

Best Practices for First Day

- On the **first day of class**, make sure the “Course Materials” link is available in the left sidebar of your Webcourses@UCF course, which provides students a mechanism to **opt-in**/purchase the **discounted** course materials. After the Drop/Add period closes, you can remove the “Course Materials” button from the sidebar. NOTE: After the Drop/Add period ends, students will have to purchase their course materials (at the undiscounted rate) through the UCF bookstore, the publisher website, or elsewhere—as appropriate.
- Provide a “First Day” explanation in class (if applicable), in Webcourses (i.e., announcement or content page), and in email (a couple weeks prior to First Day through the Roster in the myUCF portal).
- Combine Financial Aid assignment with adoption; **put the Syllabus Quiz inside the Publisher courseware (if possible)!**
- Have students re-assure their parents that they really can save money by opting-in to First Day access for their course materials.
- Have the Publisher and Barnes & Noble attend the first day of class (through Zoom or in person) to help onboard students.
- During the opt-in period, students will have free access to the publisher material. Once the Drop/Add window closes, students will lose their free access and will need to purchase the materials elsewhere. NOTE: Include this message in an announcement, on your syllabus, or on the home page so students are aware they need to opt-in to maintain access to the course materials.
- To educate your students on “First Day”, set a module requirement (see Webcourses Technical Tips) for students to view a Canvas Page with an explanation of First Day along with the “First Day” access video (<https://youtu.be/bNhSdKueifU>) or include this information within the Syllabus quiz.
- Include the First Day Call Out message (provided in the following pages) on the Home page and then remove at the beginning of the second week of classes (after the Drop/Add window closes).
- Open your course up before the start of the semester so students can consider their purchasing options prior to the first day of class. In myUCF, you can change the start date of your course (see Webcourses Technical Tips). NOTE: In Webcourses, you can **Publish** the course but **Unpublish** any materials that you do not want students to see or access until you are ready for them to view the content. By opening the course early, students can access the opt-in tool and learn about “First Day”.
- Make sure to contact the UCF Bookstore if you are planning to combine your courses. You should **combine your courses prior to** integrating the publisher material.

First Day Access with Webcourses@UCF

Announcement Templates

(Please be sure to adjust the highlighted dates.)

Buying Your Course Materials at a Discounted Price

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 Canvas.

UCF Student Account Office will bill you at the discounted price as a course charge for this course.

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 Canvas. Be sure to Opt-In before the deadline of **Sunday, January 13, 2019 at 11:59pm [the Sunday of the first week of class]** to have access to your course materials at the discounted price. Please note that when you Opt-In, you do not have to pay at that time. You are only selecting that you would like to purchase your materials at the discounted price and will be billed when your student tuition is due.

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

Student Tutorial Video: <https://www.youtube.com/watch?v=bNhSdKueifU>

Customer Care Contact Information

Customer Care is available 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

Customer Care hours of operation are 11pm Sunday – 12am Saturday (Central Time). Phone assistance is available Monday – Friday, 8am to 8pm (Central Time).

- Link to Customer Care website and FAQs: <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)

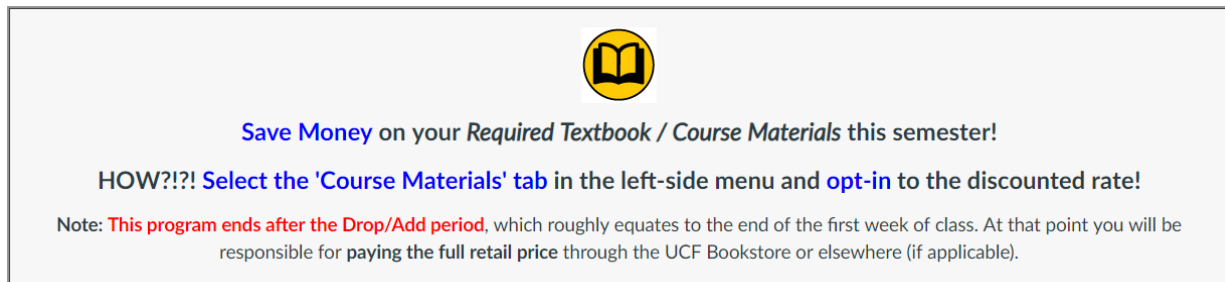
Questions? Bookstore Contact is:

