

Study.Net Materials: Faculty Requests

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Study.Net provides course readings distribution and copyright clearance services to Wharton and other Penn schools. This article explains how faculty can request a Study.Net course pack delivered as a learning tool in Canvas, along with information on costs for different types of students.

Study.Net Materials in Canvas is where we distribute “course packs” of externally-copyrighted licensed content from key suppliers, such as Harvard Business Publishing, requested by faculty. When specific readings are also available through Penn Libraries e-reserves, we can arrange for a related learning tool, **Course Materials @ Penn Libraries**, which is part of Lippincott Library's services for Wharton courses.

Before You Start

You'll need:

1. An active PennKey.
2. An email account listed in the Penn Directory, using the same address as your default email in Penn Canvas.
3. A **Canvas course site** (published or unpublished) which has been requested and set up for your current or upcoming course.

Requesting a Study.Net Course Pack

All Study.Net course pack requests are handled by Wharton Computing's **IDEA Courseware Team**. Submit requests by emailing courseware@wharton.upenn.edu.

Please **avoid reaching out to individual team members** through their direct email addresses; also, print requests no longer go to our staff as of Wharton Printing's 2018 closure. Submissions to the team email are the most efficient method for support and are automatically tracked in our ticketing system.

As part of your Study.Net request, we ask for the following information:

- A finalized syllabus and/or reading list (including citations).
- A list of any third-party simulations (other than **Learning Lab** simulations) or game-related content, such as negotiation exercises.
- The name and University email address of any TAs or teaching colleagues who will need subsidized access to the readings, if known. (These can be requested later, as well.)
- Any other related instructions or information.

Study.Net requests **typically take between 5 and 10 business days** after a request has been received, not including proof approval time (explained below). During the setup process, Content Specialists will place the requested readings into a Study.net “course pack” and run them through the copyright-clearance process, as required by the University's digital licensing and distribution agreements with the publishers.

Notes:

- We generally cannot work with "images-only" scanned PDFs.
- Certain journal articles and book chapters are best sourced free-of-charge through [Lippincott Library's](#) electronic reserves, rather than through Study.Net. When that's a possibility, we'll inform you as well as work with the Lippincott team. (Readings sourced through Lippincott will be delivered in a separate learning tool, [Course Materials @ Penn Libraries](#).)
- For further information on copyright and cost, see this [FAQ on Wharton Computing's web site](#).
- If any of your requested readings are unavailable within our supplier libraries, we will ask you to provide a PDF copy. Not all PDFs will have a legal source that is current, even if they did in the past; rights change all the time.

A Content Specialist will send a PDF proof of the course pack to you once it has been assembled. This proof is for **your use only**, for the purpose of reviewing the materials and confirming that everything has been included in the proper order. After reviewing, please email courseware@wharton.upenn.edu to:

- Approve the PDF proof for online distribution;
- Or to request a change.

While we await proof approval, your course pack request is considered "on hold", which may add to the aforementioned 5-10 day normal fulfillment time.

Distribution through **Study.Net Materials** (learning tool in Canvas)

Once all the readings have been cleared by the publishers and the proof has been approved in writing, a member of the Courseware Team will add the Study.Net Materials tool to the corresponding course's Canvas site.

- **Undergraduate and non-Wharton courses:** The Courseware Team typically adds the [Study.Net](#) Materials tool to Canvas within one business day after the proof has been approved.
- **MBA/Ph.D./EMBA/Executive Education classes/programs:** The Courseware Team must also configure a subsidy data feed (for the course), updating Study.Net's purchase records, prior to activating the learning tool. This is a key reason why Study.Net readings are no longer a "do-it-yourself" offering, as had been true a decade ago (see the *Important Notes* box below).

Here's an illustration of how the learning tool will appear as a course navigation tab in Canvas, usually directly under the **Files** tab:

Important notes on changes to configuration and distribution:

- **The learning tool integration (LTI) must be performed by the Courseware Team.**
- Instructors, teaching assistants, or department administrators no longer need to build a "course" on the supplier's website, handle any part of the Canvas integration process, or import a past "external tool" placement. All of that is Wharton Computing's responsibility to configure.
- The University no longer uses the vendor's website www.study.net for materials distribution, as was true from 2008-2013. Please remove any such links from syllabi.
- Distribution via Study.Net's mobile apps was deemphasized in 2017. Instead, the **Study.Net Materials** learning tool works within Canvas mobile apps, as well as via web.

Subsidized and Paid Student Access/TA Access

Student access is either subsidized or paid, per the School's pre-existing contractual relationships with content suppliers which were assigned to Wharton Computing as of 2018, after Wharton Printing's closure. Access differences relate to a student's degree program at Wharton or Penn.

MBA, EMBA, PhD Students

Reading materials obtained through Study.Net are **subsidized** - meaning prepaid by allocation - for **Wharton graduate students** (MBA, EMBA, and doctoral students). This subsidy comes from the Wharton School's graduate technology fee. Similarly, materials are purchased on behalf of Wharton Executive Education participants for seminars which use Study.Net.

- Depending on the student's degree program, it's possible for Canvas access to begin before the Study.Net subsidy data is transmitted for a new enrollment (either in a course selection "add" or a switch of section of the same course).
- Feel free to refer Wharton graduate students to the **Courseware Team** who report any subsidy access difficulties, such as seeing a "Purchase Course" prompt in **Study.Net Materials** for more than a business day after enrolling. (Other than very recent course enrollment adds/switches, a common reason for a Wharton graduate student encountering the "Purchase Course" paywall is when they use a different **default email in Canvas** than what they **set in the Penn Directory as their primary University email address**.)

Wharton Undergraduates and Other Students

Wharton undergraduates and non-Wharton students will be prompted to purchase Study.Net course packs via the "Purchase Course" paywall link, and will need to pay for your course pack of reading materials before they can access any reading.

- At this time, there is no allocation of the Penn undergraduate technology fee, or other schools' similar fees, to cover the cost of Study.Net readings.
- Similarly, there is no option available to charge the cost of Study.Net readings to a bursar bill, financial aid, or other student tuition-related route.

Teaching Assistants / Faculty Colleagues

If your teaching assistants or faculty colleagues were not listed in your original Study.Net course pack setup request, please send the **Courseware Team** the name and email address of each teaching team member. Based on faculty authorization, we can provide access for TAs and other teaching team members, allowing them to bypass the "Purchase Course" paywall.

You may order hard copies of Study.Net readings by using the **Click here to purchase a printed Hard Copy** link shown toward the bottom of the **Study.Net Materials** tab/listing within your Canvas site. Hard copy is assembled by **Campus Copy Center** with shipping to the address specified in your order.

Please contact campuscopyphilly@gmail.com with questions regarding hard copies. After Wharton Printing's 2018 closure, Wharton Computing staff (including the Courseware Team) no longer have any direct involvement with print orders placed by teaching teams or departments; we have no visibility into Campus Copy orders.

Questions?

For more help, please email courseware@wharton.upenn.edu.
