



KRESGE LIBRARY SERVICES
COURSE MATERIALS

FACULTY COURSE MATERIALS HANDBOOK SPRING SPRING/SUMMER SUMMER 2022

PAGE 4 DEADLINES

PAGE 5 PAYMENT MODELS

PAGE 7 POLICIES

PAGE 11 SIMULATIONS

PAGE 12 eTEXTBOOKS

CONTACTS

KRESGE LEARNING SUPPORT

PRIMARY CONTACT

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(734) 763-1375

PRODUCTION REQUEST FORM

One form is required per course every term.

<https://forms.gle/mJytrrZEFPRwrPNi7>

WELCOME!

Course Materials are any teaching materials that are copyrighted, or that students must purchase before using in class.

These can include Harvard Business School case studies, textbook chapters, journal articles, online simulations, self-assessment tests, and even some blog posts or other content that is accessible for free.

The Kresge Learning Support team can help your students follow copyright laws by seeking permission from all copyright holders and “bundling” these permission fees in a single payment for students.

You can decide how you want students to make this payment: With a credit card (The *Student-Pay* payment model), or as a fee added to their tuition (The *Course Fee* payment model). Please see the *Payment Model* chapter in this handbook for more details.

If you are not sure whether students need to purchase your course materials, please reach out to us!

When you do, please share a list of the materials you are considering (with complete citations). This will help us estimate a price quickly. (A course syllabus alone is not sufficient for this purpose.)

DEADLINES

INSTRUCTOR'S or KRESGE STAFF'S TASK	SPRING and SPRING/SUMMER	SUMMER
Submit Course Fee materials using the Form.	Feb. 7, 2022	Feb. 7, 2022
Submit Student-Pay materials using the Form.	Mar. 21, 2022	May 16, 2022
Review completed digital course materials.	Within two business days of notification	Within two business days of notification
Kresge staff report course materials and eTextbooks they processed to the Barnes & Noble Adoption & Insights Portal (BN AIC). Instructors are responsible for reporting materials <i>not</i> processed by Kresge on the BN AIC (https://tinyurl.com/m7p5adm)	As soon as course materials are selected	As soon as course materials are selected
Instructors publish Canvas course site. Kresge staff publish course materials.	Apr. 19, 2022	Jun. 15, 2022
Classes begin.	May 3, 2022	June 29, 2022
STUDENT'S TASK	SPRING and SPRING/SUMMER	SUMMER
Purchase <i>printed</i> course materials (TextPaks). Request refunds on <i>digital</i> materials.	May 25, 2022	Jul. 14, 2022
Purchase <i>digital</i> course materials.	Aug. 18, 2022	Aug. 18, 2022

PAYMENT MODELS

When you complete our Form, you may choose one of two Student Payment Models for your course materials: *Course Fee* or *Student-Pay*. Here are some points of comparison:

COURSE FEE

All costs are added to students' tuition.

This option is recommended in the following cases:

- The instructor can select all materials by the Course Fee Submission Deadline.
- The instructor plans to assign simulations or other tools.

PROS

- Costs of all materials are added to students' tuition as a course fee. No credit-card purchase is required.
- Enrolled students who have paid tuition automatically receive access to their course materials, through Canvas.
- Typically, the production cost of materials is lower than in the Student-Pay model.

CONS

- The early deadlines are final.
- Instructors may not make changes after approving the course materials.

PAYMENT MODELS

STUDENT-PAY

Students purchase all materials with a credit card.

This option is recommended in the following cases:

- The instructor would like extra time to select materials, or anticipates that the materials will change.
- The instructor assigns only readings – no simulations or other items.

PROS

- The submission deadlines may be extended upon request.
- Instructors may make changes until materials are published.
- Individuals who have not officially enrolled in the course (such as auditors) may purchase materials.

CONS

- Kresge staff will request instructors' assistance in reminding students to purchase Special Participatory Materials (such as simulations).
- Students cannot access any materials until *after* they have purchased that course materials with a credit card.

COURSE FEE POLICIES

What items can be covered by a fee?

Any material the Registrar considers an *Allowable Item* can be covered by a course fee: <https://tinyurl.com/sr9vn6z>.

Instructors who request *Disallowed Items* will be directed to the Registrar's Office for further assistance. Please note: If the course fee will exceed \$200.00 per student, Kresge staff will ask a department or unit chair to review, and possibly locate alternatives to, the course materials.

May I submit after the deadline?

Unfortunately, no. The Course Fee submission deadline is based on the University of Michigan Registrar's timeline for billing tuition, and Kresge Library staff cannot grant extensions. If instructors do not submit course materials by the published deadline, Kresge staff will process them under the "Student-Pay" model.

May I make changes after the deadline?

Unfortunately, no. An instructor's approval of course fee course materials is considered final, and the course fee is set at the price of those approved materials. The UM Registrar cannot alter a course fee, so any increase or decrease in the price could affect students negatively. (For example, even if an item is deleted, the course fee cannot be lowered, so students will have paid for material they did not use.)

