

WHAT IS FIRST DAY™?

First Day™ is the Barnes & Noble bookstore’s inclusive access model, where **discounted digital course materials are included as a materials charge on the student account for a participating course or program**. This model is easy and convenient for you to use, provides the most affordable option, and supports your success by ensuring that you are prepared for the first day of class. **Faculty and student participation are elective, not compulsory.**

First Day™ course materials are digital versions of the physical textbook that may include additional educational resources such as workbooks, problem sets, tutorials, video, simulations, and interactive software. Digital textbooks have many features that allow you to interact with your course content like never before. Depending on the course materials used, features may include highlighting, annotation, search functions, and multimedia links. All First Day™ materials are easy to access through our Webcourses.

WHAT ARE THE BENEFITS OF FIRST DAY™?

Some of the benefits of the First Day™ program are:

- All students have immediate temporary courtesy access to the required materials via Webcourses on the first day of class - leading to greater student success.
- No access codes are required when using the First Day program.
- First Day™ materials are accessible through the Internet so it goes where students go, on whichever device they want.
- The cost of First Day™ course materials has been negotiated to be the lowest price available from the publisher.
- Students can apply financial aid and scholarship funds to their First Day purchases.

You will need to complete two steps to set up your course(s) for the First Day™ program:

1. **Create a module in Webcourses with a link to “Course Materials.”** This is how students will purchase their discounted course materials through the First Day™ program. **See pp. 2-3.**
NOTE: Be sure to enter the correct purchasing deadline in your syllabus/Webcourses (see p. 3). Questions on First Day™ should be directed to your Bookstore Manager Melissa Yopack (p. 3)
1. **Pair your Webcourses shell(s) with your Connect section(s).** Student registration instructions available here (video): <http://video.mhhe.com/watch/xUs68jEUwVnAB2K64eWMgc> **See pp. 4-7** (step-by-step)
2. **OPTIONAL: Deploy your Connect assignments into Webcourses.** Students will click on the assignment links directly and their grades will synchronize automatically. See **pp. 7-8** (step-by-step)

For help with Connect, you can schedule a 1:1 appointment at <https://mheducationimplementationteam.as.me/163>

Faculty Guide – First Day™ Inclusive Access Program

4 – 6 Weeks Before Class Starts

- If using publisher courseware product (i.e. MyLab, ALEKS, Connect, MindTap) be sure the publisher link is installed in your Webcourses 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 Webcourses Admin did not install for you, please follow the instructions under *Setup for “Course Materials” Link - Webcourses External Tool Configuration*.
- If you are merging your courses within Webcourses, please let your bookstore manager know.

2 Weeks Before Class Starts


- Ensure messaging is added to your syllabus and Webcourses course describing the program and the benefits. 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 Webcourses 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.

Step 1: Setup for “Course Materials” Link - Webcourses External Tool Configuration

As an instructor for a First Day™/Inclusive Access course, you will need to add the following Tool Link in Webcourses so that students can Opt-In for 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 may have slight variations in these steps or naming.)

Steps	
1.	Log into Webcourses with your instructor username and password and navigate to the course that requires the Course Materials link.
2.	Click Settings from the left-hand navigation. <ul style="list-style-type: none"> a. If Settings is not available, make sure that you are in the course as a teacher. Once you are, Settings will appear.
3.	Click the Navigation tab, and scroll down to the hidden items, at the bottom of the list.
4.	Look for Course Materials in the list.
5.	Click and hold Course Materials and drag it up to the list of active navigation links.
	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.
6.	Click Save .
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.
8.	Repeat these steps any additional sections that require the Course Materials link.

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 Webcourses.

UCF will bill you at the discounted price as a course materials charge for this course.

When the term starts, you have temporary courtesy access to Connect. In order to keep your access at the discounted price, you must Opt In. If you are Opted In and you drop this course during the term add/drop period, you will NOT be charged and your access to Connect will be terminated.

