

Retrieving Online Materials from the Library Resources page in HuskyCT

To retrieve materials currently stored in your Library Resources page, follow these instructions.

1. Log in to <https://uconn.ares.atlas-sys.com/ares> (our Reserves system) with your **NetID** and **Password**

Please logon.

Ares Logon

* Indicates required field

* Username:

* Password:

[Logon to Ares](#) [Forgot your password?](#)

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Course Reserves Home | Library Home | UConn Home

2. Under **Instructor Tools**, choose **Previous Courses** to view past reserve links, and then the **Course Name** you want to save materials from.

Main Menu

Choose an option from the choices below.

Current Courses			
Course	Section Number	Name	Reserve Items
course-0598		ARES Test Spring 2016	5 items available. 5 total items.
course-0715		Reynolds Test Course	6 items available. 6 total items.

[Also view upcoming courses](#)

3. Continue following instructions below to **Retrieve Links on Reserve List** and/or **Download Scanned Documents (PDFs)**

To Retrieve Links on your Reserve List:

1. Under **Notification Settings**, choose **Export Course Info**

The screenshot shows the University of Connecticut Library Resources interface. On the left is a navigation menu with the following items:

- Switch to Student Mode
- Main Menu
- Instructor Course Tools
 - Course Home
 - Add Reserve Items
 - Reserve Item Usage
- Instructor Tools
 - Previous Courses
 - Upcoming Courses
- Notification Settings
 - Set Preferred Notification Address
 - View Notifications
 - Export Course Info

The 'Export Course Info' option is highlighted with a red box and a red arrow. The main content area shows 'Course Details' for 'course-0598 ARES Test Spring 2016' and a 'Reserve Items' table.

ID	Title	Author
302795	The Arts of China The Qin and Han Dynasties	Michael Sullivan
302786	Thematic analysis of teacher instructional practices and	Yukhymenko, Ma

2. An **Excel file** will be created with the course reserve items. **Save** the file to your computer.
3. When you open the file, it appears to be blank. To see the links of your reserve list, choose the **Items** worksheet

The screenshot shows an Excel spreadsheet with a grid of cells. The rows are numbered 18 through 28. At the bottom, there are three worksheet tabs: 'Details', 'Items', and 'Sheet3'. A red arrow points from the 'Items' tab to the grid area, indicating that the user should select this worksheet to view the reserve list links.

4. The **Location field** contains the URL for any web links.
 - a. If the links are for UConn library resources, you must add the **ezproxy prefix** to ensure off-campus access. Paste the URL after the equal sign below to create a usable link
http://ezproxy.lib.uconn.edu/login?url=
5. Test the completed link in a browser to confirm it is stable.
6. The link can now be [added to HuskyCT](#).
[Educational Technologies](#) can provide assistance with building content in HuskyCT (Blackboard).

To Download Scanned Documents (PDFs):

1. Click on the PDF document you want to save


University of Connecticut
University Libraries
Library Resources

- **Switch to Student Mode**
- **Main Menu**
- **Instructor Course Tools**
 - ↳ Course Home
 - ↳ Add Reserve Items
 - ↳ Reserve Item Usage
- **Instructor Tools**
 - ↳ Previous Courses
 - ↳ Upcoming Courses
- **Notification Settings**
 - ↳ Set Preferred Notification Address
 - ↳ View Notifications
 - ↳ Export Course Info

Course Details

course-0598 ARES Test Spring 2016
 Spring 2016
 Reynolds

Email subscriptions allow you to receive an email notification when a new item becomes available. You are currently subscribed. Please remove my subscription.

Reserve Items

ID	Title	Author
302795	 The Arts of China The Qin and Han Dynasties	Michael Sullivan
302786	 Thematic analysis of teacher instructional practices and	Yukhymenko, Ma

2. Choose **View this item**

University of Connecticut | University Libraries
Library Resources

- **Switch to Student Mode**
- **Main Menu**
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 - Previous Courses
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Back to Reynolds Test Course

Reserve Item

 [View this item](#) | [Edit this item](#) | [Delete this item](#)

Item Available on Electronic Reserves Copyright issues

The Arts of China
The Qin and Han Dynasties
Michael Sullivan

Instructor Tags
Comma separated list of tags to be assigned to this Item

3. **Save** the PDF to your computer.
Tip: Create a folder for each class and save all PDFs for the same class in one folder.
4. [Add material to HuskyCT](#)
[Educational Technologies](#) can provide assistance with building content in HuskyCT (Blackboard).