ADDITIONAL POLICIES

Can students get refunds?

Yes. Refunds are granted for digital course materials to students who formally disenroll from (or “drop”) the course.

- *Student-Pay materials:* Students must request a refund from customerservice@study.net by the Digital Access Refund Deadline. This deadline appears on our website: <https://tinyurl.com/y5dgzskl>.
- *Course Fee materials:* Refunds on course fees are automatically applied to students’ tuition bills. Students can confirm this by visiting Wolverine Access and reviewing their “student account.” Please direct questions to the U-M Registrar’s Office (<https://ro.umich.edu/contact>).

Students are *not* eligible for a refund on any part of the course materials that the instructor originally approved but later decides not to use in the course. This includes materials that the students purchased previously for use in another course. Students must forfeit the costs of these materials.

Refunds cannot be granted for printed TextPaks.

How will students purchase simulations?

If using the Student-Pay payment model, instructors agree to notify students about “participatory” materials (such as simulations, negotiation exercises, or tours) in their syllabus.

Instructors also agree to support Kresge Learning Support’s procedures for reminding students to purchase these materials. These procedures are:

- Monitor purchases and report discrepancies between purchases and participants to the course instructor(s).
- Email students one reminder to complete the purchase. ‘CC’ the instructor.

Extensions beyond the purchase end date will not be authorized.

Suggested syllabus statement for instructors using simulations:

Each student must individually pay the fees for the required special participatory course materials. The fees include royalties for simulations, online tutorials, and/or negotiation exercises used in the class and are calculated on a “per-student” basis. Students must purchase the participatory course materials by the deadline date.

Do NOT share any information about course materials with students who have not taken this class. It is a violation of the Ross Academic Honor Code to post anything about the material used in this class on a public web site. Please find the Honor Code and other Community Values here: <https://tinyurl.com/yykptpab>.

ADDITIONAL POLICIES

How do I “report” course materials?

You may receive an email from the administration asking you to “report” your course materials in the [Barnes & Noble online bookstore](#). This task ensures the materials’ costs appear in the Online Student Bookstore by the time students register for courses. Kresge staff may be able to help, depending on what materials you’re using:

I have... a coursepack, eTextbook, simulation, or other materials produced by Kresge staff:

Do not report. Kresge staff will work with Barnes & Noble to publish pricing and access information on any Kresge-produced coursepacks, simulations, eTextbooks, and other course materials.

I have...a textbook:

Please “adopt,” or report, the textbook through the Barnes & Noble Adoption and Insights Portal (BNC AIP): <https://tinyurl.com/m7p5adm>.

I have...other items, or no materials at all:

Please share this information with Ms. WrayLynn Williams at umichtextbooks@bncservices.com. If the materials (such as custom textbooks, coursepacks from Dollar Bill Copying or other vendors) cannot be purchased through Barnes & Noble, or if the instructor is *not* using any materials, Ms. Williams will manually add this information in the online bookstore.

SIMULATIONS

SIMULATIONS FROM NON-HARVARD VENDORS

KLS staff will *only* secure licenses for simulations. Please work directly with the vendor to ensure students can access the simulations at the correct time.

HARVARD SIMULATIONS

Kresge staff will secure a license and send you a link to the simulation. To set up and share the simulation, please follow the instructions below. For additional assistance, please contact HBP: <https://hbsp.harvard.edu/contact-us/>

1. SET UP SIMULATION

- A. Create an “educator’s” account on the HBP website: <https://hbsp.harvard.edu/registration/educator/>, or **sign in** to an existing account there.
- B. Click to open the “coursepack” that contains the simulation
- C. Select *Manage Simulation* to sort students into groups or set up other parameters.

2. SHARE SIMULATION WITH STUDENTS

- A. Find the link to the simulation in an email from kresge_learn@umich.edu.
- B. Forward this link to your students.
- C. Students will follow the link to the HBP website. There, they will be prompted to create an account (or log in to an existing account) with HBP before continuing.
- D. After they have logged in, the simulation will open.

eTEXTBOOKS

Kresge Learning Support works with Unizin, a consortium of universities and publishers, to offer a reduced price on eTextbooks. This price is added to students' tuition as a "course fee", and students access them through a link in the course's Canvas site.

To review publishers and pricing:

To review a complete list of publishers, as well as pricing and the length of time students will have access, please follow these steps:

1. Visit <https://community.unizin.org/publisher>
2. Enter *University of Michigan*.
3. Log in with your University of Michigan credentials.

To request an eTextbook:

When you are ready to request a Unizin eTextbook, please complete the Course Materials Request Form (<https://forms.gle/mJytrrZEFPRwrPNi7>) by the Course Fee Submission Deadline.

Important note: If you choose this option, please inform Kresge Learning Support staff (kresge_learn@umich.edu) if you or an assistant edit the Canvas site's title or other settings. Changes like these will break the Canvas link to the eTextbook, but Kresge and Unizin staff can restore it (and ensure that students don't lose access) if they are notified promptly.