Why Use Study.Net

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

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

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

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/

New Member

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

OR

Existing Member

If already registered, click [Log In] using your instructor email and password. You can change your password by clicking [User Info].

How to Create Your Course
Steps:
1) Click **Courses** at the top screen at the bottom of the screen click **Add New Course**.
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.

4) You will see **This course has been successfully updated.** 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.
4) After you click **OK** to confirm the copy, update the Course Information form.

5) Click **Update Course**

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 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 Business materials (e.g. case studies, HBR articles, etc.). You can ignore the Options #2-#4.

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

Option #2) Only select this option if including non-Harvard Business 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 Business title.
8) NOTE: If you don’t have a specific title, you can use the Content Type and Discipline filters to identify possible titles.
Step 6) Click .

Step 7) Check box left of the title.

8) Click Add Selected Materials To Course

Well done! An item has been added to your course!
Follow the same steps 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.

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

**DON’T FORGET**: When you have completed adding all of your Harvard Business 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 Business-published materials?**

Due to the licensing agreement contracts of Harvard Business Publishing, all faculty *must* use Study.net for Harvard Business-published materials. There are strict copyright policies that Harvard Business requires for its materials, and all Emory faculty *must* comply and pay for the use of any Harvard Business-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 Business Publishing’s licensing agreement). Study.net is the designated platform for access to these materials.

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

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

**Looking for non-Harvard Business published materials?**

If you are looking for non-Harvard Business 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. You can also link your course reserves to your Canvas course for convenient student access. While you cannot use Course Reserves for Harvard Business-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://libraries.emory.edu/business/research-and-learning/toolkits/faculty-toolkit](https://libraries.emory.edu/business/research-and-learning/toolkits/faculty-toolkit)

**Questions??**

We would be glad to help you if you have any questions or concerns.

Email **gbsreserves@emory.edu**

Study.Net Contact:

Maria Escobar

**mescobar@study.net**

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