

## **FACULTY SELF-SERVE OPTION: HOW TO UPLOAD DOCUMENTS ON ERES**

Before your start:







Call Reserve Services (x2892 or x2234) and we will create an account for you. You will be given a faculty user name and will choose a password for uploading, modifying, and deleting documents. For example, Dr. Daniel Jackson in Anthropology would be assigned a user name of djackson and might choose the password “stargate.” With this account, he can access his course page and upload and modify all the information there.

You must choose a password for your students also – they will use this to access the course page. As you become more familiar with the system, you can create course pages yourself.

### **How to Upload Documents:**

Once you have your user name and password and a course page has been created, go to the ERes homepage at <http://eres.fairfield.edu>. The document(s) you want to upload should be in digital form (html, MSWord, pdf, jpg, etc.) and on your hard drive.

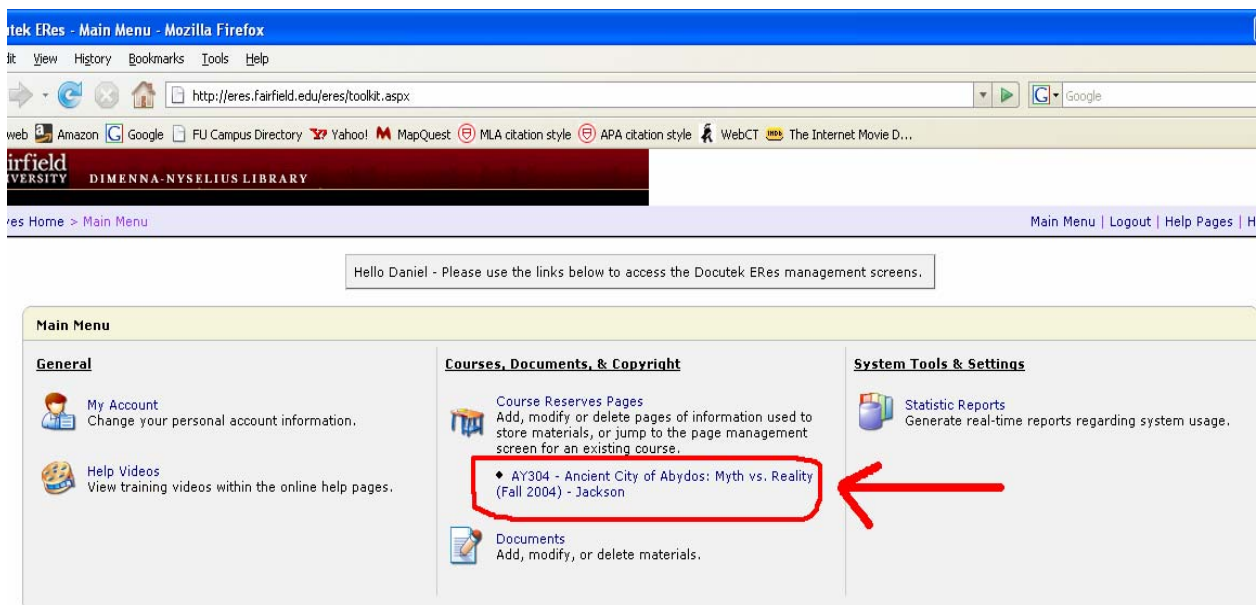
#### Welcome to Docutek ERes

-  [Electronic Reserves & Reserves Pages](#)  
Click here to find online course material.
-  [Library Reserve Services Information](#)  
Click here for student directions on how to access course reserve material, as well as instructions for professors on how to set up electronic or traditional course reserves.
-  [Information for New Users](#)  
If you need assistance using this system please click on the help link provided in the top-right corner of this page. You can also use the link provided in the footer to send us an email.
-  [Traditional, In-Library Reserves](#)  
Click here to look up traditional course reserves (i.e., books, videos, DVDs, CDs, or hardcopy print articles) located at the the Reserve Desk in the DiMenna-Nyselius Library.
-  [Faculty Self-Serve Option: How to Upload Documents onto ERes](#)  
Simple instructions on how to upload documents to your ERes course page. For more information and an online manual, click on the help link provided in the top-right corner of this page.
-  [For Faculty: How to Link From WebCT to ERes](#)  
Instructions with screenshots show how to link seamlessly from WebCT to ERes, so that students can access ERes documents from your WebCT page without having to type in an extra password.

