

## Setting up an e-text for your course with Willo Faculty Guide.

1. Identify the digital content you would like to have integrated with your course in Brightspace. This would either be an etextbook or courseware such as Wileyplus, Mindtap, Smartworks, Connect, etc.
2. Contact the Campus Store (Don Simpkin) to begin the process, while a short turn-around may be possible – its best to allow 10 weeks.
3. following the ordering guidelines for the specific semester:
  - March 15th-April 20th – Spring/ Summer
  - May 15th- July 15th – Fall
  - October 15th- November 15th – Winter
4. Liaise with the publisher to determine timelines for integration and permission to integrate content
5. Include any relevant information and links to text (provided by the Campus Store) in your course course syllabus.
6. Meet with Willo Labs staff integration setup and training (if required)

### Benefits in using Willo.

Willo integrated titles will preserve student data anonymity and allow for easier student access to digital content, without a need for an access code. It is simpler for students for navigate and also allows for a free trial period (between 5 days to 2 weeks depending on the term) before opt-in.

We have successfully integrated titles from the following publishers:

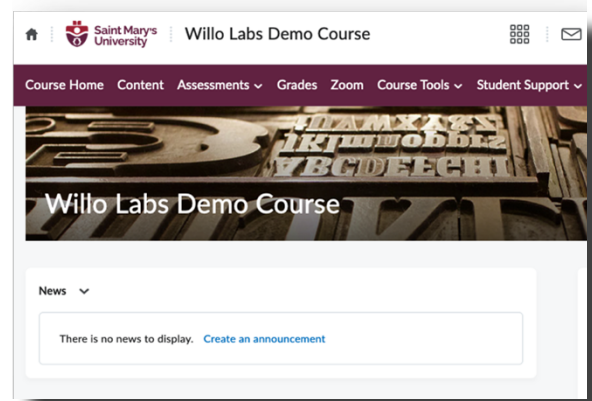
- McGraw-Hill
- Wiley Canada
- Oxford University Press
- W.W. Norton
- Cengage
- Baker Academic

## In Brightspace.

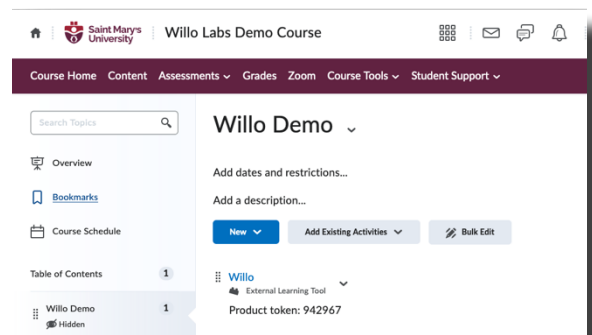
Once you have made arrangements with the SMU bookstore to use an e-text or digital textbook, there are several easy steps in which to create a link directly within your Brightspace course. Many of the steps below will be done during your appointment with a Willo representative to set up student access to your publisher content.

1. Navigate to your course in Brightspace.
2. Go to content and create a new module in which to locate the link to your e-text.
3. Next you will be asked to pair the course with the e-text or courseware (Product to course). Add the token which you have been provided by the publisher.
4. Confirm the details are as expected, including the title, edition, publisher and price.

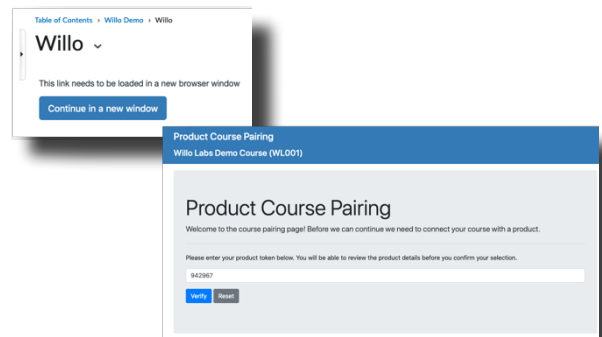
1.



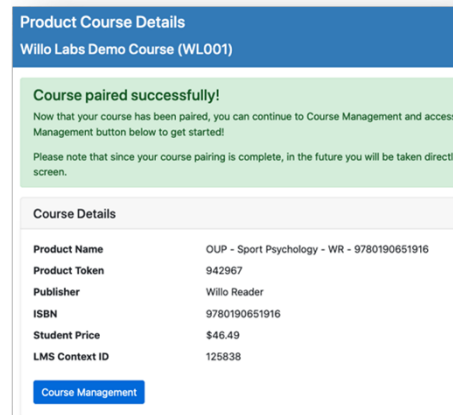
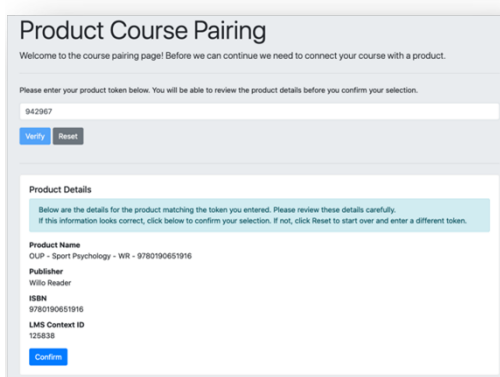
2.



3.



4.



## Course Management.

Once the course has been paired, the course management is the location faculty and instructors can set the current term, view the roster and identify which specific links (chapters or activities) will be added to the Brightspace course.

1. Set the term. Setting the first day of term also sets the free trial period. The duration of the free trail is typically 14 days for the Fall and Winter terms, and half that for the Spring/Summer.
2. Depending on the e-text or courseware, faculty may need to add links to specific chapters, sections or learning activities. Identify which links are to be added to the course. Select option: Push Links Directly to the Course.
3. Go to Brightspace course tab and refresh. You should see a new module with the selected links added. Ensure these are not hidden from student view.

