Faculty Guide – First Day™ Inclusive Access Program

4 Weeks Before Class Starts

☐ If using publisher courseware product (i.e. MyLab, Connect, MindTap) be sure the publisher link is installed in your Canvas courses and that you have completed all course setup/pairing.

☐ Ensure that the Barnes & Noble College Course Materials link is installed in your First Day courses. If your Canvas Admin did not install for you, please follow the instructions under Canvas External Tool Configuration.

☐ If you are merging your courses or multiple sections within Canvas, please let your bookstore manager know.

2 Weeks Before Class Starts

☐ Ensure messaging is added to your syllabus and Canvas course describing the program and the benefits of opting-in. This messaging is available under Sample Student Messaging.

☐ Share the Welcome Email (provided by your Bookstore Manager) with your students.

First Day of Class

☐ Let students know about this program that will save them money on their course materials!

☐ Ensure students know where to opt-in within Canvas using the Course Materials link.

☐ Direct any student concerns or questions to the Barnes & Noble College Customer Care team and provide students the Customer Care Contact Information in this document.

Canvas External Tool Configuration

As an instructor for a First Day™/Inclusive Access course, you will need to add the following Tool Link in Canvas so that students can Opt-In to the program if they wish, during the Opt-In period only. If the material is an eTextbook only, students will also be able to access their title at this link. (Note: Your LMS (UCF Webcourses) may have slight variations in these steps or naming.)

<table>
<thead>
<tr>
<th>Steps</th>
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<tr>
<td>1. Log into Canvas with your instructor username and password and navigate to the course that requires the Course Materials link.</td>
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<td>2. Click Settings from the left-hand navigation.</td>
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<td>a. If Settings is not available, make sure that you are in the course as a teacher. Once you are, Settings will appear.</td>
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<td>3. Click the Navigation tab, and scroll down to the hidden items, at the bottom of the list.</td>
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<td>4. Look for Course Materials in the list.</td>
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<td>5. Click and hold Course Materials and drag it up to the list of active navigation links.</td>
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<tr>
<td>If the Purchase Course Materials link is an active navigation link, select it and drag it down to the hidden items, to prevent student confusion for this course only.</td>
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<tr>
<td>6. Click Save.</td>
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<tr>
<td>7. The Course Materials link will now be available in the left-hand navigation of your course. You may have to refresh your window to see it.</td>
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<tr>
<td>8. Repeat these steps any additional sections that require the Course Materials link.</td>
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Sample Student Messaging

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day™. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in UCF Webcourses.

**Summer A, C, D**

UCF Student Account Office will bill you at the discounted price as a course charge for this course. This charge will be posted to your account by May 20, 2020 for Spring 2020.

It is recommended that you Opt-In as these materials are required to complete the course. You can choose to Opt-In on the first day of class, right within UCF Webcourses. Be sure to Opt-In before the deadline of **Friday, May 15, 2020 at 11:59pm** for **Summer A, C, D** 2020 courses to have access to your course materials at the discounted price.

**Summer B**

UCF Student Account Office will bill you at the discounted price as a course charge for this course. This charge will be posted to your account by July 1, 2020 for Spring 2020.

It is recommended that you Opt-In as these materials are required to complete the course. You can choose to Opt-In on the first day of class, right within UCF Webcourses. Be sure to Opt-In before the deadline of **Friday, June 26, 2020 at 11:59pm** for **Summer B** 2020 courses to have access to your course materials at the discounted price.

Compatible web browsers: Google Chrome, Firefox, Internet Explorer. Safari is NOT compatible.

For more information and FAQs go to customercare.bncollege.com.

**Student Tutorial Videos**

Opting-In and Accessing your eTextbook: https://vimeo.com/306061595
Opting-In for your Courseware Materials: https://vimeo.com/304673669
Other Features on the Course Materials page: https://vimeo.com/304675344

**First Day FAQ:** https://tinyurl.com/UCF-FirstDay-FAQ
Customer Care Contact Information

Customer Care is available 24/7 to help students with questions about accessing their course material, using their eTextbook, or opting-out or in to the First Day program. Be sure to share the below information with your students

- Link to Customer Care website: customercare.bncollege.com
- FAQs and Tutorial Videos for the First Day Program: https://tinyurl.com/firstdayfaq
- Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest
- Email the Customer Care team: bookstorecustomercare@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

Questions? Bookstore Contact is:

Melissa Yopack
melissa.yopack@ucf.edu
To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day™. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in UCF Webcourses.

By placing your digital course materials on Webcourses@UCF, the UCF Campus Store and the publisher of your textbooks have discounted your course materials to bring you the lowest price available. To take advantage of this discounted rate, you will need to Opt-IN to have the cost of these materials billed to your UCF Student Account under a fee called “Digital Course Materials”. This means you can access the course materials today, and will not have to pay for them until the UCF fee payment deadline on your UCF Student Account. The Opt-IN deadline is this Friday of the first week of class at 11:59pm. If you do not Opt-IN, you will have to purchase your materials at the UCF Campus Store or other vendor at a significantly higher rate.

If you are a self-pay student, you will pay for this fee on your UCF Student Account how you would normally pay for tuition and fees.

If you are on financial aid and have funds available, this fee will be deducted from your financial aid before funds are disbursed to you so you can access your materials now and not have to worry about any out of pocket costs unless there is a balance on your account. If your funds do not cover the fee, a hold will be placed on your account and you will owe UCF Student Accounts the balance due.

Please keep in mind, that while the two programs sound similar, the First Day program is separate from the Textbook Purchase Program. Textbook Purchase Program funds do not cover the First Day Inclusive Access program and will be a separate fee.

If you are paying for tuition/books with a VA/VR/DBS or other voucher, please contact your provider to ensure this charge is added to your voucher. Some providers may ask you to opt-out and visit the UCF Campus Store to obtain these items.

If you are still deciding, you can Opt-IN or Opt-out as many times as you like during the Add/Drop period, but once the deadline passes, the Opt-IN screen is removed and the pricing changes. We cannot add you back into the program once the deadline closes.

The charge will be placed on your account during the second week of class, so even if you opt-in today, you will not see the charge until after the Add/Drop period.

As part of the First Day program, the publisher content will be available for everyone during the first week of class. If you do not take any action to Opt-In or you choose to Opt-Out, your access will be cut off by the second week of class. Please do not think you have Opt-IN if you access the publisher content first during this period without clicking on “Course Materials” and selecting to Opt-IN. Please make sure you Opt-IN by this Friday at 11:59pm. If you are using McGraw-Hill courseware [Connect, SIMnet, or ALEKS], you MUST activate your digital account after you complete your opt-in confirmation. This means you must log into the courseware platform to enter your username and password. If you are new to McGraw-Hill digital, you’ll be guided through setting up your account. If you do not activate your account after you opt in, you may encounter a “pay screen” in the future.

If you are using Pearson courseware, your course materials will be loaded into the Modules.

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