

First Day® Complete Faculty Kickoff Guide

As part of *Off the Shelf*, the bookstore will provide each student with a convenient package for their included printed materials and their digitally delivered materials will be accessed directly in Blackboard.

Students can review all their included courses and included materials via the *Off the Shelf* Student Portal, accessible here <https://sso.bncollege.com/bes-sp/bessso/saml/uscaedu/aip/logon>.

Please note, all students will have access to digitally delivered material until after the opt out date for the term has passed. After the opt out has been processed, students that have chosen to opt out of the program will lose access to all their digitally delivered materials. They will then be responsible for purchasing access to the material outside of the program.

Below are the steps needed to be taken by faculty to ensure digitally delivered materials are available for students in Blackboard.

4 Weeks Before Class Starts:

1. Ensure that the Barnes & Noble College *Course Materials* link is installed so students can access their digital course materials. If your Blackboard Admin did not install the *Course Materials* link for you, please follow the instructions below under *Blackboard External Tool Configuration*.
2. Make sure you have completed the course setup/pairing for your digital courseware products. If you need assistance, please contact your publisher representative.



Merged courses can cause student access issues. If you are merging your courses within Blackboard, please let your bookstore manager know ASAP.

3. Please add the student instructions below to your syllabus and Blackboard course.

Student Instructions:

*This course is part of our course material delivery program, *Off the Shelf*. The bookstore will provide each student with a convenient package containing all required physical materials and all digitally delivered materials for this course will be integrated into Blackboard.*

You should have received an email from the bookstore confirming materials provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.

*For more information about *Off the Shelf*, please go to <https://www.usca.edu/departments/business-services/off-the-shelf/>.*

Setup for Course Materials Link

Tutorial Video: <https://vimeo.com/303360924>

Blackboard External Tool Configuration (CLASSIC VIEW)

Any courses that are using digital courseware materials will need to include a *Course Materials* link in Blackboard so that students can access their digital materials. If the *Course Materials* link has not already been added by your Admin, please follow the instructions below for setup. (**Note:** Your LMS may have slight variations in these steps or naming.)

Steps

1. Navigate to the desired course and make sure that **Edit Mode** is on by toggling the option at the top right-hand corner of your course page.
2. Click the **+** sign at the top of your course menu (on the left).
 - a. Select Tool Link from the drop-down options.
3. For **Name**, type Course Materials.
4. Click the drop-down next to Type and select **Course Materials**.
5. Check the box for **Available to Users**. Click **Submit**.



If you see the **Purchase Course Materials** link in the same course menu, take the following steps to remove it, to prevent student confusion for this course only.

6. In the course menu, click the arrow to the right of the **Purchase Course Materials** link.
7. Click Delete, then select "Delete this menu item" from the window that appears.
8. Repeat these steps any additional sections that require the Course Materials link.

Blackboard External Tool Configuration (ULTRA VIEW)

1. Navigate to the desired course.
2. Under **Books & Tools** in the left-hand navigation, click "View course & institution tools"
3. Locate the Barnes & Noble **Course Materials** tool and click the **+** sign.
4. This will add a link to your Course Content area.
5. The link will be hidden from students by default. Click the **eye icon** to make the link available to students.

Student Experience for Digitally Delivered Publisher Courseware and eBook:

Steps

1. Student signs into their LMS to access their course(s).
2. Student clicks the Course Materials link in the LMS course. All digitally delivered materials for a student's enrolled courses will be shown in this link.
3. Students would simply click the green actionable button to navigate to their material.
 - a. Depending on content type, some additional steps may be required by the student.
 - b. Please note with Publisher Delivery, the student will see no actionable buttons, students will need to navigate to the Publisher's link to access their materials.

Below are screenshot examples of what your student should see in the Course Material link based on content type and delivery method for the digitally delivered materials.

The screenshot displays the Barnes & Noble College Blackboard interface. At the top, the BNC logo and a 'Welcome' message are visible. Below this, a summary bar indicates '5 Courses, 5 Materials' with a search filter 'Filter by title, author, or ISBN'. The main content area is divided into five sections, each representing a different course material:

- FirstDay Complete - Digital Bundle:** Features 'Understanding Nursing Research, 7th Edition' by Susan Grove (ISBN: 9780323532051) with 'Read Now' and 'Reveal Access Code' buttons.
- FirstDay Complete - SSO:** Features 'MyLab Math with Pearson eText (18 Weeks) for Algebra: A Combined Approach plus Third-Party eBook (Inclusiv...' by Elayn Martin-Gay (ISBN: 9780136423966) with a 'Launch Courseware' button.
- FirstDay Complete - Access Code:** Features 'Connect Online Access for Intermediate Accounting' by Spiceland (ISBN: 9781260356755) with a 'Reveal Access Code' button.
- FirstDay Complete - eBook:** Features 'Cengage Advantage Books: Essentials of Business Law, 5th Edition' by Jeffrey F. Beatty, Susan S. Sa... (ISBN: 9781285974415) with a 'Read Now' button.
- FirstDay Complete - Publisher Delivery:** Features 'Massage Therapist's Guide to Pathology: Critical Thinking and Practical Application, 6th Edition' by Ruth Werner (ISBN: 9781496320070) with a 'Notes' tab and a 'Read Now' button.

Student Experience for Printed Materials:

Steps

1. Students will receive a Selection email 30 days prior to semester start with a link to make their Student Selection and confirm how they would like to receive any printed material (in-store pick up or home delivery).
 - a. If students cannot find the email, they can visit the bookstore's home page (click Reserve Now) or the *Off the Shelf* Campus Landing Page for the link to make their selection.

Hi[FirstName],

It's time to tell us how you want to get your [TermName] course materials included in [ProgramName]. It only takes a minute. **Don't delay: You must make your selection to receive your course materials.**

MAKE MY SELECTION ➔

Follow These Three Easy Steps

1

**Review
Your Materials**

Review the physical and digital materials included with your courses. You can also view recommended items and make additional selections.

2

**Select Pickup
or Delivery**

Choose how you want to get your course materials, via free in-store pickup or shipped directly to you.
This step is required.

3

**Submit
& Finish**

You will get an email when your order is ready for pickup or when it ships!

You must make your selection to receive your materials. Your course materials will NOT be ready if you do not complete step 2. [Make Your Selection Now >](#)

Student Support for Course Materials:

We suggest that students provide their name, school email address, school, course information and screenshots of the issue if applicable for any ticket submitted.

Digitally Delivered Materials:

Customer Care is available to help students with questions about accessing their course material or using their eBook. Be sure to share the information below with your students.

Customer Care is available 24 hours a day, seven days a week - 24/7.

- 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)

Printed Materials:

Students experiencing issues with accessing their print materials via the *Off the Shelf* Student Portal, should be directed to the BNC FDC Support Team

- Email the BNC FDC Support Team: FDCSupport@bnccservices.com

Questions? Contact your Bookstore Manager

[NAME]

[EMAIL]

[PHONE]