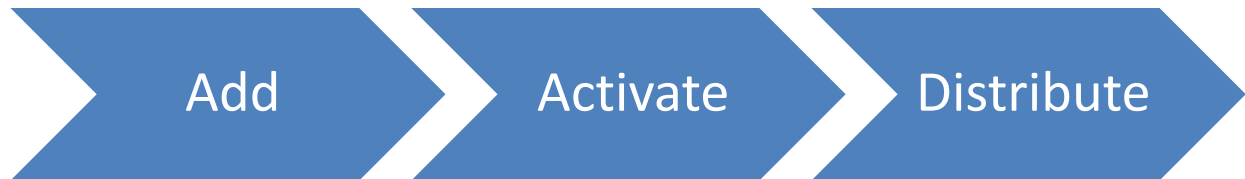

Web Site Help

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Building Coursepacks

The Harvard Business Publishing for Educators web site allows you to build a library of course materials, use them to build a coursepack, and distribute them to students.



Step 1

Add any materials including:

- cases
- articles
- chapters
- online simulations
- online courses

Step 2

Activate the coursepack to make it available to students.

Step 3

Distribute the coursepack link to students.

Student Pay Model: Students visit the link, purchase the coursepack, and have access to materials.

Institution Pay Model: Students visit the link and have immediate access to materials.

Adding Course Materials to your Library

You can add any item in our online catalog (case, brief case, simulation, online course, etc.) to your Library from the item description page. Your Library allows you to keep track of any course materials you want to consider using in a class.

You can organize your Library by creating folders. Folders allow you to store related course materials while you consider using them in a coursepack.

► **To add materials to your Library:**

- On the item description page, click the **Add To** button.

+ ADD TO

- Choose an option:

ADD TO: X

Choose where to add this course material. You can add to an existing folder or course, or you can create a new folder or course in the next step.

☐ My Library

☐ Folder

☐ Course

GO

- Click **My Library** to add to your personal Library.
- Click **Folder** to add to a new or existing folder.
- Click **Coursepacks** to add to a new or existing course. See *Creating and Activating a Coursepack for more information*.

Creating and Activating a Coursepack

A coursepack is a collection of cases, simulations, and other materials that you want to make available to a group of students.

► **To create and activate a coursepack:**

1. Click **Create New Coursepack**. Type the information in each of the boxes. Boxes marked with an asterisk (*) are required.

Box Name	Description
Name*	Type a name for the course. This is visible to students.
Start Date*	Enter the date your course starts.
End Date*	Enter the date your course ends.
Payment Type	Select "Student" if students purchase materials on their own. Select "Institution" if your institution pays for the entire class.
Professor Name	Type the name of the professor teaching the course as it should appear to students.
Course Number	You can include the course number in this box. This is visible to students.
Enrollment Number*	Enter the number of students you expect to take the class. The enrollment number does not limit student access to the course materials.
Course Level*	Select the academic level for the course.
Discipline	Select the most appropriate discipline that describes the course.
Notes to display to students	You can type a message to students with any additional information you want to share with them.

2. Click **OK** to create the coursepack.

Adding HBP Materials to a Coursepack

3. You can add materials to a coursepack from your Library, a folder in your library, from an item description page, or from a list of search results.

From your Library or a folder:

- Click each checkbox to select materials in your library or in a folder and then click **Use in a Coursepack**.
- Select the coursepack from the list that appears and click **OK**.

From an item description page or a list of search results:

- Click the **Add to** button.
- Choose the **Coursepack** option.
- Select the coursepack from the list and click **OK**.

Adding Non-HBP Materials to a Coursepack

4. You can add non-HBP material to a coursepack from an existing coursepack. These would be materials that require copyright clearance but are not available in the HBP catalog. See [FAQ page](#) for more information.

From your coursepack:

- Click the "**Add non-HBP material**" button from the coursepack to enter materials to acquire permission. Some materials will require up to 48 hours to receive permission. During this time the coursepack will not be available to be activated and distributed to students.

Adding Personal Materials to a Coursepack

5. You can add non-HBP material to a coursepack from an existing coursepack. These would be materials that require copyright clearance but are not available in the HBP catalog. See [FAQ page](#) for more information.

From your coursepack:

- Click the "**add personal material**" button from the coursepack to upload materials.
 - i. The following file types are available to upload:
 - ii. Acrobat (.pdf)
 - iii. Audio (.mp3, .mp4, .m4a, .3gp)
 - iv. Document (.doc, .txt, .rtf, .hlp, .htm, .html, .mht, .docx)
 - v. Image (.bmp, .jpg, .jpeg, .gif, .png)
 - vi. PowerPoint (.ppt, .pps, .pptx)
 - vii. Spreadsheet (.xls, .xlsx)
 - viii. Video (.avi, .flv, .mpg, .mpeg, .m4v, .mp4, .mov, .swf, .wmv)
 - ix. Website (<http://www.yahoo.com>)
 - x. Zip File (.zip)

Activating a Coursepack

6. You must **activate** a coursepack to make it available to your students. Open the coursepack setup page by selecting it from the list of coursepacks in your Library.

Note: You should review the materials you have added to the coursepack before you activate it. You can make changes to a coursepack after you activate it, but you must notify students of the changes by re-distributing the Coursepack Link.

