Quick Guide – MyAberdeen: Adding HBP content
(Business School and Qatar Business courses only)

This quick guide outlines how to add Harvard Business Publishing (HBP) content, such as articles, book chapters, cases, simulations into Ultra course areas. The HBP resources have been licensed for use only in Business School courses and in Qatar Business courses. These tools will therefore only appear in these courses.

Adding HBP content into a Learning Module

Go to your course area in MyAberdeen and:

1. Select the **Learning Module** where you wish to add HBP content
2. Click on the "**+**" sign and select **Tools**
3. Select **Harvard Business Publishing Catalog**
4. Enter the full **product number** for the desired content (obtained by searching https://hbsp.harvard.edu/) or click on Search Full Catalog and click on **Submit** (Figure 1)
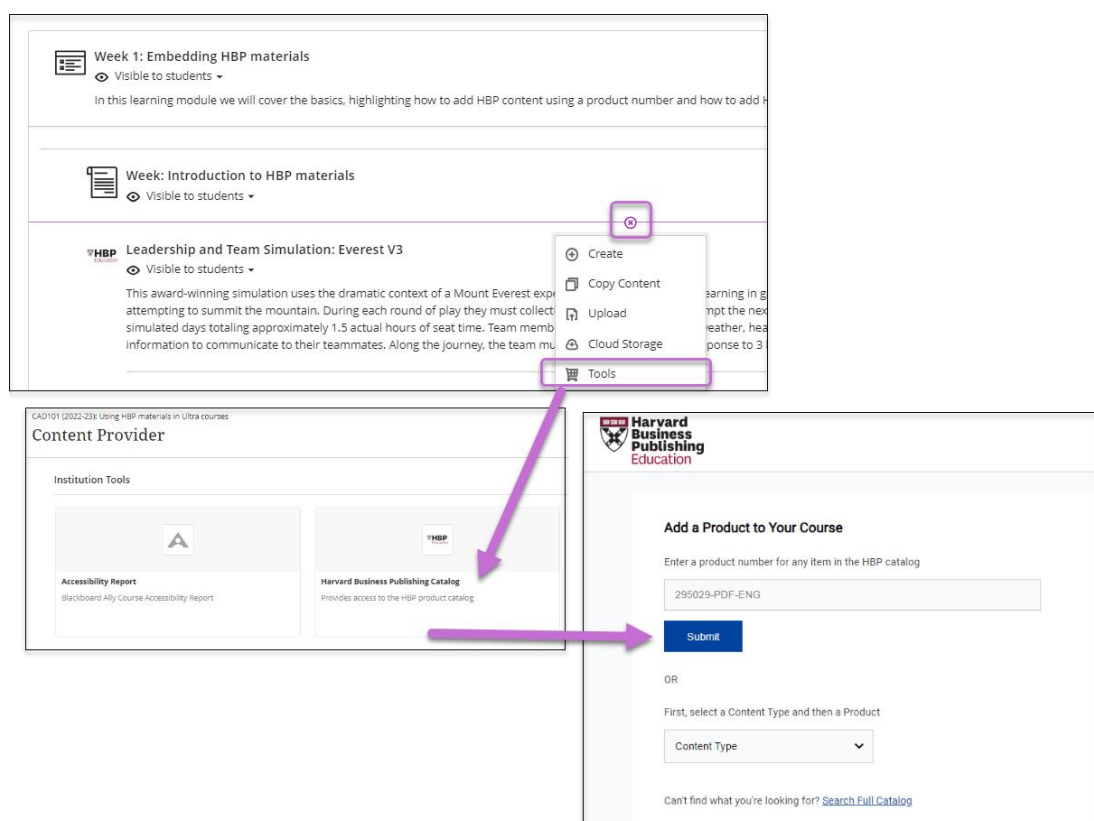

Figure 1. Adding HBP content to a Learning Module in an Ultra Course.

