

## Best Practices for a New Term

Welcome to Cambridge Business Publishers and **myBusinessCourse**!

We want to make your transition into a New Term as seamless as possible, so let's walk through it!

### New Term Checklist

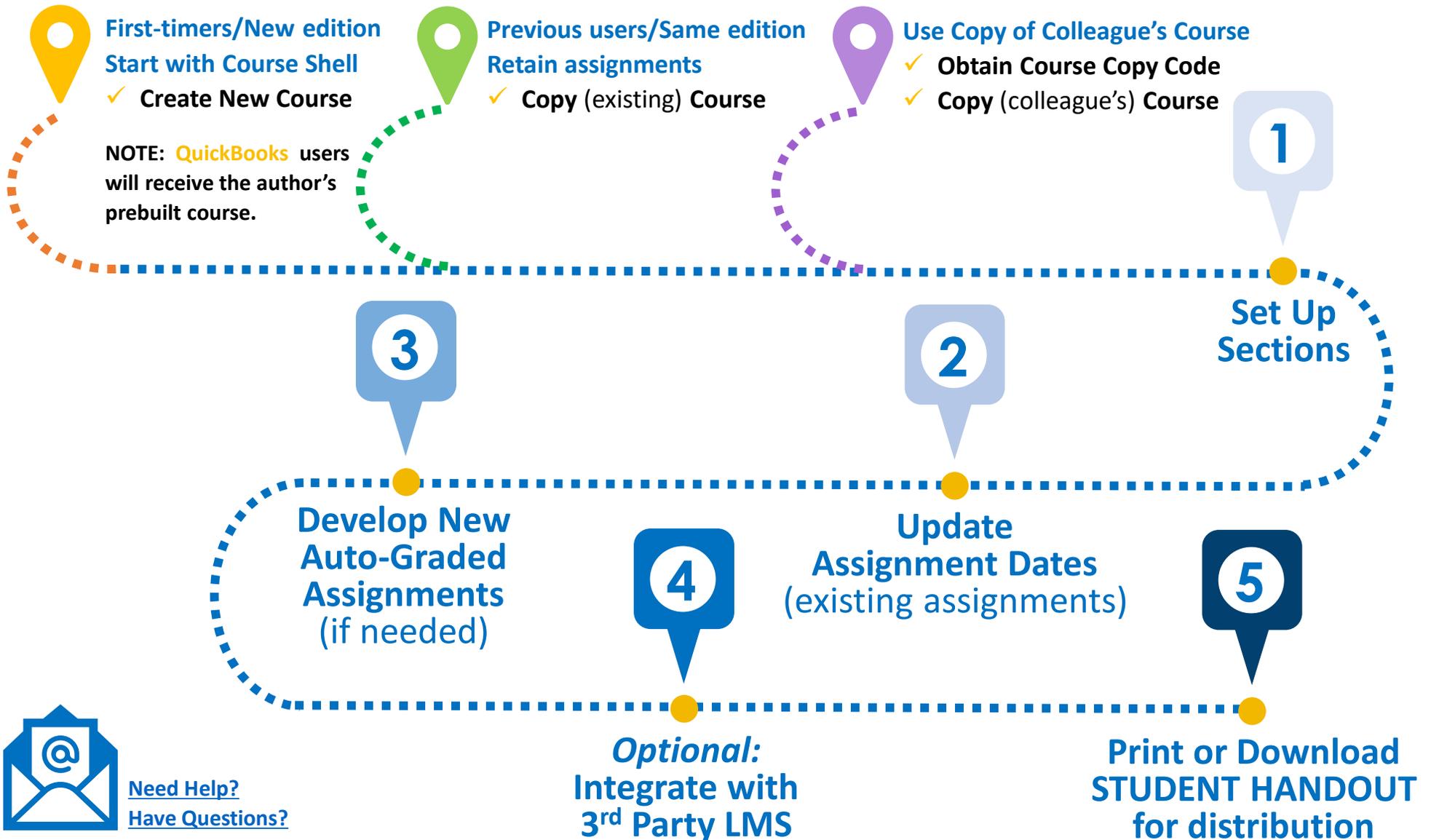
First, determine which path suits your needs...then follow along!

- It's your *first time* using MBC for this course, you are using a *new edition*, OR you want to start from scratch.
- You have *previously* used MBC with this course, are continuing with the *same edition*, AND you want to *retain* assignments & any added resources.
- You are new to teaching the course with MBC and want to use a copy of a colleague's MBC course (same edition).



Prefer to view Best Practices in video format?

**Look for the video icon and click to view the selected component!**



## Request Materials

**Before you can create and build a course in MBC,** you will need access to the associated materials.

If you don't yet have access to the eBook (and Ancillaries) for your course, you can make a request as follows. Once approved, the content will be added to your MBC Instructor Account.

### Request Any Needed Materials

1. Log in to your Instructor account at [www.myBusinessCourse.com](http://www.myBusinessCourse.com).
2. Click **Request Materials** on the lefthand menu.
3. Click **Make a Request**.
4. From the catalog page, locate the needed text. Click **Request** below the cover image.
5. Select the needed resources. Click **Next**.

*NOTE: eBook access is required to create a course. Fill out the required information.*

**Requests are approved within 1-2 business days.**

You are now ready to set up your course(s) for the New Term!



