

First Day® Complete Faculty Kickoff Guide

The Chanticleer Store will provide each student with a convenient package for physical books and digital materials will be delivered directly to Moodle. This guide will assist you with making sure the digital materials are available for your students to access.

4 Weeks Before Class Starts:

1. Ensure that the Barnes & Noble College *Course Materials* link is installed so students can access their digital course materials. If your Moodle Admin did not install the *Course Materials* link for you, please follow the instructions below under *Moodle External Tool Configuration*.
2. Make sure you have completed the course setup/pairing for your digital courseware products. If you need assistance, please contact your publisher representative.



Merged courses can cause student access issues. If you are merging your courses within Moodle, please let your bookstore manager know ASAP.

3. Please add the below student instructions to your syllabus and Moodle course.

Student Instructions:

This course is part of the campus' First Day® Complete course material delivery model. The digital required materials for this course have been integrated with Moodle and can be found in the Course Materials link in your Moodle course. Please sign into Moodle to access your course and course materials. If you elected to opt-out of First Day® Complete, you are required to obtain the appropriate required digital course materials.

Moodle External Tool Configuration

Any courses that are using digital courseware materials, will need to include a *Course Materials* link in Moodle so that students can access their materials. If the *Course Materials* link has not already been added by your Admin, please follow the instructions below for setup. (**Note:** Your LMS may have slight variations in these steps or naming.)

Setup Course Materials Link Tutorial

<https://vimeo.com/303360924>

Setup for “Course Materials” Link

Setup for “Course Materials” Link

Steps

1. Navigate to the desired course.

Steps

2. Click the **Turn editing on** button at the top right-hand corner of your course page.
3. In the section where you wish to place the link, click **+ Add an activity or resource**.
4. Select **& Course Materials** from the list of activities and resources, then click **Add**.
5. On the **Adding a new External tool** page, enter the following:
 - Activity name: **Course Materials**
6. Click **Save and return to course**.
7. Repeat these steps any additional sections that require the Course Materials link.

Student Experience Publisher Courseware and eTextbook:

Steps

1. Student signs into their LMS to access their course(s).
2. All First Day Complete courses are conveniently located in one link.
3. Student selects their digital course.
4. Various (eBooks, Courseware, Courseware + eBook bundles) content types will be delivered in one link for the student to select.

The screenshot displays the Barnes & Noble College Moodle interface. At the top, it says "Welcome" and "5 Courses, 5 Materials". Below this, there are five course material cards, each with an "Item Info" section and a button to access the material. The cards are:

- FirstDay Complete - Digital Bundle:** "Understanding Nursing Research, 7th Edition" by Susan Croser. ISBN: 9780235303031. Buttons: "Read Now", "Reveal Access Code".
- FirstDay Complete - SSO:** "MyLab Math with Pearson eText (18 Weeks) for Algebra: A Combined Approach plus Third Party eBook (Outsill...)" by Ellyn Martin-Gay. ISBN: 9780134022936. Button: "Launch Courseware".
- FirstDay Complete - Access Code:** "Connect Online Access for Intermediate Accounting" by Spinaland. ISBN: 9781292026705. Button: "Reveal Access Code".
- FirstDay Complete - eBook:** "Cengage Advantage Books: Essentials of Business Law, 6th Edition" by Jeffrey F. Beatty, Susan R. Be... ISBN: 9781292144115. Button: "Read Now".
- FirstDay Complete - Publisher Delivery:** "Massage Therapist's Guide to Pathology: Critical Thinking and Practical Applications, 6th Edition" by Ruth Werner. ISBN: 9781496326670. Buttons: "Item Info", "Notes".

Student Support:

Customer Care is available to help students with questions about accessing their course material or using their eTextbook. Be sure to share the below information with your students.

Customer Care is available 24 hours a day, seven days a week - 24/7.

- Open a ticket Online for the Customer Care team: <https://tinyurl.com/customercarerequest>
- Email the Customer Care team: bookstorecustomercare@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

Questions? Contact your Bookstore Manager

Cindie Salmon

csalmon@coastal.edu

843-349-2363