



Why Use Study.Net

Study.Net manages all copyright permissions and clearance needs for Harvard; using Study.Net ensures that Emory is in full compliance with copyright.

GBS faculty must use Study.Net whenever assigning Harvard-published materials for class readings, including:

- Case studies
- *Harvard Business Review* articles
- Chapters from books published by Harvard

Study.Net Contact

Maria has been our long-time support for study.net. Please direct any questions to her; she is very responsive and great to work with.

Maria Escobar

mescobar@study.net

954-294-3596

How to Use Study.Net

How to Register or Login


<https://www.study.net/default.asp>

New Member

If this is your first time using Study.net, click  and complete the form; you will receive an email within approx. 4 hours verifying your Instructor Registration.

OR

Existing Member

If already registered, click  using your instructor email and password. You can change your password by clicking **User Info**.

How to Create Your Course

Steps:

Add New Course

- 1) Click **Courses** at the top screen at the bottom of the screen click
- 2) Add your course information to the Course Information template.
- 3) *Remember* to click the **Add Course** button at the bottom of the form to save your course information.

COURSE LIST ADD COURSE

▼ Course Information

Click the **Add Course** button below to save any changes made to this course.

*Course Name

*Course ID

*Instructor Name Please Select an Instructor

*Course Start Date -- Month -- Day -- Year

*Course End Date -- Month -- Day -- Year

Course Dates Visible Yes No

*Expected Enrollment 0 Actual Enrollment

Course Password (used for central billing programs only)

*Subject / Discipline Please Select a Subject

Display Mode Standard Extended

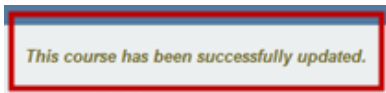
Online Course Price \$0.00

TEXTPAK Price \$0.00

Course Description

Course Visibility Public Instructor-only

* Required Field Add Course

- 4) You will see  confirming the course has been successfully updates/created.
- 5) Return to your **Course List** to add reading materials.

OR

Reactivate Old Course for Upcoming Term

Steps:

- 1) Click **Courses** at the top of the screen.
- 2) From the **Course List**, highlight the “expired” course you want to use.
- 3) Click **Copy Course** at the bottom of the screen.

Highlight a course name and click **View Course** below. Clearing Copyrights

Course Name	Status	Students	Start Date	End Date
Emory University test	expired	0	Jan 1, 2016	Jan 2, 2016

Add New Course **Edit Course** **View Course** **Delete Course** **Copy Course**

4) After you click **OK** to confirm the copy, update the Course Information form.

Course Information Student Visibility Off

*You have successfully copied a course.
Please update the Course Name and any other relevant information below.*

Click the **Update Course** button below to save any changes made to this course.

*Course Name

*Course ID ?

*Instructor Name add / remove additional instructors

*Course Start Date Month Day Year

*Course End Date Month Day Year

Course Dates Visible Yes No ?

*Expected Enrollment ? Actual Enrollment

Course Password (used for central billing programs only)

*Subject / Discipline (optional) ?

Display Mode Standard Extended ?

Online Course Price \$11.85 pricing breakdown

TEXTPAK Price \$4.20 ?

Purchase Coupon

Course Description

Upload Syllabus

Update Course

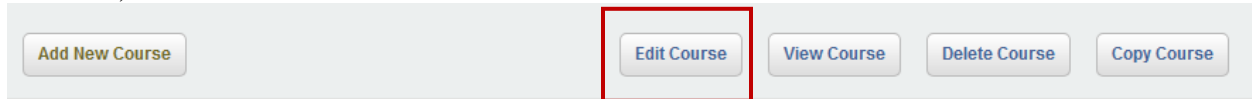
- 5) Click
- 6) Your course has now been successfully updated.

7) Return to your **Course List** to add/ edit reading materials.

How to Add Reading Material

Steps:

- 1) Click **Courses** at the top of the screen.
- 2) Highlight the course you want to work on.
- 3) Click **Edit Course** at the bottom of the screen.



- 4) Click **Add Material** at the bottom of the page.
- 5) The next page will display a set of options.
- 6) Select **Option #1, Add Premium Partner Material** – in order to add any Harvard materials (e.g. case studies, HBR articles, etc.). You can ignore the Options #2-#4.

A screenshot of the 'Add Material' options page. The page has a blue header and a light gray background. It contains four numbered options: 1. Add Premium Partner Material, 2. Request Copyright Permissions, 3. Add New Material, and 4. Add Material from Study.Net's Publishing Partners. Each option has a corresponding description and a button. Four callout boxes with red borders and black arrows point to each option, providing instructions and contact information.

Option #1) Select this option to add all Harvard materials; click **Add Material** to start.

Option #2) Only select this option if including non-Harvard materials. Email gbsreserves@emory.edu with any questions.

Option #3) No action necessary. Email gbsreserves@emory.edu

Option #4) No action necessary. Email gbsreserves@emory.edu with any questions.

- 7) After selecting Option #1, use the search box to look up your Harvard title.
- 8) **NOTE:** If you don't have a specific title, you can use the Content Type and Discipline filters to identify possible titles.

