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## W Books+ Instructor/Faculty Guide

**W Books+** is the W's branded version of Barnes & Noble's First Day© Complete course material distribution system.

The Bookend will provide each student with a convenient package for digital materials that will be delivered directly to students in Canvas, and bundle physical materials to be picked up at the bookstore. This guide will assist you with making sure the digital materials are available for your students to access in Canvas. An FAQ for more details about the program can also be found at <https://www.muw.edu/wbooksplus>

### Before Class Starts:

1. Ensure that the *Course Materials* link is installed so students can access their digital course materials. If *Course Materials* do not appear in your course navigation, please follow the instructions below.
2. Make sure you have completed account setup and pairing for your digital courseware products. If you need assistance, please contact Barnes and Noble support to open a ticket.

Open a ticket Online for the Customer Care team at <https://tinyurl.com/customerrequest>

**It is recommended that your Canvas course setup be completed as soon as possible to ensure materials are accessible to students. If you are still experiencing issues setting up your course materials in Canvas after contacting Barnes and Noble or your publisher, please contact the KCTL at [ctl@muw.edu](mailto:ctl@muw.edu) for help.**



Merged courses can cause student access issues. It is recommended that instead of merging courses, faculty should use the sections that have been set up – please contact the KCTL for assistance or further questions.

3. Please add the student instructions below to the materials section of your syllabus and Canvas course.

### Student Instructions:

*This course is part of the W Books + course material delivery program. Please sign into Canvas to access your course and course materials. The digital required materials for this course have been integrated with Canvas and can be found in the navigation menu and your ebook is located in **Course Materials**.*

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If your course has courseware that is NOT located under “Course Materials” (e.g. MyLab, McGraw Hill Connect), add the following statement to your syllabus:

*This course is part of the W Books + course material delivery program. Please sign into Canvas to access your course and course materials. The digital required materials for this course have been integrated with Canvas and can be found in the navigation menu and your ebook is located in **Course Materials**. Additional materials can also be found in the navigation menu (example – publisher links like McGraw Hill Connect).*

#### **Student Opt-Out Statement:**

*If you have opted-out of W Books + then you are responsible for finding and purchasing all materials listed in this syllabus. This includes both physical/digital books as well as any additional tools or course materials that require a code to access.*

#### **Setup Course Materials Link Tutorial**

<https://www.loom.com/share/873e99c9119c4ab4959d2ff7168a5259>

#### **Setup for “Course Materials” Link**

### **Canvas External Tool Configuration**

Any courses that are using digital courseware materials, will need to include a *Course Materials* link in Canvas so that students can access their materials. If the *Course Materials* link does not appear in your Canvas menu, please follow the instructions below for setup.

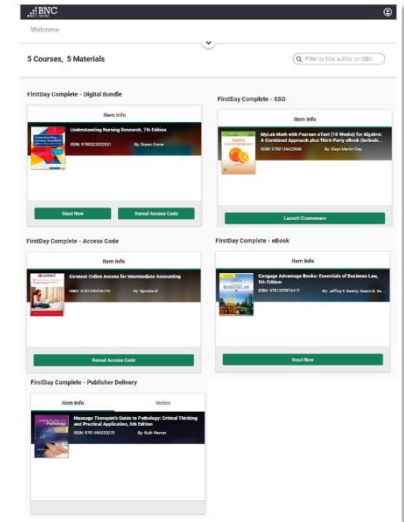
#### **Steps**

1. Log into Canvas with your instructor username and password and navigate to the course that requires the Course Materials link.
2. Click **Settings** from the left-hand navigation.
  - a. If Settings is not available, make sure that you are in the course as an instructor. Once you are logged in, Settings should appear at the bottom of the course menu.
3. Click the **Navigation** tab, and scroll down to the hidden items, at the bottom of the list.
4. Look for **Course Materials** in the list.
5. Click and hold **Course Materials** and drag it up to the list of active navigation links.
6. Click **Save**.
7. The **Course Materials** link will now be available in the left-hand navigation of your course. You may have to refresh your window to see it.
8. Repeat these steps for any additional sections that require the Course Materials link.

## Student Experience - Publisher Courseware and eTextbook:

### Steps

1. Student signs into WConnect, then Canvas to access their course(s).
2. All W Books + digital materials are located in each course.
3. Student selects their digital course.
4. Students should refer to the syllabus for the location of course materials.
5. Various content types (eBooks, Courseware, Courseware and eBook bundles) will be located in the navigation menu in Canvas.



An example of the student experience can also be found at:  
First Day Complete Student Experience  
<https://www.youtube.com/watch?v=OoI9TC7vrAo>

## Student and Faculty 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/customerrequest>

Email the Customer Care team: [bookstorecustomer@bncollege.com](mailto:bookstorecustomer@bncollege.com)

Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

**We suggest that students and faculty provide Customer Care with their name, school email address, school, course information, and screenshots of issue if applicable.**

**Questions?** Contact your Bookstore Manager

Leonard Cotton

[sm8076@bncollege.com](mailto:sm8076@bncollege.com)

662-329-7409