Please be aware of the Opt In deadline of *[INSERT DEADLINE]*. If you Opt Out or take no action, you will lose your courtesy access shortly after the deadline date. The work you have completed until that time has been saved and will be available when you activate a purchased access code.

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

“Course Materials/First Day” Bookstore 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? Contact your Bookstore Manager

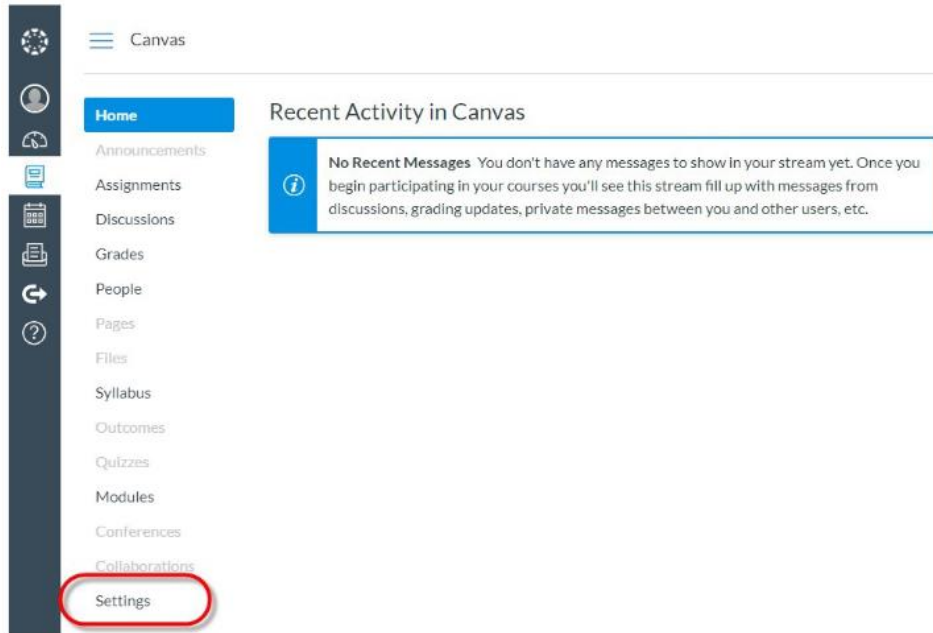
Melissa Yopack

melissa.yopack@ucf.edu

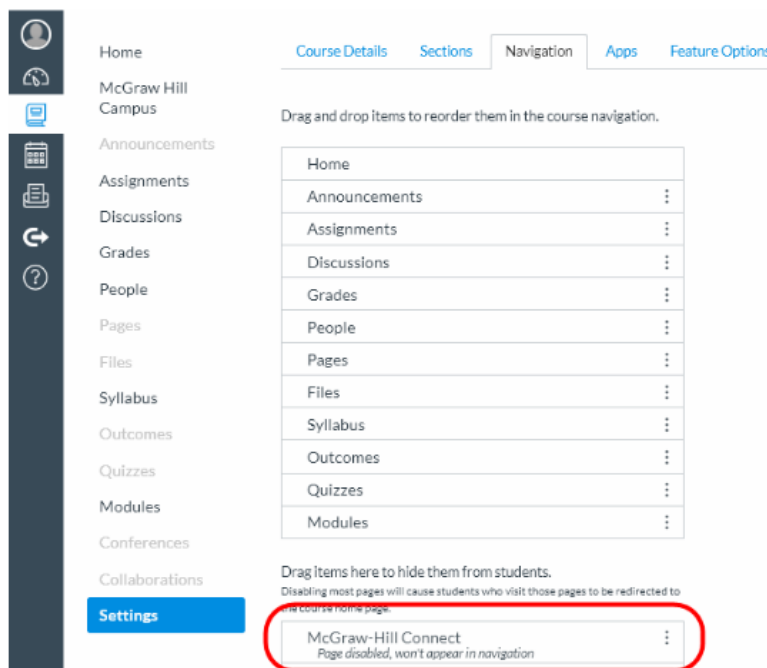
407-823-1743

Step 2 Required: Pair Webcourses & McGraw-Hill Connect

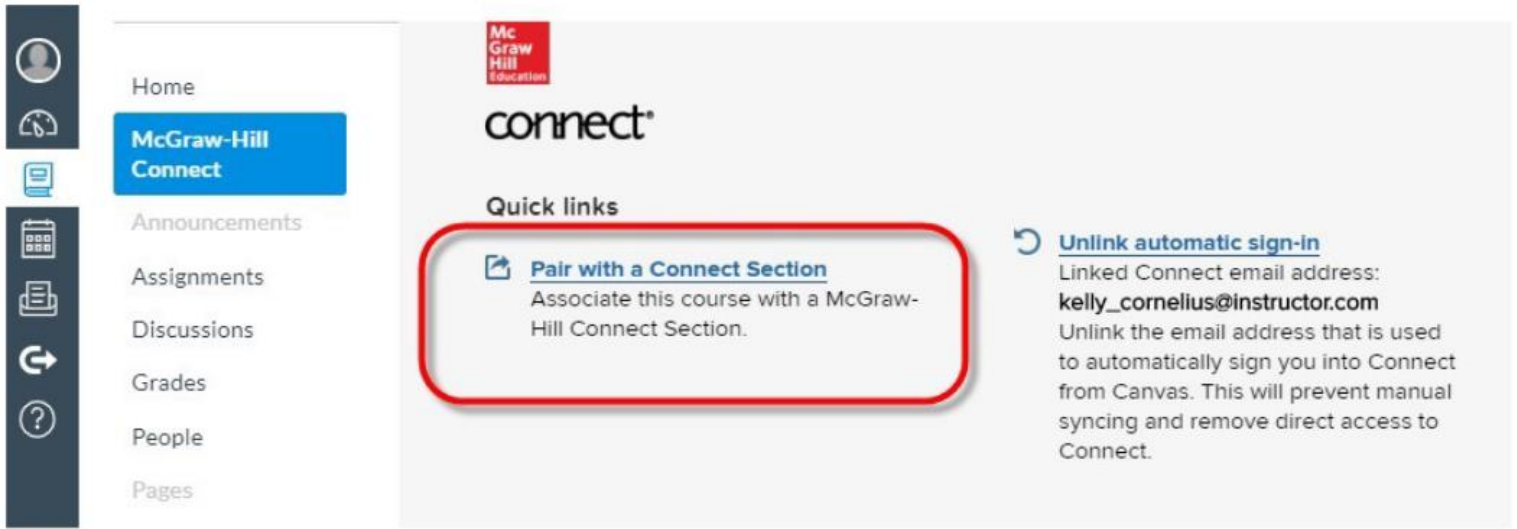
1. Login to your Webcourses account and select the appropriate course to pair with Connect.
IMPORTANT – view this video first: <https://screencast-o-matic.com/watch/cFVQbAojzi>
2. On the course homepage, if a Connect widget is not visible, click **Settings**.



