

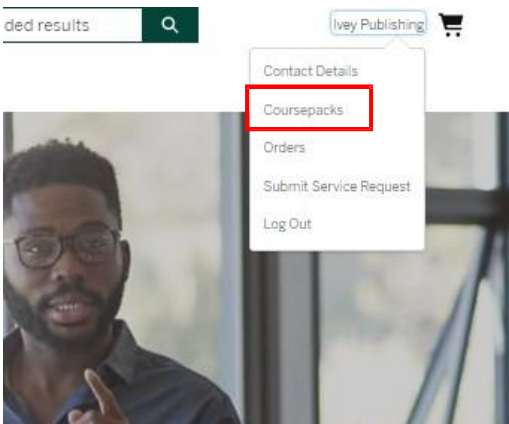
Coursepack Builder Instructions

1. Begin by logging in to your [Ivey Publishing account](#).

Login

[Forgot Password?](#)

2. Click on your username to the top right of the webpage and select [Coursepacks](#) from the drop down menu




3. Select **Create Coursepack** and fill in the required fields marked by a red asterisk. Any student instructions will be visible to students when they access the coursepack page to purchase.

Coursepacks

ACTIVE DRAFT EXPIRED SHARED WITH ME ALL COURSEPACKS

Last Modified Date (Newest) ▼

4. Once all fields are filled, click **Create**.



Create Coursepack

* Course Name

* Professor Name(s)

* Course Start Date

* Course End Date

* Course Level


* Expected Enrollment Number

Student Instructions

* Payment Options
 Institution Pay
 Student Pay

CREATE

- a. Please note, these fields are editable by clicking on **Edit**.

Marketing 

June 8, 2022 - June 22, 2022
Various Professors
Course Level: Graduate
Expected Enrollment: 12
Payment Type: Institution Pay

5. To start adding products, click **Add**.

+ ADD **REUSE** **SHARE**

Status: DRAFT Current Cost: \$19.70CAD per student

FINALIZE **PREVIEW**

6. Type in the product title or Ivey product number then hit **Enter**. Select the correct product and click **Add to Coursepack**.

Add Products to Coursepack

Search by product number or title followed by the 'enter' key

Search Results

Crayola: Environmental Disruptions Affecting Its Back-to-School Strategy
9B21A014 • Case (PDF) • 11 pages • English

ADD TO COURSEPACK

- a. For products with multiple versions, please check the product title to select the correct language product as other language options will be available.

Add Products to Coursepack

Search by product number or title followed by the 'enter' key

Search Results

Pillsbury Cookie Challenge (Spanish)
9B11AS001 • Case (PDF) • 16 pages • 2013-04-16 (Rev: 2018-03-08) • Spanish
ADD TO COURSEPACK

Pillsbury Cookie Challenge
9B11A001 • Case (PDF) • 14 pages • 2011-02-03 (Rev: 2018-03-08) • English
ADD TO COURSEPACK

- 7. Click **Done** when you are finished adding products.

Add Products to Coursepack

Search by product number or title followed by the 'enter' key

Search Results


Promoting the Rights of Every Child: The IKEA-UNICEF Partnership to Prevent and Combat Child Labor
12829 • Case (PDF) • 7 pages • 2014-04-09 (Rev: 2014-04-02) • English
ADD TO COURSEPACK

IKEA India: Expanding to Success
9B18M094 • Case (PDF) • 11 pages • 2018-06-28 (Rev: 2018-06-19) • English
ADD TO COURSEPACK

Welspun India Limited: A Sustainability Journey (Simplified Chinese version)
9B20MC196 • Case (PDF) • 14 pages • 2021-05-11 (Rev: 2020-11-20) • Simplified Chinese
ADD TO COURSEPACK




Welspun India Limited: A Sustainability Journey
9B20M196 • Case (PDF) • 15 pages • 2020-11-20 • English
ADD TO COURSEPACK


DONE

8. To rearrange products, place your cursor inside the product box or hold the  icon with your mouse and drag up or down to rearrange.

Apple Watch: Managing Innovation Resistance

Tania Bucic: Gaganpreet Singh
9B18A005 • Case (PDF) • 8 pages • 2018-01-24 (Rev: 2020-11-13) • English
Ivey Publishing






9. To delete a product, click the  icon to delete.

Apple Watch: Managing Innovation Resistance



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Ivey Publishing



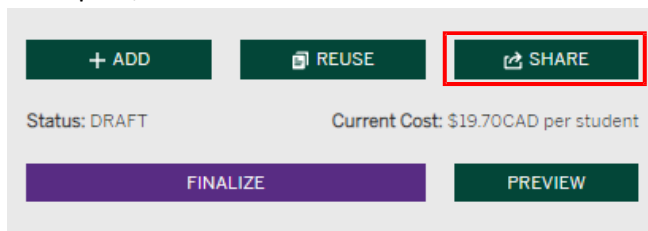
10. Click on **Preview** to download a preview copy of the coursepack. Any hidden materials will not be included in the coursepack PDF as this will be released to students as a separate download on the specified date and time.