After selecting "Submit" the "Add Content to Your Course" page will appear with the title and a description for the HBP item you previously entered a product number for. Click **Add Item** to add the link to the resource in your Learning Module (Figure 2)
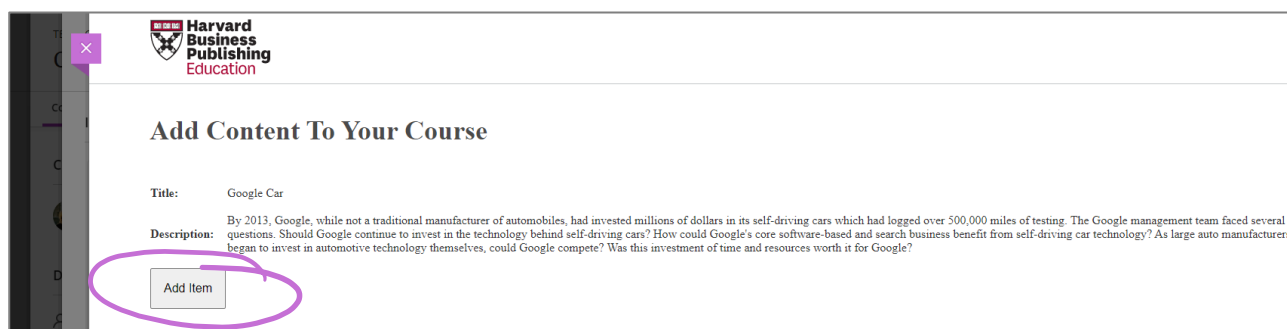
Figure 2. Adding the HBP Item you previously selected to your Learning Module.

Figure 3 shows you how the link to this resource will look like in your Learning Module.
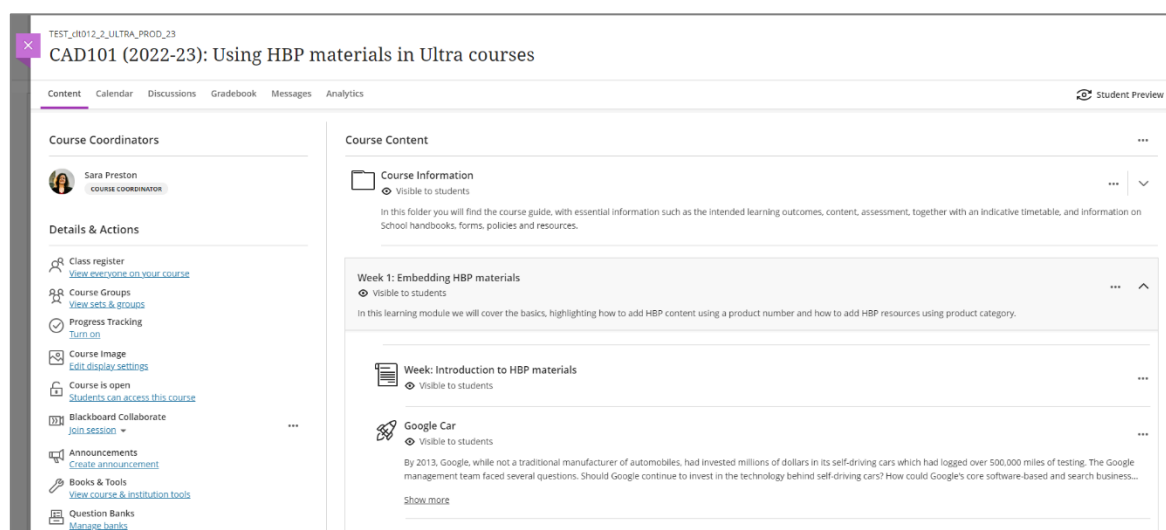

Figure 3. The Google Car HBP item is below an Ultra document in the Learning Module entitled "Week 1...".

Click on the link "Google Car" will open a new browser tab and users will be prompted to **View Document** or to **Download PDF**. If you download the content the footer will populate with the user's name, the course name, the institution name and the year. Content must be added one product at a time though HBP content links can be copied over from one course to another using Blackboard's course copy options.

Adding and Managing Simulations

Adding web-based products, such as simulations, can be added by entering the full product number, or by selecting the discipline (e.g. Simulation) followed by the specific product (e.g. Leadership and Team Simulation: Everest V3).

