



Harvard Business Publishing (HBP) Catalog

Working with Content

Canvas by Instructure with LTI 1.0

The Harvard Business Publishing (HBP) catalog can be integrated into the Canvas LMS platform, which allows for simple tool integration and unlimited access to HBP course materials for students, instructors, and course administrators at your institution.

The following features of this integration will provide a seamless experience for Canvas users:

- Add cases, articles, simulations and online courses directly to your Canvas course.
- Add a description for the content to alert students of its purpose in the course.
- Control when a link is visible in the same manner as native Canvas content.
- Administer your simulations and online courses without a separate log in.

The purpose of this document is to guide course administrators and instructors through adding HBP content links to Canvas courses, as well as to offer recommended best practices when creating and delivering HBP content links via LMS Integration.

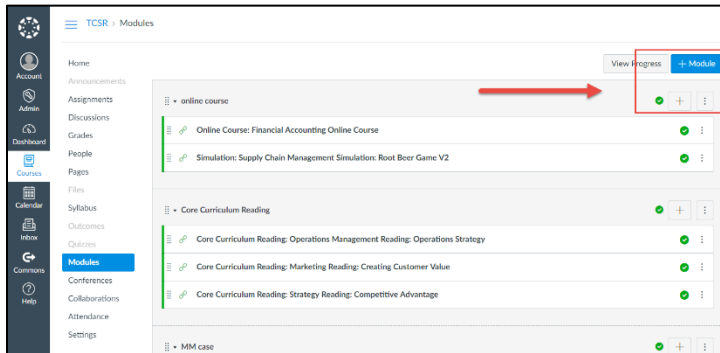
Processes covered are listed below in the Table of Contents.

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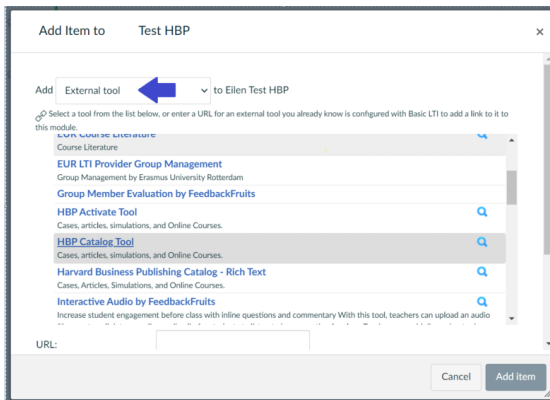
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Adding HBP Content to Courses in Canvas Modules

1. Log in to your Canvas site and navigate to the desired course.
2. Select **Modules**, then click “+ Module” to create a new **Module**. *NOTE: you can also select the “+” button to add content to an existing module.*

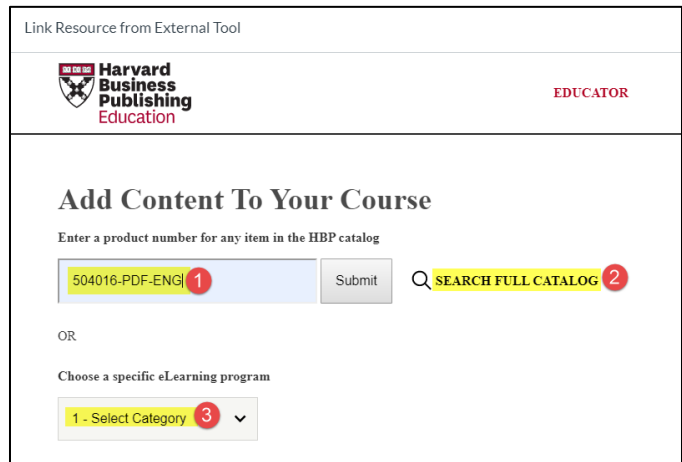


3. Click the “+” in your new Module to add content.
4. You will then be prompted add an item to the module, which defaults to Assignment. From the dropdown, select **External Tool**.
5. Select the **Harvard Business Publishing (HBP) Catalog** as the external tool. *Please note that you may see more than one HBP external tool. Ensure you are choosing the primary catalog tool.*