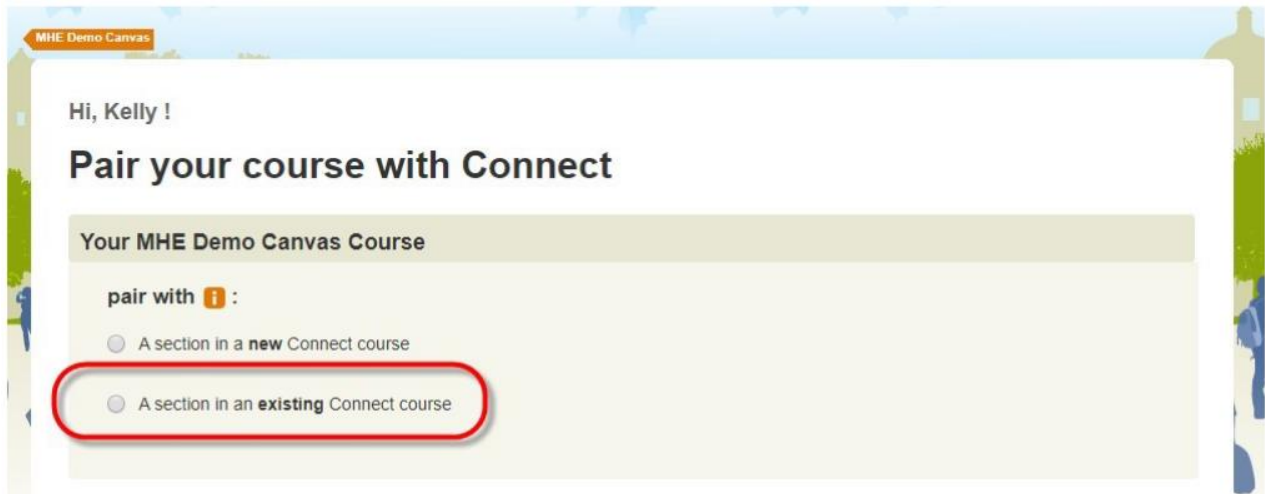
Click **Navigation**. Locate the **McGraw Hill Connect** tool and drag it to the list of tools visible above. Click **Save**, at the bottom of the screen.



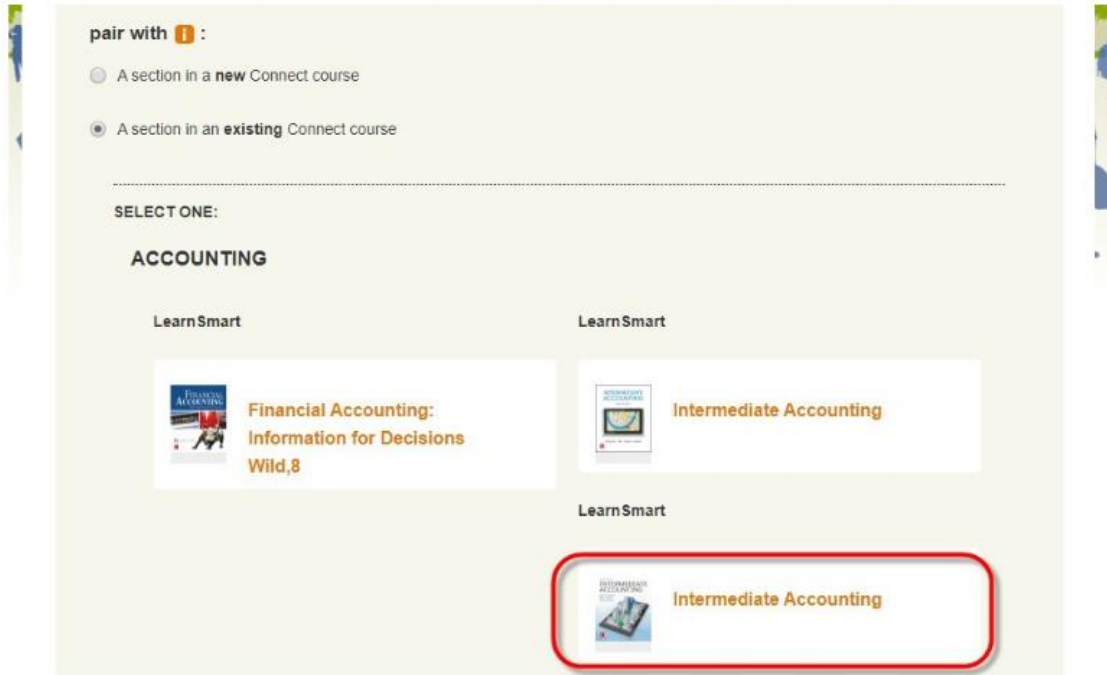
3. Click **McGraw Hill Connect**, then **Pair with a Connect Section**.



