



MBA Learning Center

Instructions for *High School of Business* Teachers

- Brand new to the MBA Learning Center? **Go to Part I: Getting Started.** 
- Already have an account, but need to create a course and invite students? **Go to Part II: Add Content.** 

Part I: Getting Started

Step 1: Receive your invitation to **set up your account**

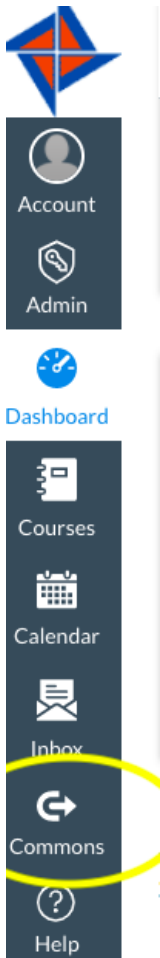
- Canvas will email you an invitation to sign up and create a password: Click the link in the email from Canvas to finish the registration process. Choose a password for logging into Canvas, and set your correct Time Zone.

Step 2: **Log in to Canvas**

- <https://mba.instructure.com/login/canvas>

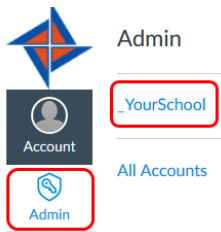
Step 3: **Click on Commons**

- Click on the 'Commons' button in the left side-bar menu of options. (see image below) Once you click on Commons, you can log out. Notify us that you have completed the above three steps; then we will give you access to the HSB-specific modules in the Commons area and you can start to build your courses.

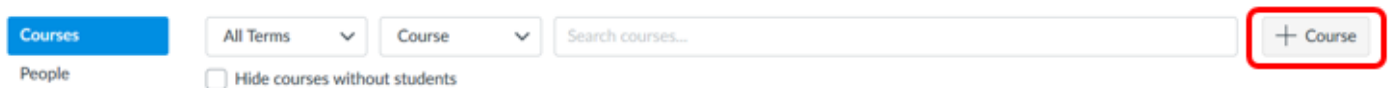


Step 4: Create a Course

- Select the "Admin" button in the menu on the left side of the screen, then click on your school's account. (see image below)



- Now select the "+ Course" button on the right side of the screen. (see image below)

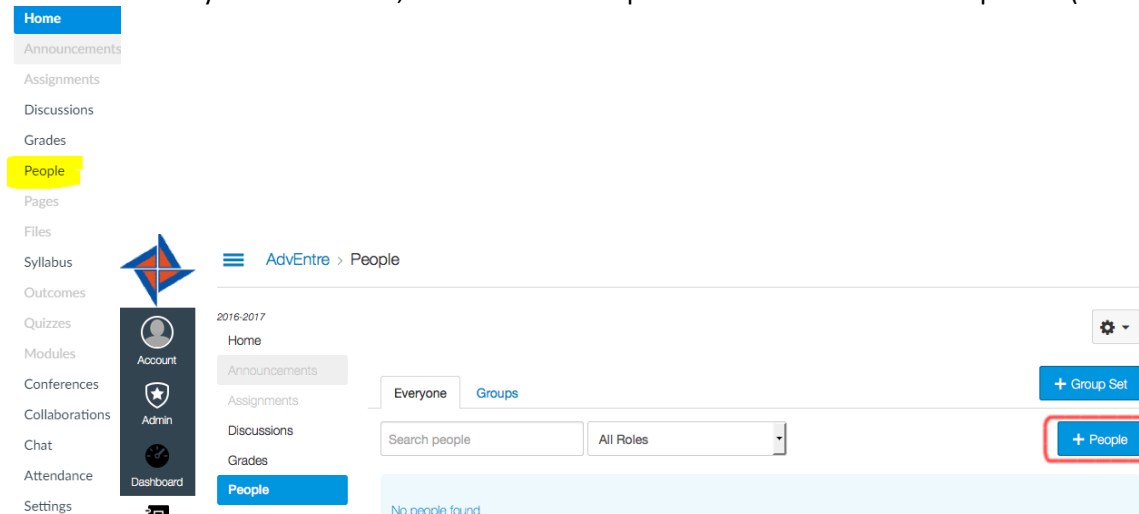


Step 5: Name Your Course

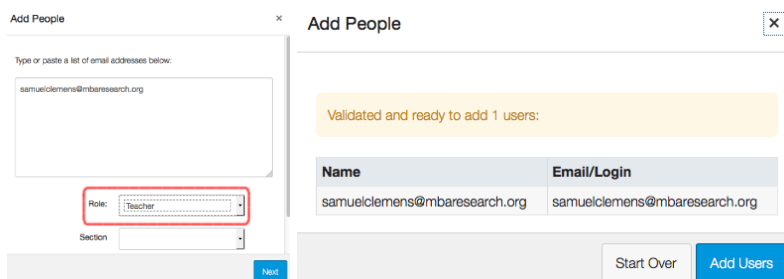
- Give your course a Name, a Reference Code (this is a short name for the course), the current Enrollment Term, and then click "Add Course."