Request Materials

## Creating Your Course



### NEW Course

- ✓ First time users of MBC for the course
- ✓ User of a new edition
- ✓ Anyone wanting to start from scratch
  - Course shell; includes video content but no assignments
- ✓ **QuickBooks** users (Online or Desktop; author's prebuilt course)



### COPY Course

- ✓ Previous users of MBC with this course
  - ✓ Continuing edition
  - ✓ Retain assignments & added resources
- OR
- ✓ Want to obtain copy of a *colleague's course*
  - ✓ Continuing edition
  - ✓ Retain assignments & added resources



Create a Course



Copy a Course



## How to Create a NEW Course

Locate the text on the instructor dashboard.

- 1 If this is your first course using the text, click **Create New Course**.
- 2 If you have existing courses, click the **Create Course** tab.

The screenshot displays the instructor dashboard for the textbook "Survey of Accounting for Non-Accountants, 1e" by DeFond. The dashboard includes a book cover, a "Read" button, and an "Ancillaries" button. At the top right, there are "Create Course" and "Copy Course" buttons. A green circle with the number "2" is placed over the "Create Course" button. Below the book information, there is a "Courses" section with a minus sign icon and the text "You do not have any active courses for this book." At the bottom of this section, there is a "Create New Course" button with a yellow circle and the number "1" next to it.

You will receive the Shell Course inclusive of all video content (no assignments).

**QuickBooks** users will receive a copy of the Author's prebuilt course, inclusive of all video content *and* assignments. Simply HIDE, Turn OFF, or DELETE those you don't use. (Note: Deletion is permanent)

## Enter Course Details

- 3 Enter required **Course Name**.
- 4 Select **Academic Term** from dropdown menu.
  - To manually type in the term, check *Enter a term*.

⊕ Create Course ⓘ

Course Name \*  3

Academic Term  Enter a term

Please select a term... 4 ▼

SKIP AHEAD to Page 9, **Setting Up Your Sections.**



## How to COPY a Course (current edition)

To copy one of *your* previously used courses, locate the text on the instructor dashboard. (To copy a colleague's course, see next page.)

- 1 Click the **Copy Course** tab.
- 2 Enter the New **Course Name**.
  - Enter *Academic Term*.
- 3 Select the Active Course to be copied from the dropdown list.

**SKIP AHEAD to Page 9 , Setting Up Your Sections.**

The screenshot shows the instructor dashboard for a course titled "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers. The dashboard includes a "Read" button and an "Ancillaries" button. A yellow circle with the number 1 highlights the "Copy Course" button in the top right corner. Below the course title, there is a "Courses" section with a "Go to Course" button and a "Manage Sections" button.

The screenshot shows the "Copy Course" form. It has a "Course Name \*" field with an example "ACCT447 Financial Statement Analysis" and a "2" callout. To the right is an "Academic Term" field with a dropdown menu showing "Please select a term..." and a "2" callout. Below these is a "Copy From an Active Course" section with a dropdown menu showing "Please select one of your active courses..." and a "3" callout. There is also an "OR" section with a "Copy From a Course Copy Code" section and a text input field for "Enter course copy code here...".



## How to COPY a Colleague's Course (current edition)

To copy a Colleague's course, locate the text on the instructor dashboard.

- 1 Click the **Copy Course** tab.
- 2 Enter the New **Course Name**.
  - Enter *Academic Term*.
- 3 Paste your Colleague's **Course Copy Code** in the appropriate field.

Keep following along to set up your Sections.

The screenshot shows the instructor dashboard for a course titled "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers. In the top right corner, there are two buttons: "Create Course" and "Copy Course". The "Copy Course" button is highlighted with a yellow circle containing the number 1. Below this, there are buttons for "Read" and "Ancillaries". A "Courses" dropdown menu is visible, showing the current course "Financial Statement Analysis & Valuation - Spring 2023" with a "Go to Course" button and a "Manage Sections" button with a small blue square containing the number 1.

The screenshot shows the "Copy Course" form. At the top, there is a header "Copy Course" with a question mark icon. The form has two main sections. The first section, "Copy From an Active Course", includes a "Course Name \*" field with an example "ACCT447 Financial Statement Analysis" and a green circle with the number 2. To the right is an "Academic Term" field with a dropdown menu labeled "Please select a term..." and a green circle with the number 2. Below this is a dropdown menu labeled "Please select one of your active courses...". The second section, "Copy From a Course Copy Code", includes a field labeled "Enter course copy code here..." with a green circle and the number 3. The word "OR" is placed between the two sections.

1

## Set Up Your Sections

You will need to create at least one Section.

Consider **ADDING** additional sections if any of the following apply:

- ✓ You teach multiple sections of the same course during the same term.
- ✓ You want to keep your students and gradebooks separated.
- ✓ You want the ability to set different assignment dates for each section of students.

## Set Up Your Sections

Create your Sections for the term.

- 1 Select the number of Sections needed from the **Number of sections for this term** dropdown menu.
- 2 Enter the **Section Name**.
- 3 Enter required **Section End Date** (end of the term).
  - Section *Start Date* optional.
- 4 Click **Create Course / Copy Course**.
  - Button will change depending on if you are creating a New course or a Course Copy.

The screenshot shows a form titled "Sections" with a dropdown menu for "Number of sections for this term" set to "1". Below the title, there is a section for "Section 1". The "Section Name \*" field contains "Example: MWF 9:00AM". The "Section Start Date" field is empty, and the "Section End Date \*" field is empty. There is a checkbox for "Lock Enrollment by Dates". At the bottom, there are "Cancel" and "Create Course" buttons.

## Section & Enrollment Information

Section Confirmation and Enrollment information is immediately available if you need it.