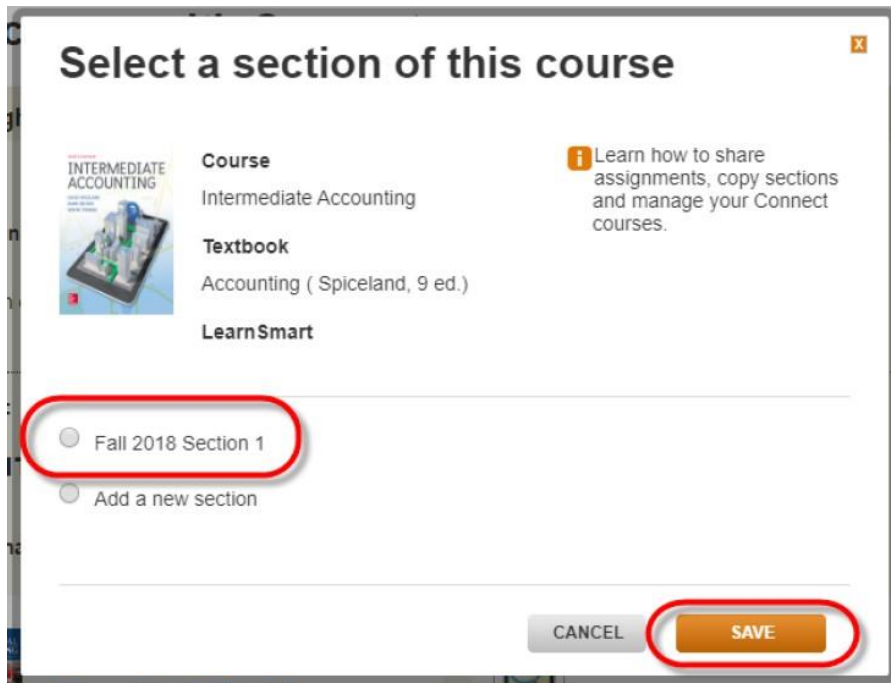
4. Select to pair with **A section in an existing Connect course**. (If this is your first-time pairing, you will be asked to log into Connect prior to this step.) You can also view this [video tutorial](#).



5. Select the Connect course.



6. Select the Connect section that corresponds to your Webcourses section. Click **SAVE**.



This **one-time pairing** process is now complete. You can navigate back to **WEBCOURSES** with the yellow button found at the left of the screen.

pair your course with Connect

✓ you're done!

**MHE Demo
Canvas**
Your MHE Demo Canvas
Course



Connect
Fall 2018 Section 1
(Intermediate Accounting)