- Click on **Admin Login** and type in your user name and password.



- Your main menu will come up, along with your course page(s).
- Under **Courses, Documents, & Copyright**, click on the correct course page name and number, in this case *AY304 – Ancient City of Abydos*
- Click the gray button titled **Accept**.



- You will be taken to this screen. You are in **Page Management** for your course page. Click on **Documents and Copyright**.

DIMENNA-NYSELIUS LIBRARY
SITE MAP

Ereserves Home > Ereserves Index > Course Reserves Page
Main Menu | Logout | Help

**AY304 - Tribes of Abydos: Music and Dance (Fall 2004) - Jackson**

Course Info
Documents
Page Management

Course Reserves Page Settings	Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
Crosslistings	List this course reserves page under another name or department.
<b>Documents &amp; Copyright</b>	Add, modify and delete documents and manage copyright information.
Re-order Documents on Course Reserves Page	Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
Manage Folders	Add folders to your course reserves page, or manage existing folders.
Student Email List	View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.

Questions? Comments? Please send an email to the Docutek ERes Managers.  
 Docutek ERes v5.0.04 - Copyright © 2000-2004. All Rights Reserved.

- Click on **Add a Document** next to the **GREEN +**.

//eres.fairfield.edu - Docutek ERes - Documents & Copyright - Mozilla Firefox

- Ancient City of Abydos: Myth vs. Reality (Fall 2004) - Jackson

[Help Pages](#)

Use the checkboxes below to update/delete existing items, or the "Add" icon to create a new item.

**Document List**

Show List Only  
  Show Search Options  
  Show Display Options  
 Save Current View

Add Document
 

 Modify Selected
 

 Remove Selected
 

 Export Data

Displaying  of 14 matching Documents << Page 1 of 2 >>

	Title	Password	Start Visibility Date	End Visibility Date
<input type="checkbox"/>	Ancient Egypt and King Tut's Tomb			
<input type="checkbox"/>	dummy doc			
<input type="checkbox"/>	Egyptian Face Mask and Headdress			
<input type="checkbox"/>	Egyptian Monuments			
<input type="checkbox"/>	Erestestdoc			
<input type="checkbox"/>	Final Exam Question			
<input type="checkbox"/>	Gods and Goddesses of Ancient Egypt			
<input type="checkbox"/>	Highlight : The Abydos Pilgrimage			
<input type="checkbox"/>	Insight Into Ancient Egyptian Beer Brewing			
<input type="checkbox"/>	Long Term Survival of Ancient DNA in Egypt			

- Click again to add a new document.

Docutek ERes - Documents & Copyright - Microsoft Internet Explorer  
AY304 - Ritual Dance in Africa (Fall 2004) - Professor

When adding or updating an item remember that fields in red are required. Use the buttons at the bottom of the page to save or discard your changes.

**Please select from one of the following options:**

- Add a new Document and associate it with this Course Reserves Page.
- Select one or more existing Documents to associate with this Course Reserves Page.

Document List | Close Window

- Type in a **title name** for your document, and the number of pages. Scroll down and click on **Save** at the bottom of the page.

Docutek ERes - Documents - Microsoft Internet Explorer  
AY304 - Ritual Dance in Africa (Fall 2004) - Professor

When adding or updating an item remember that fields in red are required. Use the buttons at the bottom of the page to save or discard your changes. After clicking the "Save" button you will have the opportunity to upload files and attach them to the newly created document.

