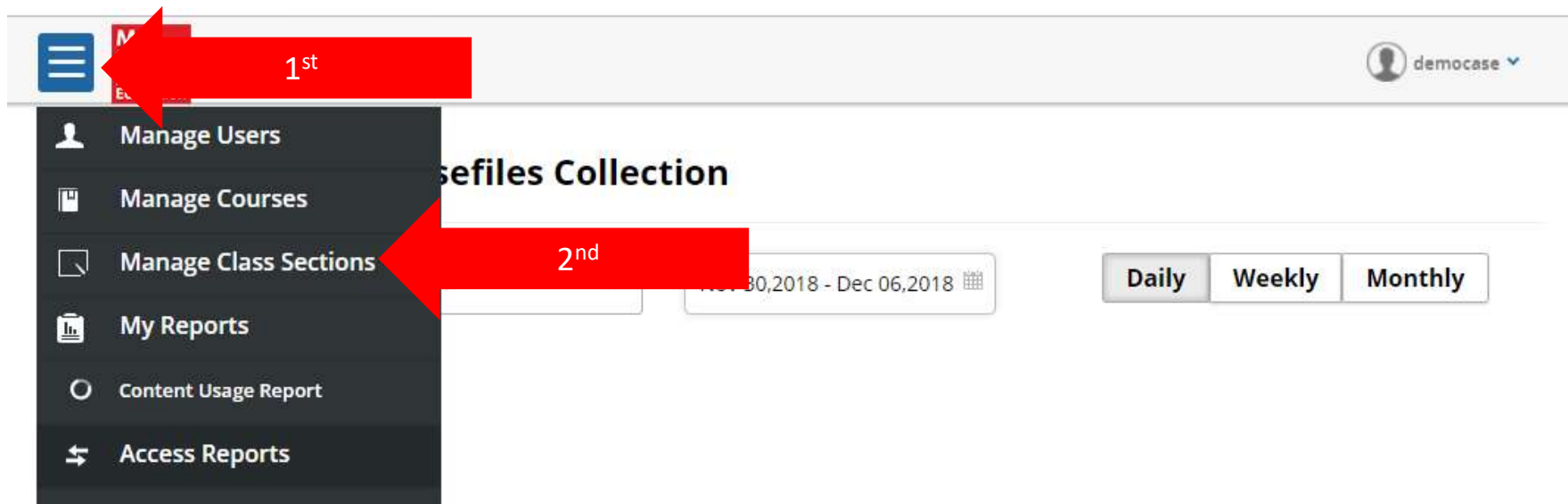


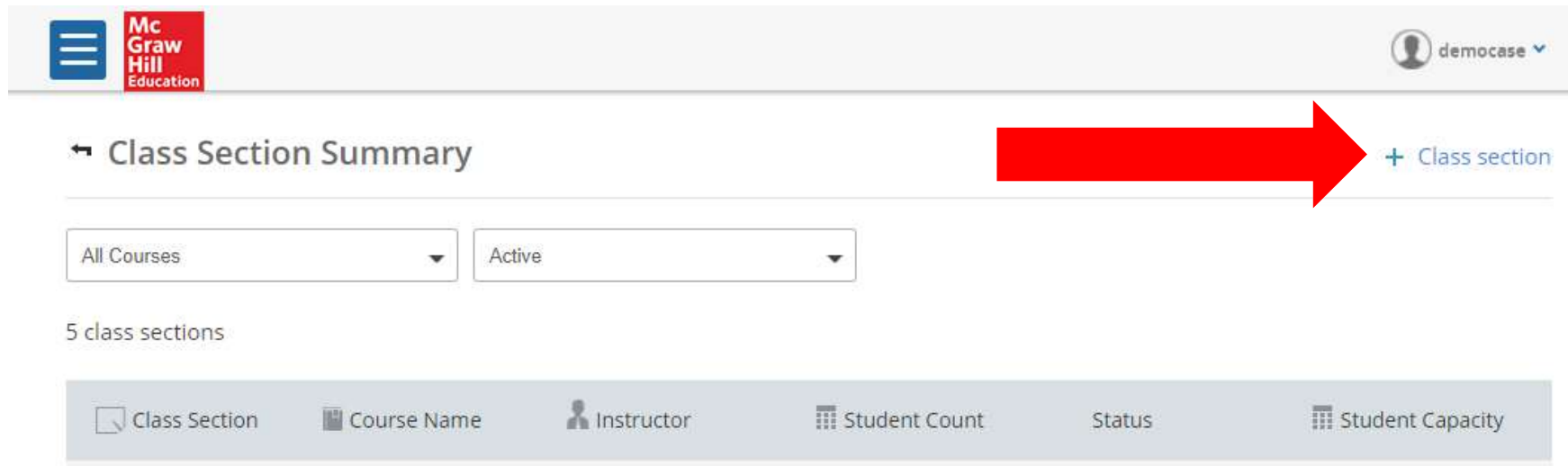
Creating Class Sections

The Admin of the Teaching Case Files should login by going to <https://www.teachingcasefiles.com/> and using the admin login information that McGraw-Hill Education provided you. If you do not have this login information, please email userservices@mheducation.com.