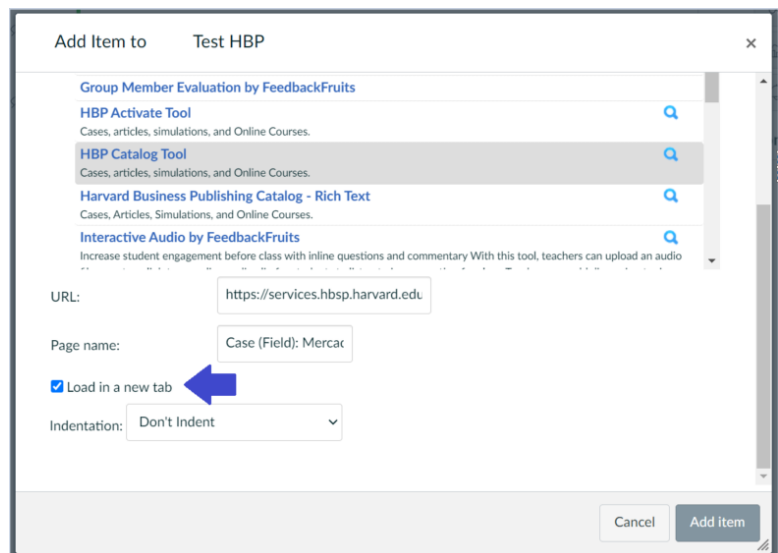
6. This gives you direct access to the **Harvard Business Publishing Catalog**. You will now see a page titled, “**Link Resource from External Tool**” where you will begin adding HBP content to your course.

7. From this view, you have **3 options**:
 - 1) Enter the full product number for the desired content. Make sure to include all numbers and letters.
 - 2) Click “Search full catalog” and the HBP website will open in a new tab. From there, search the full catalog for HBP content. Copy a product number from the website and paste into the text box.
 - 3) Select a specific eLearning product type from the drop-down menu.

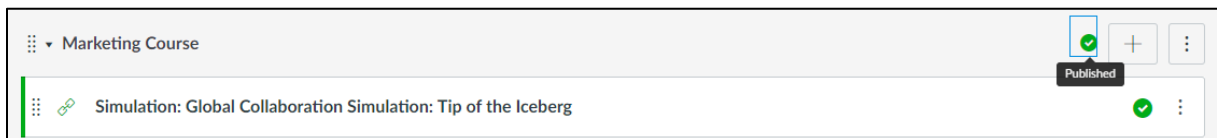


8. Once your content is selected, click **Submit**. *NOTE: content must be added one product at a time.*

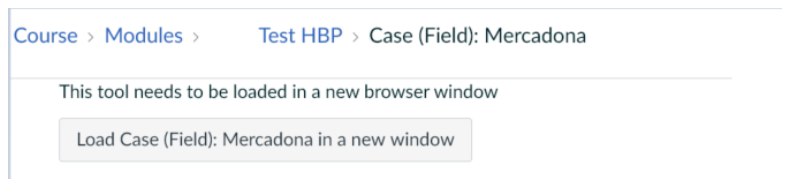
9. After a few seconds, you will see the **Add Item** page, which is part of the Canvas interface. The item URL and simulation name are automatically populated. Make sure to ALWAYS select **Load in a new tab**. Select **Add Item**. *NOTE: You can also change the name of your item on this screen.*



10. Next, you should see the unpublished link created successfully in the Canvas module. Click the unpublished icon in the right-hand corner of the module. The icon will turn to a green checkmark once published.



