EMORY | Goizueta
GOIZUETA | Business
BUSINESS | Library
SCHOOL

study.net

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.

COURSE LIST

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   test (copy)

*Course ID   test12345   ❓

*Instructor Name ███████████   ▼   add / remove additional instructors

*Course Start Date 7 ▼ Month 21 ▼ Day 2016 ▼ Year

*Course End Date   10 ▼ Month 21 ▼ 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 $11.85   *pricing breakdown*

TEXTPAK Price $4.20 ❓

Purchase Coupon   [   ]

Course Description   test

Upload Syllabus   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.

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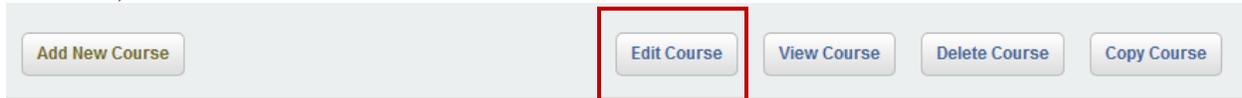
4) Click [Add Material] at the bottom of the page.
5) The next page will display a set of options.
6) Select **Option #1, Add Premium Partner Material** – in order to add any Harvard Business materials (e.g. case studies, HBR articles, etc.). You can ignore the Options #2-#4.

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

Use the options below to add material to this course.

1 Add Premium Partner Material
   HARVARD BUSINESS PUBLISHING   Wharton otis
   add material   add simulation

2 Request Copyright Permissions
   Study.Net will obtain permission, directly from the publishe[r] use the material you identify.
   more info   [Request Copyright Permission]

3 Add New Material
   Upload new content or select material from your Study.Net libraries.
   more info   [Add New Material]

4 Add Material from Study.Net's Publishing Partners
   view Study.Net's publishing partners   [Search Study.Net's Publishing Partner Library]

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.

▶ Course Information

▼ Course Materials / ≫ Add Material / ≫ Harvard Business Publishing

Search [leadership]   Search Library

Search the item's title.

Filtering using the Selection Criteria will narrow down the results.

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

HARVARD BUSINESS PUBLISHING

Continue

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
☑	21stCentury Job Descriptions	HBP	Article	communications
☐	A Better Way to Negotiate: Build Relationships	HBP	Article	communications
☐	A NineStep Guide to Fast, Effective Business Writing	HBP	Article	communications
☐	Are You Listening to Me?	HBP	Article	communications
☐	Are You Reaching Your Customers?	HBP	Article	communications
☐	Are Your Meetings Like This One?	HBP	Article	communications
☐	Are Your Presentations Inspiring?	HBP	Article	communications
☐	Asserting Yourself: How to Say "No" and Mean It	HBP	Article	communications
☐	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.

COURSE LIST / EDIT COURSE   test

▼ 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	▓▓▓▓▓▓ ▼ 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	_____

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

Course Description	test
Upload Syllabus	Upload Syllabus
Course Visibility	○ Public ◉ Instructor-only ❓

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.

6

<u>Why do I have to use Study.Net for Harvard Business-published materials?</u>
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.

<u>Looking for non-Harvard Business published materials?</u>
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

Questions??

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

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