- 1 Get confirmation of Section information. If you set your course up with multiple Sections, all will be listed.
- 2 Enrollment Links and Student Handouts are Section-specific.
  - Copy Enrollment Link if you would like to include it in your Syllabus (Non-integrated courses ONLY)
  - Student Handout (recommended) includes enrollment information, instruction, and links to Student Support and videos.
- 3 **IMPORTANT !!! If you plan to integrate with your school's LMS, WAIT to download the Student Handout until integration is complete as instruction may change.**

? Below is the section information of the new course being generated.

3 **PLEASE NOTE:** If you plan to integrate your course, we recommend downloading your student handout(s) after you integrate, as the instructions will change.

MWF 1

Enrollment Link

<https://mybusinesscourse.com?code=1085-4602-5888> 2 📄 ↓ Student Handout 2

<u>Section Start Date</u>	<u>Section End Date</u>
Open	05/27/2023

Go Back to Course List

2

## UPDATE Assignment Dates for NEW Term

- ✓ Revise existing assignment dates on one convenient page.
- ✓ Set dates in one section and auto-apply to other sections as needed.
  - Dates can differ among sections.
- ✓ Toggle assignments ON/OFF by section.
  - Assignments can be turned ON in one section and Off in another as required.



Update Assignment Dates

## Revise Dates on Existing Assignments

Locate the course on the instructor dashboard.

- 1 Click **Manage Sections**.

The screenshot shows the instructor dashboard for the course "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers. At the top right, there are buttons for "Create Course" and "Copy Course". Below these are "Read" and "Ancillaries" buttons. A "Courses" section is visible, containing the course name "Financial Statement Analysis & Valuation - Spring 2023" with a green "Go to Course" button and a "Manage Sections" button highlighted with a yellow circle and the number 1.

- 2 Click the green **Assignment Dates** button.

- Click on section name to expand view, if needed.

The screenshot shows the section management interface for a section titled "MWF 10:00am". It includes a "Calendar" icon, an "Enrollment Link" field with the URL "https://mybusinesscourse.com?code=1068-9902-1957", and a table with the following data:

Enrollment Link	Section Start	Section End	Enroll Start	Enroll End
https://mybusinesscourse.com?code=1068-9902-1957	Open	05/31/2023	Open	Open

Below the table is a navigation bar with buttons for "Students", "Grades", "Assignment Dates" (highlighted with a yellow circle and the number 2), "Announcements", "Performance", "Student Handout", and "Integration Status". An "Edit Section" button is located at the bottom.

## Revise Dates on Existing Assignments

### 3 Update *Opening/Closing* dates and times.

- Toggle needed fields to ON.
- Update *Time Limit* and/or override number of *Attempts Allowed* if needed.
- Click *Advanced Options* to set or revise a required password (not recommended for non-testing purposes).

### 4 Confirm needed assignments are toggled ON for the Section.

- Toggle any unneeded assignments OFF.
  - If unneeded in every section, assignment can be Hidden (or permanently deleted) in the course.

### 5 Save Changes

- Save button appears at bottom/right of page.

### 6 Apply the changes to other Sections of the course if applicable.

### 7 Update Assignments

3

## Build NEW Auto-Graded Assignments

- ✓ Assignment **Templates** make it EASY to apply consistent settings.
- ✓ *Timing* allows you to determine when assignment is available to students and for how long.
- ✓ The **Assignment Builder** makes building an auto-graded assignment as **EASY as 1...2...3!**
  - Filter by Question Bank, Chapters/Modules, Algorithmic, and/or Learning Objectives
  - Question selection made easy
  - Review: questions, point values, assignment value, shuffle option, and SAVE
- ✓ Grading
  - Options/Detail for adjusting individual question values or total assignment value
  - Lock/Unlock Assignment Value feature



Build Auto-Graded Assignments

## Create a NEW Auto-Graded Assignment

Locate the course on the instructor dashboard.

- 1 Click **Go to Course**.

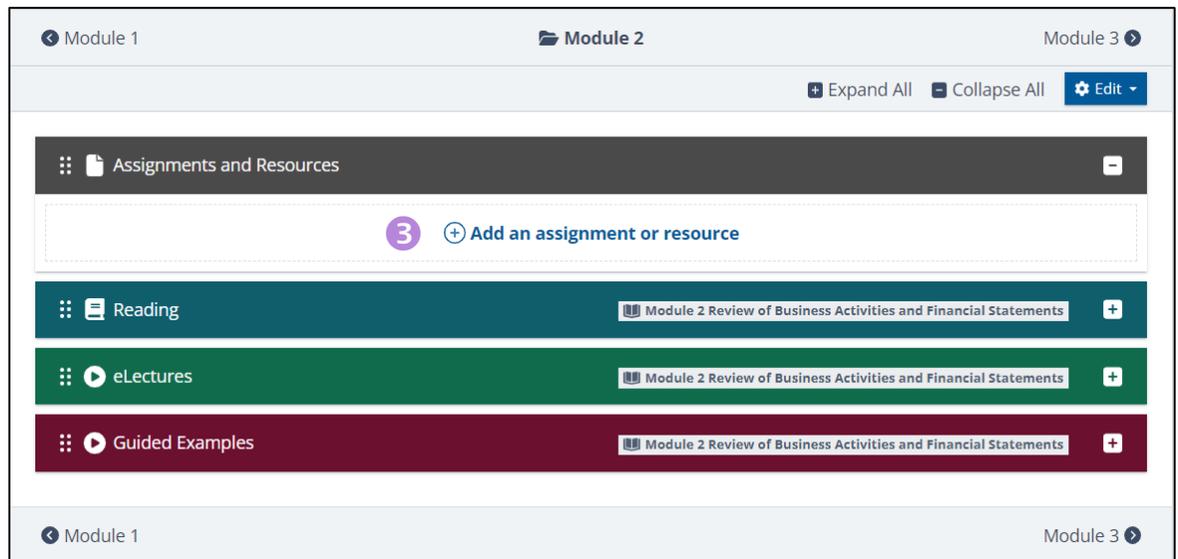
The screenshot shows a course card for "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers. The card includes a book cover image, a "Read" button, and an "Ancillaries" button. Below the card is a list of courses, with "Financial Statement Analysis & Valuation, 6e DEMO Course" (Spring 2023) highlighted. A green "Go to Course" button with a circled '1' is next to it, along with "Manage Sections" and a dropdown menu.

