

Vitalsource E-text only Inclusive Access

Please follow these instructions to add the e-text to your Canvas course shell at least two weeks before classes begin.

Inclusive Access e-texts, without publisher courseware, are delivered to your Canvas class through VitalSource, not the publisher. Contact Danette at the bookstore (danette.priebe@uni.edu) or Sarah Boldt (sarah.boldt@hawkeyecollege.edu) if you have any questions or issues with this process.

Instructions To Add the Bookshelf Tool to your Course Shell

With the VitalSource Bookshelf e-reader, your students can read, print, highlight, create notecards and study guides, listen via text-to-speech technology, and more! See <https://www.vitalsource.com/bookshelf-features> for more information on how you and your students can utilize the features of Bookshelf across multiple devices.

I invite you to share the following information on your Canvas main page and/or syllabus, to ensure that students understand the program:

Inclusive Access Bullet Points for Students

- Students have automatic access to their course materials on the first day of class.
- The bookstore will automatically charge student accounts for the access. This will appear on the account as a “Bookstore Charge”.
 - High school students should contact the bookstore for payment arrangements! They do not have student accounts to charge.
 - December Minimester courses will be charged between December 20, 2019 and January 2, 2020. The opt-out deadline is December 20, 2019.
 - January start courses will be charged between Jan 24 and Feb 3, 2020. The opt-out deadline is January 26, 2020.
 - February start (12-week) courses will be charged between Feb 14 and Feb 24, 2020. The opt-out deadline is Feb 19, 2020
 - March start (2nd 8-week) courses will be charged between Mar 20 and Mar 30, 2020. The opt-out deadline is March 25, 2020.
- All students should have an email from the bookstore, to their HCC email, explaining opt-out dates and account charges. This email also includes a link for students to opt out of the program if desired. Opting out by the deadline will cancel a student’s access to the materials, and the student will not be charged.
- Students should access their materials as soon as possible, so that any issues can be taken care of immediately.
- A print upgrade may be available for an additional charge. Please contact the bookstore for price and availability.

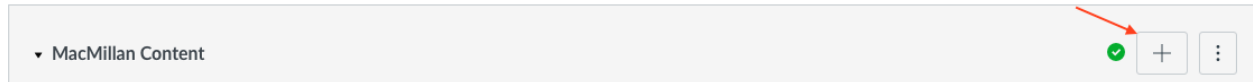
24/7 SUPPORT FOR STUDENTS: 1-855-200-4146 OR support@vitalsource.com

Adding the Bookshelf Tool to your Course Shell

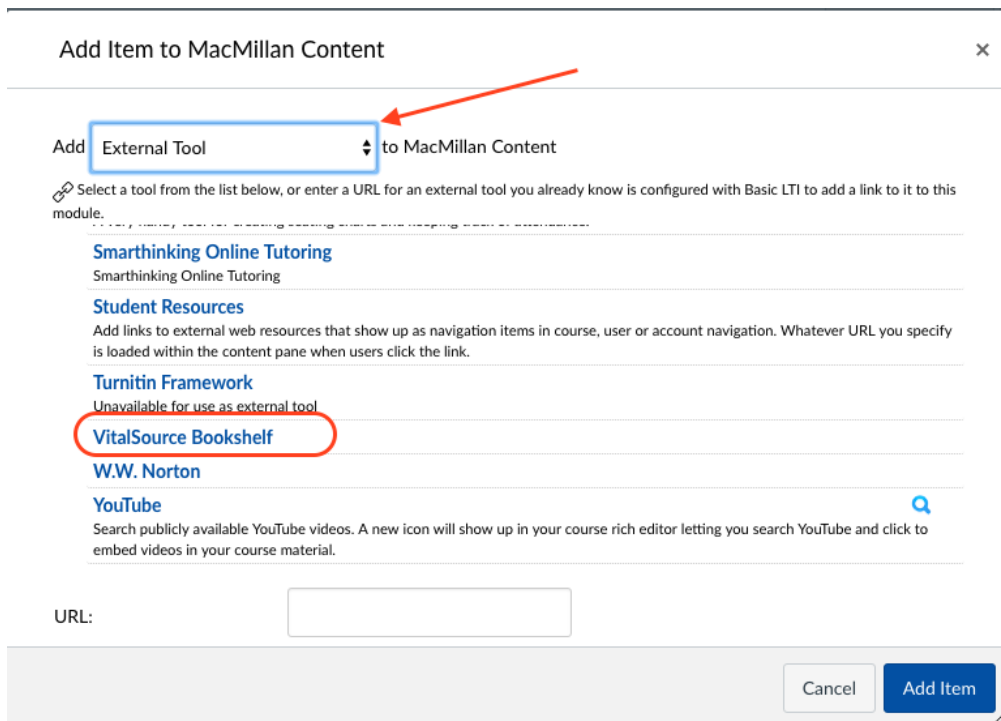
Log into your canvas account and select your courses. You'll want to be in the modules section within the course.

If you want to have a separate module for this content go ahead and add a new module called Reading Materials, or something similar. If you will be putting the book into an existing module, select that.

Once in the module, click on the plus sign:



Select "External Tool" from the dropdown menu and then scroll down until you see "VitalSource Bookshelf"



In the URL field type in the following URL:

<https://bc.vitalsource.com/books>

The name of the page will be whatever you would like the student to see when they are launching into the book from Canvas. Finally, make sure to check the box to load in a new page.

Add Item to MacMillan Content

Add links to external web resources that show up as navigation items in course, user or account navigation. Whatever URL you specify is loaded within the content pane when users click the link.

[Turnitin Framework](#)

Unavailable for use as external tool

[VitalSource Bookshelf](#)

[W.W. Norton](#)

[YouTube](#)

Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to embed videos in your course material.

URL:

Page Name:

Load in a new tab

Indentation:

Cancel

Add Item

Click on Add Item.

Once you have your content in the module click into it to make sure that it launches into the Vitalsource eBook. If it does not, you will need to reach out to the school's Vitalsource rep to get the book paired to your course. Please make sure to include the Department and course (Ex: ENG 100) as well as the Canvas Course Code, which can be found within the Settings for the course.

Course Details

Sections

Navigation

Apps

Feature Options

Course Details

Image:

Choose Image

Name:

Macmillan Learning Sandbox

Course Code:

Macmilian Learning Sandbox

Blueprint Course:

No

Time Zone:

Central Time (US & Canada) (-06)