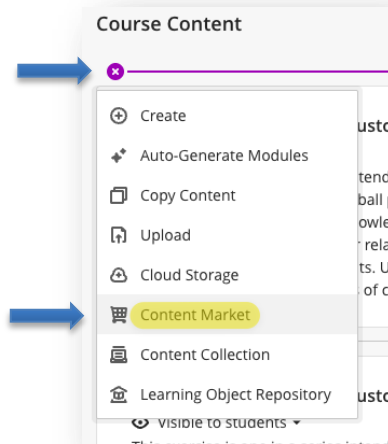


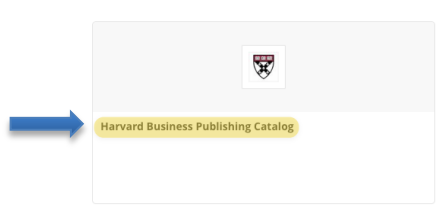
CASE STUDIES – HOW TO UPLOAD ON BLACKBOARD

You can easily upload case studies directly to [Blackboard](#) – with no order forms, no library staff coordination, and **mainly**, no extra registration with third-party providers for students. This process keeps all materials in one place for your students' easy and quick access. Yet, the [library team](#) will be happy to assist you with any special cases and requests. You can upload it in five steps:

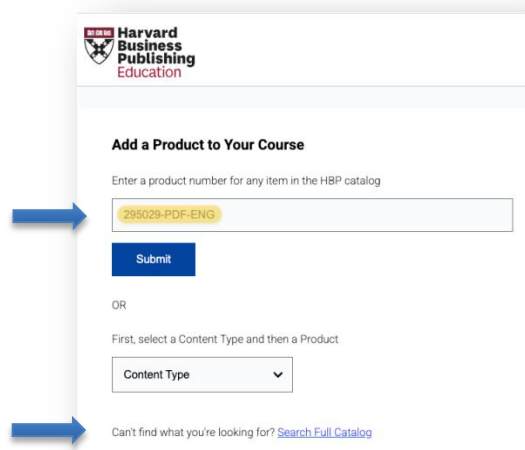
1) Once logged in, go to **Content** menu, select your desired course area and click on **Content Market** under **Course Content**.



2) Select **Harvard Business Publishing Catalog** in the **Institution Tools** list (under Content Provider).



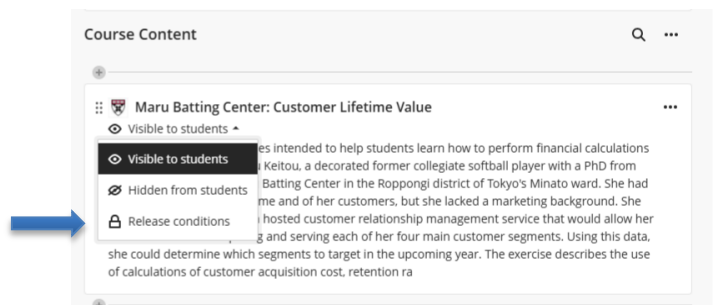
3) Search for your desired case study using its product number, or by title in Search Full Catalog. Then click on **Submit**.



4) You will get an overview including a brief description of the selected case study. If it's correct, select **Add Item** to properly add the case study to your course.



5) At the end, you will see your added case studies in your course overview into the **Course Content** section. Students in your program can now access the case studies automatically. However, you can decide whether you want to make case studies visible to students and only release them at a later date. In that case, click on **Release conditions** to access the rules and others available conditions.



If you have any questions, please contact your library for further support at library-berlin@escp.eu.