# Reusing FirstClass Text E-Reserves in Sakai

These instructions are only for text e-reserves that were located in an official e-reserves subconference, which have been migrated to Sakai for you. For instructions on how to reuse materials from folders that you created yourself, please see the handout Managing New Text E-Reserves in Sakai.

Getting Started
All of the text e-reserves that you have used in past courses and were posted in your official e-reserves subconferences are now in the **Resources** of your Sakai workspace. The title of each folder corresponds to the course and when it was offered. For example, all of the e-reserves used by Professor Smith in the fall of 2006 for the course Library Science 101 would appear as LIBS101-01-F06 E-Reserves Smith. Any articles or materials posted to folders that you created in FirstClass have not been migrated to Sakai by IS staff, and you are responsible for migrating these yourself.

If you wish to rename an e-reserves folder from a past course:
1. In the My Workspace tab, select **Resources** from the menu on the left of the page. A list of all of the contents of your Resources folder will appear.
2. We recommend that you back up the contents of the target folder before proceeding, as Sakai has been known to delete the contents of folders when they are renamed. You can do so by clicking on the ⊞ icon, and then clicking on the name of each file to download it.
3. From the **Actions** dropdown menu next to the target folder, select **Edit Details**.
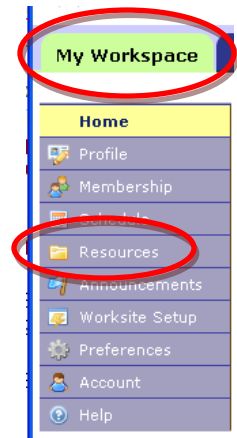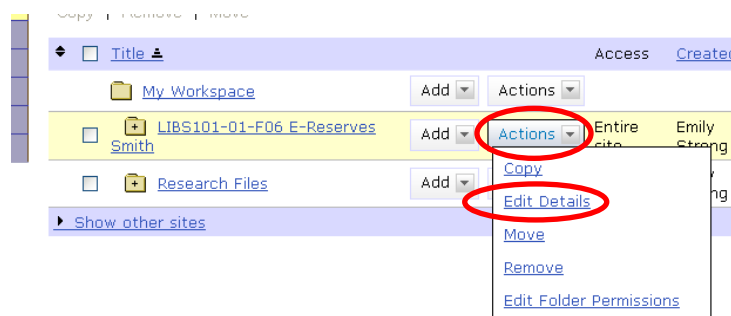
4. In the **Name** field, enter the new name of the folder, and then click on the **Update** button at the bottom of the page to save your changes.

Renaming the folder is not necessary, as there are a number of different ways to set up e-reserve in a Sakai course site. It is, however, recommended if you choose to simply move the folder to your course Resources folder (**Method 2** below).

Reusing Old E-Reserves
To make old e-reserves available to your students, there are several methods you can use.

Method 1: Copy the folder we created for you (Recommended)

If you use this option, the old e-reserves folder will not disappear from your workspace Resources. This option is a good way to maintain an archive, and to back up e-reserves in Sakai in case you delete them from the course Resources.

1. In the My Workspace tab, go to **Resources**.
2. From the **Actions** drop down menu next to the archived e-reserve folder select **Copy**.
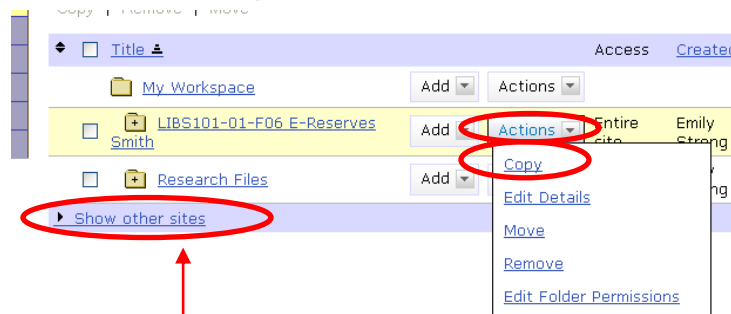
3. Click on **Show other sites**. The Resources folders for all of the sites that you have access to will appear.
4. Locate the Resources folder for your course on the list of available folders.
5. From the **Actions** drop down menu next to the course Resource folder, select **Paste copied items**, or click on the ▢ icon. A duplicate of the archived folder will appear in the course Resources folder as a subfolder. To rename this new folder, follow the instructions provided in the Getting Started section.
6. *Optional:* Follow the instructions in the Adding E-Reserves Links to a Syllabus section to pair articles directly with the course syllabus.
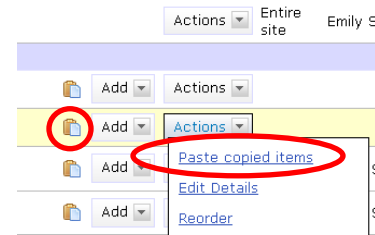
Method 2: Move the folder we created for you

