

Accessing NACRA Cases Online through XanEdu

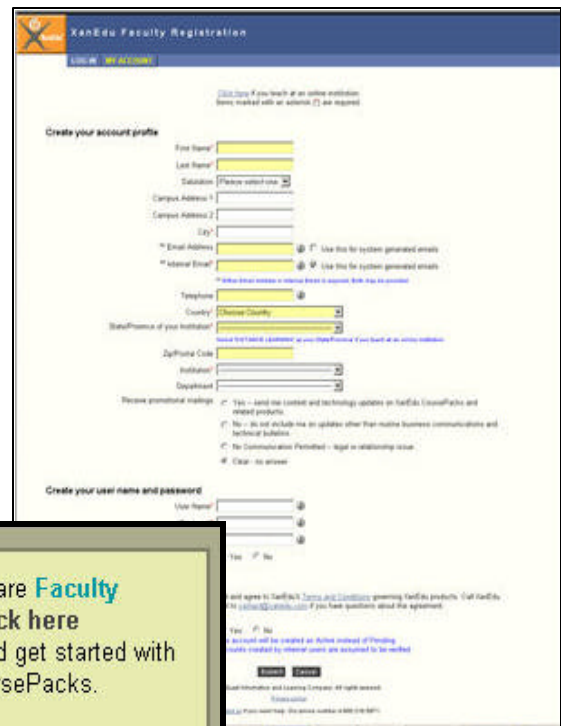
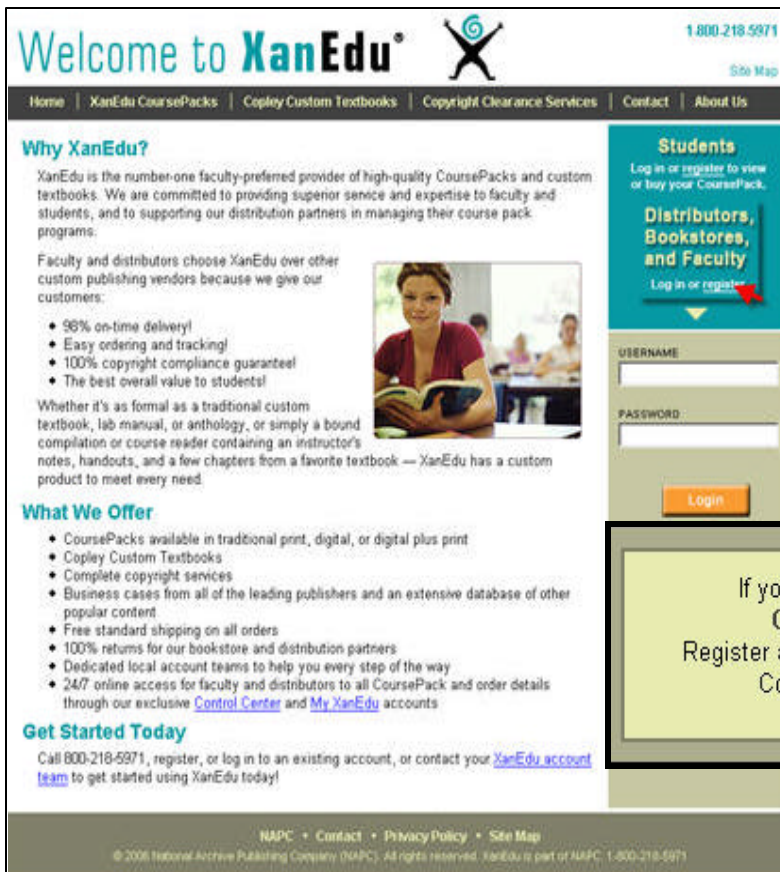
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Follow the detailed instructions below to access NACRA cases online through XanEdu. To learn more about XanEdu's CoursePacks, custom textbooks and copyright clearance services, call 800-218-5971 or visit www.xanedu.com.