 ADD  REUSE  SHARE

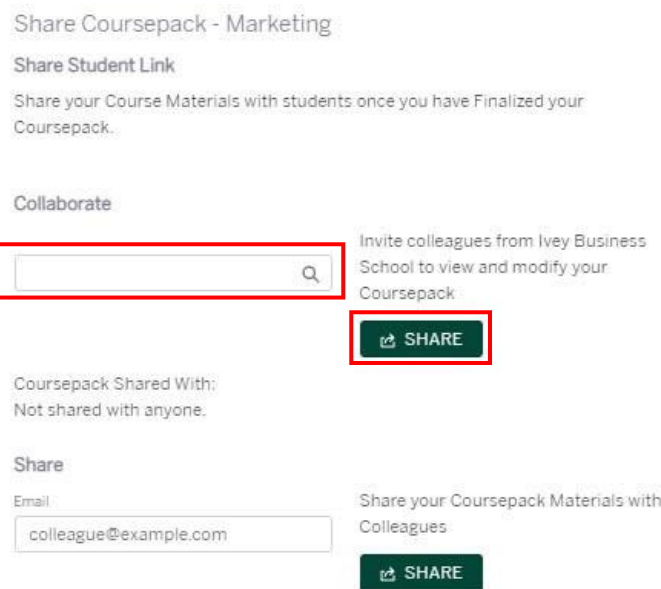
Status: DRAFT Current Cost: \$19.70CAD per student

 FINALIZE  PREVIEW

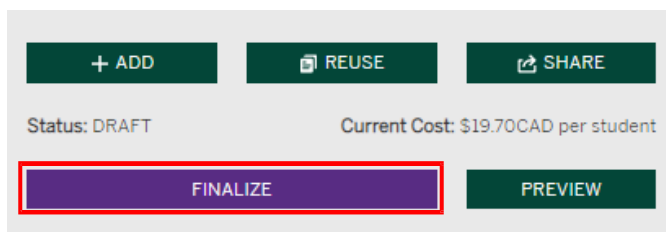
11. To share your coursepack with a colleague or faculty member to view and modify your coursepack, click on **Share**.



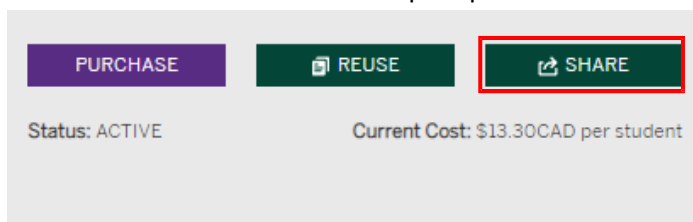
12. Under **Collaborate**, start typing the name in the search box. Click on the colleague's name to select and click **Share**. Coursepacks can only be collaborated with colleagues within your institution with an active account on our website. If you are unable to locate the name of your colleague, ensure they are registered on the website before sharing.



13. Review the list when all products have been added to the coursepack. Products can **only** be added or deleted prior to the coursepack being finalized. Once you are ready to make the coursepack active, click on **Finalize**.



14. Click on **Share** to share the coursepack purchase link with students.



15. There are two ways to share the link with your students:

- a. Copy the link and post it to an LMS, include in a course syllabus or share with students via email.

Share Coursepack - marketing

Share Student Link

Copy Link to Share

Send instructions to students on how to access their course materials

SEND INSTRUCTIONS

- a. Click on **Send Instructions** to send an email with coursepack instructions to your students.

Share Coursepack - marketing

Share Student Link

Copy Link to Share

Send instructions to students on how to access their course materials

SEND INSTRUCTIONS

Type the students email and click **Send Email** or click **Use Mail App** to open your default email application to send the email.



Send Student Instructions

USE MAIL APP

* To:

* Subject

Body

Salesforce Sans 12 **B** *I* U

Please see the step by step instructions below to purchase the materials required for your course.

Course: Marketing
Professor(s): Various Professors
Starting: June 8, 2022
Ending: June 22, 2022

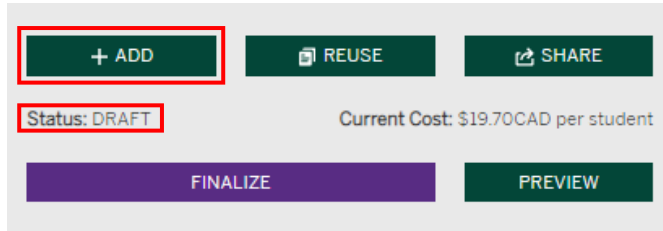
1. Go to the Ivey Publishing website at www.iveypublishing.ca
2. Log in to your existing account or click "Register" to create a new account

CANCEL SEND EMAIL


Frequently Asked Questions

How do I add a product to a coursepack at a later date?

Go to the draft coursepack then click on **Add**. You are not able to add products from an active coursepack.