- 2 Click **Course Content** to expand the menu, then on the needed Chapter/Module.

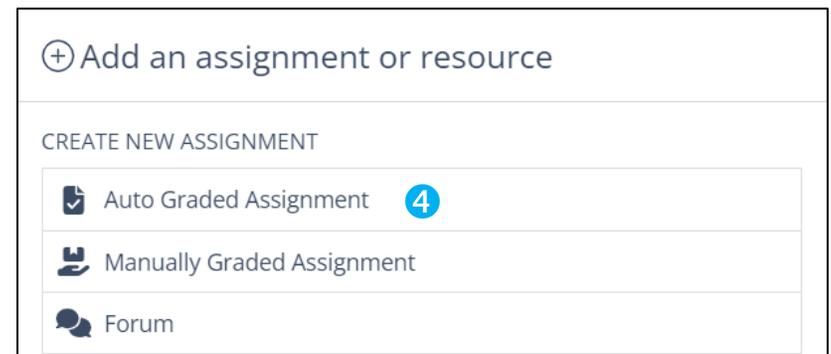
The screenshot shows the course interface. On the left is a dark sidebar menu with options: "Manage Sections" (1), "Gradebook", "Course Content" (2), "Course Layout", "Introduction", "Student Orientation Resources", "Module 1", and "Module 2" (2). The main content area has a "Welcome Back!" header with the current course time: "Wednesday, June 7, 2023 at 1:21 PM Eastern Daylight Time". Below the header are three buttons: "Manage Sections" (1), "Manage Student Homepage", and "Manage Widgets". The "Course Calendar" section shows a calendar for June 2023 with the date 6/7 highlighted in yellow. Navigation arrows are visible on the left and right sides of the calendar.

## Create a NEW Auto-Graded Assignment

3 Click **Add an assignment or resource**.



4 Select **Auto-graded assignment**.



## Assignment SETTINGS

### 1 Name assignment (required)

- Name becomes gradebook column header; suggested to include reference to chapter/module.

### 2 Select an assignment **Template**

- View template description for detail.
- Need a customized template?...[contact us](#). We can do that!

### 3 Continue to Timing

Adding a new Auto Graded Assignment to Module 4

Settings Timing Questions

Name (required) Module 4 Homework 1

Expand assignment description

Assignment Templates

Practice

Homework (No Check Feature)

Homework (Check Feature) 2

Quiz/Exam

Homework (Check Feature) Description Customized Settings

The "Homework (Check Feature)" template provides students with one attempt at the assignment. However, students are able to check their work an unlimited amount of times during their attempt and will receive the correct/incorrect check marks and grade each time they utilize the "Check" feature. Resources such as the eBook and the ability to print are available. However, the question number (as shown in the book) is not visible. For more information, please review the settings below.

Show assignment settings

Create New Assignment Template | Manage Assignment Templates

3 Continue to timing

## Assignment TIMING

- 1 Leave *Submission Options* at the default setting.
  - Trust Us! You don't want students texting you at 2:00 AM when they realize they forgot to Submit an assignment.
- 2 Toggle **Opening** and **Closing Date/Time** fields to ON and set as needed.
  - Students can access the assignment anytime between these dates before submitting for a grade.
  - If left unset, assignment is OPEN!
- 3 Set **Time Limit** if applicable.
  - Real Time, running clock
  - Timer begins when student enters the attempt
  - Highly suggested for testing
- 4 Override number of attempts allowed for *this assignment* if needed, without altering the template.
- 5 *Advanced Options* allows a Password to be set (not recommended for non-testing assignments).
- 6 **Save & Continue to Questions**

The screenshot shows the 'Timing' tab of an assignment settings page. It is divided into two main sections: 'Submission Options' and 'Sections'.  
 In the 'Submission Options' section:  
 - 'When time expires' is set to 'Open attempts are submitted automatically' (callout 1).  
 - 'Submission grace period' is set to '1 days' with an 'Enable' checkbox checked.  
 In the 'Sections' section:  
 - The current time is shown as '6:28 PM'.  
 - The assignment is set to 'M/W/F 10am'.  
 - 'Open the assignment' and 'Close the assignment' both have 'OFF' toggles (callout 2).  
 - 'Time limit' is set to 'weeks' with an 'OFF' toggle (callout 3).  
 - 'Attempts allowed' is set to '3' (callout 4).  
 - There is an 'Advanced Options' link (callout 5).  
 At the bottom, there are 'Back to settings' and 'Save & Continue to Questions' buttons (callout 6).