Title: Alokli Music and Dance Repertoire  
# Pages: 2  
Description:

**Step 2: Provide Optional Information**

Bibliographic Information  
Web Link  
Hard Copy Information  
Quick Text

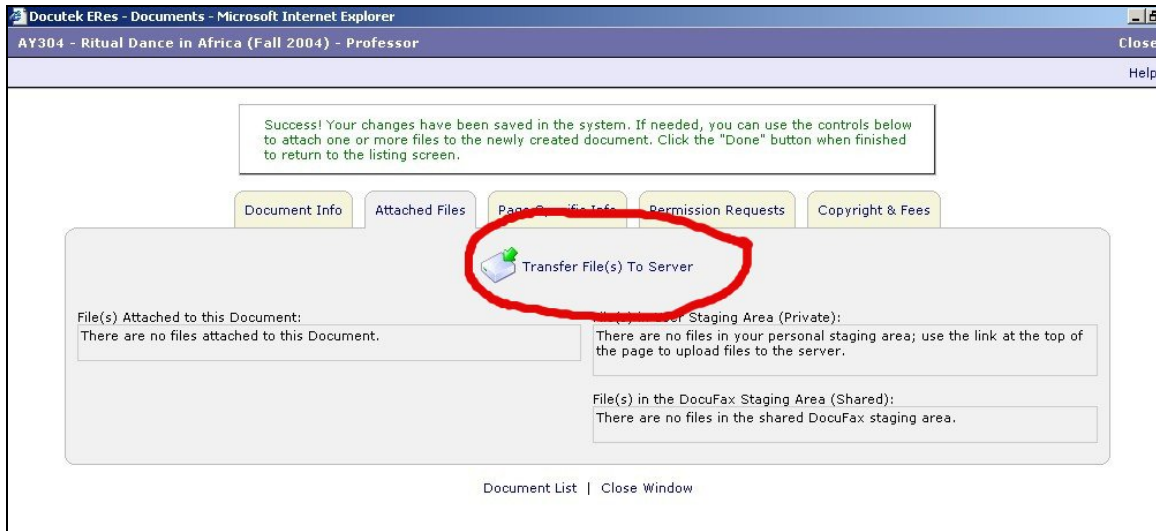
**Step 3: Save or Cancel Changes**

Please note that changes made to the information above will be reflected on every course reserves page containing this document. By adding materials to this page you agree to abide by all laws regarding copyright and fair use.

