**How to Access Chapter Notes?**

* There will be class notes in PowerPoint for each chapters of the book. To read the notes associated with the chapters. The abbreviation for the first book is LATSOG and the second book is DTLIY. To read the notes do the following:

**Go to**: **Content**🡪 **Notes on Chapters and Cases**🡪 **Locate the topic and download the PPT notes.**

Or directly download from <http://entrp489.weebly.com/lecture-presentations.html>

**How to Access Case Studies?**

**Go to**:Download and read case from [**http://cb.hbsp.harvard.edu/cb/access/7859076**](http://cb.hbsp.harvard.edu/cb/access/7859076)

**How to Access Case Notes?**

**Go to**: **Content**🡪 **Notes on Chapters and Cases**🡪 **Locate the name of the case and download it**

Or directly download from <http://entrp489.weebly.com/lecture-presentations.html>

**How to Upload Case Summaries?**

Go to: Content🡪 Assignments🡪 Case Summaries🡪 Find the appropriate folder and upload. For instance if you are uploading a summary for Intel, you should locate the Intel Folder. Name of your upload File should me **CaseName-Summary-Initials.doc**. Suppose your name is John Doe and you are submitting a summary on Intel the File name should read **Intel-Summary-JD.doc**

**How to Get Points for Participation through discussion boards (Cases and Chapter Topics)**

On the first week of class of the students will write a few lines introducing themselves to the class in the discussion board by **16th** Jan **11:55 PM.** To do so Students need to Got to: **Content 🡪 Discussion Board🡪 Discussion –Introduce yourself**

In addition there are two discussion Boards: for Semester wise participation

1. **For Cases: Content** 🡪 **Discussion Board**🡪 **Case Topics**
2. **For Chapter Topics: Content🡪 Discussion Board**🡪 **Case Topics**

**Reading posts:**

* 1. Click the Discussion Board link.
  2. Click the link for the forum topic you want.
  3. Find the thread topic you want to read. Click the title to open and read the message.
  4. Click the Return to Post List button.
  5. A plus sign (+) means multiple messages are posted in that title thread. Click the plus sign to expand the list and view all entries. Click the minus sign (-) to collapse the list.

**Posting a new, original message:**

1. Click the Discussion Board link.
2. Click the link for the forum topic you want.
3. Click the New Post button.
4. In the Post title: field, enter an appropriate title.
5. Enter your posting content in the large text box.
6. Click Save at the bottom of the window to post your message.

**Responding to an existing post:**

* 1. Click the Discussion Board link.
  2. Click the link for the forum topic you want.
  3. Find the thread topic you want to respond to. Click the title to open and read the message.
  4. At the bottom of the window, click the Reply link.
  5. Type your response in the large text box.
  6. Click Save at the bottom of the window to post your response.

**How to Submit Group Projects**

* **Upload Group Paper in *Content 🡪 Assignments🡪 Group Paper***
  + Name of paper would be CompamyName.Doc
  + For instance if your group is assigned the company Intel your paper would be Intel.docs
* **Upload Group Presentation in *Content🡪 Assignments🡪Group Presentation***
  + Name of the Presentation would be CompanyName.PPT
  + For instance if your group is assigned the company Intel your presentation would be Intel.PPTX