## Assignment Builder—As EASY as 1...2...3!

1. Filter
2. Select
3. Set Points/Assignment value

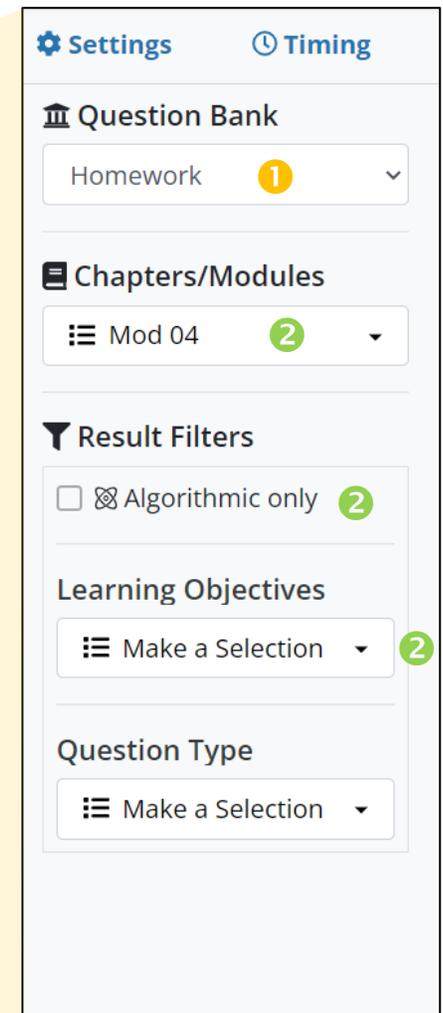
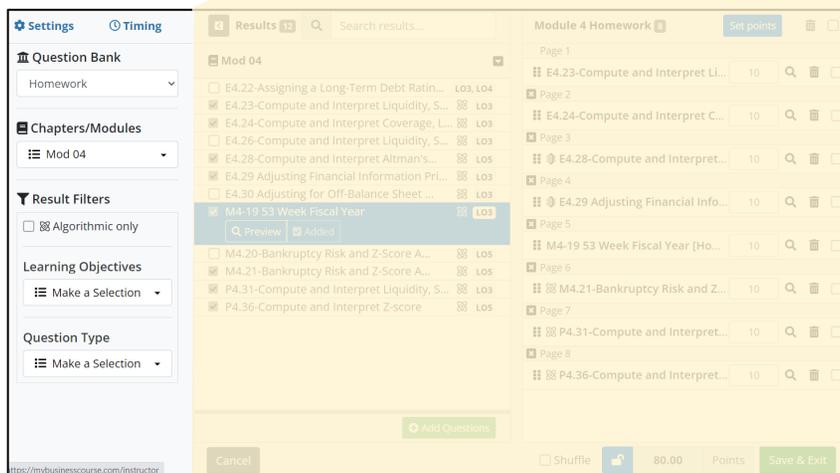
The screenshot displays the 'Assignment Builder' interface in the myBusinessCourse system. It is divided into three main sections:

- Left Panel (Settings):** Contains options for 'Settings' and 'Timing'. Under 'Question Bank', 'Homework' is selected. Under 'Chapters/Modules', 'Mod 04' is selected. Under 'Result Filters', 'Algorithmic only' is checked. Under 'Learning Objectives', 'Make a Selection' is chosen. Under 'Question Type', 'Make a Selection' is chosen.
- Middle Panel (Results):** Shows a list of questions under 'Mod 04'. The question 'M4-19 53 Week Fiscal Year' is selected and highlighted in blue. It has a 'Preview' button and an 'Added' checkbox. Other questions include E4.22, E4.23, E4.24, E4.26, E4.28, E4.29, and E4.30, each with associated learning objectives (LO3, LO4, LO5).
- Right Panel (Module 4 Homework):** Shows the assignment being built, titled 'Module 4 Homework'. It lists 8 pages of questions, each with a point value of 10. The questions are:
  - Page 1: E4.23-Compute and Interpret Li...
  - Page 2: E4.24-Compute and Interpret C...
  - Page 3: E4.28-Compute and Interpret...
  - Page 4: E4.29 Adjusting Financial Info...
  - Page 5: M4-19 53 Week Fiscal Year [Ho...]
  - Page 6: M4.21-Bankruptcy Risk and Z...
  - Page 7: P4.31-Compute and Interpret...
  - Page 8: P4.36-Compute and Interpret...

At the bottom of the interface, there are buttons for 'Cancel', 'Add Questions', 'Shuffle', '80.00 Points', and 'Save & Exit'.

## Assignment Builder—Filters

- 1 Select desired Question Bank
- 2 Filter as needed to make finding what you need a snap!
  - By Chapter(s)/Module(s)
  - Algorithmic only (filters out questions with static option only)
  - Learning Objectives (Homework question bank only)



## Assignment Builder—Question Selection

The fastest way to build an assignment is to prepare a list of questions first.

- 1 To add multiple questions at once, check boxes for needed questions.  
OR
- 2 To *Preview* a question or add questions one at a time, click on the question to expand view and select desired action (Preview, Add Algorithmic, Add Static).
  - *Preview* includes question usage and performance statistics, sitewide.
- 3 Choose/Confirm Static (matches text) or preferred Algorithmic variation.
  - “Same” — data sets differ from text; all students receive same version
  - “Different ” — data sets differ from text; data sets vary among students
- 4 **Add Questions**

The screenshot shows the 'Results' view for 'Mod 04'. A list of questions is displayed with checkboxes and 'Preview' and 'Added' buttons. The question 'M4-19 53 Week Fiscal Year' is highlighted in blue, and the 'Preview' button is visible. The interface also shows a 'Question Bank' on the left and a 'Module 4 Homework' list on the right.

This zoomed-in view shows the question list for 'Mod 04'. The question 'M4-19 53 Week Fiscal Year' is selected, and the 'Preview' and 'Added' buttons are visible. The 'Added' button has a green checkmark. The question is associated with Learning Objectives (LO3).

The 'Add questions' dialog box is shown, with the following options:

- Students will be assigned the static version.
- Students will be assigned the same algorithmic question. \*
- Students will be assigned different variations of the question. \*

\* Non-algorithmic questions will be assigned the static version.