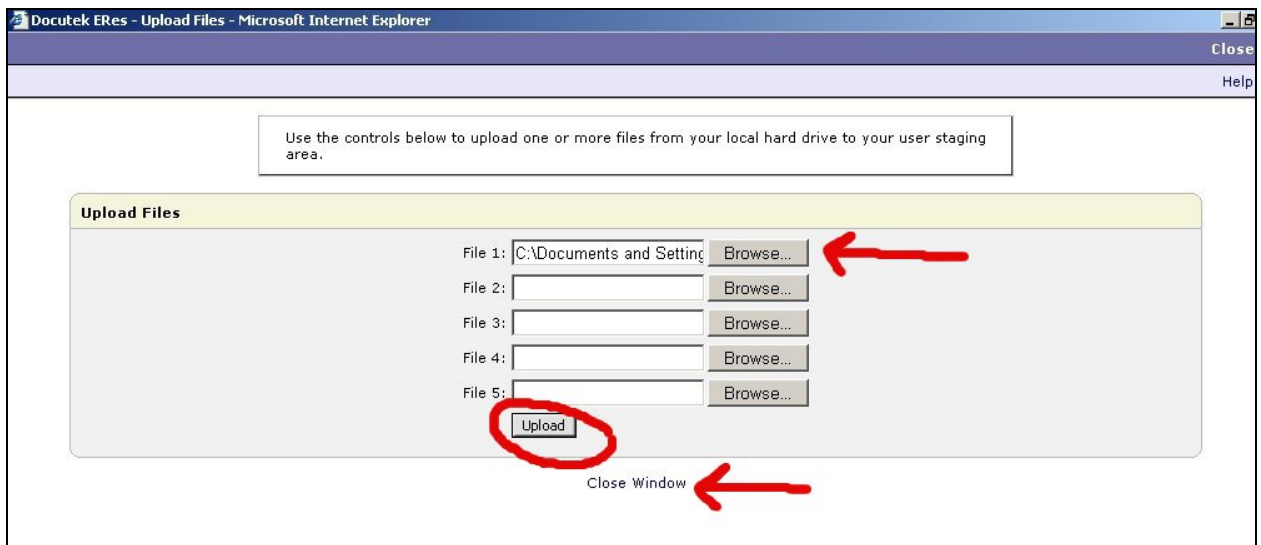
Save Cancel

Document List | Close Window

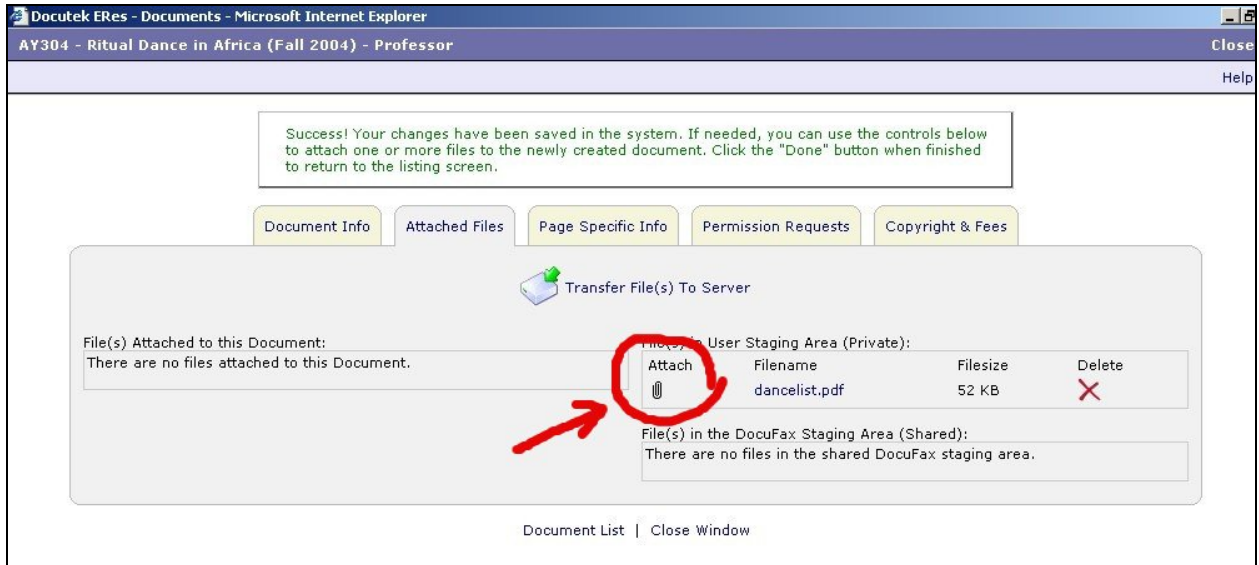
- Click on **Transfer File to Server**.



