Faculty who wish to view their students’ self-assessment progress and results, or use the Quiz Editor, will need to follow the simple steps below to set up a course. If you need any assistance with this process, your West Academic Account Manager will be happy to help you.

1. Contact your West Academic Account Manager for a complimentary faculty code if there isn’t a code on the inside front cover of your text.

2. Go to eProducts.westacademic.com. If you already have a West Academic account, click Sign In in the upper right corner of the page and enter your West Academic credentials. If you have not yet created a West Academic account, click Create an Account in the upper right corner and follow the instructions to create your account.

3. Click either of the blue Redeem buttons. Enter the code you received from your Account Manager or the code found on the inside front cover of your text, and accept the terms of the license agreement.
4. You should now see your chosen casebooks on your bookshelf; click on it to open the product detail page. From the Faculty Resources tab, click Create a Course.

5. On the Create a Course page:
   - Create a course name, or use the default name.
   - Enter the Term, Academic Year, and Institution affiliated with the course.
   - We recommend selecting Yes when importing student results. Otherwise, students may need to retake quizzes before you can see their results.
   - Select the type of quiz reports you wish to receive. If you later change your mind about the level of detail you wish to view, you may change this selection in the Settings section of the Faculty Resources tab.
     - **Overview Reporting** allows you to view summary results for your class. You will not see scores or quiz completion rates for individual students.
     - **Overview Plus Completion Rates** allows you to view summary results for your class, plus reports that show quiz completion rates for individual students. You will not see scores for individual students.
     - **Full Reporting** allows you to view summary results for your class, plus scores and quiz completion rates for individual students.
   - Click Create a Course.
Your course is now created. You will receive an email from do-not-reply@westacademic.com with **instructions to forward to your students** so that they can enroll in the course. Your students will need to register their book code before they register their course code.

- After a student follows the instructions to tie their quiz results to your reports, the student’s information is reflected in the reports you open from the Quiz Reporting section of the page.
- The instructions for students are also available from the “Instructions for students to enroll in this course” link on the Faculty Resources tab. You can resend this information to your students if necessary.

*Students who have purchased a used book, or those renting their text, can still participate in your course by purchasing the Learning Library that accompanies your selected title at westacademic.com.*