

## IA Best Practices for Faculty and Departments

1. Faculty should make sure all materials are paired correctly to their courses in Blackboard, following the directions from the content provider or Vital Source as needed.
2. Instant Access course materials should be **fully required and necessary for success** in the course. That means courseware should be used for graded work, and e-books should have specific readings assigned.
  - If a book is only a supplement, it probably shouldn't be in IA.
  - But if reading the book will mean the difference between an A, B or C vs a D/F, that counts.
3. **Faculty should require students to log in and access the materials the first week of class.** Assign a quiz in the courseware or give a few points for successfully logging in and reading a short passage in the ebook – just something that gets students to look. This will make sure any issues with links to the materials, or pairing with Blackboard, get detected and fixed early.
4. **Faculty should clearly communicate the details of the program including the materials price and the opt out deadline to students before, during and after the first week:**
  - Post information about IA on Blackboard
  - Post it on the syllabus\* (see recommended verbiage below),
  - Announce in class
  - Email students. Students will read messages from faculty even if they ignore bookstore emails.
5. **For multi-section/multi-faculty courses, please make sure to inform the bookstore if some sections or faculty WON'T be using the IA materials.** We don't want to charge students in those sections if they really don't need the courseware or e-book. Remember, the goals are to promote student success and affordability, not to charge students for what they don't need!

Recommended verbiage:

This course is participating in "Instant Access," a program that gives students their course materials, in digital format, by the first day of classes at highly discounted prices. By registering for this course, a materials charge (labeled "EBOOKS") will be added to your CPP student account and payment for the charge is due at the same time as other registration fees. If you already have your materials from another source, you can opt out of the program, and that charge will be reversed, if you have already paid the charge you will receive a refund. If you have questions about this program or wish to opt-out, please visit:

<https://www.broncobookstore.com/instant-access.asp>