Buttons: Cancel, Add Questions

## Assignment Builder—Review and SAVE

- 1 *Points per question* default to 10pts each (type over value to individually change).
- 2 *Total Assignment Value* equals sum of individual point values.
- 3 Use **Set Points\*** to adjust default question value or set Total Assignment Value.
- 4 Use **Lock\*** feature to lock in Assignment Value.
- 5 **Shuffle** option rearranges question order for each student.
  - Recommended in testing situations.
- 6 **Save & Exit**

\* See [Grading](#) for more detail.

The screenshot shows the 'Assignment Builder' interface. On the left, there are sections for 'Settings', 'Timing', 'Question Bank', 'Chapters/Modules', 'Result Filters', 'Learning Objectives', and 'Question Type'. The main area displays a list of questions under 'Mod 04', including 'E4.22-Assigning a Long-Term Debt Ratin...', 'E4.23-Compute and Interpret Liquidity, S...', 'E4.24-Compute and Interpret Coverage, L...', 'E4.26-Compute and Interpret Liquidity, S...', 'E4.28-Compute and Interpret Altman's...', 'E4.29 Adjusting Financial Information Pri...', 'E4.30 Adjusting for Off-Balance Sheet ...', 'M4-19 53 Week Fiscal Year', 'M4.20-Bankruptcy Risk and Z-Score A...', 'M4.21-Bankruptcy Risk and Z-Score A...', 'P4.31-Compute and Interpret Liquidity, S...', and 'P4.36-Compute and Interpret Z-score'. At the bottom, there are buttons for 'Shuffle', 'Lock', '80.00 Points', and 'Save & Exit'.

The screenshot shows the 'Assignment Builder' interface for 'Module 4 Homework'. At the top, there is a 'Set points' button and a trash icon. Below, the assignment is divided into pages (Page 1 to Page 8). Each page contains a question with a point value of 10. The questions are: 'E4.23-Compute and Interpret Li...', 'E4.24-Compute and Interpret C...', 'E4.28-Compute and Interpret...', 'E4.29 Adjusting Financial Info...', 'M4-19 53 Week Fiscal Year [Ho...', 'M4.21-Bankruptcy Risk and Z...', 'P4.31-Compute and Interpret...', and 'P4.36-Compute and Interpret...'. At the bottom, there are buttons for 'Shuffle', 'Lock', '80.00 Points', and 'Save & Exit'.

## Grading—Set Points

To change the default value of ALL questions to a value other than 10pts:

- 1 Select “**each question**”
- 2 Type in new POINT value.
- 3 **Set Points**

EXAMPLE: Start with 5 questions @ 10pts each = Total assignment value of 50pts. Then Set Points for each question to 5. Assignment Value will now show 5 questions @ 5pts each for a Total Assignment Value of 25pts.

The screenshot shows a 'Set Points' dialog box with a blue header and a close button (X). Under 'Set:', the radio button for 'each question' is selected and marked with a yellow '1'. Below, the 'To be worth' input field contains the number '5' and is marked with a green '2'. The field is followed by the text 'points'. At the bottom, there is a 'Cancel' button on the left and a green 'Set Points' button on the right, which is marked with a purple '3'.

To set the TOTAL Assignment Value at a set amount:

- 1 Select “**entire assignment**”
- 2 Type in desired TOTAL Assignment Value.
  - Individual question values will recalculate, evenly distributed.
  - NOTE: Any questions added *after* Total Assignment Value is set will be added at the default value of 10pts unless Total points are locked.
- 3 **Set Points**

EXAMPLE: Start with 5 questions @ 10pts each = Total assignment value of 50pts. Then Set Points for entire assignment to 100. Individual point values will recalculate to 20pts each.

The screenshot shows a 'Set Points' dialog box with a blue header and a close button (X). Under 'Set:', the radio button for 'entire assignment' is selected and marked with a yellow '1'. Below, the 'To be worth' input field contains the number '100' and is marked with a green '2'. The field is followed by the text 'points' and a lock icon. A light blue informational box below the input field contains the text: 'Questions added after clicking the green "Set Points" button below will default to 10 points. To force questions to recalculate when added, lock the total points.' At the bottom, there is a 'Cancel' button on the left and a green 'Set Points' button on the right, which is marked with a purple '3'.

## Grading—Lock/Unlock Feature



### UNLOCKED

Total Assignment Value is **UNLOCKED** by default. As additional questions are added, they will be added at the default point value of 10 pts each and the unlocked total grade will increase by that amount.

**EXAMPLE 1:** Start with 5 questions at default of 10pts each. Unlocked assignment total = 50pts. Add 3 additional questions (default of 10pts each). Unlocked assignment total is now 80pts (50+10+10+10).

**EXAMPLE 2:** Start with 5 questions @ 10 pts each = Total assignment value of 50 pts. Then set Total Assignment Value to 100 pts; individual point values will recalculate to 20 pts each. If total remains Unlocked and 3 additional questions are added (default of 10pts each), the first five questions will be worth 20 pts each, the last three will be worth 10pts ea. Total assignment value is 130 (5x20 plus 3x10).



### LOCKED

When Total Assignment Value is **LOCKED**, question values will recalculate with any added questions.

**EXAMPLE:** Start with 5 questions @ 10 pts each = Total assignment value of 50 pts. Then set Total Assignment Value to 100 pts; individual point values will recalculate to 20 pts each. **Lock** points at 100, then add 3 more questions. Total assignment point value will stay at 100 pts, but with 8 questions, each will now be worth  $100/8$ , or 12.5 pts each.