COMPLETE THE FACULTY REGISTRATION FORM

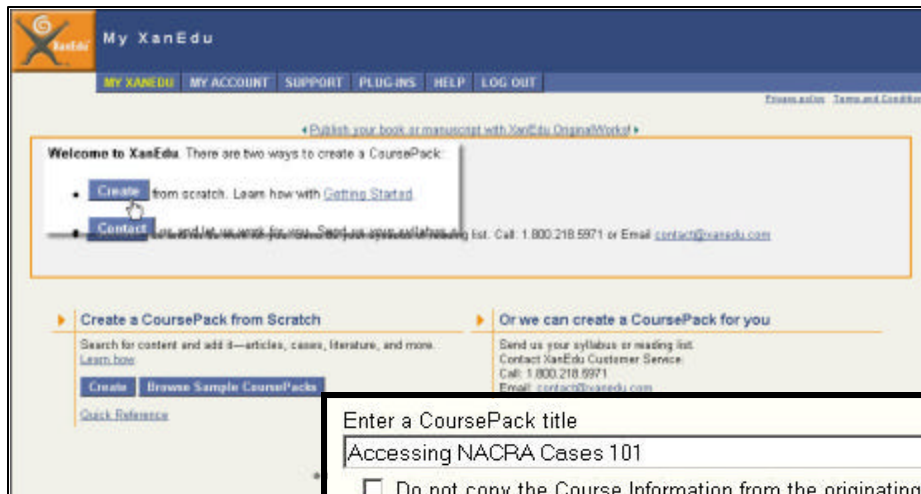
You must be a registered user to access NACRA content through XanEdu. To begin your registration and login, visit www.xanedu.com and create your faculty account profile.



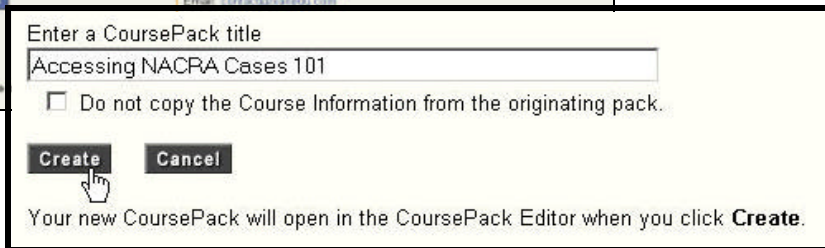
If you are **Faculty**
Click here
Register and get started with
CoursePacks.

CREATE A NEW COURSEPACK

Once you have successfully completed the faculty registration form you will be automatically directed to your personal XanEdu homepage. To view and add NACRA content you must first create a CoursePack. Your newly created XanEdu CoursePack will open in the CoursePack Editor.

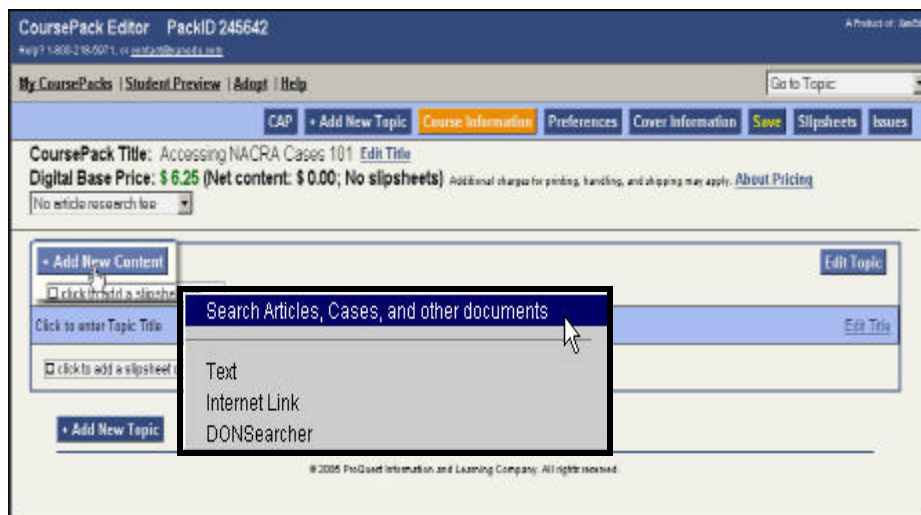


Click the **“Create”** button on your My XanEdu homepage to enter your CoursePack title and begin building your materials.

