

## The MBA Research Learning Center – Quick Start

1	Access Your Account	<p>Register your account using the registration email sent to you from MBA-Canvas (check the spam/junk folder if email is not in your inbox). Email us at <a href="mailto:helpme@mbaresearch.org">helpme@mbaresearch.org</a> if you did not receive the registration email.</p> <p>Log in to the Learning Center by going to: <a href="https://mba.instructure.com">https://mba.instructure.com</a></p> <ul style="list-style-type: none"> <li>▪ Enter your email address</li> <li>▪ Enter your password (created when you registered your account)           <ul style="list-style-type: none"> <li>○ If you forgot your password, click the <i>Forgot Password</i> link on the login page to reset it yourself, or email us and request a Learning Center password reset.</li> </ul> </li> </ul>
2	Create a Course	<p>Create a course to organize LAPs and other resources for the course.</p> <ul style="list-style-type: none"> <li>▪ Select <b>Admin</b></li> <li>▪ Select Your School</li> <li>▪ Select <b>+ Course</b> <ul style="list-style-type: none"> <li>○ Name your course</li> <li>○ Create a Reference Code (this is a short name for your course; you make it up)</li> <li>○ Subaccount remains as your school name</li> <li>○ Enrollment Term – use the current school year and NOT default term</li> </ul> </li> </ul>
3	Add YOU to the Course	<p>Add yourself to the course to edit it and add resources to it.</p> <ul style="list-style-type: none"> <li>▪ Locate the course under the list of Admin Courses (if you do not see it, refresh the page or navigate to the next page)</li> <li>▪ Click the course name to open the course</li> <li>▪ Select <b>People</b></li> <li>▪ Select <b>+People</b></li> <li>▪ Add your email address and change the <b>Role</b> to Teacher</li> <li>▪ Select <b>Next</b> and then select <b>Add Users</b></li> <li>▪ Select <b>Dashboard</b> (Invitation to join course will show on the dashboard)</li> <li>▪ Accept Invitation</li> </ul>
4	Add Content to the Course	<p>Use the Course Guides and other MBA Research’s resources to identify LAPs</p> <ul style="list-style-type: none"> <li>▪ Select <b>Commons</b> from the left-hand menu</li> <li>▪ Search for LAPs by typing LAP number, name, or keyword(s) about the LAP</li> <li>▪ Once LAP is located, click on the blue link of the LAP name.</li> <li>▪ Click on the <b>Import/Download</b> button and select which course to add the LAP to</li> <li>▪ Choose <b>Import into Course</b></li> <li>▪ Click the <b>Courses</b> link to view and open course. LAPs appear in the Module section of the course</li> </ul> <p>To import the Learning Center Course Guide into the Course Shell</p> <ul style="list-style-type: none"> <li>▪ Select <b>Commons</b> from the left-hand menu</li> <li>▪ Search for Course Guide</li> <li>▪ Click on the name of the Course Guide.</li> <li>▪ Click on the <b>Import/Download</b> button and select which course shell to add the course to</li> <li>▪ Choose <b>Import into Course</b></li> <li>▪ The course shell will populate with the Learning Center Course Guide</li> </ul>

Additional resources for the Learning Center can be found at <https://tinyurl.com/MBALCHelp> or visit our [FAQ](#) page.