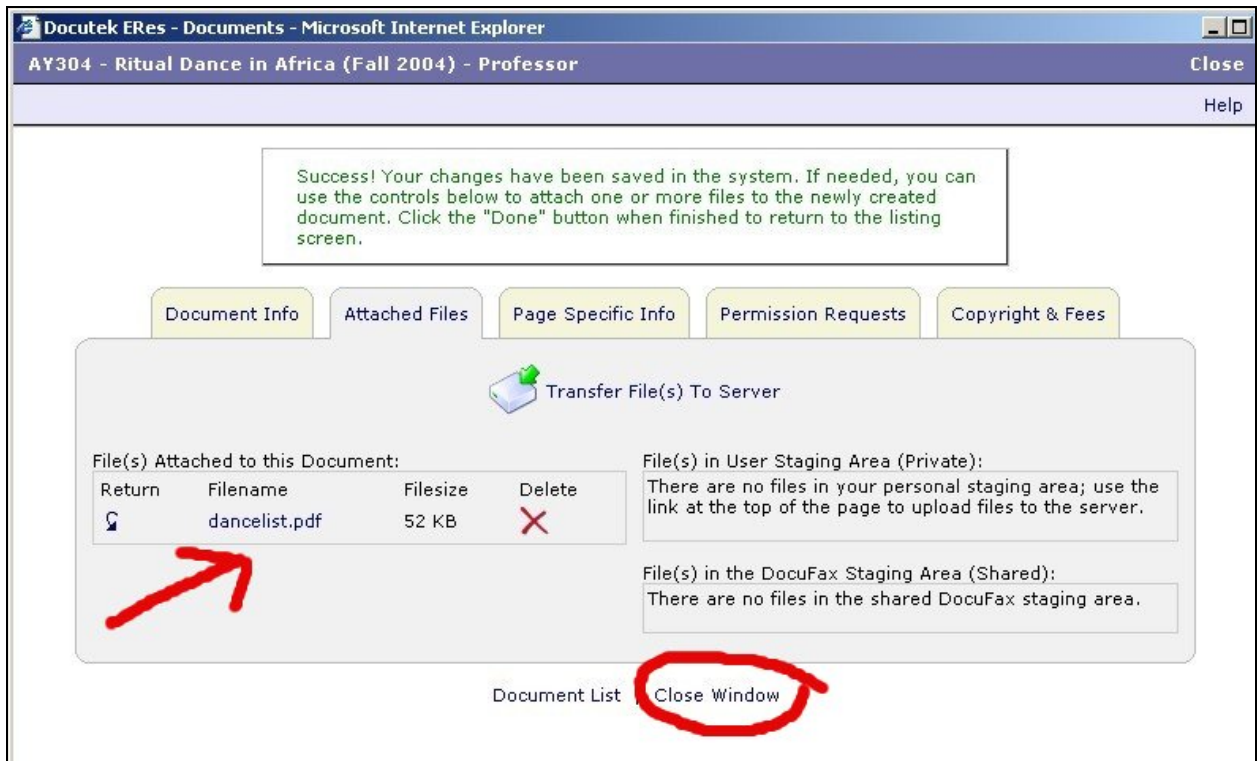
- Browse your hard drive and find your document. Click on **Upload**. Then close the window.



