FACULTY LIBRARY ELECTRONIC RESERVES GUIDE FOR ANGEL

The Library Electronic Reserves are loaded and accessed through the ANGEL course module. This guide is for faculty members who use, or would like to use, ANGEL in the classroom. This guide provides step-by-step instructions on how to load or link electronic reserves onto ANGEL, and how to view items in the Library Electronic Reserve Repository. If you are a faculty member who does not use ANGEL, please contact angel_administrator@ohiodominican.edu for instructions on how to activate and use ANGEL or LibraryReserves@ohiodominican.edu for other reserve options.

INSTRUCTIONS FOR SELECTING AND THEN LOADING/LINKING ELECTRONIC RESERVES
Students are not able to access reserve items until they are loaded or linked in the ANGEL course Lesson’s page

1. Log onto ANGEL at https://ohiodominican.angellearning.com/default.asp

2. Select which course you want the items to be available in

3. Select the lessons tab (this can be done from the top tabs or the left side navigation bar)
4. Click the “Add Content” button

5. Select the “Import from Learning Object Repository” button under “More Options” headings

6. Open the collapsible menu for “Library Electronic Reserves.” All of the electronic reserves the library has are contained in this repository.

7. Select the subject and the course the Library Electronic Reserves is located in by opening the collapsible menus first by the division, and then by the course.
8. Select the item(s) you want to load or link to by clicking on the empty box beside the item – *you may preview the item by clicking on the item itself*

9. Click “Link” if you want a link placed under the Lessons tab or “Copy” if you want an actual copy of the Library Electronic Reserve

- If creating a link, the process is very quick
- If copying, you will be asked about copy options. Click “Continue.”

- If copying items, then you will need to wait while the system copies the items

- Once either linking or copying has occurred, a message will appear. Press “Okay,” and then “Done.”
10. The items copied or linked will now be under the Courses’ “Lessons” tab

11. For students to access and view the course, (and the Library Electronic Reserves you have placed under the “Lessons” tab) activate the course for all members viewing. If you need assistance with this, contact angel_administrator@ohiodominican.edu.

12. Students will need to have instructions on how to find reserves in the ANGEL course.

If you need new items added to the repository, or are having any difficulty with loading Library Electronic Reserves into ANGEL, please contact: LibraryReserves@ohiodominican.edu

Or for general ANGEL questions, contact the ANGEL Administrator at: angel_administrator@ohiodominican.edu

INSTRUCTIONS FOR BROWSING AND VIEWING ELECTRONIC RESERVES

It is possible to view all items in the repository without logging into a Course first. This is useful for when you are identifying what electronic reserves are available for selection.

1. Log onto ANGEL at https://ohiodominican.angellearning.com/default.asp
2. To browse the Library Electronic Reserves for viewing only, select “Library Electronic Reserves” from the left hand navigation box. *Students do not have access to this area.*

3. Once this is open, you can browse through Divisions, courses, and then articles.

4. Once you have identified what items to include in the course, follow the instructions, **INSTRUCTIONS FOR SELECTING AND THEN LOADING/LINKING ELECTRONIC RESERVES** at the top of this guide.

If you need new items added to the repository, or are having any difficulty with loading Library Electronic Reserves into ANGEL, please contact: [LibraryReserves@ohiodominican.edu](mailto:LibraryReserves@ohiodominican.edu)

Or for general ANGEL questions, contact the ANGEL Administrator at: [angel_administrator@ohiodominican.edu](mailto:angel_administrator@ohiodominican.edu)