How to Add Reactivated Materials to ReservesDirect

If you are teaching a course that you have taught in the past, you may reactivate the course in ReservesDirect. Once you reactive a course, the electronic items will be immediately available, and library staff will be notified that they need to retrieve the physical books and place them on reserve for your class.
How to Reactivate a Previous Class in ReservesDirect

Quick Steps (Scroll forward for screenshots)

1. Sign in to ReservesDirect with your NetID and password.
2. Select Reactivate Class at the top of the screen.
3. Choose the course that contains the documents you wish to reactivate and click Continue.
4. Select the course into which you would like to deposit the previous class’s documents and again click Continue.
5. The reserves list from the previous course will appear.
6. Select all the documents you plan to use and click Import Class at the bottom of the list.
7. Click 'Go to target class' to review your work.
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Log in into ReservesDirect with your NetID & Password.
https://ereserves.library.emory.edu/

For information on submitting a Course Reserves request, please contact:

Woodruff Library/General
Business
Health
Law
Oxford College
Theology
How to Reactivate a Previous Class in ReservesDirect

Select Reactivate Class at the top of the screen.

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

- CC 698-000  Theological Libraries
- RSRV 903-001  Post Production Testing 1
- RSRV 903-002  Post Production Testing 1

- = active courses you may edit
- = new courses not yet in use
- = courses canceled by the registrar
How to Reactivate a Previous Class in ReservesDirect

Choose the course that contains the documents you wish to reactivate and click Continue.
How to Reactivate a Previous Class in ReservesDirect

Select the course into which you would like to add the previous class’s documents and click Continue.
How to Reactivate a Previous Class in ReservesDirect

The Reserves List from the previous class will appear.
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Select those items you wish to reactivate. Once you’ve selected all the documents, click Import Class.

- **Reading in Communion**
  - Author: FOWL, STEPHEN AND L. GREGORY JONES
  - Book Title: Reading in Communion: Scripture and Ethics in Christian Life
  - Pages/Time: 25-55
  - Publisher: Grand Rapids, Mich. : W.B. Eerdmans.
  - Year of Publication: 1991
  - ISBN: 9780802805973
  - Content Note: 31 of 166 pages = 18.67% of text used

- **The Question of God**
  - Author: KAUFMAN, GORDON D.
  - Book Title: In Face of Mystery: A Constructive Theology
  - Pages/Time: 3-17; 463
  - Publisher: Cambridge: Harvard University Press.
  - Year of Publication: 1993
  - ISBN: 978067444575
  - Content Note: 2.75% book.

- **Evil in English Literature**
  - Author: MICHAUD, MARILYN
  - Journal Title: Literature & Theology
  - Volume/Issue: v.19:no.3 (Sept.)
  - Pages/Time: 285-286
  - Year of Publication: 2005

- **Honoring the Body: Meditations on a Christian Practice**
  - Author: PAULSELL, STEPHANIE
  - Book Title: Honoring the Body: Meditations on a Christian Practice
  - Pages/Time: 1-34
  - Publisher: San Francisco: Jossey-Bass Publishers.
  - Year of Publication: 2002
  - ISBN: 9780787967574
  - Content Note: 33 of 197 p. = 16.75% of text.

Note: Please be patient, large classes may take several minutes to process.
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Reserves Direct generates a confirmation screen. Click **Go to target class**.
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The items you selected will appear in the reactivated class.

The status may be:
- Hidden
- Active
- In Process
- Recalled
- Searching Stacks
depending on the type of material and the semester.

All Hidden items will become Active once the semester begins.

If an item is Unavailable or Denied, contact the Reserves Specialist.
Questions?

Contact:

Jenny Vitti
Reserves Specialist
Pitts Theology Library
Emory University
404-727-5535
jvitti@emory.edu