Course Information

Course Materials Add Material Harvard Business Publishing

Search **leadership** Search Library

or


Browse Selection Criteria

Content Type

- Articles
- Cases
- Chapters
- eBooks
- Exams
- Notes
- Podcasts

Discipline

- Art and Design
- Business Management
- Accounting
- Business Ethics
- Communications
- Decision Methods
- Entrepreneurship



Continue

Search the item's title.

Filtering using the Selection Criteria will narrow down the results.

Step 6) Click Continue.

Step 7) Check box left of the title.

Course Materials Add Material Harvard Business Publishing Browse Results

Selection Criteria Content Type Discipline Content Provider

Articles All Selected Disciplines Harvard Business Publishing

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0-9 | All

Title	Publisher	Type	Discipline
<input checked="" type="checkbox"/> 21stCentury Job Descriptions	HBP.	Article	communications
<input type="checkbox"/> A Better Way to Negotiate: Build Relationships	HBP.	Article	communications
<input type="checkbox"/> A NineStep Guide to Fast, Effective Business Writing	HBP.	Article	communications
<input type="checkbox"/> Are You Listening to Me?	HBP.	Article	communications
<input type="checkbox"/> Are You Reaching Your Customers?	HBP.	Article	communications
<input type="checkbox"/> Are Your Meetings Like This One?	HBP.	Article	communications
<input type="checkbox"/> Are Your Presentations Inspiring?	HBP.	Article	communications
<input type="checkbox"/> Asserting Yourself: How to Say "No" and Mean It	HBP.	Article	communications
<input type="checkbox"/> Avoiding Nonverbal Blunders	HBP.	Article	communications

Add Selected Materials To Course Page 1 of 1 1

8) Click Add Selected Materials To Course

Well done! An item has been added to your course!

Materials have been updated.

Material Name	Type	Information
21stCentury Job Descriptions 207 KB	pdf	

Follow the same steps to to locate and add more reading materials.

How to View the Cost/Title your Students will Incur

Your may want to alert your students in advance, or they may ask, what it will cost them to purchase and download each title. Follow these steps:

Click **Course Information** at the top of the page.

The screenshot shows the 'Course Information' form with several fields and options. A red box highlights the 'Student Visibility Off' button at the top right. Another red box highlights the 'pricing breakdown' link next to the 'Online Course Price' of \$7.90. A third red box highlights the 'Public' radio button under 'Course Visibility'. Arrows point from these boxes to explanatory text boxes. The text box for the pricing breakdown says 'Click on Pricing Breakdown to see the cost for each item individually.' The text box for the visibility says 'DON'T FORGET: When you have completed adding all of your Harvard readings, remember to click **Public** or your student's will not be able to view your Study.Net content for this class.'

COURSE LIST EDIT COURSE test view course

▼ Course Information Student Visibility Off

Click the **Update Course** button below to save any changes made to this course.

*Course Name test

*Course ID test12345

*Instructor Name [redacted] add / remove additional instructors

*Course Start Date 1 Month 1 Day 2016 Year

*Course End Date 1 Month 2 Day 2016 Year

Course Dates Visible Yes No

*Expected Enrollment 1 Actual Enrollment 0

Course Password (used for central billing programs only)

*Subject / Discipline Business Management All Disciplines (optional)

Display Mode Standard Extended

Online Course Price \$7.90 pricing breakdown

TEXTPAK Price Price Update in Progress

Purchase Coupon

Course Description test

Upload Syllabus Upload Syllabus

Course Visibility Public Instructor-only

Click on Pricing Breakdown to see the cost for each item individually.

DON'T FORGET: When you have completed adding all of your Harvard readings, remember to click **Public** or your student's will not be able to view your Study.Net content for this class.

Why do I have to use Study.Net for Harvard-published materials?

Due to the licensing agreement contracts of Harvard Business Publishing, all faculty *must* use Study.net for Harvard-published materials. There are strict copyright policies that Harvard requires for its materials, and all Emory faculty *must* comply and pay for the use of any Harvard-published materials separately if they are part of course readings, even if Emory Libraries already licenses access to these materials (e.g. the Harvard Business Review is available via Business Source Complete, but this access point cannot be used for required course readings per Harvard's licensing agreement). Study.net is the designated platform for access to these materials.

Any attempts to bypass Study.Net to access Harvard-published materials for course readings will be considered an infringement of copyright and a violation of our legal requirements per Harvard's licensing agreement.

No exceptions to this policy can be made; we appreciate your understanding and strict compliance.

Looking for non-Harvard published materials?

If you are looking for non-Harvard published materials for upcoming courses, we encourage you to use GBL Course Reserves system, as well as your Faculty Toolkit.

Through GBL Course Reserves, the business library works with you to set up online access to your required course readings. Your requested course materials will be organized in syllabus order, and they can also be linked to your Canvas course for convenient student access. While you cannot use Course Reserves for Harvard-published materials, a wide range of reading materials can still be made available to you via Course Reserves.

Email GBL Course reserves requests to:
gbsreserves@emory.edu

Faculty Toolkit
<https://business.library.emory.edu/research-learning/toolkits/faculty-toolkit.html>

Questions??

We would be glad to help you if you have any questions or concerns.
Email gbsreserves@emory.edu

Study.Net Contact:
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