CREATE A COURSEPACK

1 **Access the Coursepack Tool:** Select the course for which you want to create a coursepack. Once you click a course, you'll be directed to the "Select Materials" page. Click "Add Coursepack."

2 **Enter Course Details:** Be sure to confirm that the pre-populated information (school and instructor name) is correct. Edit the cover and enter the course name, course code, semester, and year. Design and edit the cover by uploading a cover image or using a preset design. Select the binding, and then click "Next Step."

3 **Add Materials:** You can add content by searching for a book by title or ISBN, or you can upload a file. When searching for a book you will see a list of books appear in a drop-down menu. Once selected, enter the chapter, article, or page range of the book that you would like to include. After completing the book or article information, click "Add Source."

4 **Submit Materials:** After you have added all of your materials, fill in details about the course such as expected class size, printing specifications, and professor contact information. Add any special instructions in the final designated field. Click, "Create Order."

Next Steps: After the coursepack is submitted, copyright requests will be sent by CoursePacks Etc. to the copyright holder for approvals. The copyright holder charges a fee, which is set at their discretion. Once copyright approval is granted for all materials, a quote will be sent for approval. Approval can take up to six weeks.

After you review the quote and agree to move forward, the coursepack will be available for purchase. It typically takes 1-2 days for the coursepack to be printed. Upon completion, the coursepack will be shipped to the student, or will be available for immediate download.