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 [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 a message confirming the course has been successfully updated/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

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 \textcolor{red}{Add Material} at the bottom of the page.
5) The next page will display a set of options.
6) 
\textbf{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.

\begin{itemize}
\item \textbf{Option #1)} Select this option to add all Harvard materials; click \textcolor{red}{Add Material} to start.
\item \textbf{Option #2)} Only select this option if including non-Harvard materials. Email gbsreserves@emory.edu with any questions.
\item \textbf{Option #3)} No action necessary. Email gbsreserves@emory.edu
\item \textbf{Option #4)} No action necessary. Email gbsreserves@emory.edu with any questions.
\end{itemize}

7) After selecting Option #1, use the search box to look up your Harvard title.
8) \textbf{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 **Continue**.

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 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