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!

First-timers/New edition
Start with Course Shell
✓ **Create New Course**

NOTE: QuickBooks users will receive the author's prebuilt course.

Previous users/Same edition
Retain assignments
✓ **Copy** (existing) **Course**

Use Copy of Colleague's Course
✓ **Obtain Course Copy Code**
✓ **Copy** (colleague's) **Course**

1 **Set Up Sections**

2 **Update Assignment Dates** (existing assignments)

3 **Develop New Auto-Graded Assignments** (if needed)

4 ***Optional:*** **Integrate with 3rd Party LMS**

5 **Print or Download STUDENT HANDOUT for distribution**

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

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.
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

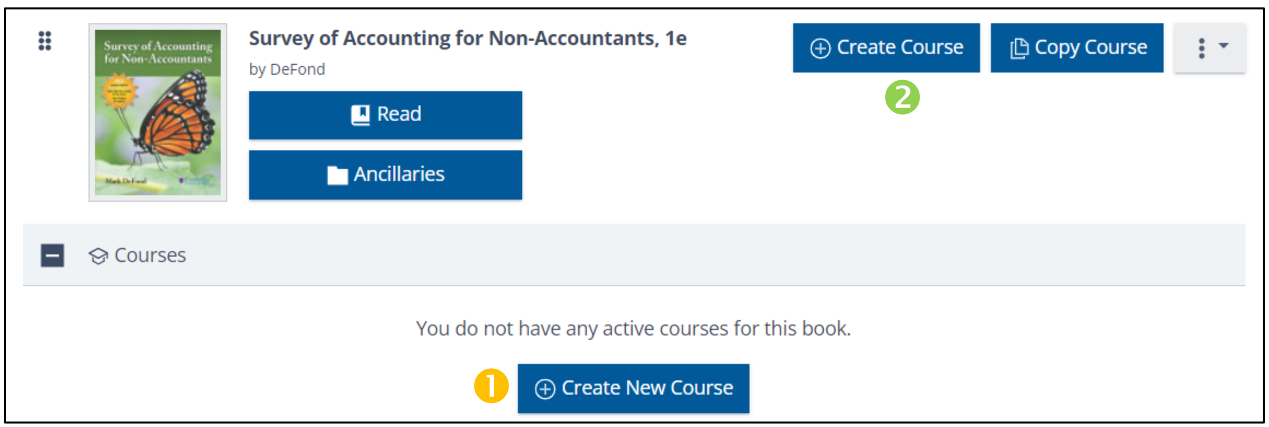
Create a Course

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.



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

❸ Enter required **Course Name**.

❹ Select **Academic Term** from dropdown menu.

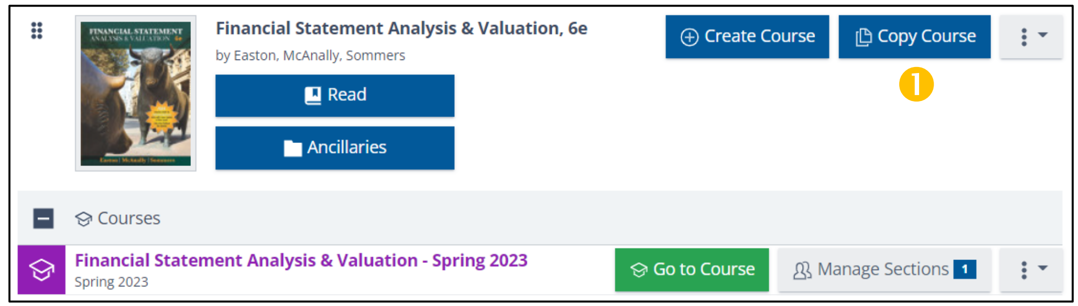
- To manually type in the term, check *Enter a term*.

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.)

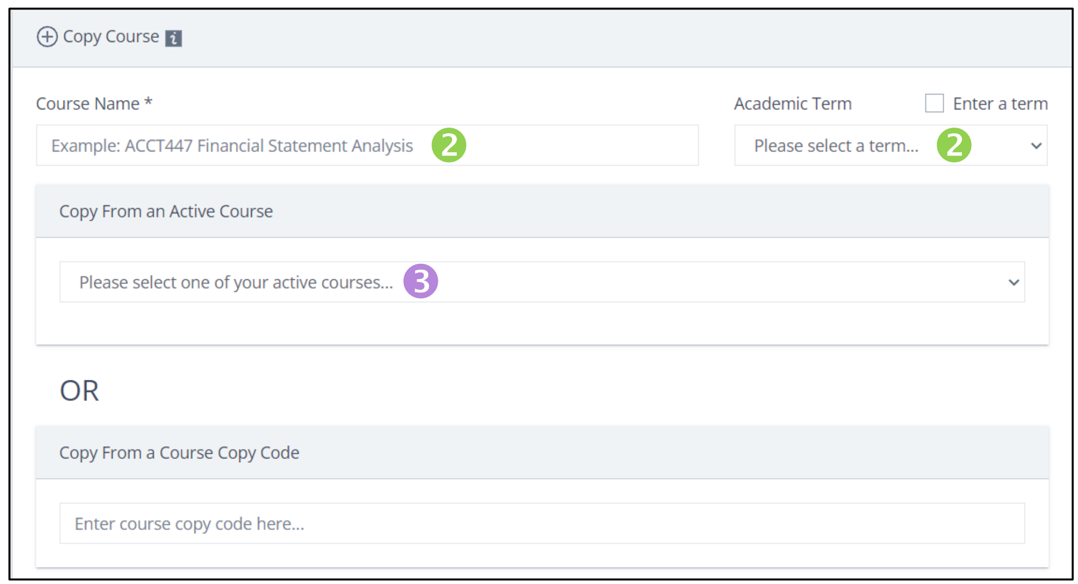
❶ Click the **Copy Course** tab.



❷ Enter the New **Course Name**.

- Enter *Academic Term*.

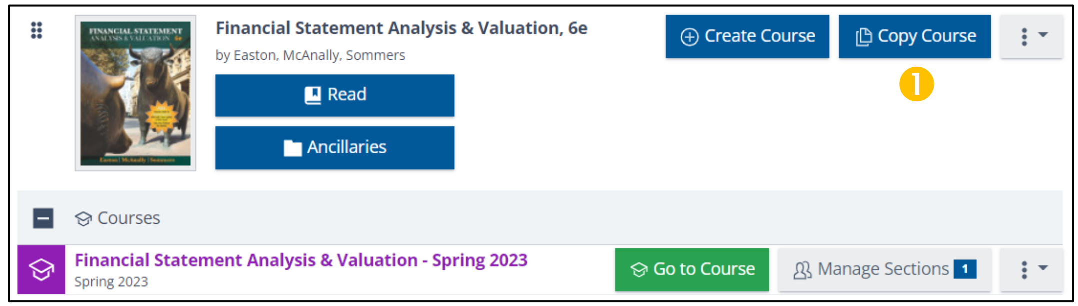
❸ Select the Active Course to be copied from the dropdown list.



