MBA Research & Curriculum Center

The MBA Learning Center – Quick Start
https://mba.instructure.com

Create an account: If you do not have an account, you may request a FREE account by emailing helpme@mbaresearch.org
Be sure to include your name, email (school issued email required), school, and state.

1	**Create a Course**	Create a course to organize LAPs and other resources for the course.
		
		▪ Login to your account*
		▪ Select Admin
		▪ Select Your School
		▪ Select + Course
		    ○ Name your course
		    ○ Provide a Reference Code (you make it up)
		    ○ Subaccount remains as your school name
		    ○ Enrollment Term – use the current school year and NOT default term

2	**Add YOU to the Course**	Add yourself to the course to edit it and add resources to it. ▪ Locate the course under ADMIN ▪ Choose settings for that course ▪ Choose PEOPLE ▪ Select +People ▪ Add your email address and make your role as teacher ▪ Select ADD USERS ▪ Select dashboard (Invitation to join course will show on the dashboard) ▪ Accept Invitation
3	**Add LAPs to the Course**	Use the Course Guides and other MBA Research's resources to identify LAPs. ▪ Select Commons from the left-hand menu -- Commons may also be found inside each course you have created. ▪ Search for LAPs by typing LAP number, name, or keyword(s) about the LAP ▪ Once LAP is located, click on the blue link of the LAP name ▪ Click on the Import/Download button and select which course to add the LAP to ▪ Choose import into the Course ▪ LAPs appear in the Module section of the course ◆ Note: The LAPs and other content can be found in the **Commons**. If you don't see the **Commons** link, you need to create a course and enroll yourself as a Teacher in the course.

4	Using the LAPs	- Once you find a LAP, Select "Import/Download - Choose to Import into a Course inside your MBA Canvas **OR** download a zip file to your computer - Unzip/extract the files to a location on your computer - Get access to a PDF file, PowerPoint presentation, and Word documents by selecting the "Web Resources" folder inside your extracted file.

This Quick Start is adapted from the full set of instructions, which includes screenshots.
Additional resources for the Learning Center can be found at https://tinyurl.com/MBALCHelp