How to Create a Coursepack for Students

1. Once you log in using your username and password, you will see the Harvard Business Publishing (HBP) for Educators Homepage. From here, click on “My Library”.

![Image of Harvard Business Publishing for Educators homepage with instructions to click on “My Library”.

Click on “My Library”][Image]
2. From the next screen, click “New Coursepack.” If you have already created courses, you will see a list of them in this window.
3. Enter the necessary information for setting up a course. Required fields have an asterisk (*) next to their field. In this example, we use Student as the payment type.

Once you click “OK” your coursepack will be created.

**Please Note:** The coursepack will not be active before the start date, and the course will deactivate after the end date, so be sure to set your dates appropriately (the default course length is 6 months).
4. Now you may begin to add material to your coursepack in 1 of 4 ways, including searching the HBP catalog, adding materials from your library, uploading personal materials, or clearing permissions for materials not in the HBP catalog.

Search the web site for material to add to your course.
5. If you find material in the HBP catalog you wish to use, you can easily add it to your library, a folder, or directly to a coursepack from the search results screen.
6. When you add material directly to a coursepack, select the course to which you want to add the material.
7. You can return to your coursepack at any time by clicking on “Coursepacks” in the top menu.
8. You should see that the status of your course is pending. You can view the details of your course on this screen and view the items you added to the course.
9. You can add materials that are not currently available in the HBP catalog (i.e. articles from *The New York Times, Economist*, etc.), as well as personal material.
10. Enter the information for the outside material for which you wish to clear permission.
11. Once you click Continue, you will see the search results of your copyright clearance request. Click on the title of your item to expand it and enter the details required.

>> COPYRIGHT CLEARANCE CENTER SEARCH RESULTS

COULD NOT FIND WHAT YOU WERE LOOKING FOR?
- Use Study Net to contact the rights holder directly

>> 1 matches returned.

Title | Author | ISBN / ISSN

- The New York Times | Not Available | 03624331

Click to expand your item.
12. Enter the details required. Request for approval may take up to 48 hours.

If you have a copy of the item you are requesting permission for, click “yes”. You will upload it later. If you don’t have a copy, it will be added for you.
13. When you click “Place Order” and permission is granted, you can then upload a copy of the material.

14. Enter the file type you are uploading.
15. The item has been added. Return to your coursepack.
The item has been added to the course and permission has been granted.
16. If you want to add personal material to the coursepack, click “Add personal materials.”

17. Note whether or not you authored the material, and select the file type.
18. Add a title and author name for your file, then upload the file from your computer. Click continue.
19. You will now see your personal material added to your coursepack.
20. Once you’re finished adding materials to your coursepack, now is a good time to decide if you wish to hide any of the materials for the time being and set them to be revealed at a later date.

21. Once you’re finished, click on “Activate”. 
22. Check your course details and make any necessary changes before clicking “Activate.”
23. Once you click “Activate Coursepack,” a unique web link will appear. Share this link with your students through your LMS (i.e. Blackboard, Canvas, etc.) or in an email. It will provide discounted pricing to your students.

24. Once the students click on the link, they will be prompted to register for the coursepack and purchase the materials.
25. You may share any coursepack with a colleague by selecting “Share Coursepack” in the drop-down menu on the coursepack page, shown below. You will be prompted to enter the email addresses of the colleagues with whom you want to share the coursepack.

![Share coursepack](image)

Share your coursepack with colleagues using this selection.

26. If you would like to reuse a coursepack for another course, select “Reuse Coursepack” in the drop-down menu on the coursepack page, shown below. This action will create a new version of the coursepack. NOTE: Personal material, items from outside the HBP catalog, and items that are no longer available cannot be copied to a new coursepack.

![Reuse coursepack](image)

You may reuse any current coursepack for another course.