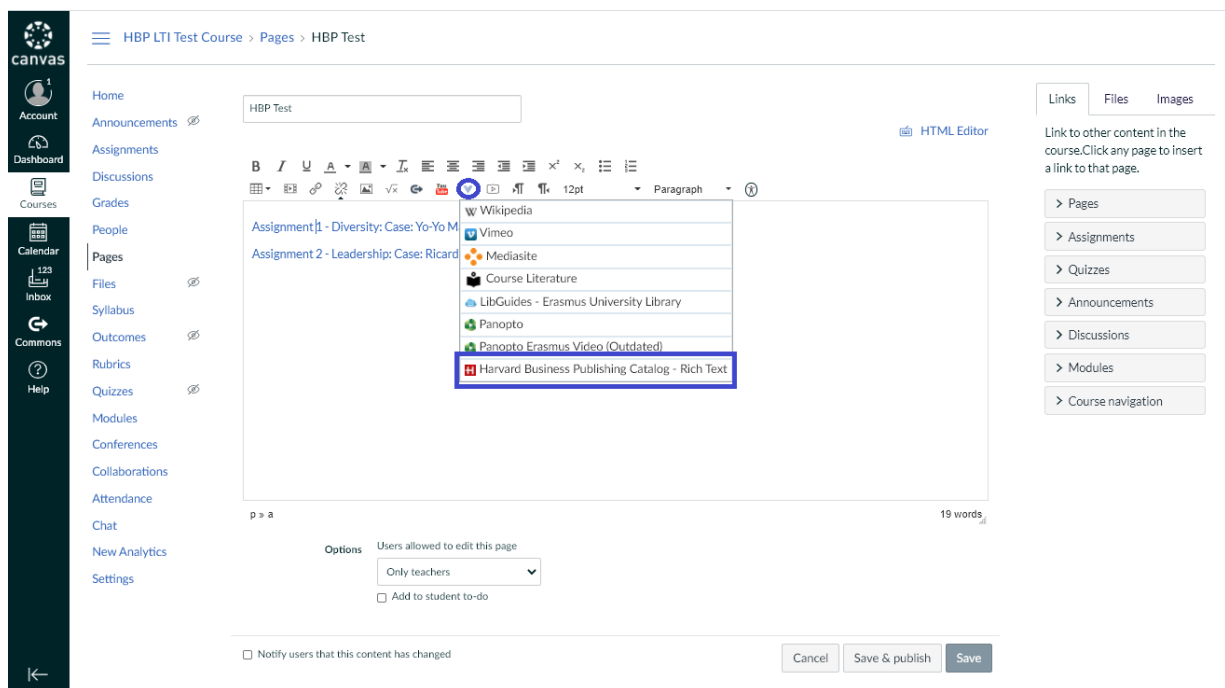
11. To view the content, click on the content title. Then click again on the link to load in a new tab.



12. Clicking the link will automatically open the content in a new tab. Repeat this process as needed to build your course.

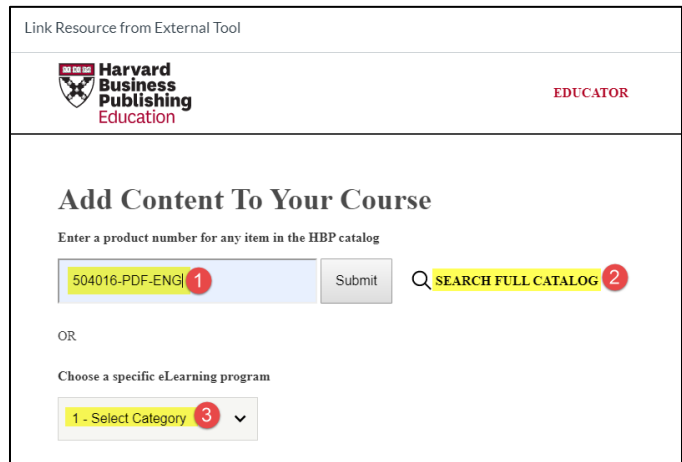
Pages & Assignments

1. Log in to your Canvas site and navigate to the desired course.
2. Select Modules, then click **+ Module** to create a new Module. NOTE: you can also select the “+” button to add content to an existing Module.
3. Click on the “+” in your new Module to add content.
4. You will then be prompted to add an item to the Module, which defaults to Assignment. From the dropdown, select **Page**.
5. Give the Page a name. Then click on “Edit”.
6. Select the little light blue “▼” icon from the HTML Editor. Select the **HBP Rich Text tool** from the External Tools icon list.
7. This gives you direct access to the **Harvard Business Publishing Catalog**.