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

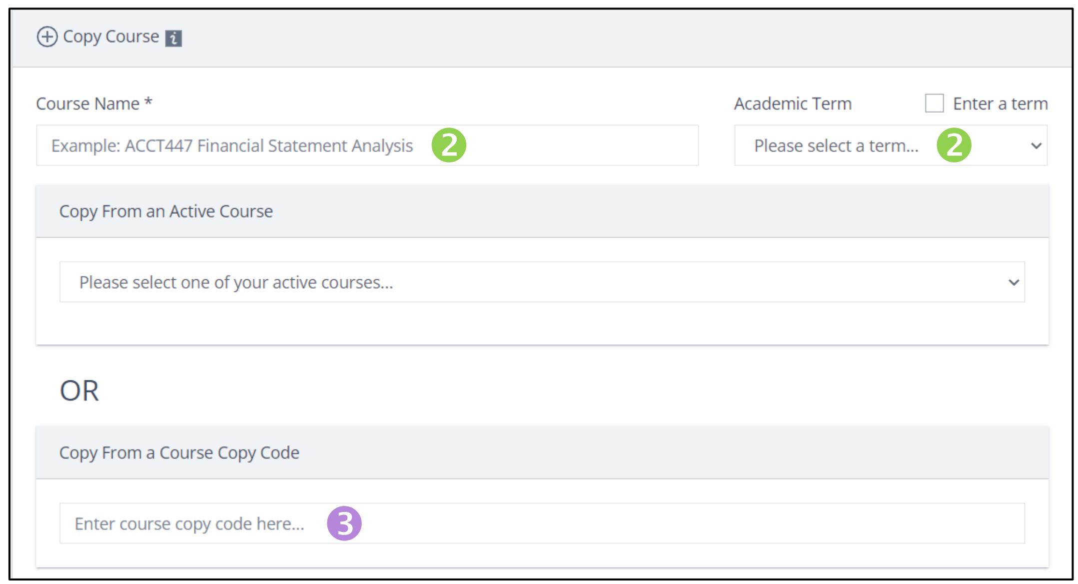
How to COPY a Colleague's Course (current edition)

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.

1

Set Up Your Sections

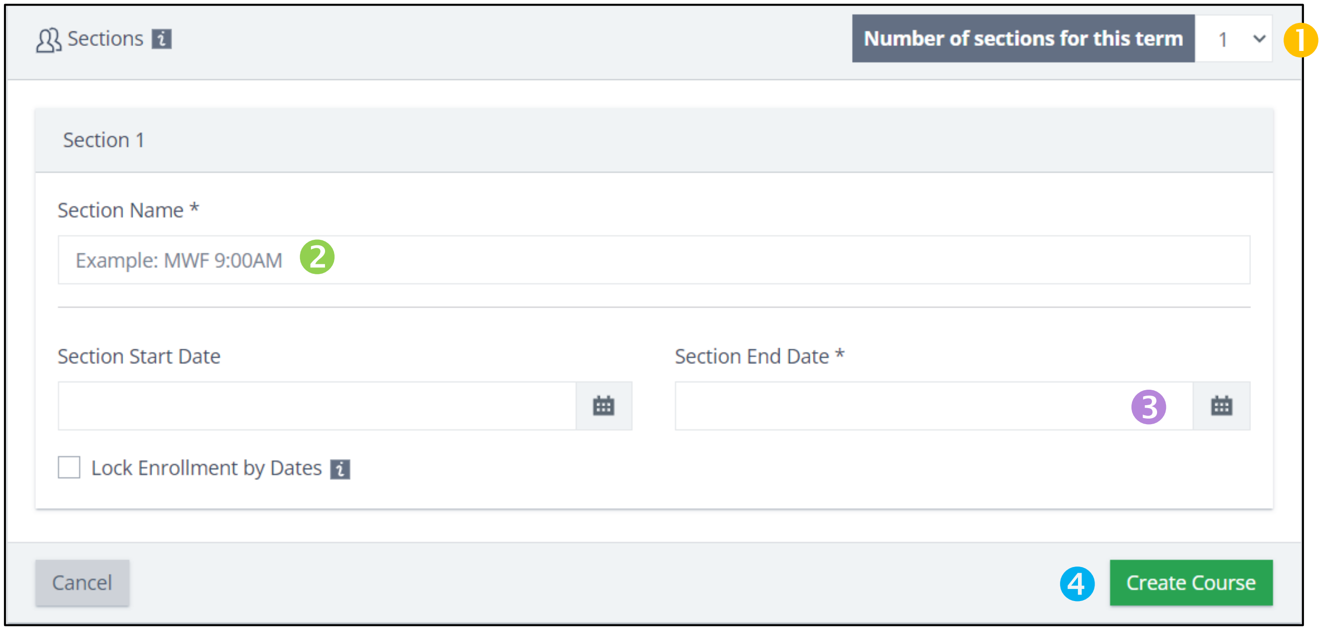
You will need to create at least one Section.
Consider **ADDING** additional sections if any of the following apply:

- ✓ 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.



Section & Enrollment Information

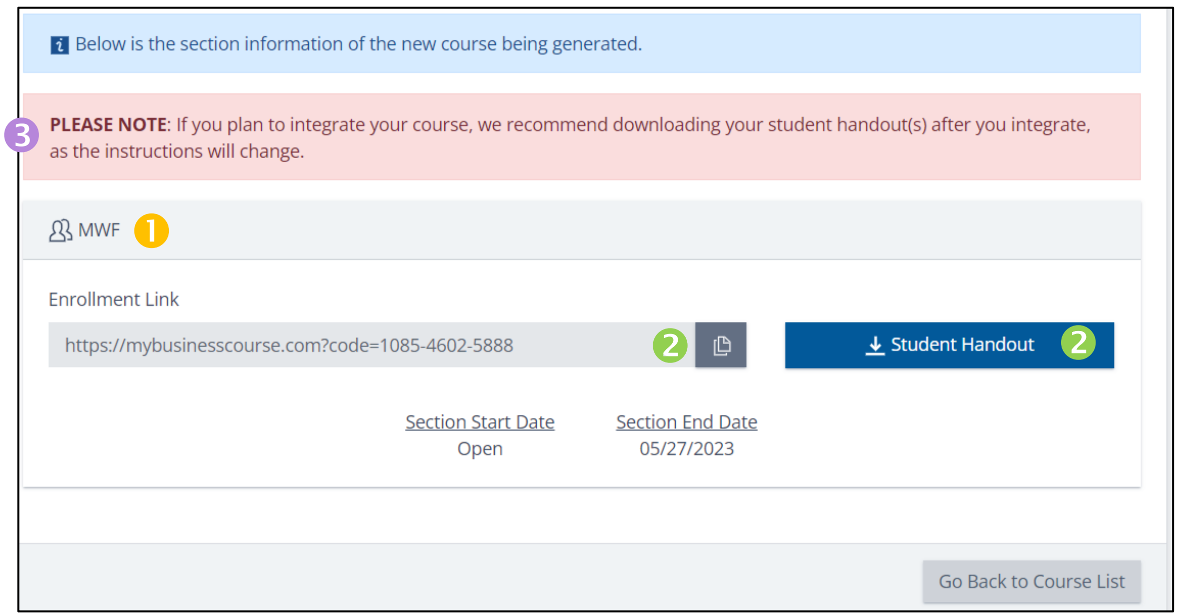
Section Confirmation and Enrollment information is immediately available if you need it.

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 <u>Section-specific</u>.

   - 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.



UPDATE Assignment Dates for NEW Term

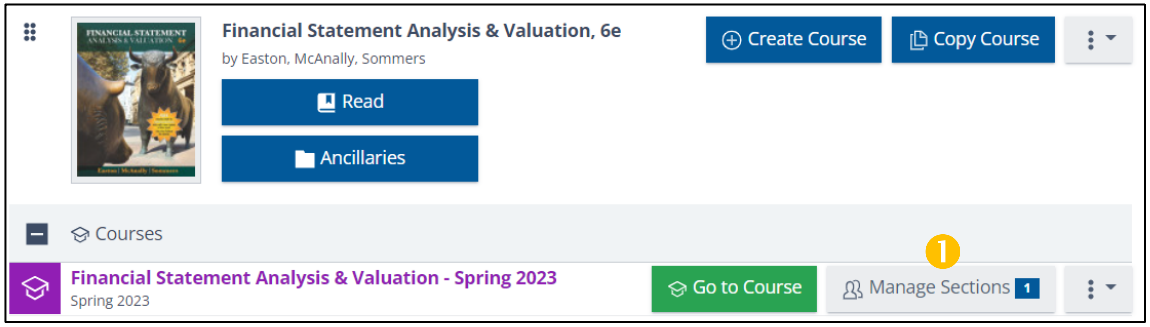
- ✓ Revise existing assignment dates on one convenient page.
- ✓ Set dates in one section and auto-apply to other sections as needed.
  - Dates can differ among sections.
- ✓ Toggle assignments ON/OFF by section.
  - Assignments can be turned ON in one section and Off in another as required.