## ● Integrate with 3<sup>rd</sup> Party LMS (*Optional*)

- ✓ Integrate with **Canvas, Blackboard, D2L, Moodle, Sakai, or Schoology**
- ✓ If your school's Domain hasn't been previously integrated, that needs to be done *before* your course can be integrated, so **START EARLY!**
- ✓ Each section of the course is integrated separately.
- ✓ We have Easy-To-Follow instruction and an Expert Team here to help. Follow the User Guide or Create a Support Ticket and we will help get it done!

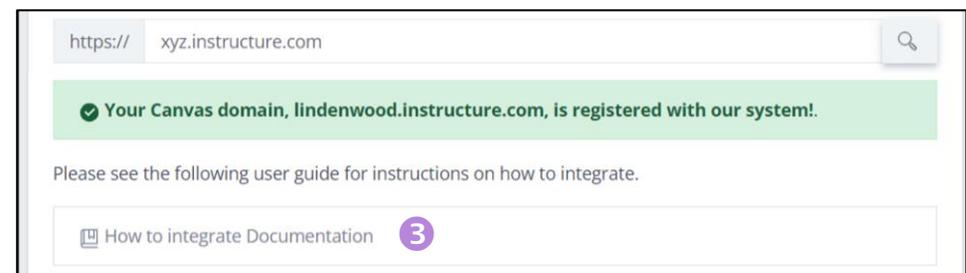
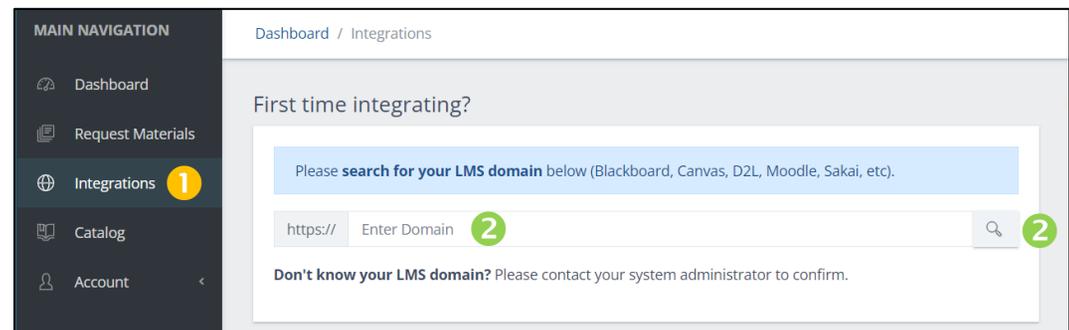


How to Integrate

## Integration

START at your MBC Dashboard to see if your Domain is registered with us.

- 1 Click **Integrations**.
- 2 Enter your school's LMS Domain and click the **Magnifying Glass** icon.
  - Click **Search Domain** in the upper right corner of the screen if *Registered Domains* window is not expanded at the top of the page.
- 3 If your Domain is already registered, click **How to Integrate Documentation** so you can DIY!



## Integration

If your Domain is NOT registered with us...

**1** Click Here to request an integration.

A screenshot of a browser address bar with the URL 'https:// xyz.instructure.com'. Below the address bar, a red error message box contains the text: 'Your domain, xyz.instructure.com, has not been registered in our system. Please click here to request an Integration.' A yellow circle with the number '1' is placed over the 'click here' link.

**2** Provide the following in the associated fields:

- Your school's *LMS Domain*
- *LMS provider* (Canvas, Blackboard, etc.)
- Email information for your *Systems Administrator* or Tech Support Team (Optional, but EXTREMELY helpful to us!)

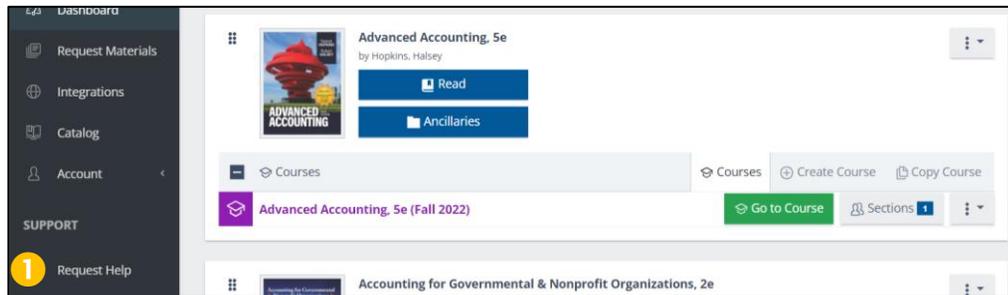
**3** Submit

A screenshot of a web form titled 'First time integrating?'. The form is titled 'Integration Request Form' and contains a blue informational message: 'Hello, we are excited that you are integrating with us. Upon completion, your institution will be one step closer to providing a single sign-on for instructors and students to access our library of digital learning resources. Please be sure to fill in all fields so that we process your request as quickly as possible.' Below the message are three input fields: 'Your LMS Domain \*' with the value 'xyz.instructure.com', 'Your LMS Provider \*' with a dropdown menu showing 'Please select an LMS Prov', and 'LMS Tech Support Email' with the placeholder 'LMS Tech Support Email'. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Submit' button. A yellow circle with '1' is on the error message in the previous screenshot, a green circle with '2' is on the LMS Domain and LMS Provider fields, and a purple circle with '3' is on the Submit button.

## Integration—Create a Support Ticket

If you need more help with your integration or need to troubleshoot...

- 1 Click **Request Help** on the Dashboard menu panel.



