COURSE MATERIALS SUBMISSION + DISTRIBUTION

1   Choose a Payment Model – *Course Fee* or *Student-Pay* – to determine how students will purchase your materials.

Below are a few points to consider when selecting a Payment Model:

	PROS	CONS
COURSE FEE	Costs of all materials are added to students' tuition.	Submissions deadlines are final. No extensions can be granted.
	Students may access digital materials two weeks before classes begin.	Individuals who have not registered for the course *may not* access materials.
	You may post links to individual coursepack readings on a Canvas site.	You may not add or delete any items after submission.
STUDENT-PAY	You may request an extension to the submission deadline.	Students must purchase all materials with a credit card.
	You may add or delete items until the course materials are published.	Students cannot access materials without purchasing them.
	Individuals who have not registered for the course may purchase materials.	You may not post links to individual coursepack readings on a Canvas site.

2   Create a list of *all* materials you would like Kresge staff to procure.

Please clearly describe:
- All readings, with complete citations.
- Handouts or exam cases.
  - o Indicate whether you require Kresge staff to release the handouts *in print* or *electronically*.
  - o Indicate the date and time students must receive the handouts.
- Special Participatory Materials (such as simulations, tours, or negotiation exercises).
  - o Name the required material (e.g., "Littlefield Simulation"), its vendor, and a vendor representative Kresge staff can contact.
  - o Indicate the date the material will be used.

3   Complete and submit the [Course Materials Request Form.](#)

-   Upload your list of required materials where indicated.
-   *Student-Pay Payment Model only:* Contact Kresge staff at kresge_learn@umich.edu if a deadline extension is required.

4   Share additional readings with kresge_learn@umich.edu via email, M+Box, or Google Drive.

-   Format any PowerPoint slides in the way you prefer and convert to PDF before sharing. *Kresge staff will not edit or format your material.*

5   Kresge staff will create a Study.Net site to host the digital readings.

6   Watch for an email from Kresge Learning Support (kresge_learn@umich.edu), requesting your approval of the completed digital course materials.

7   Publish Canvas course site.

8   Kresge staff will publish the Study.Net site, integrate the site with the Canvas course site, and use Canvas Announcements to inform students that the course materials are available.

9   *If handouts or exam cases were requested:*

-   *Digital* handouts or exam cases will be posted on course Study.Net sites.
-   *Printed* handouts or exam cases will be delivered to your office or mailbox.

10   *If course fee payment model was used, you may post links to individual coursepack readings in your Canvas modules.*

-   Email RossCanvas@umich.edu for assistance retrieving or posting the links.
-   Email kresge_learn@umich.edu for more information about this process, which is officially known as *Deep-Link Integration.*