Step 6. Enroll Yourself as the Teacher

- Refresh the page and find your course in the list of courses. Scroll down; it may not be at top of the list.
- Click on your course title; then click on "People" in the left side menu of options. (see image below)

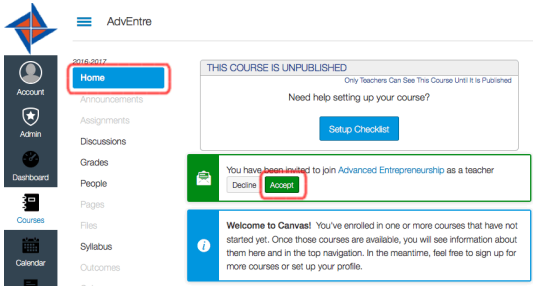


- Click on the +People Button (see image above) on the right side of the screen.
- Enter your email address. Select Roles and choose Teacher in the dropdown menu.
- Click Next.
- Click Add Users.



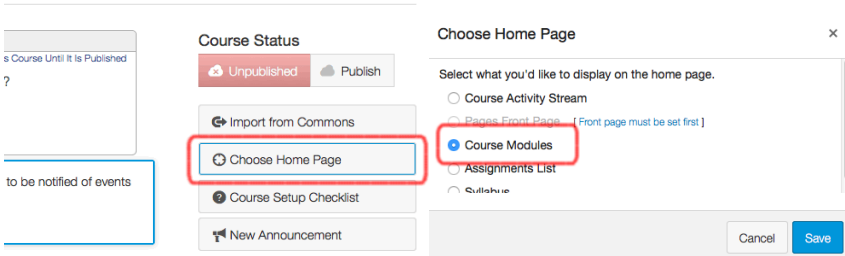
Step 7: Accept invitation to join the course.

- **Either** go to your email to accept **OR** click the "Home" button and you'll see a message from Canvas telling you that you've been invited to this course.
- Click the green "Accept" button.



Step 8: Set Course Home Page

- Choose Home Page (right side of Screen). Change to Course Modules if not already selected.
- Click Save.





Part II – Add Content to your Course(s), Publish, and Invite Students

We have created a Group in “Commons” for HSB Teachers only. If you’ve completed the above steps, and clicked on “Commons” in the left side-bar menu, we can add you to the HSB Group where you will find the pre-loaded modules with content from the HSB course guides. **You must complete the above steps (Part I: 1-3) and have clicked at least once on “Commons” before we can add you to the HSB Group.** Once you have, notify us at HelpMe@MBAResearch.org and request to be added to the HSB Group. Be sure to provide the email address you used to create your Learning Center account.

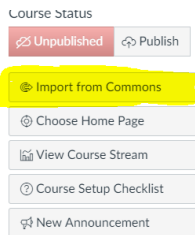
Follow the steps below to add this pre-loaded content to your course(s).

Step 1: Find the HSB Group in Commons

- Click on the Commons area in the left side-bar menu of options.
- Near the top right of the screen, click “Filter” and a sidebar will appear. In the sidebar, under “Shared With”, you will see the “High School of Business” group. If you don’t see “High School of Business”, make sure you’ve completed steps 1-3 in Part I and have requested to be added to the HSB Group.

Step 2: Import Content

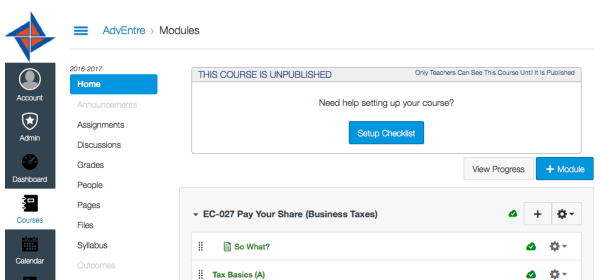
- Click the radio button for the **High School of Business** group. The group houses content created by MBA Research as well as teacher content. Our content will always be “By: MBA Research” and have the logo attached to the module. Each module represents one project or section in a course and includes content for that project/section from the course guide.
- Find and select the course module you want to add to your course. Example: Prin of Business Project 1 Lights Camera Business.
- Once inside the module, click the “Import/Download” button on the right side of your screen. Select the course you are currently working on and Click the blue button, “Import into Course”.
- A banner will pop up stating: “You have successfully started the import! Please note that it may take a while to see changes in your course.” Wait a few minutes and then refresh your browser.
- Click on “Courses” in the left side menu of options. Choose the course you are currently working on and you should see the project (module) you’ve just imported from Commons.
- To add additional projects (modules,) repeat the above steps by selecting “Import from Commons” on the right side of your screen. (see image below)



- After selecting “Import from Commons”, click “Filter”, choose the High School of Business group once again, and continue to find and import the modules you need for your course.