- 2 Select **Third Party Integrations** from the dropdown menu.
- 3 Schedule a meeting for a *New integration* OR to *Troubleshoot*.  
**OR**
- 4 Tell us the *Course* and *Section(s)* for which you need help.
  - Provide additional information (ex: Your LMS and your Systems Administrator's name and contact information)
- 5 Click **Create Ticket**.
- 6 Follow tickets on the *My Tickets* tab.

The screenshot shows the 'Submit a ticket' form. At the top right, there are buttons for 'Submit a ticket' and 'My Tickets' (6). A blue information box states: 'If you submit multiple tickets, it's possible that one or more can be closed and "merged" into another existing ticket.' Below this, a dropdown menu is set to 'Third-Party Integrations' (2). A note says '(select one or multiple)'. Underneath, it says '(all additional fields below are optional)'. A section titled 'Additional Information for Third-Party Integrations' contains a blue box (3) with the text: 'Instead of creating a support ticket, schedule a meeting instead'. Inside this box are two buttons: 'Schedule New Integration Meeting' and 'Schedule Integration Troubleshoot Meeting'. Below the box, it says 'Otherwise, please fill out the remaining fields to create your support ticket.' There is a dropdown menu for 'Course Pertaining to Integration:' with 'Select option' (4). Below that is a text input field for 'Please provide more information on what you would like help with:'. At the bottom right, there is a green 'Create Ticket' button (5).

5

## Print or Download your STUDENT HANDOUT

- ✓ Contains all needed information and instruction for your students to successfully **ENROLL** in your MBC course.
- ✓ Indicates purchase options. For most texts...
  - **Printed text option** with **FREE Course Access Code** and automatic\* 2-week temporary access until text arrives with permanent access code
    - *New print texts include **FREE eBook** subscription when enrolled in a corresponding *instructor-led MBC course* (required).*
  - **eBook option** with **FREE Course Access Code**
  - **Course ONLY** for those without an access code; eBook *not* included.
- ✓ Students can make needed purchases during the enrollment process.
  - 2-week temporary Course access can be requested during the enrollment process; once per student, per course.
- ✓ Includes links to **Student Support**, Student User Guide, and helpful videos.



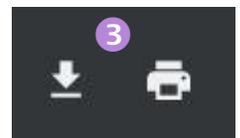
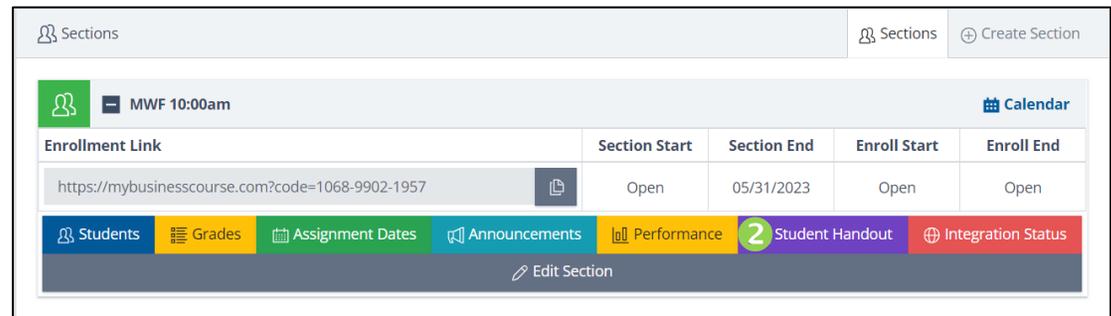
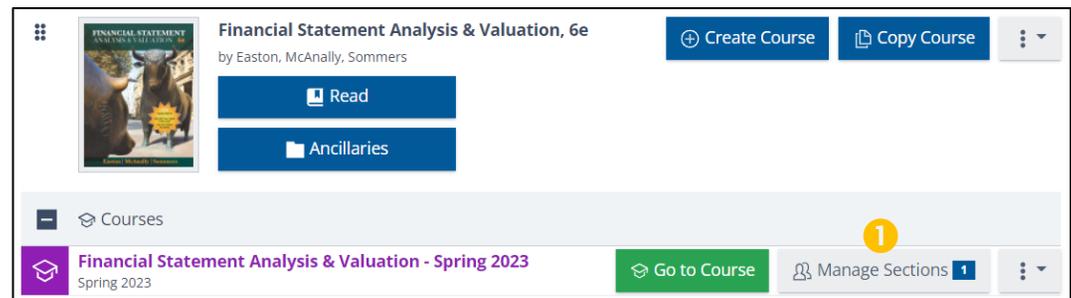
Student Handout

\*When purchased through Cambridge Business Publishers.

## Student Handout

Locate the course on the instructor dashboard.

- 1 Click **Manage Sections**.
- 2 Click purple **Student Handout** button
  - Click on section name to expand view if needed.
  - Handout will open in new tab.
- 3 **Download** or **Print** for distribution
  - If icons are not in view, hover in upper/right corner.
  - Handouts are **section-specific**, so download and distribute accordingly.



### IMPORTANT...

If you plan to integrate, refrain from accessing/distributing the Student Handout until integration is complete as instruction will change.

Now that your course is READY TO GO, you are set up to have a successful teaching experience.

If you have any questions or need help with MBC along the way, WE ARE HERE FOR YOU!



## INSTRUCTOR Support

- ✓ Click REQUEST HELP on the lefthand menu panel of your MBC navigation menu (most efficient).
- ✓ Email [mbcsupport@cambridgepub.com](mailto:mbcsupport@cambridgepub.com).
- ✓ Call 630-686-2158 (Instructor line ONLY).



[Need Help?](#)  
[Have Questions?](#)