8. From this view, you have **3 options** (same as when adding content in Modules).

- 1) Enter the full product number for the desired content. Make sure to include all numbers and letters.
- 2) Click “Search full catalog” and the HBP website will open in a new tab. From there, search the full catalog for HBP content. Copy a product number from the website and paste into the text box.
- 3) Select a specific eLearning product type from the drop-down menu.

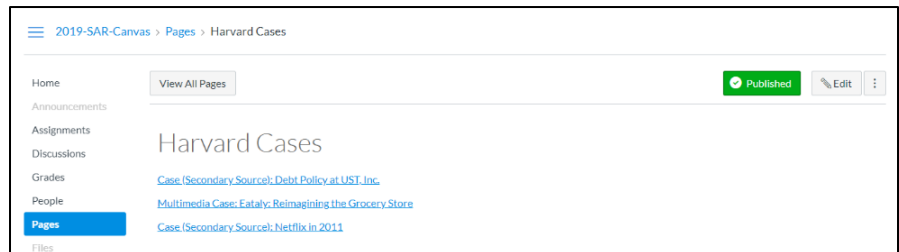


9. Once your content is selected, click **Submit**.
NOTE: content must be added one product at a time.

10. The content link will appear in the body of the Page.
 - The case link can be edited, and text can be added to accompany the case link.
 - Multiple content links can be added to a single Page.

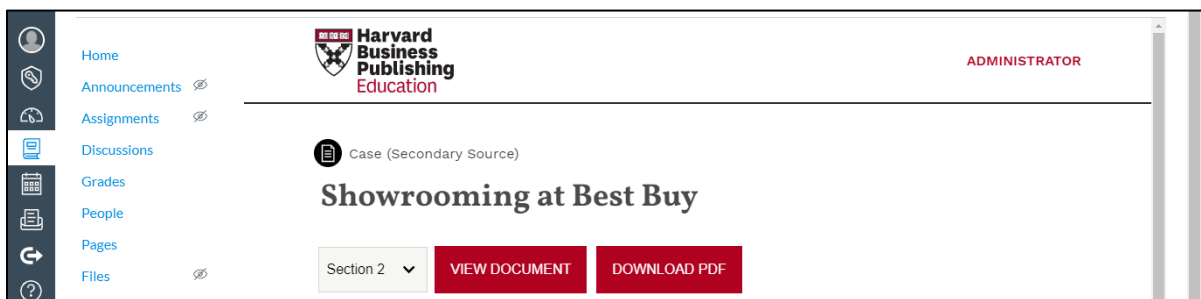
11. Click **Save & Publish** at the bottom of the page.

12. Click on the Page link you have just created from your course page. By clicking this link, you will be redirected to the



Content Launch Page of the Harvard Business Publishing Website.

For PDF content: Click on **View Document** to launch the content in a new tab. Click on **Download PDF** to download the content to your computer (*NOTE that the Course Section drop-down will appear but does not apply to PDF content*).