Update Assignment Dates

Revise Dates on Existing Assignments

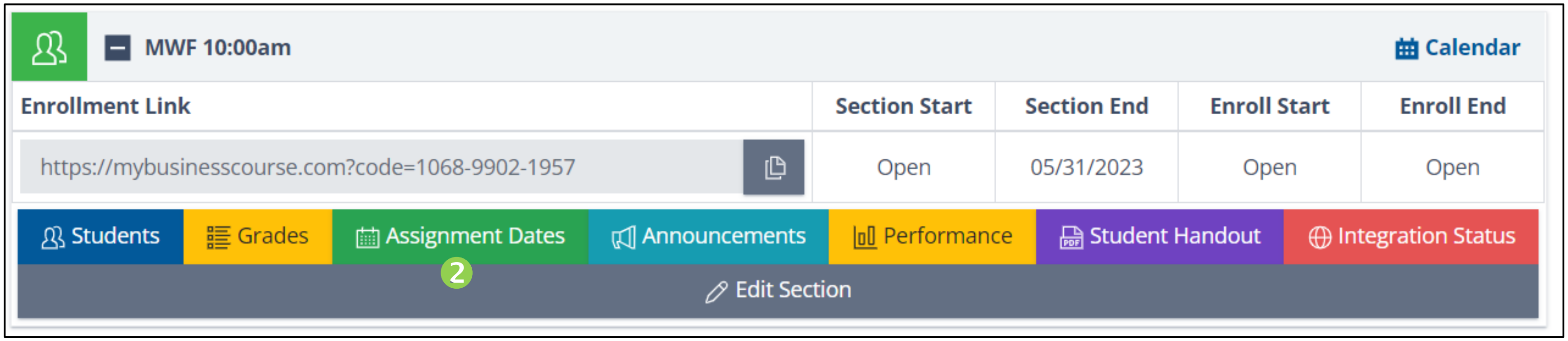
Locate the course on the instructor dashboard.

❶ Click **Manage Sections**.



❷ Click the green **Assignment Dates** button.

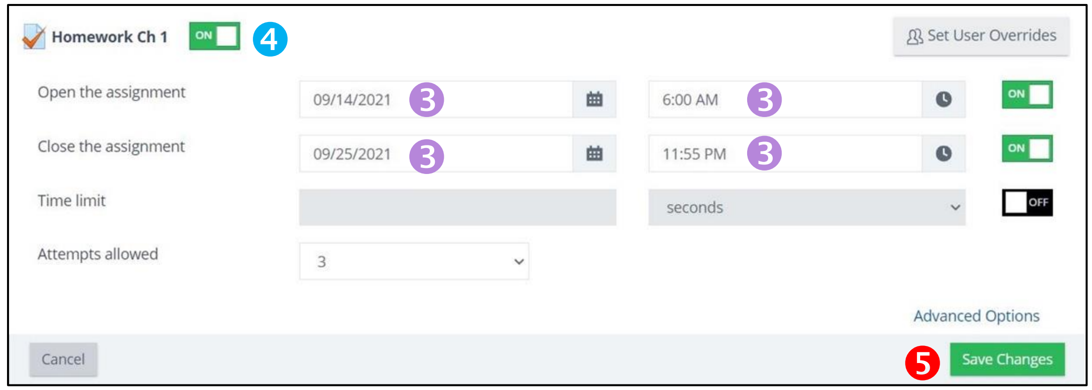
- Click on section name to expand view, if needed.



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.

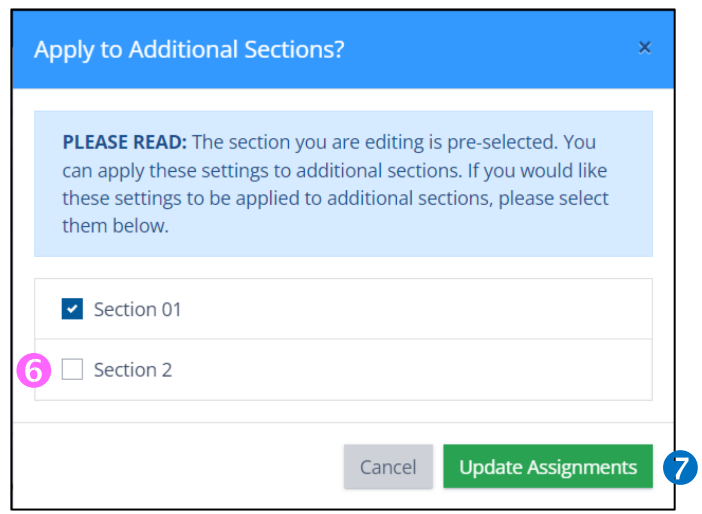
- Toggle any unneeded assignments OFF.
  - If unneeded in <u>every</u> section, assignment can be Hidden (or permanently deleted) in the course.

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

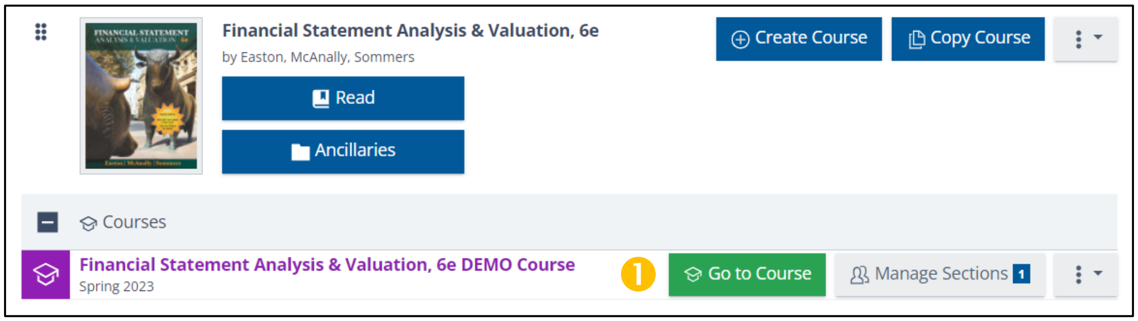
- ✓ Assignment **Templates** make it EASY to apply consistent settings.
- ✓ *Timing* allows you to determine when assignment is available to students and for how long.
- ✓ The **Assignment Builder** makes building an auto-graded assignment as **EASY as 1**…**2**…**3**!
  - Filter by Question Bank, Chapters/Modules, 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