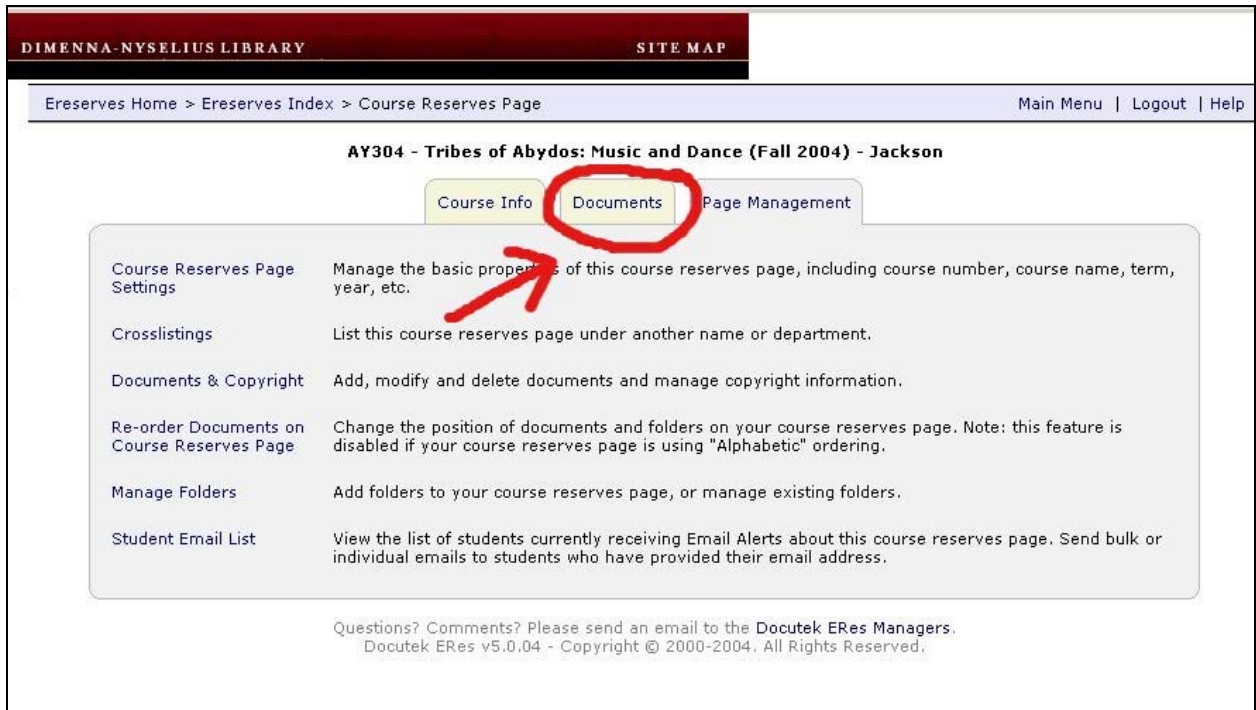
- **Important!!** Click on the **GREEN PAPERCLIP** to attach your file to the document title. (Do not click on the document – that will open the document in another window. If this happens, just close the window.)



- Your document file should move over to the left side of the screen. Close the window.



You are now in your main menu again. To check that the document has uploaded correctly, click on the **Documents** tab.



**DIMENNA-NYSELIUS LIBRARY** **SITE MAP**

Ereserves Home > Ereserves Index > Course Reserves Page Main Menu | Logout | Help

**AY304 - Tribes of Abydos: Music and Dance (Fall 2004) - Jackson**

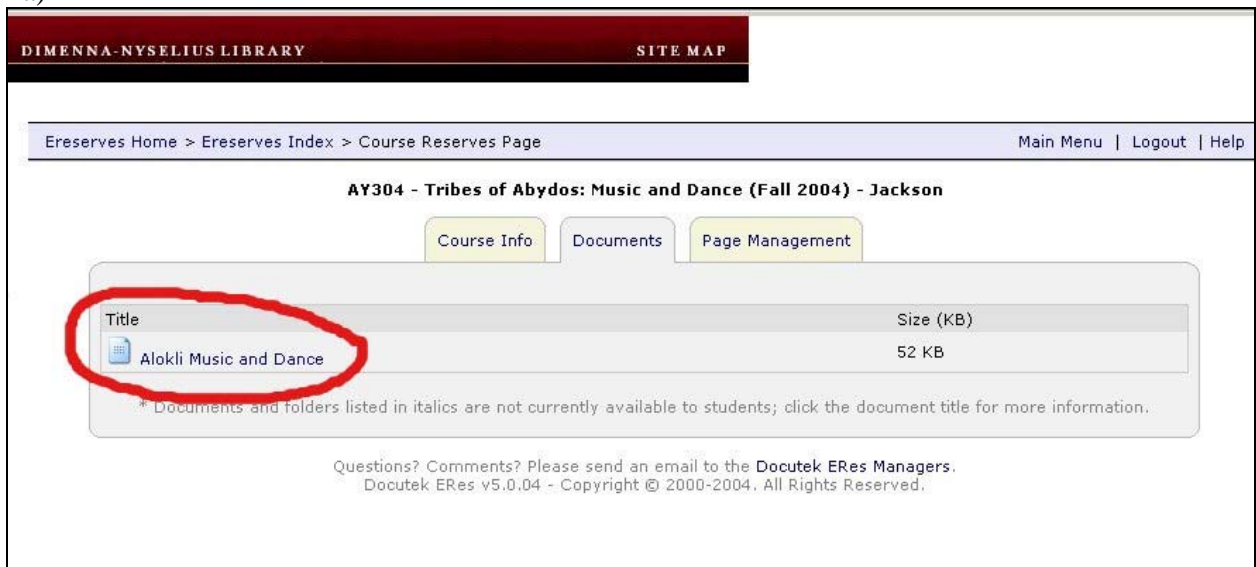
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- Your named document should appear, with the file size on the far right. To check that the document is the right one, click on the document title, then again on the document itself.