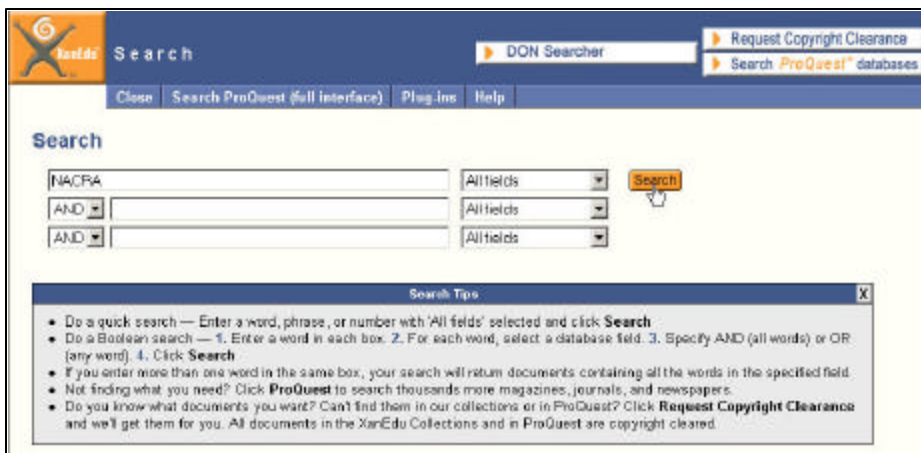


Your new CoursePack will open in the CoursePack Editor when you click **Create**.

ADD NACRA CASES TO YOUR XANEDU COURSEPACK

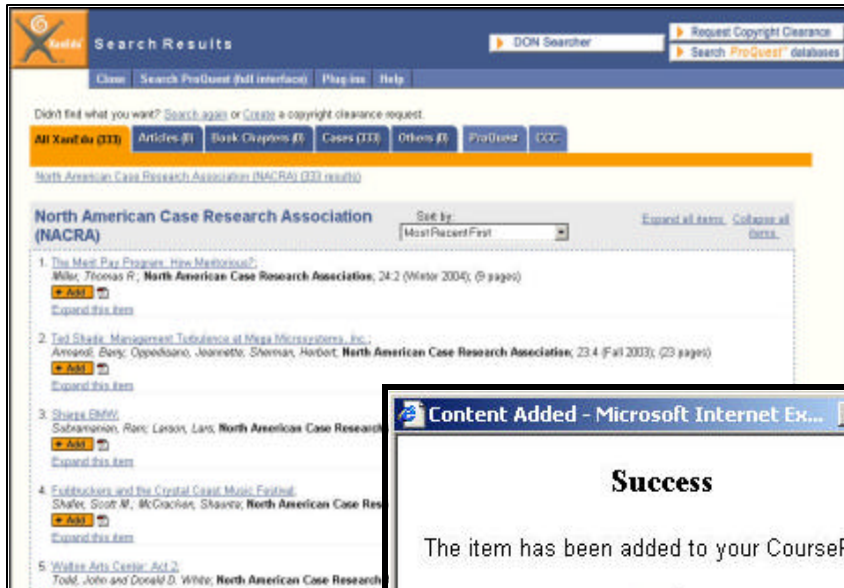


Click the **“Add New Content”** button and select “Search Articles, Cases, and other documents” to access the pre-copyright cleared content you can include in your CoursePack.



To browse all NACRA cases simply type “NACRA” and click the **“Search”** button.

