



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

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:

- 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 Information

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

*Course Name

*Course ID

*Instructor Name

*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

Display Mode Standard Extended

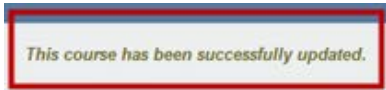
Online Course Price \$0.00

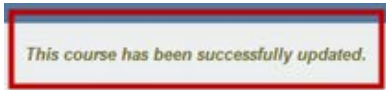
TEXTPAK Price \$0.00

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.

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

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.

Add Material

- 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.

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

1 Add Premium Partner Material



add material



add simulation

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

2 Request Copyright Permissions

Study.Net will obtain permission, directly from the publisher, to use the material you identify.

[more info](#)

Request Copyright Permission

Option #3)

No action necessary.

Email gbsreserves@emory.edu

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 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

HARVARD BUSINESS PUBLISHING

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' page for a course named 'test'. At the top right, there is a 'view course' link. Below the course name, there are navigation tabs: 'COURSE LIST', 'EDIT COURSE', and 'test'. A red box highlights the 'Student Visibility Off' button in the top right corner. The main content area contains various course details: Course Name (test), Course ID (test12345), Instructor Name (redacted), Course Start Date (1 Month, 1 Day, 2016 Year), Course End Date (1 Month, 2 Day, 2016 Year), Course Dates Visible (No), Expected Enrollment (1), Actual Enrollment (0), Course Password (empty), Subject / Discipline (Business Management), and All Disciplines (optional). Below these, there are 'Display Mode' options (Standard, Extended) and 'Online Course Price' (\$7.90) with a 'pricing breakdown' link. A red box highlights the '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.' Below the price, there is a 'TEXTPAK Price' (Price Update in Progress), a 'Purchase Coupon' field, and a 'Course Description' field (test). At the bottom, there is an 'Upload Syllabus' button and 'Course Visibility' options (Public, Instructor-only). A red box highlights the 'Public' option, with an arrow pointing to a text box that 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.'

Questions??

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

Study.Net

https://www.study.net/contact_us.asp