reserves from a direct link, from the USC Libraries Library Location and Services drop-down menu or the link from the USC Libraries homepage

![Direct Link to Course Reserves](image1)

2. To locate your class, Under Student Tools, click on Search Courses

![Search Courses](image2)

3. The easiest is probably to Search by Course Number. Type in the three numbers (e.g. 150 for WRIT 150) and click Go.

![Search by Course Number](image3)

Alternatively, use the drop-down menu to search by department or the name of the lead instructor for the course (which may not be the professor teaching the course)

4. Click on the Green Plus icon to add the course to your menu

![Green Plus Icon](image4)

5. Click on the Course number to access the course

![Course Access](image5)
Once in the Course

- Click **Subscribe Now** to receive emails when new items are added to the course.

- Create a **Reading List** by clicking the checkbox.

  Access the **Reading List** by clicking the link under Student Tools from the link in the navigation menu.

  Materials may be removed from the reading list either from the course or the Reading list.

  - Access materials by clicking on the link to the Item under **Title**, then on **View this Item**.

  - To remove a course, under **Student Course Tools**, click **Remove Course**.

Navigation

- Click on **Main Menu** to return to the main page.
- Click on the **Course Name** to access the course or return to the course homepage.

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