Katrina Schenk

Katrina.Schenk@ucf.edu or 407-823-0510

Example Webcourses First Day Call Out

The below image is an example callout that you could include in your Webcourses@UCF course. For example, this information could be added on the Home page if you are using a Content Page that you created or could be included as an announcement. You can copy/paste the HTML code below the image to insert this information into your course. If you need assistance with adding this HTML code into your course, please see this guide for reference (<https://community.canvaslms.com/docs/DOC-13008-4152719750>), or you can contact your instructional designer or [Webcourses@UCF support](#).



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<div style="padding: 6px; background-color: #f7f7f7; border-color: #929292; border-style: ridge; max-width: 1200px; margin: auto;">
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<p style="text-align: center;"><span style="font-size: 18pt;"><strong><span style="color: #0000ff;"></span></strong></span></p>
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<p style="text-align: center;"><span style="font-size: 18pt;"><strong><span style="color: #0000ff;">Save Money</span> on your <em>Required Textbook / Course Materials</em> this semester!</strong></span></p>
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<p style="text-align: center;"><span style="font-size: 18pt;"><strong>HOW?!?! </strong></span><span style="font-size: 18pt;"><strong><span style="color: #0000ff;">Select the 'Course Materials' tab</span> in the left-side menu and <span style="color: #0000ff;">opt-in</span> to the discounted rate!</strong></span></p>
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<p style="text-align: center;"><span style="font-size: 14pt;"><strong>Note: <span style="color: #ff0000;">This program ends after the Drop/Add period</span></strong>, which roughly equates to the end of the first week of class. At that point you will be responsible for <strong>paying the full retail price</strong> through the UCF Bookstore or elsewhere (if applicable).</span></p>
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</div>
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Webcourses Technical Tips

- Adding/hiding links on the left-hand navigation of your course:
<https://community.canvaslms.com/docs/DOC-12933-415257079>
- Announcements:
 - Adding an announcement to your course:
<https://community.canvaslms.com/docs/DOC-10405-415250731>
 - Delaying an announcement to post at a specific time:
<https://community.canvaslms.com/docs/DOC-10422-415250735>
- Setting a module requirement: <https://community.canvaslms.com/docs/DOC-13134-415261967>
- Students can choose which notifications are enabled for Webcourses. These changes apply to all courses and cannot be set by choice. In your syllabus or if you provide an announcement or Webcourses page with important tips for your course, you can share this link with your students on how to check their notification settings for Webcourses:
<https://community.canvaslms.com/docs/DOC-10624-4212710344>
- If you choose to send Webcourses announcements to your students before the semester begins, the course first has to be **published** in Webcourses. To publish the course, go into the course, navigate to the **Home** tab, and then click the **Publish** button in the upper right-hand corner.
 - Please note that once the course is published, students will **NOT** be able to access the course itself until the **course start date has passed**. Students will receive email notifications from the course (such as announcements, newly created assignments, changes made pages), but they will not be able to go into the course to view that information until the course start date has passed.
- If you are not ready to publish your course but would like to notify your student, the roster in the myUCF portal will allow you to email your students.
- If you have published your course and would like for students to be able to access the course early, you can change the course start date.
 - Do **NOT** change this setting in the Webcourses **Settings** link on the left-hand side of your course. This will not change the section's original course start date that PeopleSoft recognizes.
 - To change the course start date, you will need to go to the myUCF portal and access Faculty Webcourses Manager (**see section D. Set Release Date**):
<https://cdl.ucf.edu/teach/course/semester-start-guide/>. After changing the course start date, the system can take up to 24 hours to process the request and you will then see the new course start date listed in the Webcourses Settings link on the left-hand side of your course.