Adding a Simulation

1. Select the **Learning Module** where you wish to add HBP content
2. Click on the "**+**" sign and select **Tools**
3. Select **Harvard Business Publishing Catalog**

4. For "Discipline" click on the drop-down menu and select **Simulation**
5. For "Product" click on the drop-down menu and select **Leadership and Team Simulation: Everest V3** and click on **Submit**
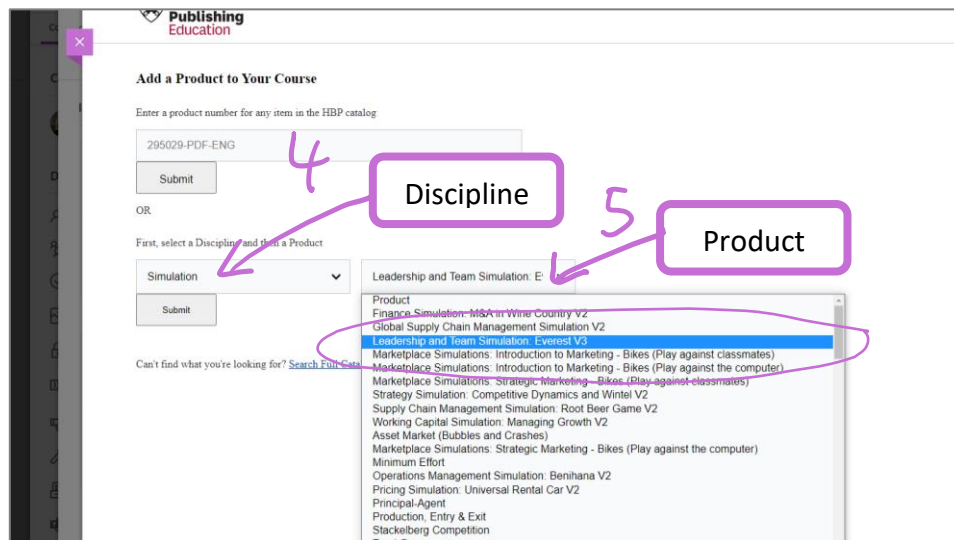

Figure 4. Adding a HBP Simulation to an Ultra course.

The "Add Content To Your Course" page will appear, providing a Title and description for the simulation. Click on **Add Item** to add a link to it in your course.

Managing a Simulation

When you click on the simulation link in your course area a new browser tab will open. Click **Manage Simulation**. You will be automatically logged in to the facilitator screen, enabling you to manage the simulation and complete all team and role assignments from within the simulation. See Figure 5.
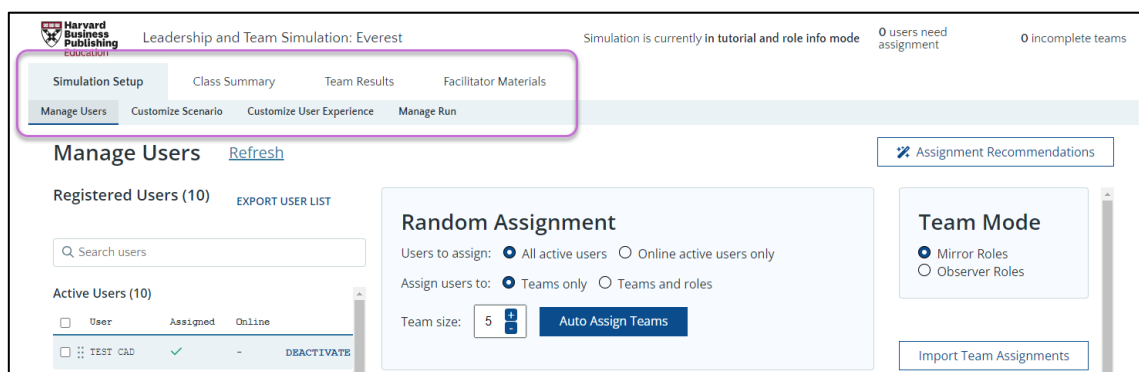

Figure 5. Facilitator screen with the menu for managing the simulation.

