

REQUESTING HKS CASES TO POST ON COURSE WEBPAGE

COURSE MATERIALS OFFICE

BELFER G-7 495-1372

Introduction. Starting with the Spring 2007 semester, faculty assistants will be able to use *Request* to order KSG cases for posting on their course webpages. No copyright fees will be charged by the KSG Case Program for this service so there is no cost to students beyond their printing expenses. The cases are watermarked with the phrases “Review Copy - Do Not Duplicate” or “Do Not Copy”.

How does it work? The process is no different from searching and adding a KSG case to your “shopping cart”, except for some additional information in the citation. For example, if you want to post the case "Finding Black Parents: One Church, One Child", *KSG Case No 856.0*, you would search either by case reference number (i.e., 856.0) or by the title (i.e., Finding Black Parents: One Church, One Child). You should find two citations of the same case. However, the one intended for posting to your course webpage will have the letters “PDF” preceding the case number and the phrase with brackets “[PDF FOR WEB PAGE ONLY]” preceding the title.

If you want to post the case to a course webpage, check the box next to "[PDF FOR WEB PAGE ONLY] Finding Black Parents: One Church, One Child", *KSG Case No PDF 856.0*.

The screenshot shows the 'Request 3.0' search results page. The search criteria are: Book / Article Title, Chapter Title, Case No. (856.0), ISBN, Author Last Name (s), and Linked Instructors. The search results show 2 records found. The first record is highlighted in yellow and includes the text "[PDF FOR WEB PAGE ONLY] Finding Black Parents: One Church, One Child", KSG Case No PDF 856.0. The second record is "Finding Black Parents: One Church, One Child", KSG Case No 856.0. Both records have a checkbox and a camera icon next to them. The search results are displayed in a table with columns for ADD TO CART, CITATION, and SORT: TITLE and AUTHOR.

If you want to include the case in a packet or handout (have “hard” copies made), check the box next to "Finding Black Parents: One Church, One Child", *KSG Case No 856.0*.

After you have added all the “[PDF FOR WEB PAGE ONLY]” citations to your “shopping cart” that you want to post to the course webpage, create a **handout** (do not add to a *packet*), assign them to that handout and order it. You can add as many requests to a single handout as you want. You will receive the pdfs as attachments to an email within 24 hours. If the pdf exceeds 5,000 KB (attachment size limit in Lotus Notes), you will receive them on a CD, also within 24 hours.

What if I do not find the case I want to post with “[PDF FOR WEB PAGE ONLY]” preceding the title? Since there are nearly 1,900 cases, the CMO has started this new *Request* service with a list from the KSG Case Program of previously posted cases as well as a list of frequently used cases in packets and handouts from previous semesters.

If you do not find the cases you want, send a list of the (1) case numbers, (2) titles and the (3) course code by email to “CMO” in Lotus Notes. They will be added to your course and you will be notified by reply email when you can assign them to, and order, the handout.