



To find cases that are available under the licence

- [Register](#) or [login](#) with your HR e-mail (no need to provide additional evidence)
- Enter your search criteria in the product search tool to generate a list of items that match
- All available items are clearly marked with  **Undergraduate Case Teaching Licence**
- Limit to cases available under the licence by ticking the box on the search form

Note: Orders for materials outside the license will need to be pre-paid by you!

Previewing cases to decide what you would like to use

You can preview online inspection copies of cases for free, to help you select which ones you'd like to use in class. Simply click the PDF icon  that appears next to the product details in your search results.

If you state that the electronic download is for your personal use or for research purposes:

- ❖ *The electronic download is for your exclusive use only*
- ❖ *You must not share the electronic download or the print thereof with anyone*
- ❖ *You must not post the electronic download online, either publicly or in a private password-protected area*

Accessing a case for online use on Brightspace/ digital learning environment

There are two ways in which you can make cases available to students via the digital learning environment:

1. Online view only
2. Letting students download ONE copy per student per course

1. Online view only

Once you've found a case that you'd like to use in class, click the **add to basket** button next to it in your search results. In the pop-up window:

- Indicate that you'll be using the item for **teaching/training purposes**
- Select to distribute the item to students by: **Provide access to this on my course area**
- Provide your **course title** and select **undergraduate** as your course type
- Provide your **class size** (number of students)
The minimum number of copies you can order is 5. However, you must order one copy for each member of your class, even when providing access through the digital learning environment. You must purchase a copy for each student.
- Provide the **Course Start Date and end date**
The Course Start Date must fall within the period of validity of this Licence, and the length of the Course may not exceed the limit of 6 months after the Course Start Date for each Course. The link to the case will expire automatically 2 weeks after the end date of the course.
- Click **add to basket**. You can choose to add more items to your order, or proceed through the checkout
- When you proceed through the checkout, you'll see that any items provided under the license are charged at zero cost.
- Once your order has been placed, you can visit **your library** on The Case Center website
- Under **view** you can get the link which you can use on the RUAS digital learning environment
- Use the link to download a copy
- Place the file as a **view only** on the digital learning environment, for example Teams.



If you state that the electronic download is for teaching or training:

- ❖ DO NOT email the link of file or the file to anyone
- ❖ Re-use of ordered cases is not allowed! The electronic download can only be used for the course you have named on your order. If you wish to use it again on a subsequent course, you must reorder the number of copies you need for the new course.
- ❖ You may only place the copy in a digital environment which is only accessible to staff and students from RUAS. No third party, this includes guest lecturers, may have access to the case.

2. Letting students download ONE copy per student

Once you've found a case that you'd like to use in class, click the **add to basket** button next to it in your search results. In the pop-up window:

- Indicate that you'll be using the item for **teaching/training purposes**
- Select to distribute the item to students by: **Provide access to this on my course area**
- Provide your **course title** and select **undergraduate** as your course type
- Provide your **class size** (number of students)

The minimum number of copies you can order is 5. However, you must order one copy for each member of your class, even when providing access through the digital learning environment. You must purchase a copy for each student.

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- Under **view** you can get the link which you can use on the RUAS digital learning environment



If you state that the electronic download is for teaching or training:

- ❖ DO NOT email the link to anyone
- ❖ Links can be used unlimited during the course, however: every student is only allowed ONE PERSONAL DOWNLOAD during the course. The Case Center actively monitors use and downloads so please clearly inform your students about this rule.
- ❖ Re-use of ordered cases is not allowed! The electronic download can only be used for the course you have named on your order. If you wish to use it again on a subsequent course, you must reorder the number of copies you need for the new course.

Terms and conditions for use on the course area:

<https://www.thecasecentre.org/licence/undergraduateTerms>

<https://www.thecasecentre.org/buy/order/termsOfBusiness/courseArea>

Accessing a case for use in physical classroom

Once you've found a case that you'd like to use in class, click the **add to basket** button next to it in your search results. In the pop-up window:

- Indicate that you'll be using the item for **teaching/training purposes**
- Select to distribute the item to students by: **downloading a PDF** to print at our

school, [print out hard copies of the Case Studies up to a maximum of the number ordered] *Please note: if you select to receive paper copies you will have to pay for them yourself.*


- Provide your **course title** and select **undergraduate** as your course type
- Provide your **class size** (number of students)
The minimum number of copies you can order is 5. However, you must order one copy for each member of your class: sharing five copies among ten students is not permitted. You must purchase a copy for each student.
- Provide the **Course Start Date and end date**
The Course Start Date must fall within the period of validity of this Licence, and the length of the Course may not exceed the limit of 6 months after the Course Start Date for each Course
- Click **add to basket**. You can choose to add more items to your order, or proceed through the checkout

If you state that the electronic download is for teaching or training in a physical setting:

- ❖ *DO NOT email the electronic download to anyone*
- ❖ *DO NOT post the electronic download online anywhere, including a private password-protected area*
- ❖ *Only use the electronic download to print in-house the number of copies you stated on your order*
- ❖ *Re-use of ordered cases is not allowed! The electronic download can only be used for the course you have named on your order. If you wish to use it again on a subsequent course, you must reorder the number of copies you need for the new course.*

When you proceed through the checkout, you'll see that any items provided under the license are charged at zero cost. Once your order has been placed, you can visit **your library** on our website to access your materials.

Accessing instructor materials

Online [instructor materials](#) (teaching notes, slides etc) are available for free to all registered, approved educators. Simply click the PDF icon  that appears next to the product details in your search results.