Tip: You can narrow your search by entering multiple criteria such as “NACRA” AND “management”.



You can include any content in your CoursePack by clicking the “+Add” icon directly below the item title and author information. A confirmation window will appear to notify you that the content has successfully been added to your CoursePack.

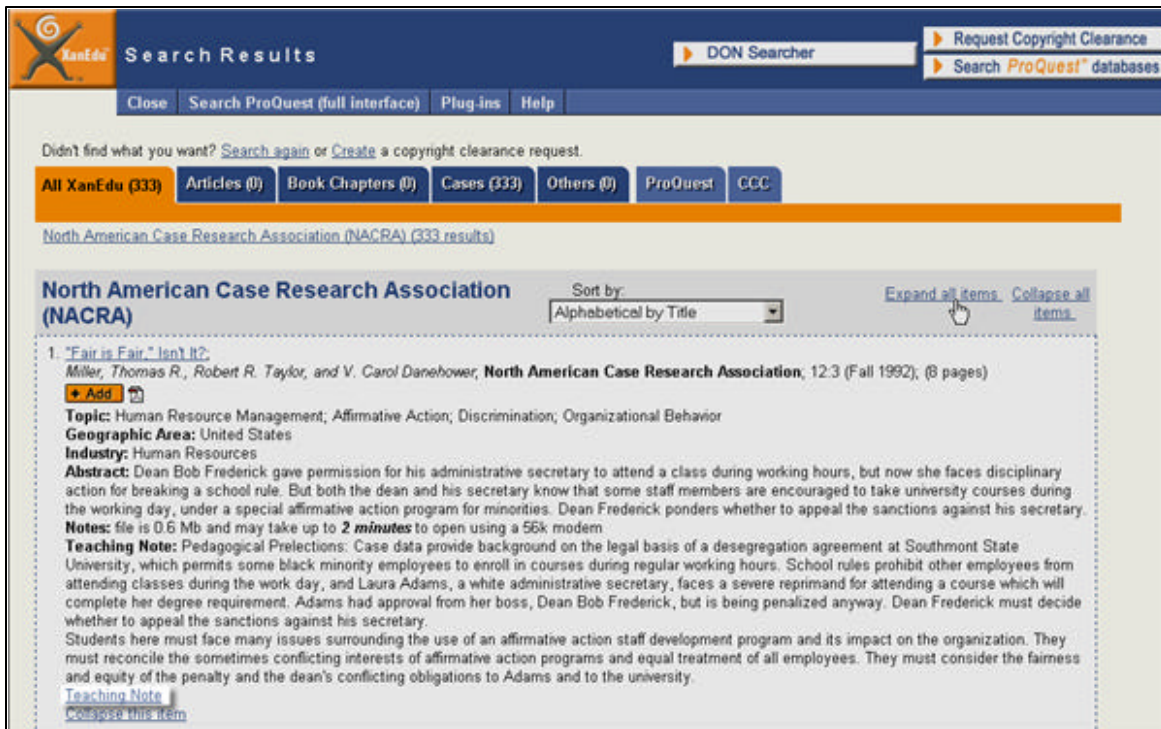


Note: View and print all teaching notes prior to adding each case to your CoursePack.

VIEW AND PRINT NACRA CASE TEACHING NOTES

Teaching notes can only be viewed and printed from the search results interface *before* the case is added to the CoursePack. Teaching notes are not available for all cases. Once you enter your search criteria and are viewing the Search Results page, click “**Expand all items**” at the top of your results list. If there are teaching notes associated with the case they will be easily visible below the abstract.

To view and print the notes click the “**Teaching Note**” link below the case and note description.



NEED HELP?

If you need assistance finding, browsing and adding NACRA cases, click the “**Help**” link in the main navigation bar at the top of your CoursePack Editor. Select from the variety of help topics provided or contact customer service via email at cust.serv@xanedu.com, or by calling 800-218-5971.