To move the archived e-reserve folder, follow the same steps as in Option 1, but select **Move** from the **Actions** menu, rather than Copy. The folder will disappear from your workspace Resources and appear in the course Resources folder. To rename the folder, follow the instructions provided in the **Getting Started** section. This can be done before or after moving it.

Method 3: Link to the files in your workspace through the course syllabus

This option does not require moving or copying folders. However, you must set the e-reserves folder to be publicly viewable, otherwise students will not be able to access the files. To make a folder publicly viewable:

1. From the **Actions** drop down menu next to the e-reserves folder, select **Edit Details**.
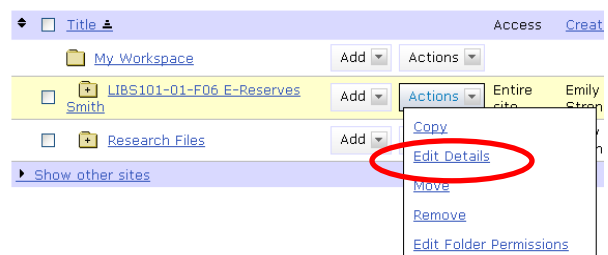
2. Under the **Availability and Access** heading, select the option "This folder and its contents are **publicly viewable**."

Availability and Access
Choose who can see this folder and its contents.

    ○ Only **members of this site** can see this folder and its cont

    ◉ This folder and its contents are **publicly viewable**.

3. Click on **Update** at the bottom of the page to save your changes.

Adding E-Reserve Links to a Syllabus
Using the **Syllabus** tab in the left menu of a course site:
1. At the bottom of the **Add Syllabus** page, or **Edit Syllabus Item** page if your syllabus has already been posted, under **Attachments** select **Add attachments**.

Polls

Help

◉ Only members of this site can see this syllabus item.
○ This syllabus item is publicly viewable.

ATTACHMENTS

Add attachments

Email Notification   None - No notification

2. Under the **Select a Resource** heading, select the automatically displayed course Resources folder by clicking on the [+] icon. A list of all of the files in the folder will appear. For each e-reserve item, select **Attach a copy** in the **Actions** field.

Actions

Attach a copy

LOCATION: 📁

◆ Title ▼

 [+] LIBS 101 01 2009
   [+] E-RESERVES
     📄 MARTINEZ-ARELLAN: LIBRARY SCIENCE EDUCATIO

▸ SHOW OTHER SITES

Continue Cancel

If the files are in your workspace Resources folder, click on **Show Other Sites**. Next to the **My Workspace** folder, click on the [+] icon to display its contents. Locate the folder where your e-reserves are stored, and click on the [+] icon next to it to display the files. For each e-reserve item, select **Attach a copy**.

3. When all of the e-reserves have been selected, click on **Continue** at the bottom of the page. This will bring you back to the Add Syllabus or Edit Syllabus Item page, and all of the selected documents will now appear as a list under Attachments at the bottom of the page.

Note: When choosing resources to attach, Sakai does not indicate which items have already been selected, so be sure to check that all of your e-reserves are listed as Attachments.