

# Docutek Electronic Reserves Student Guide

## Viewing the Home Page for Electronic Reserves:

- q Go to <http://remote.jewell.edu> (Rockhurst shares a home page with Avila University and William Jewell College)
- q Click the link: **Electronic Reserves and Course Materials**
- q Select a **Department** (All Rockhurst University departments begin with the letters RU) -- for example -- RU Occupational Therapy
- q Select your **instructor's name** from the drop down list -- Instructors are listed as last name, first name -- for example: Smith, Joe
- q Click the "GO" button

## Alternative Search Strategies:

- q In the "Eres QuickSearch" box: Type information such as course number, instructor's name, department, the title of the document, or document author. For example: OT 5210
- q Choose the correct search index (Course, Instructor, Department, Document Title, Document Author) from the "Search By" drop down list. For example: Course
- q Click the "Search" button.

## Select the Course Page:

- q Click on the **link** for the course page you want to access.
- q Course pages are **password protected**. Your instructor will give you the password for the course page. Type the password in the box.
- q You must **read and agree to the copyright statement** by clicking the "Accept" button. If you do not agree to the copyright statement, click the "Decline" button. You will not be able to access the course page if you click "Decline".

## View the Course Page:

- q You will see the **course number**, **course title** and the **current semester** date. For example: OT5210 Course Page / Health Through Occupation I (Spring 04)
- q There is an "Email Instructor" link to click if you need to contact your instructor.
- q There is a **troubleshooting link** (Problems viewing PDF or other file formats?) if you have problems viewing the files.
- q Documents will be listed by title.
- q **Click on the link to view the document** -- most documents will be in PDF format. You will need to have **Adobe Acrobat** installed on your machine in order to view the documents. Adobe is a free download.

**You do not have to log off after you view a document. Close the document and exit Docutek Electronic Reserves.**