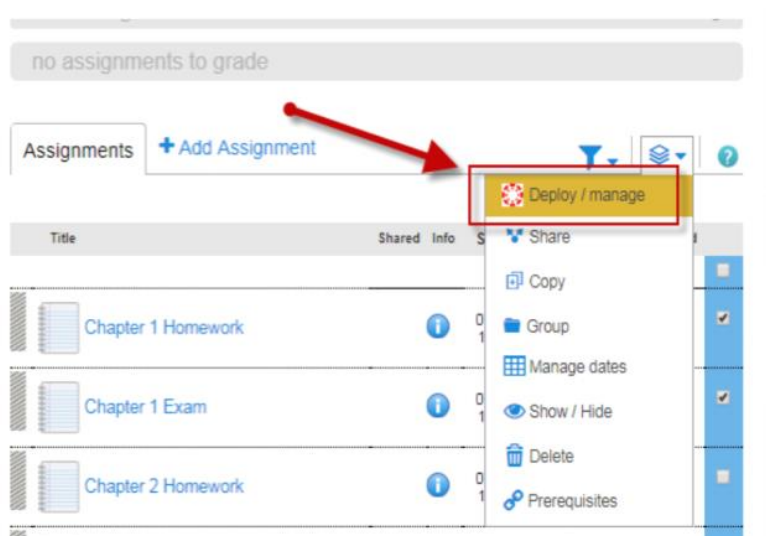
LearnSmart
go to section home page

Return to
MHE Demo
Canvas

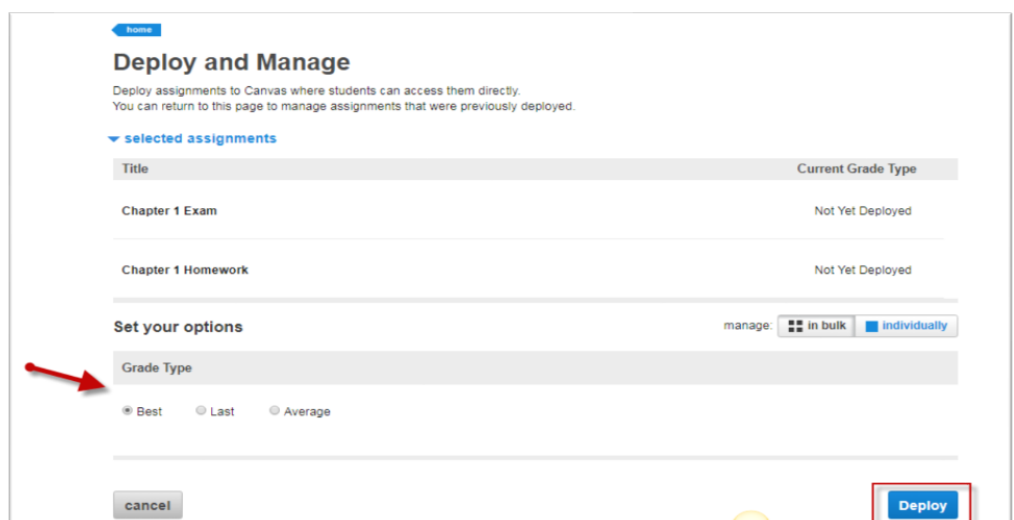
Return to MHE Demo Canvas

Step 3 (OPTIONAL): Deploy your Connect Assignments into WEBCOURSES

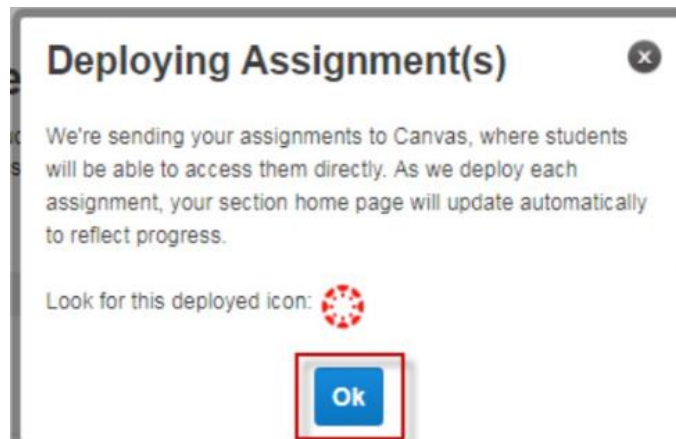
1. Select the assignment(s) by checking the box(es) next to the assignment(s).
2. Click the menu icon ("stack of papers").
3. Click **Deploy / manage**.



4. Select the attempt to synchronize into WEBCOURSES. Click **Deploy**.



- Click **Ok** to finalize deployment. The WEBCOURSES icon will be visible next to the deployed assignment(s), which are now visible in the Assignments section in WEBCOURSES.



Title	Shared	Info	Start-due	Show/hide	Deployed
Chapter 1 Homework			07/26/17-12/31/17		
Chapter 1 Exam			07/26/17-12/31/17		
Chapter 2 Homework			07/26/17-12/31/17		

The Connect assignments will be visible in the Assignments area of Canvas.