Roster Reload - Ensuring all Students have been Assigned Roles and Scenarios

Simulations need to be setup in advance, requiring the class list (student roster) to be pre-populated within the simulation. The simulation user list should therefore be checked to ensure all

students in the course have been assigned roles and scenarios prior to launching the simulation exercise.

Note: The Roster will not populate until the MyAberdeen course area has been opened to students.

If a new student joins the course after the simulation link has been added, of if there are any last-minute changes to course enrolments, you can run the **HBP Roster Reload** tool to refresh the student enrolments and update the user list within the simulation.

Suggestion: If you have more than one simulation or web-based resource make sure you make a note of the product ID as you will need this information when using the Roster Reload tool.

To refresh the simulation user list:

1. Click on **View course & institution tools** within the "Details & Actions" menu
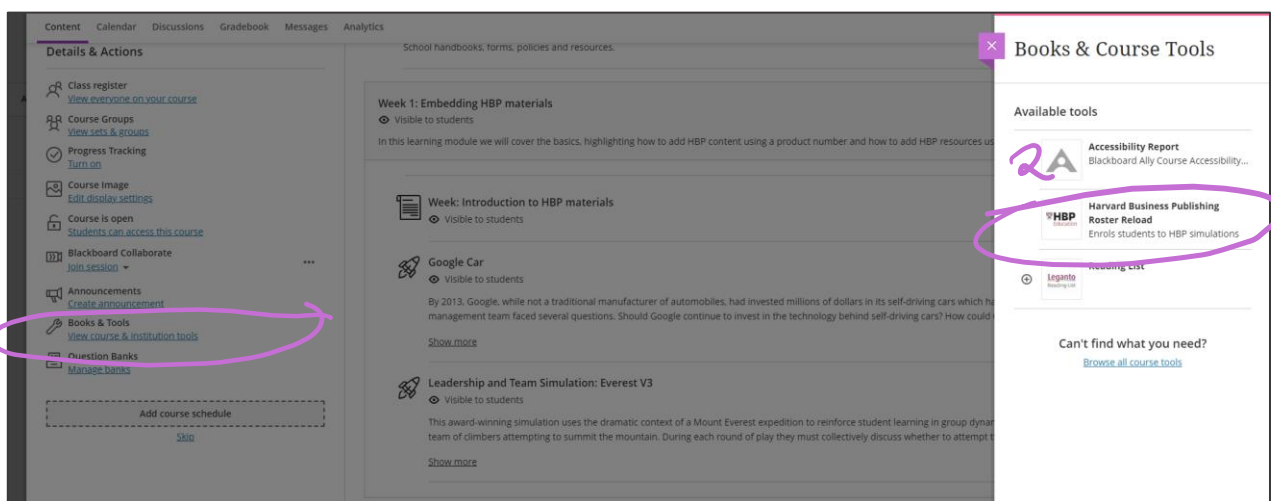2. Select **Harvard Business Publishing Roster Reload**.

Figure 6. Using Roster Reload to refresh student enrolments prior to official play.

If you only have one simulation or web-based content in your course, then for "Select Availability" you will see the product ID for your simulation. Select it and select "Reload Roster" and then check the simulation user list.
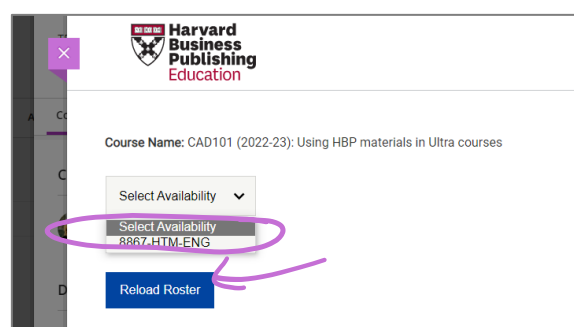

Figure 7. Menu for selecting the simulation or dynamic content for reloading the roster.

