



Why Use Study.Net

Study.Net manages all copyright permissions and fees for Harvard Business School Publications; using Study.Net ensures that Emory is in full compliance with Harvard Business School's licensing agreement.

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

Access for Students with Disabilities:

Harvard will make accommodations for students with accessibility needs i.e., additional copies of case studies for ASL interpreters. If there is a need to pursue this option, reach out to the Goizueta Business Library or our Study.Net representative.

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's licensing agreement.

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

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


Follow this link: <https://new.study.net/>

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

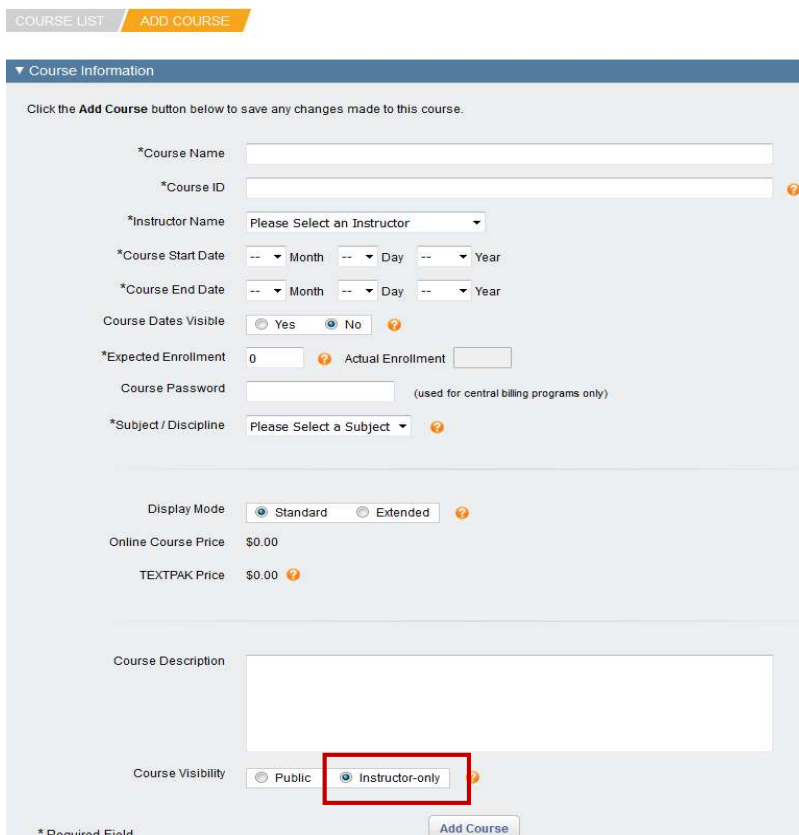
Existing Member

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:

- 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

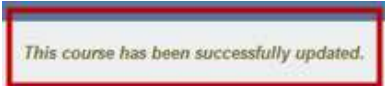
Online Course Price \$0.00

TEXTPAK Price \$0.00

Course Description

Course Visibility Public Instructor-only

* Required Field

- 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.

The screenshot shows a web interface for managing courses. At the top left, there is a tab labeled "COURSE LIST". To the right, there is a link that says "View a list of available courses to purchase". Below this, there is a header area with the text "Highlight a course name and click View Course below." and a "Clearing Copyrights" status indicator. The main content is a table with the following columns: Course Name, Status, Students, Start Date, and End Date. The table contains one row for "Emory University" with a sub-row for "test" that is highlighted in yellow. The "Status" for this course is "expired", "Students" is "0", "Start Date" is "Jan 1, 2016", and "End Date" is "Jan 2, 2016". At the bottom of the interface, there are five buttons: "Add New Course", "Edit Course", "View Course", "Delete Course", and "Copy Course". The "Copy Course" button is highlighted with a red rectangular box.

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

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

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 [?](#)

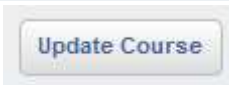
Online Course Price \$11.85 [pricing breakdown](#)

TEXTPAK Price \$4.20 [?](#)

Purchase Coupon

Course Description

[Upload Syllabus](#) [Upload Syllabus](#)



- 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.

The screenshot shows the 'Add Material' page with the following options and callouts:

- Option #1) Select this option to add all Harvard Business materials; click Add Material** (points to 'Add Premium Partner Material')
- Option #2) Only select this option if including non-Harvard Business materials. Email gbsreserves@emory.edu with any questions.** (points to 'Request Copyright Permissions')
- Option #3) No action necessary. Email gbsreserves@emory.edu with any questions.** (points to 'Add New Material')
- Option #4) No action necessary. Email gbsreserves@emory.edu with any questions.** (points to 'Add Material from StudyNet's Publishing Partners')

- 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.

Course Information

Course Materials Add Material Harvard Business Publishing

Search leadership Search Library

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

HARVARD BUSINESS PUBLISHING

Continue

Search the item's title.
Filtering using the Selection Criteria will narrow down the results.

Step 6) Click 

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 

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 controls. A red box highlights the 'Student Visibility Off' button at the top right. Another red box highlights the 'Online Course Price \$7.90 pricing breakdown' link, with an arrow pointing to a text box that says 'Click on Pricing Breakdown to see the cost for each item individually.' A third red box highlights the 'Public' radio button under 'Course Visibility', with an arrow pointing to a text box that says '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 Publishing 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'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's 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 and your Faculty Toolkit. Through GBL Course Reserves, the Business Library works with you to set up online access to your required course readings. Your required readings can be listed in syllabus order upon request. 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>

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

954-294-3596