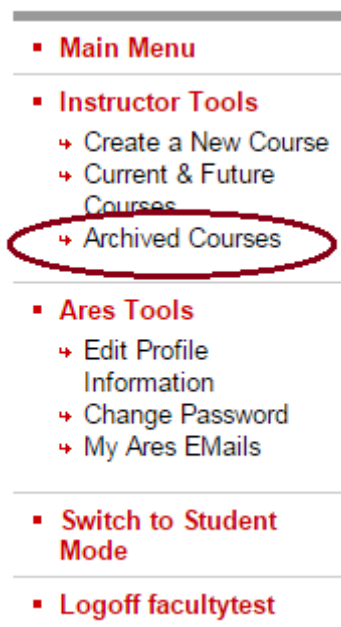


Cloning

If you used the E-Reserves system for any previous semester and you are teaching the same course again this upcoming semester, you are able to clone your previous course reserve items into the new course. By cloning a previous course, you are given the option to clone all or some of the items into the new course. Any books placed on reserve at the Library will also be listed in the new course, **but** you will need to bring the physical materials back to the Library or request that they are pulled from the shelves. Be advised that course items **still will** be reviewed by Reserve Staff to ensure they follow [Copyright Guidelines](#).

Note: Your current students will not be able to view course materials until the previous course is cloned.

- 1) To view your archived courses, click **Archived Courses** located on the Main Menu page.



Note: Before cloning, take a look at your Ares course list and evaluate your class reserve materials for the class. If you do not need an item in an upcoming semester, please refrain from cloning it.

- 2) Select the course you would like to clone and then click **Clone Course** located under the **Instructor Course Tools** list.

- **Main Menu**
- **Instructor Tools**
 - ↳ Create a New Course
 - ↳ Current & Future Courses
 - ↳ Archived Courses
- **Ares Tools**
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My ARES E-mails
- **Switch to Student Mode**
- **Logoff facultytest**

Archived Courses		
Semester/Term	Course Number	Course Name
Spring 2015	PHIL3000	Philosophical Ethics
Fall 2014	PHIL3000	Philosophical Ethics
Fall 2014	PHIL3001	Philosophical Ethics
Fall 2013	PHIL3001	Philosophical Ethics

Copyright © 2014 Atlas Systems, Inc. All Rights Reserved.
Fordham University Libraries | Fordham University

- 3) Choose the semester you will be teaching this course again, and indicate which items for the cloned course should be included by clicking on the box beside each item.

- Main Menu
- Instructor Course Tools
 - Add Reserve Items
 - Course Home
 - Edit Course
 - Cross Listings
 - Course Proxy Users (Teaching/Graduate Assistants)
 - Authorized Users (Students Enrolled)
 - Reserve Item Statistics
 - Export Course Info
 - Clone Course
- Instructor Tools
 - Create a New Course
 - Current & Future Courses
 - Archived Courses
- Area Tools
 - Edit Profile Information
 - Change Password
 - My Ares E-mails
- Switch to Student Mode
- Logoff facultytest

Clone course: Philosophical Ethics * Indicates required field

New Course

Please enter the new course name, number and password for the future semester when this course will be taught again. You can modify any of the fields below, if necessary, to reflect changes to the course information, including at which campus the course will be taught for the future semester selected.

* Course Name

* Course Number

Section Number/Course Number

* Instructor

* Department

* Course Semester
Choose the semester when you will be teaching this course again

Course URL

Course Description

* Course Password
Please create a new password for the cloned course page.

Default Pickup Location for Physical Items

Clone Item Tags

Please review your list of readings and uncheck any items you will not be using for this course in a future semester.

Please note that all items on this course page will not be deleted, even if they are not cloned at this time. This course page and all of its contents will remain available to you as an Archived Course on your Main Menu in Ares.

In determining which items to clone, please review each document to ensure that:

- it meets copyright guidelines;
- it is being used for educational and teaching purposes;
- and, its content is relevant to the cloned course page.

You can view the original inactive dates for documents on your current or archived courses if it helps determine which items you wish to clone for a future semester.

Uncheck All | Check All

Reserve Materials to Clone				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	Journal of Philosophy <small>Having Value and Being Worth Valuing</small>	Sivarsdóttir, Sigrún	<input type="text" value="8/3/2015"/> <small>📅</small>	<input type="text" value="12/31/2015"/> <small>📅</small>
<input checked="" type="checkbox"/>	Plato and the Stoics	Long, Alex	<input type="text" value="8/3/2015"/> <small>📅</small>	<input type="text" value="12/31/2015"/> <small>📅</small>

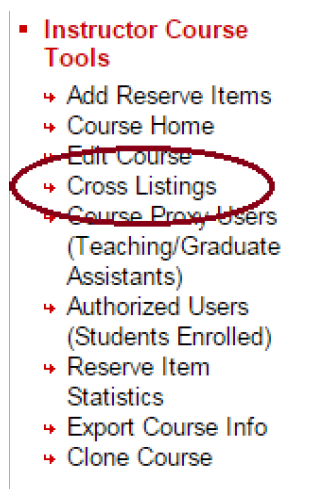
- 4) Click **Clone Course** to clone the course for a future semester. If the future semester has not yet started, the cloned course can be found by clicking on **Also View Upcoming Courses** under the **Main Menu** screen. Once selected, both current courses and upcoming courses will be listed.

Cross Listing

If you have a course that is cross listed (i.e. more than one course number, course name, or department using the same materials), you can add a cross-listing.

To cross list a course:

- 1) Choose a currently active course or an upcoming course under your user account.
- 2) Under **Instructor Course Tools** (left-hand side of page), click **Cross Listings**.



3) Complete the data entry table and click **Add Cross Listed Course** when done.

▪ **Main Menu**

▪ **Instructor Course Tools**

- Add Reserve Items
- Course Home
- Edit Course
- Cross Listings
- Course Proxy Users (Teaching/Graduate Assistants)
- Authorized Users (Students Enrolled)
- Reserve Item Statistics
- Export Course Info
- Clone Course

▪ **Instructor Tools**

- Create a New Course
- Current & Future Courses
- Archived Courses

▪ **Ares Tools**

- Edit Profile Information
- Change Password
- My Ares E-mails

▪ **Switch to Student Mode**

▪ **Logoff facultytest**

Cross Listings

If this course is cross listed, you may add the additional departments and course numbers below. This will enable students to find this course using the alternative departments and course-numbers.

Course Details

PHIL3001 Philosophical Ethics()
Fall 2015

This course is also cross-listed as the following:

Currently this course is not cross-listed. You may add cross-listings using the form below.

Add a cross-listing

* Indicates required field

* Cross Listed Department	Honors Program (HPRH)
* Cross Listed Course Number e.g. PHIL1000	3000
Cross Listed Course Name	Philosophical Ethics

[Add Cross Listed Course](#)

Copyright © 2014 Atlas Systems, Inc. All Rights Reserved.
Fordham University Libraries | Fordham University