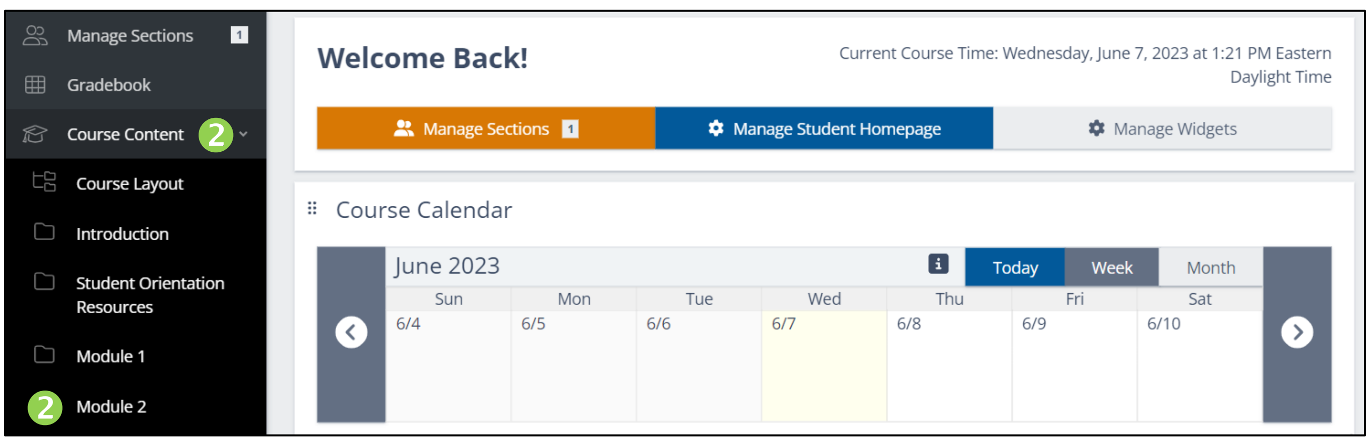
Create a NEW Auto-Graded Assignment

Locate the course on the instructor dashboard.

❶ Click **Go to Course**.

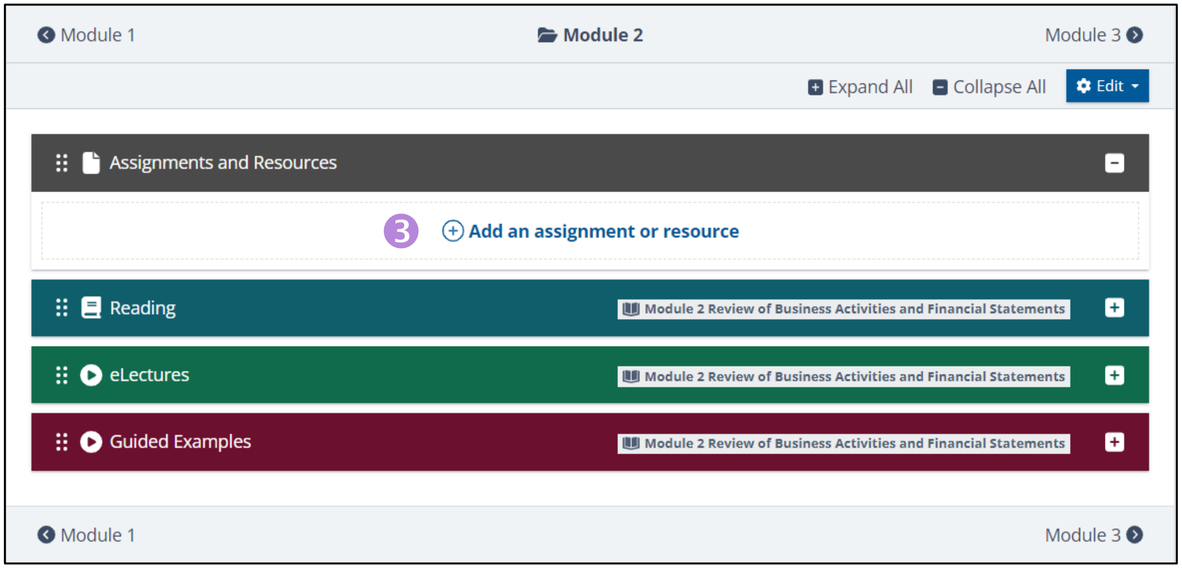


❷ Click **Course Content** to expand the menu, then on the needed Chapter/Module.

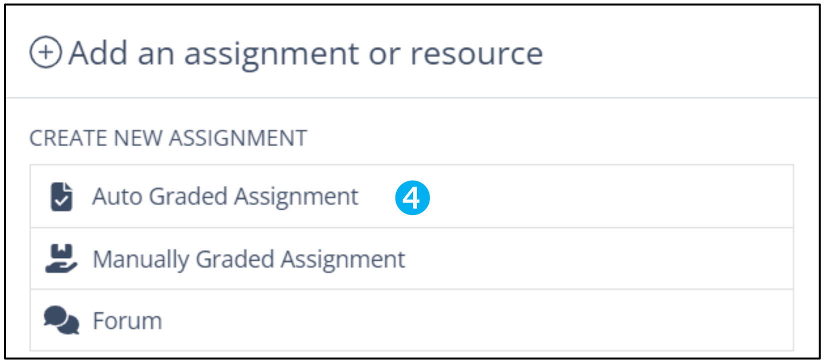


Create a NEW Auto-Graded Assignment

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



4 Select **Auto-graded assignment**.



Assignment SETTINGS

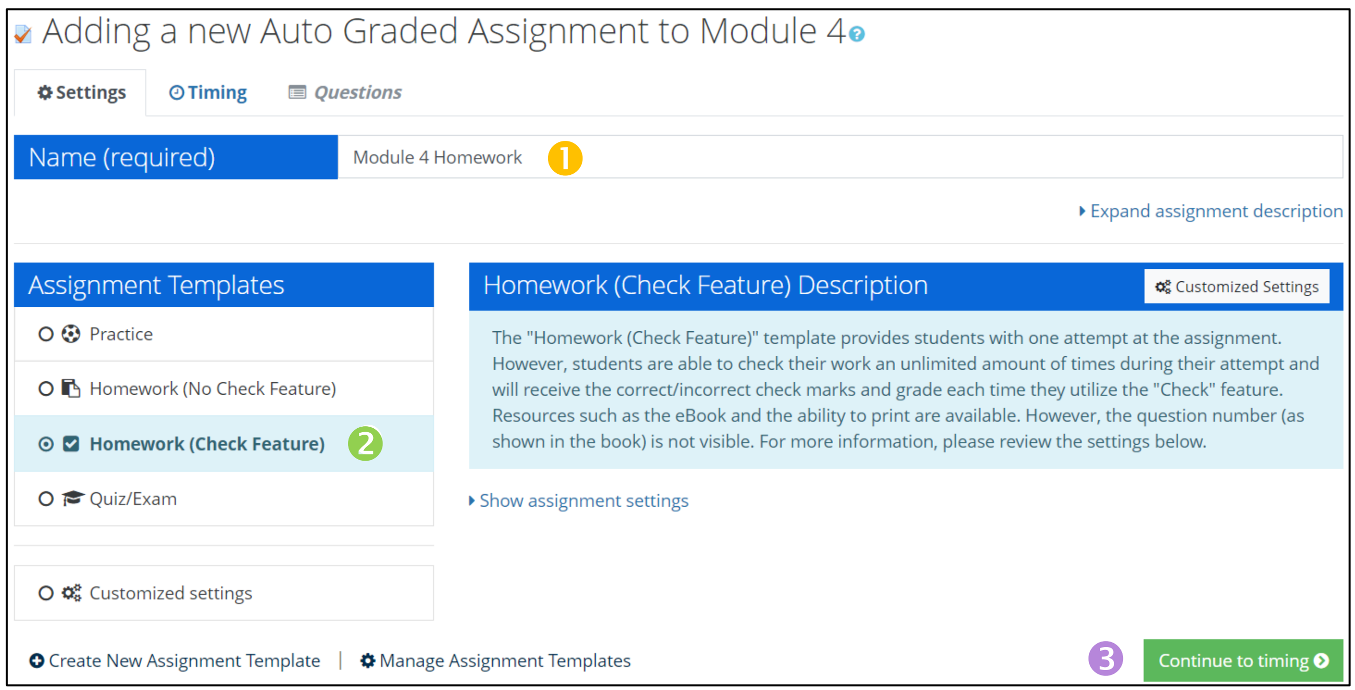
❶ **Name assignment** (required)

