

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.

This screenshot shows the initial steps of the coursepack creation process. At the top, the user is logged in as Taylor Brown. A course, "Fall 2020 PSY 100B - Intro to Psychology" by Taylor Brown, is selected and highlighted with a red box. Below this, the "Select Materials" page is visible, with an "ADD COURSEPACK" button highlighted in red. A red arrow points from this button to a pop-up window titled "AKADEMOS UNIVERSITY COURSEPACK CREATOR". This pop-up shows the "ENTER YOUR INFORMATION" step, where the course name "Intro to Psychology line #2" and course code "PSY 100" are entered and highlighted with red boxes. A "NEXT STEP" button is also visible at the bottom right of the pop-up.

This screenshot shows the "CHOOSE CONTENTS" step of the coursepack creator. It features a search bar for books by title or ISBN. Below the search bar, there are options to "Attach File" or "Upload". A list of articles is shown on the left, including "Exploring Psychology" and "Experimental Psychology". On the right, a detailed view of a selected book, "Exploring Psychology" by Myers, David G., and DeWall, C. Nathan, is shown. The book's ISBN, page range (1-300), and chapter (Chap 1.4) are highlighted with red boxes. An "ADD SOURCE" button is highlighted in red at the bottom right.

This screenshot shows the "SUBMIT YOUR COURSEPACK" step. It contains several input fields for course details: "Expected Class Size" (200), "Number of Desk Copies" (3), "Page Printing" (Double-Sided selected), "Page Numbering" (Yes selected), "Instructor Email" (tbrown@akademos.com), and "Instructor Phone" (555-555-5555). These fields are highlighted with a red box. Below these fields is a "Special Instructions" text area. A red arrow points from the bottom right towards a "CREATE ORDER" button.