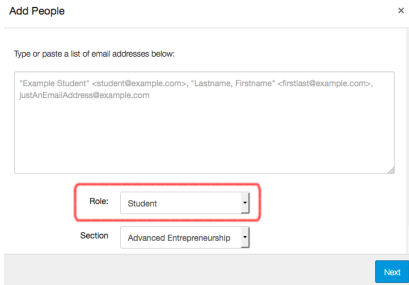
Step 3: Publish Your Course

- You will want to publish your course modules so students can view them when you invite them to the course. From your home screen on your course click the “Publish” button.
- **Sections in Green are Published.** To Unpublish (hide from student view,) click on the Green check button. Collapse the content of a LAP by clicking the triangle icon next to the module/LAP title.



Step 4: Invite Students to Your Course

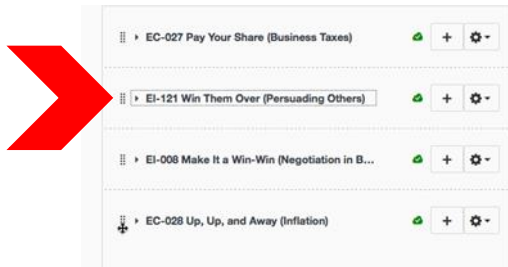
- You can add students in the same manner that you added yourself to the course. Click the "People" option on the left side of the screen. Click the "+ People" button. Add your students by email address. Make sure you select the role of "Student." Click the "Next" button, and follow the instructions on the screen to add students. Click the "Add Users" button to add the selected students to the course.



- Your students will get an email instructing them to join Canvas (if they are not already using Canvas) and inviting them to the course. These email invitations can get marked as spam; have students check their spam folders.

Step 5: Organize Your Modules

- Modules can be moved around by grabbing the "Handle" (looks like a domino). Drag to where you want it.



Step 6: Bookmark the FAQ page of our website!

- Updated regularly with **new FAQs** like **How to move content to another LMS (such as Schoology)**. See link below.
 - <https://mbaresearch.org/index.php/component/k2/item/523#ClassroomSchoology>
- You can also contact us at HelpMe@MBAResearch.org

Step 7: HSB Pre-tests

High School of Business pre-tests are divided into a series of brief tests, each assessing knowledge of a single Instructional Area, e.g., Business Law (BL) Pre-test. Students can proceed through all Instructional Areas as if they were a single test. There are 50 items in total, per course.

Upon completion of the pre-test, scores appear in your Learning Center gradebook. Review these to identify areas of strength and weakness for the individual student or for the whole class in aggregate.

How to Administer

Be sure to publish the pre-test so that your students can access the exam. Students can then proceed through the Instructional Area sections of the pre-test just as they would for any other assessment in the MBA Learning Center.

Please note that the student will see his/her score for each Instructional Area, but not his/her overall score.

For those of you using a different LMS than the MBA Learning Center, see below.

Using Your School's LMS System to Deliver the Pre-tests

There is an FAQ on our website about how to move content to another LMS (such as Schoology). Link below.
<https://mbaresearch.org/index.php/component/k2/item/523#ClassroomSchoology>

How to Measure Results

As you know, *High School of Business* final exams are administered via WebXam. Because every 50-item HSB pre-test is 100% aligned to the 100-item final exam, you can use the pre-test results to measure and document each student's growth.

Just as you can view scores by Instructional Area for the pre-tests, each student's WebXam score can be viewed by Instructional Area, making it easy to compare these to the student's pre-test score in your Learning Center gradebook.

FAQs about use of assessments in the Learning Center:

[How do I view student results within a quiz?](#)

[How do I lock/unlock a quiz?](#)

[How do I edit the features and settings of a quiz?](#)

[How can I set restrictions on a quiz?](#)

[How to set Availability dates for an assignment or quiz?](#)

A complete list of MBA Learning Center FAQs is available at [MBAResearch.org/LC](https://mbaresearch.org/LC).