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

❷ Select an assignment **Template**

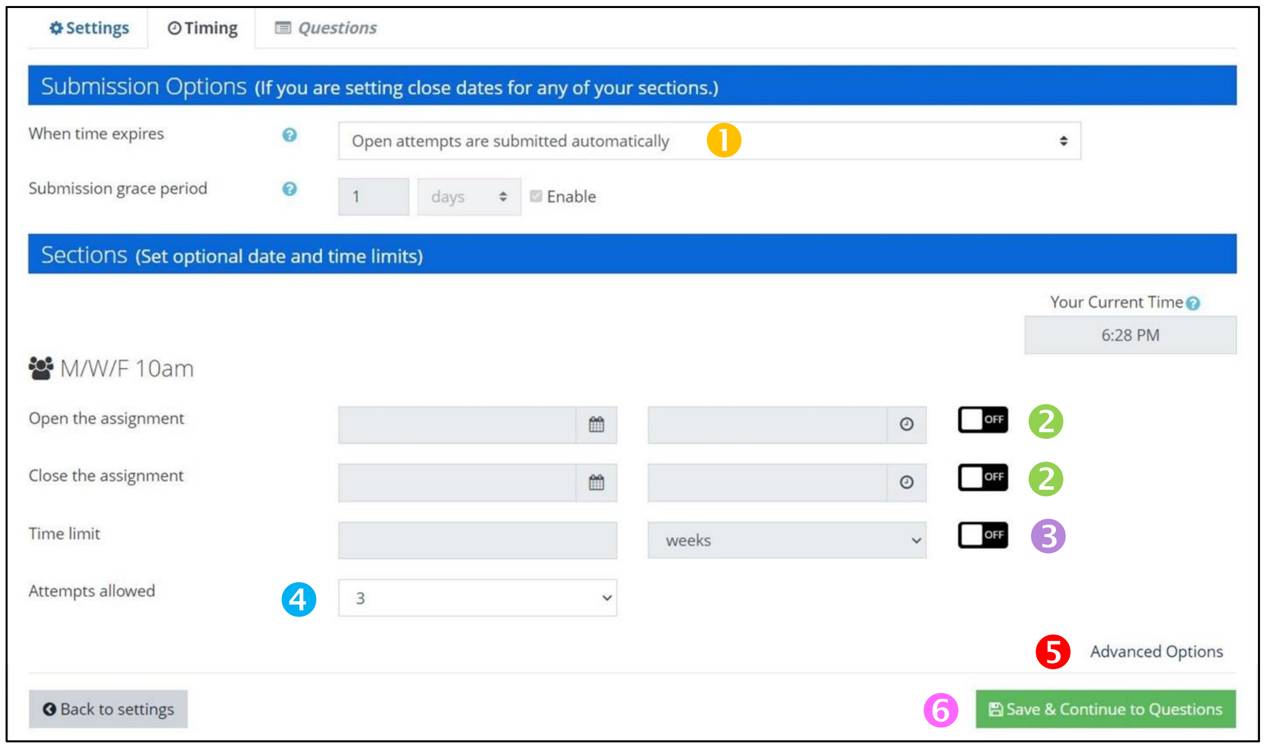
- View template description for detail.
- Need a customized template?...contact us. We can do that!

❸ **Continue to Timing**



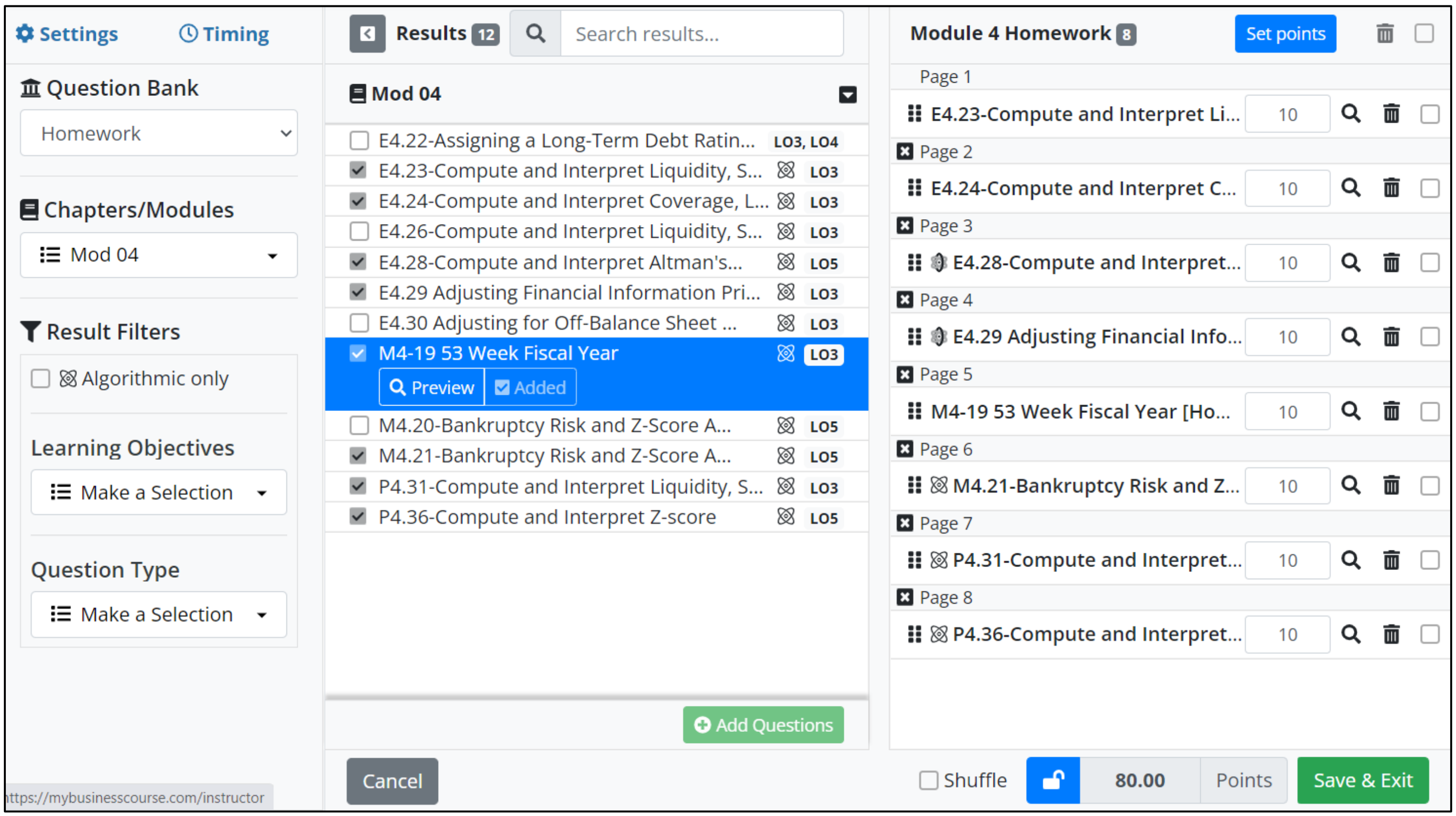
Assignment TIMING

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**



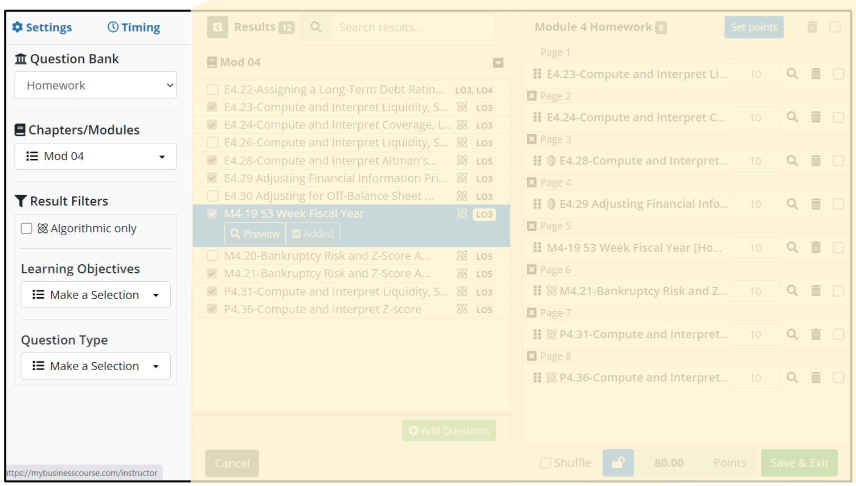
Assignment Builder—As EASY as 1…2…3!