7. Click **Activate Coursepack**.



8. Review the information and make sure you have filled out all the required information for the course.

9. Click **Activate Coursepack**.

10. If you selected “Institution Pay” as the **Payment Type**:

- Review the products in the shopping cart, and click **Next**.
- Choose a billing address or click **Add New** to enter a new address.
- Under **Payment Information**, select to pay by **Invoice** or by **Credit Card** and click **Next** to continue.
- Review the order information and click **Place Order**.
- A message appears to confirm that the coursepack is active. Click **OK** to continue.

If you selected “Student Pay” as the Payment Type:

- After you click **Activate Coursepack**, a message appears to confirm the coursepack is active. Click **OK** to continue.

Distributing the Coursepack Link

The activation process creates a Coursepack Link, a URL you can distribute to students to give them access to the course materials.

Note: If your coursepack includes a simulation, especially if it includes a multi-player simulation, you must configure the simulation before sending the Coursepack Link to students.

The Coursepack Link appears on the coursepack description page. You can copy + paste the link to your campus platform or include it with any course documentation such as the syllabus.

► **To send the Coursepack Link through email:**

1. Click **Email Link to Students**.
2. In the **To Address** box, enter the email addresses for the students in the class. Use a semi-colon (;) to separate each email address.
3. You can type a message in the **Personal Note** box to include any additional information or instructions you want to include with the email.
4. Click **Send**.

Getting Students into a Coursepack

Students get access to the coursepack by visiting the Coursepack Link created when the coursepack is activated. When students first visit the Coursepack Link, they must complete a short registration process. The registration process asks students to supply their names and email address and to create user names and passwords.

If you selected “Student Pay” for the **Payment Type** of the coursepack, they must also purchase the materials.

Managing and Configuring Simulations

After you activate a coursepack, you must configure any simulations in the coursepack. When students visit the Coursepack Link and acquire the coursepack, they are automatically added to the list of users for the simulation.

- For multi-player simulations, you must assign each student to a role.
- For multi-scenario simulations, you must assign each student to a scenario.

Detailed instructions for configuring each simulation and for assigning roles and scenarios are provided in the *Facilitator's Guide* for the simulation.

Sharing a Coursepack or Folder

You can share a coursepack or a folder with colleagues or other faculty. When the recipient accepts the invitation to share your coursepack or folder, a copy is added to the recipient's Library. Any changes you make after sharing are not copied unless you share the modified coursepack or folder again.

Note: You can only share coursepacks and folders with colleagues who have Premium Educator access to the Harvard Business Publishing web site. You cannot share with students. To grant students access to a coursepack, you must activate the coursepack. See *Creating and Activating a Coursepack* for more information.

► **To share a coursepack or folder:**

1. Go to your Library and open the coursepack or folder you want to share.
2. Click **Share with Colleagues**.
3. In the **To Address** box, enter the email addresses of your colleagues. Separate multiple email addresses using a semi-colon (;).
4. You can type a message in the **Personal Note** box.
5. Click **Send**.
6. An email is sent with a link to add the coursepack or folder to the recipient's Library.

Editing a Coursepack

You can edit a coursepack at any time before you activate it. After activation, you can still edit the coursepack, but you must re-distribute the Coursepack Link to students and the students must visit the Coursepack Link again to see the changes.

Converting a Folder into a Coursepack

You can convert a folder into a coursepack at any time. This process leaves the original folder along and copies the contents into a new coursepack. This is useful as you plan a coursepack since you can use a folder to save materials while you consider using them in a coursepack.

► **To convert a folder into a coursepack:**

1. Go to your Library and open the folder setup page for the folder you want to convert into a coursepack.
2. Click **Convert To Coursepack**.
3. Follow the instructions for creating a new coursepack. See *Creating and Activating a Coursepack* for more information.

Reusing a Coursepack

You can reuse a coursepack to create a copy for a new coursepack. This saves time if you want to use the same materials in another class.

► **To reuse a coursepack:**

1. Go to your Library and open the coursepack setup page for the coursepack you want to reuse.
2. Click **Reuse Coursepack**.
3. Follow the instructions for creating a new coursepack. See *Creating and Activating a Coursepack* for more information.

Getting Permission to Copy

Orders for permissions refer to copies that you produce yourself. You will not be shipped a hard copy of the material or receive an electronic download (i.e., a master copy). If you need a master copy of any item, please follow the steps for purchasing materials. See *Purchasing Materials* for more information.

► **To get permission to copy:**

1. Select materials in your Library in the list by clicking the checkbox next to the title.
2. Click **Order Copyright Permissions**.
3. Enter the number of copies you plan to make per item.
4. Check out using a purchase order number or credit card.

Purchasing Materials

You can purchase any materials for use in non-academic programs. You can also purchase materials to use as a copy master.

► **To purchase materials:**

1. Select materials in your Library in the list by clicking the checkbox next to the title.
2. Click **Add to Cart**.
3. When you are finished adding materials to the cart, click **Checkout**. You can use a purchase order or a credit card to complete the order.

Note: You can add any materials to the shopping cart for purchase without adding them to your library. Click the **Add To** button for a product on the search results or item description pages, and then choose the option to add to the cart.