

Ares Faculty Guide: How to add a course proxy user

If you have a teaching/graduate assistant, you can add them as a course proxy user to a specific course. Doing so grants them the privilege to add, edit and delete reserve items, view reserve item usage, modify Instructor tags, and add and remove Authorized Users (i.e., enrolled students) from that specific course. To add a course proxy user, please follow these steps.

Note: Please delete course proxies at the end of the semester.

- 1) Log into Ares, and either create a new course or select a current course from the table.
- 2) Once the course has been created or selected, click on **Course Proxy Users (Teaching/Graduate Assistants)** located under **Instructor Course Tools**.

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ARES Electronic Reserves

- Main Menu
- Instructor Course Tools
 - + Add Reserve Items
 - + Course Home
 - + Edit Course
 - + **Course 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 EMails
- Switch to Student Mode
- Logoff facultytest

Course Details

PHIL3000 Philosophical Ethics
Spring 2015
Guide: Faculty

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.
You are currently **not** subscribed. [Subscribe Now](#)

Sort By Save Order

ID	Title	Author	Inactive	Status	Tags
141315	Journal of Philosophy Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún	5/29/2015	Awaiting Reserves Processing	
141316	Plato and the Stoics	Long, Alex	5/29/2015	Awaiting Reserves Processing	

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3) Type the username of the person you wish to add as a course proxy and click **Add Proxy User**.

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ARES Electronic Reserves

- **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

Course Proxy Users

Course Details

PHIL3001 Philosophical Ethics
Fall 2015
Guide, Faculty

Users in this list will have the ability to manipulate your courses. Add new users by entering their username below.

Proxy Users

You currently have no course proxy users assigned.

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Note: Users **must** have an Ares account in order to be made a course proxy. If this person does not have an Ares account, please ask them to create an account first. Once their account is created and approved by Reserve Staff, you may add them as a proxy. Once the user has been added, you will see their username and full name in the **Proxy Users** table.

Removing Course Proxy:

To remove a proxy user, simply click on **Remove [username]** in the **Proxy Users** menu. A proxy user will no longer have access to the **Instructor Course Tools** for the course after removed.