Welcome to Study.Net, where you can manage and quickly deliver course materials for instructor approval and future student access. All of your content needs can be addressed from a single location – our dynamic tools will help you enhance both the teaching and learning experiences.

**Follow these easy steps to get started!**

1. **Create a Course**
   A. Login with your academic coordinator (first name.last name@tuck.dartmouth.edu) email login and password last name (lower case).
   B. You must first create a course listing in order to assemble materials, and view content from our publishing partners. Click “Courses”, then click “Add a New Course” and complete the required fields.

   **Note:** Be sure to click “Update Course” at the bottom of the page to save your course information.

2. **Add Material**
   A. Click “Add Material” located in the Course Materials box at the bottom of the “Edit Course” page.
   B. You may choose from three sources to assemble your course content:

   > Select material from Study.Net’s Publishing Partner Library (PPL), which includes content from Harvard Business Publishing.
   > Use Study.Net to obtain and manage other content that requires copyright clearance or payment of a royalty. Please note that there is a fee associated with this service, as long as a royalty payment is required.
   > Upload personal content or material that doesn’t require copyright clearance. Content not included in the Study.Net (PPL) is uploaded to your “Library”. This allows you to manage content for multiple instructors/course offerings.

3. **Make Public**
   A. Public visibility of a course is set to "Off" by default. This setting allows you to create, review and obtain approval of the course materials by the instructor prior to student access.
   B. Once you have finalized your course content, set the course visibility to "On" so the students can immediately purchase or otherwise access the materials in that course.

   **Note:** The course visibility setting is located at the bottom of the "Edit Course" page.

4. **Academic Coordinator Support**
   A. If you need assistance, please send an email to Maria Escobar maria@study.net Director - Digital Learning, Study.Net
   B. For any content permission related inquires please email permissions@study.net.

Thank you for using Study.Net.