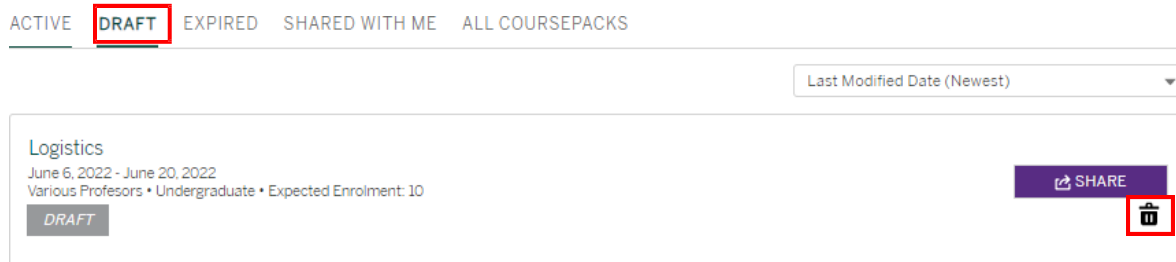
How do I delete a product from a coursepack at a later date?

Go to the draft coursepack click the  icon in the product box. You are not able to delete products from an active coursepack.



How do I delete a coursepack?

You are only able to delete a draft coursepack. Click on the **Draft** tab to view all draft coursepacks. Click on the delete icon to delete the coursepack.



How long are coursepack files available for download?

Files are available for download until the course end date.

How do I share my coursepack with my colleagues?

To share an active coursepack with a colleague, go to the correct coursepack and click **Share**. Under **Share** type the email of the colleague and click **Share**. Recipients can only view the coursepack. They are not able to modify the coursepack.



Share Coursepack - Marketing

Share Student Link

Copy Link to Share

<https://www.iveypublishii>



Send instructions to students on how to access their course materials

SEND INSTRUCTIONS

Collaborate

Invite colleagues from Ivey Business School to view and modify your Coursepack.

SHARE

Coursepack Shared With:
Not shared with anyone.

Share

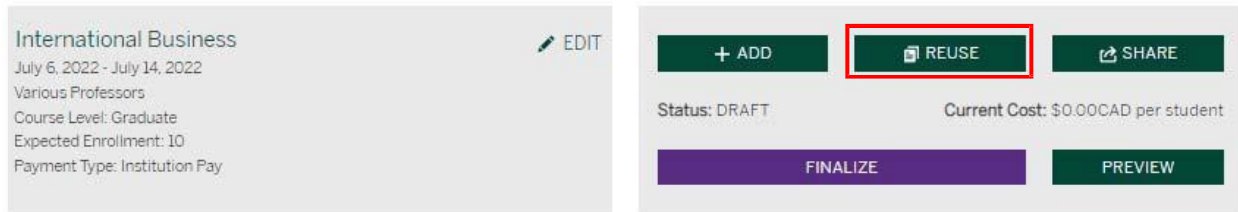
Email

Share your Coursepack Materials with Colleagues

SHARE

How do I reuse a coursepack?

Select **Create Coursepack** and fill in the required fields marked by a red asterisk. Once all fields are filled, click **Create**. Click **Reuse** and select the coursepack you want to reuse the products from.



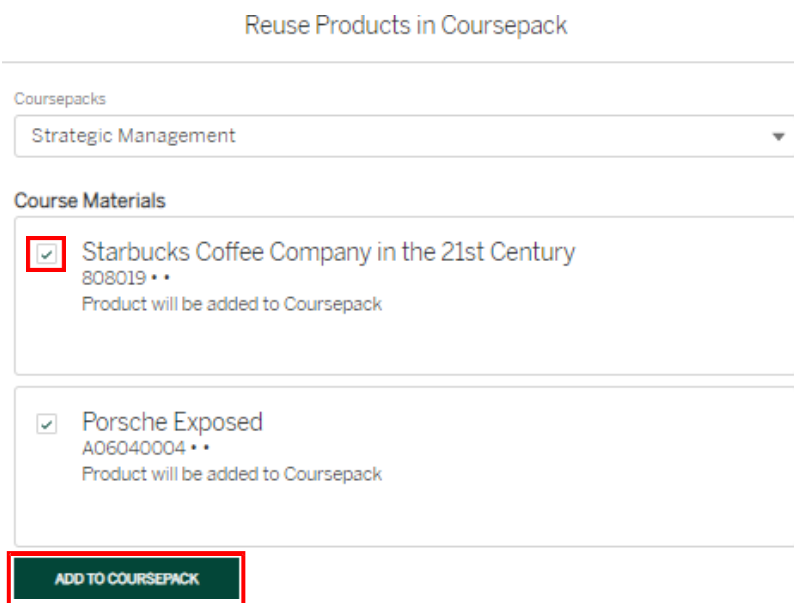
International Business
July 6, 2022 - July 14, 2022
Various Professors
Course Level: Graduate
Expected Enrollment: 10
Payment Type: Institution Pay

+ ADD REUSE SHARE

Status: DRAFT Current Cost: \$0.00CAD per student

FINALIZE PREVIEW

Select the products you would like to reuse and click **Add to Coursepack** to copy the products to your coursepack.



Reuse Products in Coursepack

Coursepacks
Strategic Management

Course Materials

Starbucks Coffee Company in the 21st Century
808019 • •
Product will be added to Coursepack

Porsche Exposed
A06040004 • •
Product will be added to Coursepack

ADD TO COURSEPACK