Adding HBP content into an Ultra Document

Go to your course area in MyAberdeen and:

1. Select the **Ultra Document** you wish to add content to.
2. Click "+" sign and select **Add Content** to create a text box, or click the ellipses and Edit to edit an existing text box.
3. From the text editor, click on the "+" sign and select **Tools (Panopto).**
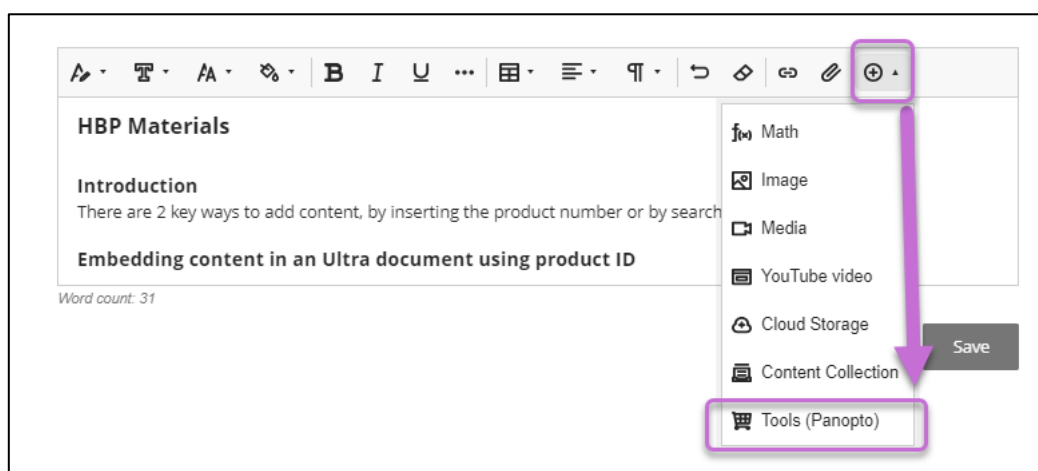

Figure 8. Adding HBP content to an Ultra Document.

Select **Harvard Business Publishing Catalog**. Enter the full **product number** for the desired content and click on **Submit.** The "Add Content to Your Course" page will appear. Click **Add Item** to add the link to it in your Ultra document. Figure 9 shows what this will look like in an Ultra document.
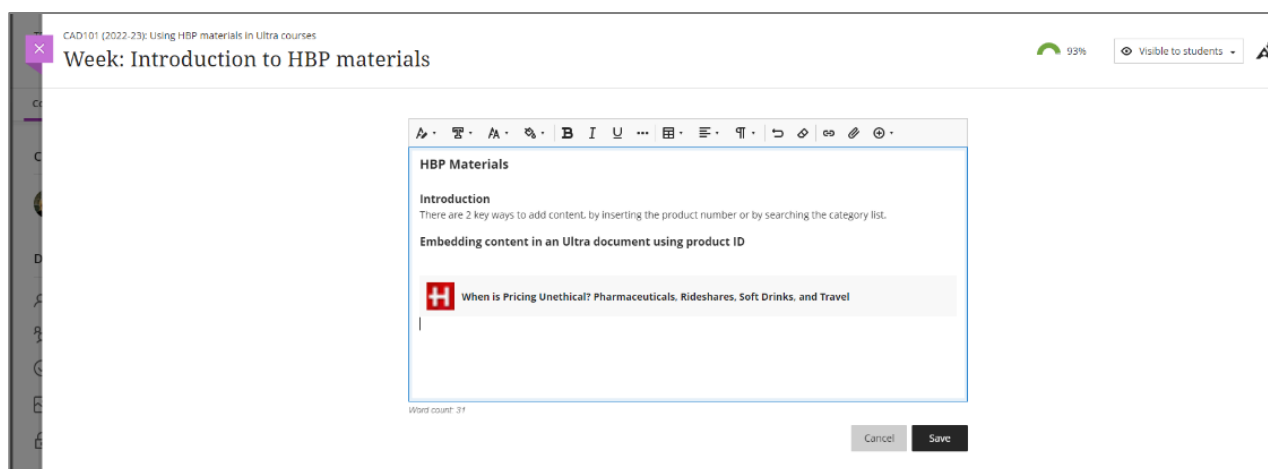

Figure 9. Ultra Document in edit mode showing how HBP content embedded into it will look.

Further Resources

- [Harvard Business Publishing Catalog](#)
- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)