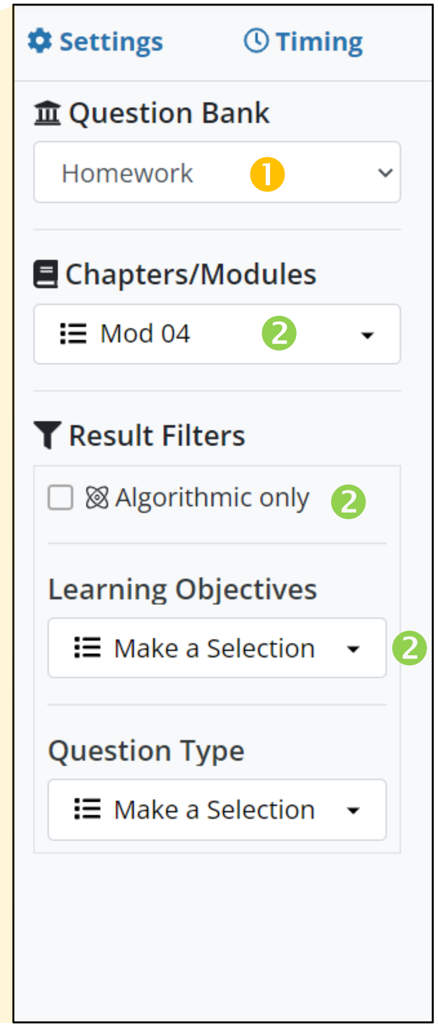
1. Filter
2. Select
3. Set Points/Assignment value



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.

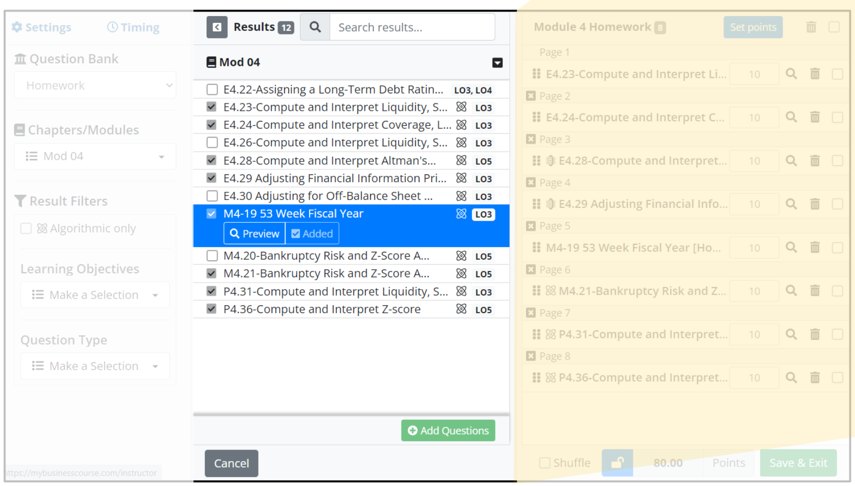
1. To add multiple questions at once, check boxes for needed questions.

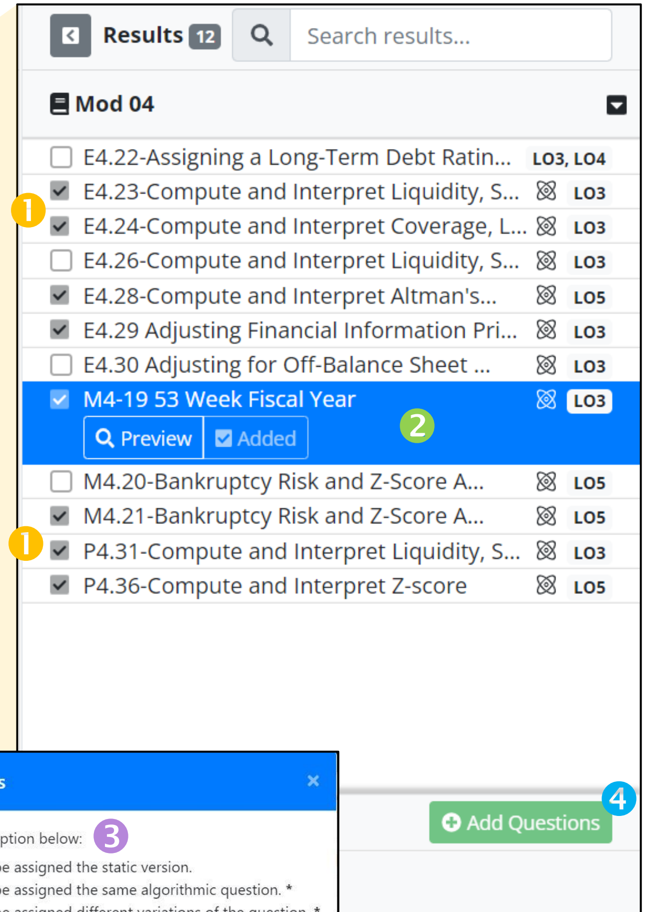
   OR

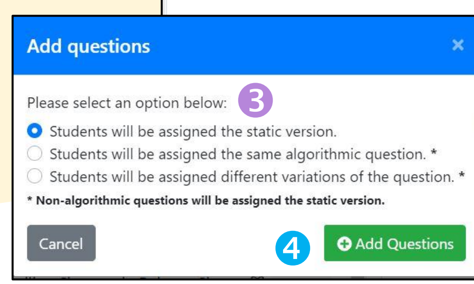
2. To *Preview* a question or add questions one at a time, click on the question to expand view and select desired action (Preview, Add Algorithmic, Add Static).
   - *Preview* includes question usage and performance statistics, sitewide.

