E-reserves in CourseWorks
This document will describe how to link to an e-reserve (a digital copy of a document that has been placed on your e-reserve list). Please note that the following directions apply to Internet Explorer on Windows systems.

Getting Started
First, log in to CourseWorks, click the “Libr. Reserves” button and authenticate. You should see a list of reserves like the one below:

Use your mouse’s right-click button to click on the link of the e-reserve to which you wish to link… you should see a list of options, one of which is “copy shortcut”.

QuickStart: E-Reserves
Now, you’ve copied the e-reserve’s address, which you can use to make a link.

Navigate to the section of CourseWorks where you want to make the link and use the link tool (in the toolbar) or simply paste the copied address where you want the link to appear.

After you submit the form, the link to the library e-reserve will be accessible.

**CourseWorks Support:**

E-mail: courseworks@columbia.edu
http://courseworks.columbia.edu

For general CourseWorks questions, please call the Columbia Center for New Media Teaching and Learning (CCNMTL):
(212) 854-9058

For CourseWorks technical support and troubleshooting, please call the Help Desk:
(212) 854-1919