1a)




**DIMENNA-NYSELIUS LIBRARY** **SITE MAP**

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**AY304 - Tribes of Abydos: Music and Dance (Fall 2004) - Jackson**

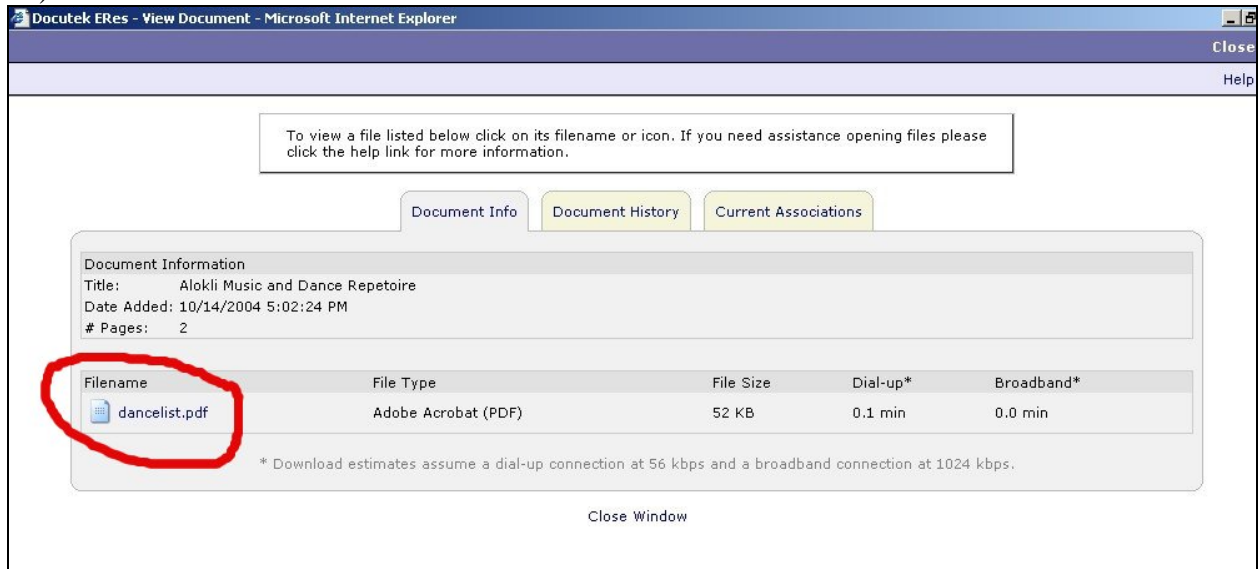
Course Info Documents **Page Management**

Title	Size (KB)
 Alokli Music and Dance	52 KB

\* Documents and folders listed in italics are not currently available to students; click the document title for more information.

Questions? Comments? Please send an email to the Docutek ERes Managers.  
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1b)



- Your document should appear in its entirety – available to be read, printed, or downloaded and saved.