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**



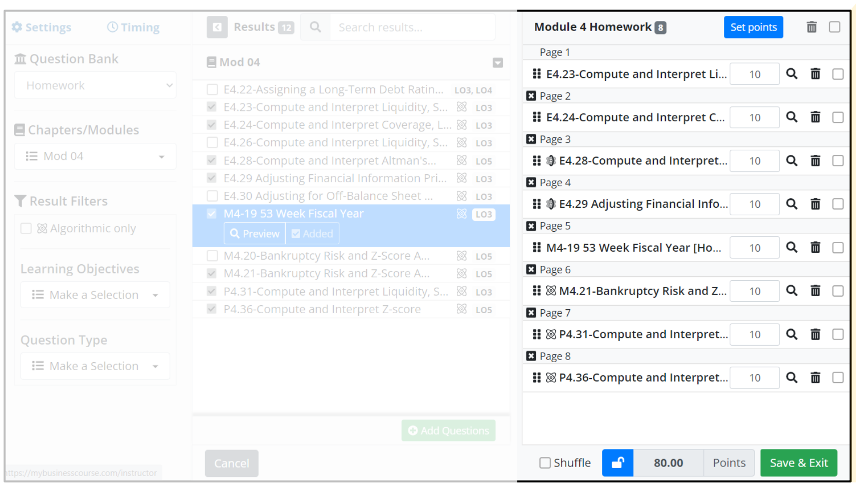


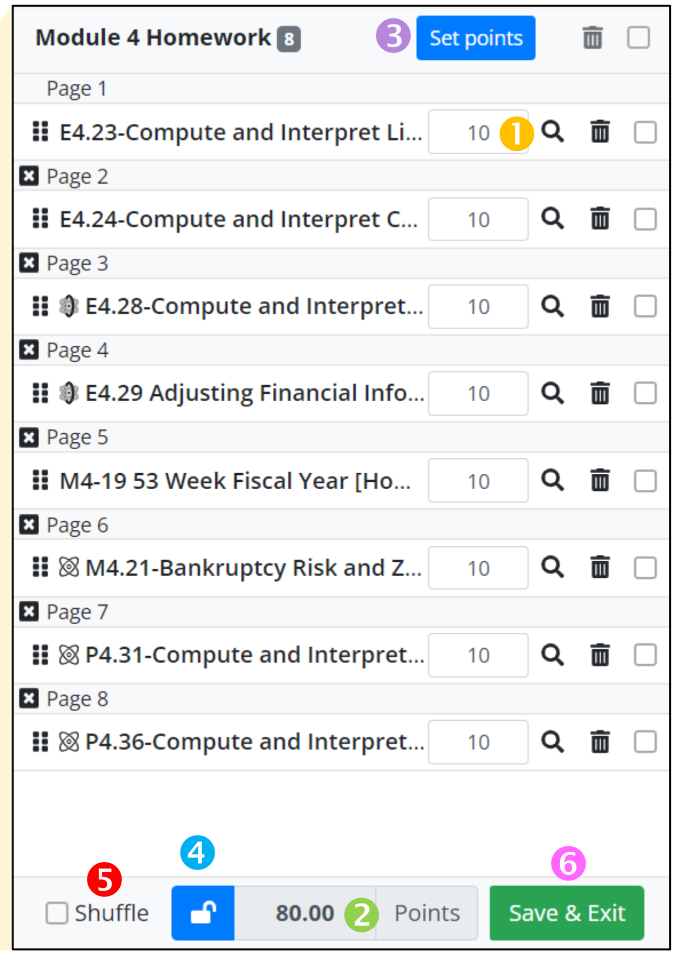


Assignment Builder—Review and SAVE

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.



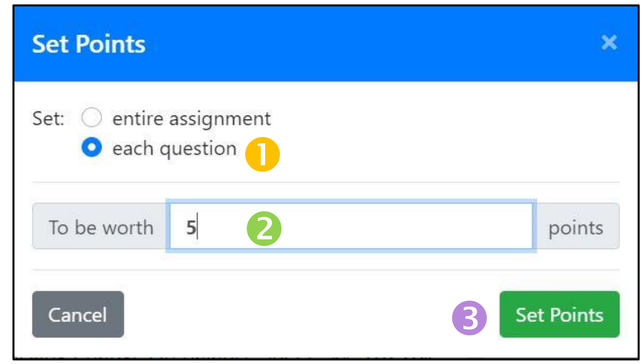


Grading—Set Points

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**

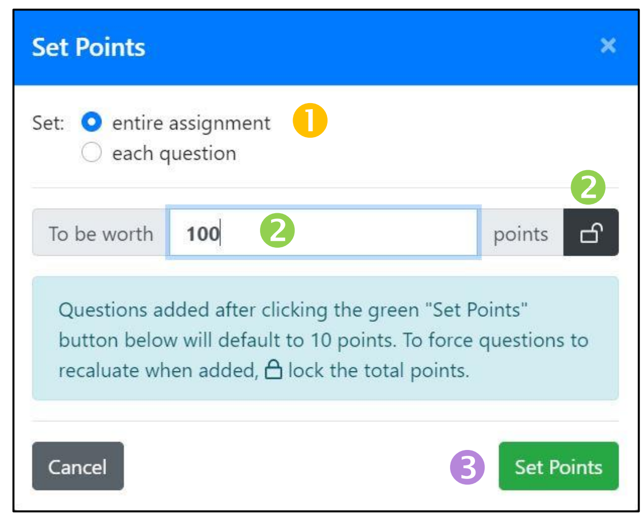
EXAMPLE: Start with 5 questions @ 10pts each = Total assignment value of 50pts. Then Set Points for each question to 5. Assignment Value will now show 5 questions @ 5pts each for a Total Assignment Value of 25pts.



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.



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.

4

Integrate with 3rd Party LMS *(Optional)*

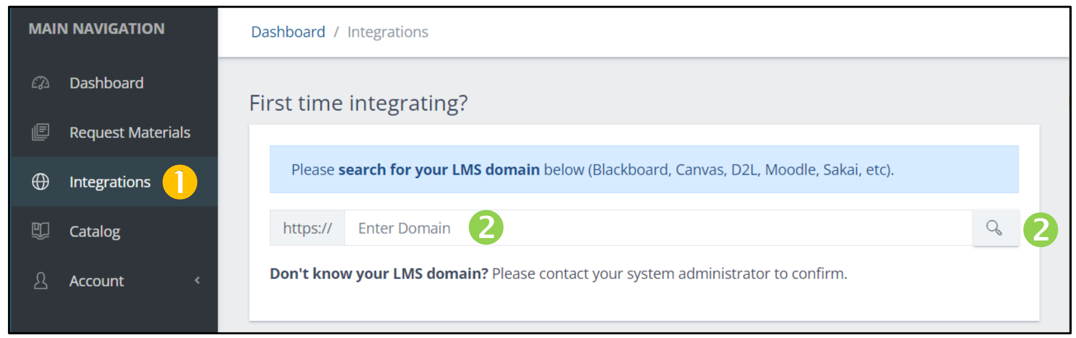
- ✓ Integrate with ***Canvas***, ***Blackboard***, ***D2L***, ***Moodle***, ***Sakai***, or ***Schoology***
- ✓ If your school's Domain hasn't been previously integrated, that needs to be done *before* your course can be integrated, so START EARLY!
- ✓ Each section of the course is integrated separately.
- ✓ 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

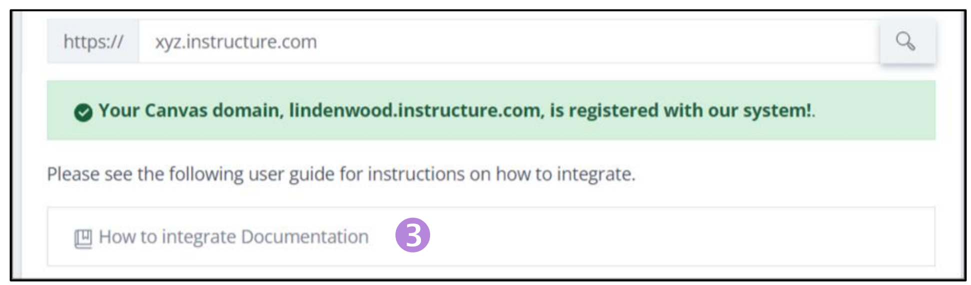
Integration

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.



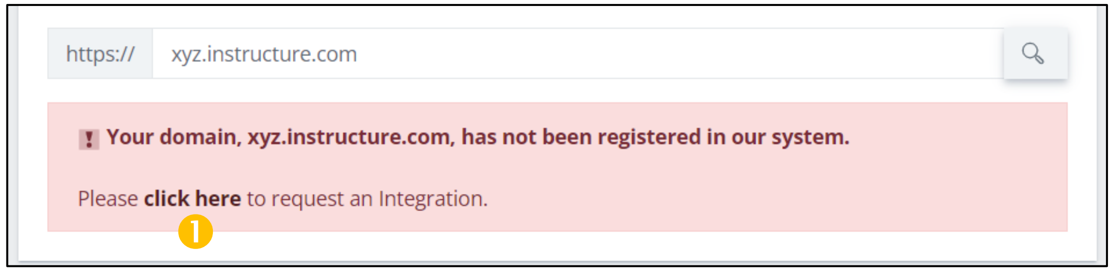
3. If your Domain is already registered, click **How to Integrate Documentation** so you can DIY!