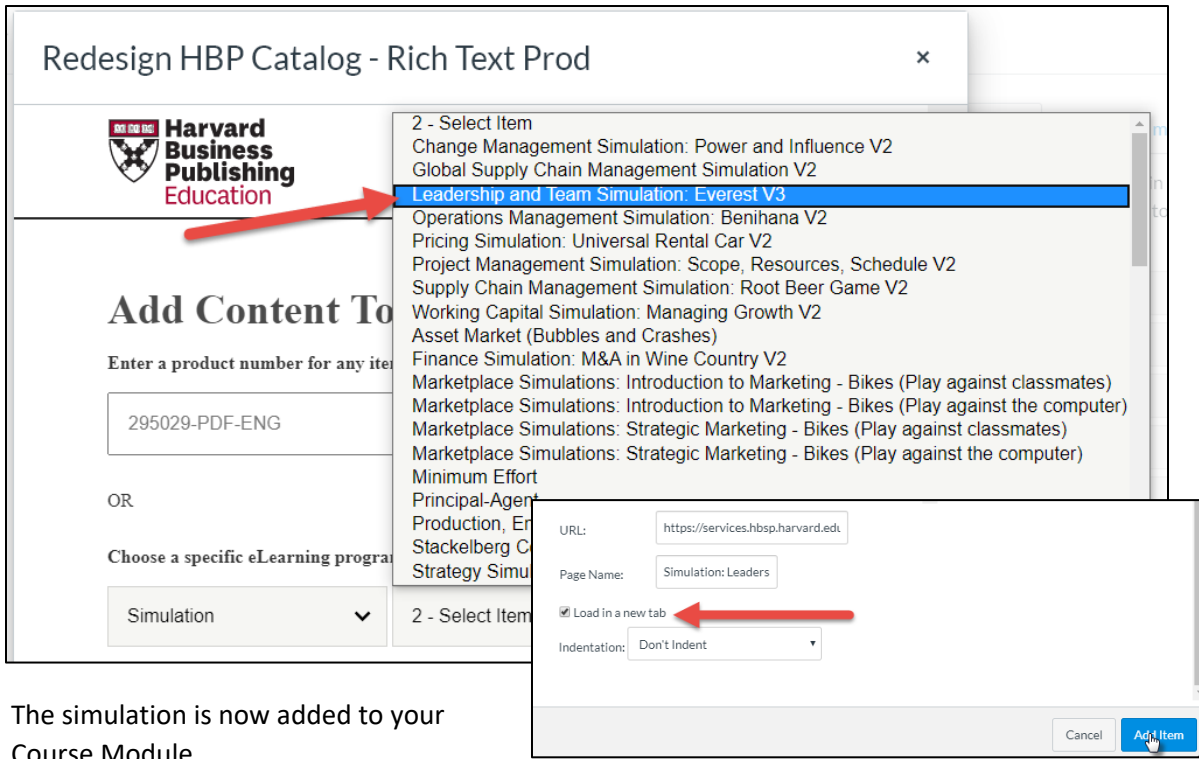


Repeat this process as needed to build your course using Harvard Business Publishing materials.

Administering Simulations Through Canvas

Use the same content management process for Modules and/or Pages described above.

- For this guide, the illustration shows selection via the eLearning dropdown list. Select the Simulation category and the title, “Leadership and Team Simulation: Everest V3”. Click **Submit**. **NOTE: When using Modules, remember to ALWAYS select Load in a new tab.** Then, **Add Item**.



Redesign HBP Catalog - Rich Text Prod

Harvard Business Publishing Education

Add Content To

Enter a product number for any item

295029-PDF-ENG

OR

Choose a specific eLearning program

Simulation

- 2 - Select Item
- Change Management Simulation: Power and Influence V2
- Global Supply Chain Management Simulation V2
- Leadership and Team Simulation: Everest V3**
- Operations Management Simulation: Benihana V2
- Pricing Simulation: Universal Rental Car V2
- Project Management Simulation: Scope, Resources, Schedule V2
- Supply Chain Management Simulation: Root Beer Game V2
- Working Capital Simulation: Managing Growth V2
- Asset Market (Bubbles and Crashes)
- Finance Simulation: M&A in Wine Country V2
- Marketplace Simulations: Introduction to Marketing - Bikes (Play against classmates)
- Marketplace Simulations: Introduction to Marketing - Bikes (Play against the computer)
- Marketplace Simulations: Strategic Marketing - Bikes (Play against classmates)
- Marketplace Simulations: Strategic Marketing - Bikes (Play against the computer)
- Minimum Effort
- Principal-Agent
- Production, Er
- Stackelberg C
- Strategy Simu

URL: https://services.hbsp.harvard.edu

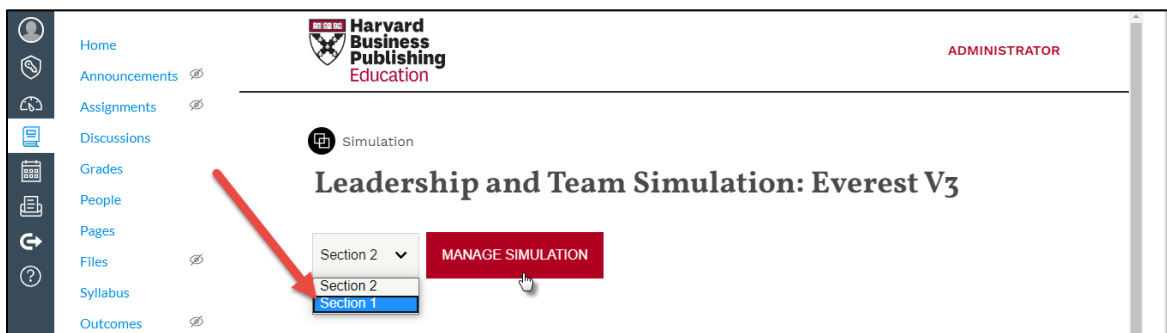
Page Name: Simulation: Leaders

Load in a new tab

Indentation: Don't Indent

Cancel Add Item

- The simulation is now added to your Course Module.
- Click the title to launch the simulation.
- Select a course section from the drop-down, then click **Manage Simulation**. **NOTE that if you are logged into your Canvas instance as Instructor or Admin, the simulation will recognize your Canvas role.**



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ADMINISTRATOR

Simulation

Leadership and Team Simulation: Everest V3

Section 2

Section 2

Section 1

MANAGE SIMULATION

5. The facilitator view of the simulation will open in a new tab and all students from the selected Canvas course section will be enrolled. From here, all team and role assignments can now be completed from within the simulation.

Canvas Course Roster & HBP Simulations

With Canvas integration, students must click into the simulation to ensure their name appears on the roster. This must happen before the instructor is able to assign them to roles, teams, or scenarios. The following steps outline the recommended process for simulations that require manual set-up prior to official play:

1. Load the HBP simulation to your Canvas course
2. Ensure the students are loaded in the course and that the course is published to students
3. Prior to the simulation run, instruct students to navigate to their course materials and launch the simulation from their LMS. For example, create an assignment asking students to click into the sim by a certain date. *NOTE: Please make sure the simulation is CLOSED to students.*
4. Students will be pushed directly into the simulation, without having to register. By clicking the simulation link from their Canvas course, they will be added to the simulation roster.
5. Prior to role assignment and before the sim has been opened for play, students will only have access to the simulation prepare/introductory screen. They cannot begin the simulation unless opened by the facilitator. Students should immediately exit the simulation after launching.
6. Monitor the class summary within the facilitator view of the simulation and begin to assign roles and/or scenarios, as needed. Students should NOT re-open the simulation until the instructor has completed role assignment.
7. If students do not click into the simulation prior to official play, they will not yet have been considered for role assignment. We recommend checking the simulation roster once more prior to official play to ensure all students have been assigned roles and scenarios accordingly.

If your course utilizes Canvas sections (i.e. enrolled students belong to separate sections within a single Canvas course), you can toggle between sections when managing a simulation.



**Harvard
Business
Publishing**
Education

Support Contacts

Should any issues arise with the HBP content access via your institution's LMS, please send an email to our Customer Success and Support Team or contact your HBP sales representative directly.

Samantha Ricker, *Customer Success Manager*

HECustomerSuccess@hbsp.harvard.edu

Gabriela Allmi, *Director Europe*

gabriela.allmi@harvardbusiness.org

Alternatively, you can contact HBP's 24x7 Customer Service team with any questions or concerns regarding your integration and/or HBP products.

24x7 Customer Service

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