Integration

If your Domain is NOT registered with us...

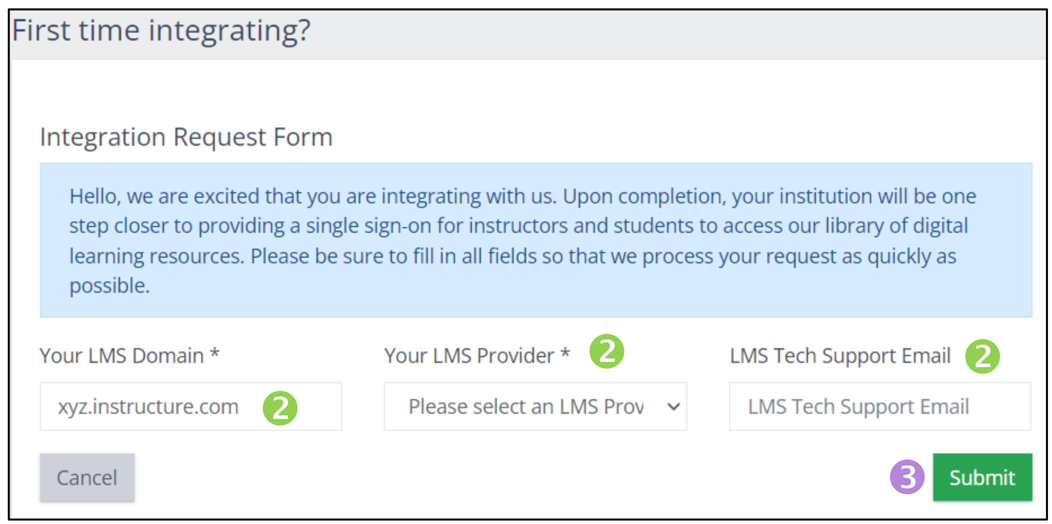
1 **Click Here** to request an integration.



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**



Integration—Create a Support Ticket

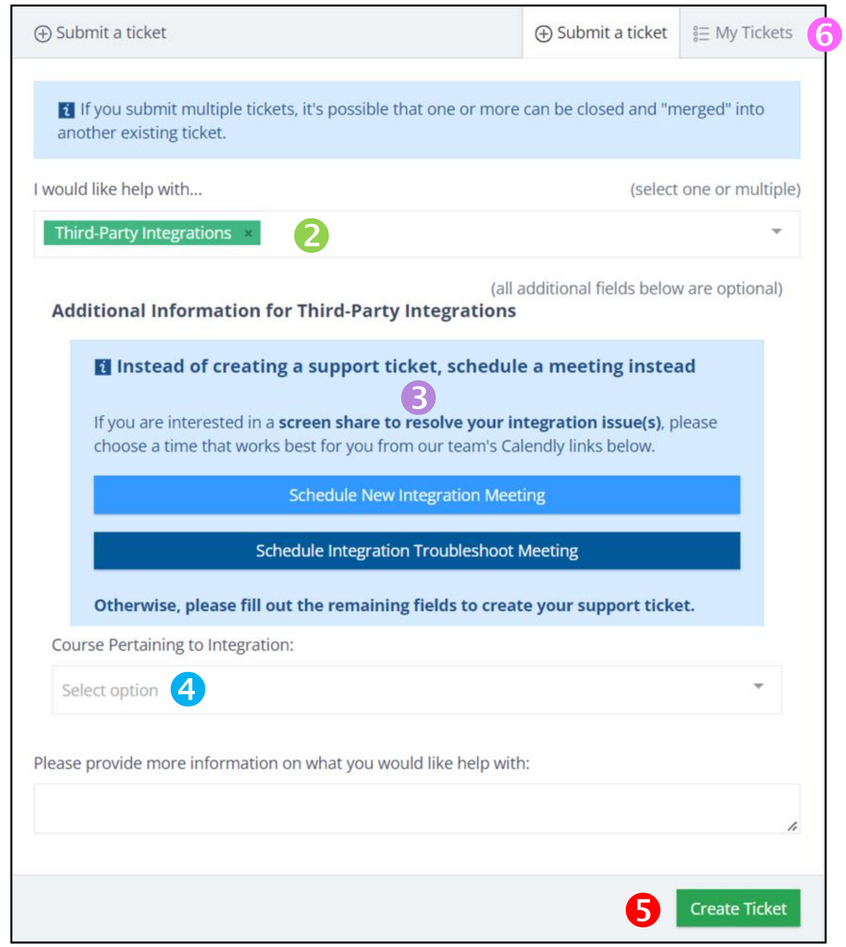
If you need more help with your integration or need to troubleshoot…

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.



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.

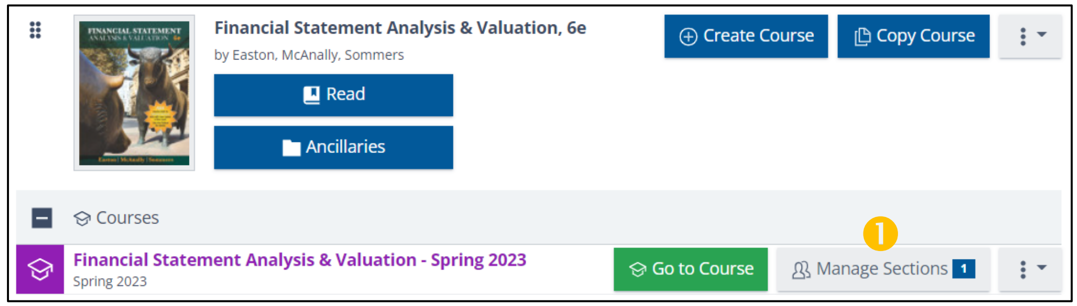
Student Handout

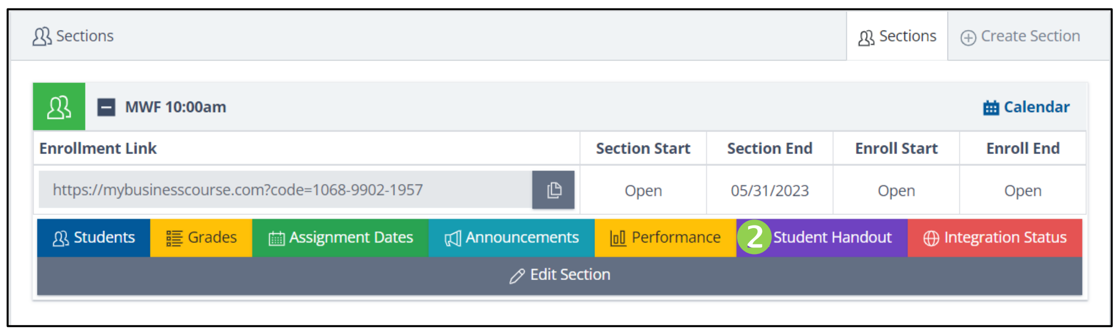
Locate the course on the instructor dashboard.

❶ Click **Manage Sections**.

❷ Click purple **Student Handout** button

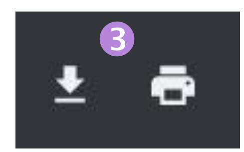
- Click on section name to expand view if needed.
- Handout will open in new tab.





❸ **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.
- ✓ Call 630-686-2158 (Instructor line ONLY).

Need Help?
Have Questions?