Once logged in, you first need to create your class section. Please see screenshot below on how to navigate to *Manage Class Sections*.



Next, click **+ *Class section***



The screenshot shows the top navigation bar with the Mc Graw Hill Education logo on the left and a user profile 'democase' on the right. Below the navigation bar is the 'Class Section Summary' page. A red arrow points to the '+ Class section' button. Below the button are two dropdown menus: 'All Courses' and 'Active'. Below the dropdowns is the text '5 class sections'. At the bottom is a table header with columns: 'Class Section', 'Course Name', 'Instructor', 'Student Count', 'Status', and 'Student Capacity'.

Mc Graw Hill Education

democase ▾

← Class Section Summary

+ Class section

All Courses ▾ Active ▾

5 class sections

Class Section	Course Name	Instructor	Student Count	Status	Student Capacity
---------------	-------------	------------	---------------	--------	------------------



← Create a new class section

Class Section Name*

Choose a course*

Class Section Capacity*

Pick an instructor 

Cancel

SAVE

The Class Section Name should be something generic that will apply to all users for this semester.

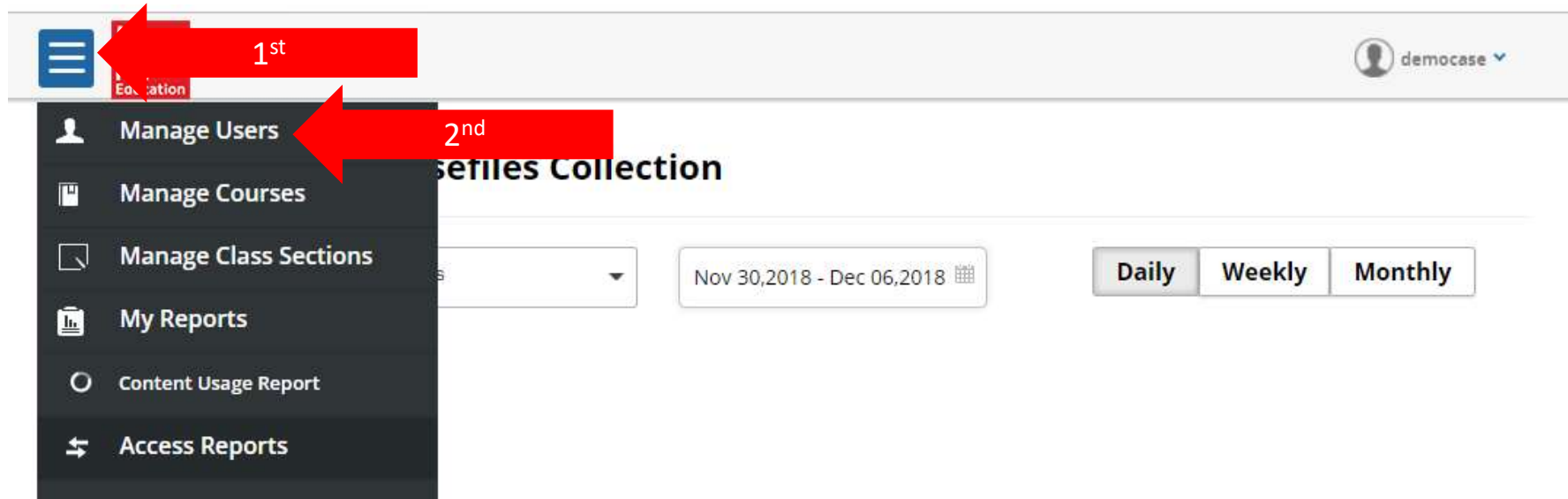
You aren't required to pick an instructor and this should be left blank if you haven't created any instructor accounts.



Enter 999 for capacity

Creating Instructor Accounts

Next, add instructor(s). Go to **Manage Users** to begin this process.





Loading...

After each click please wait for the loading sign to disappear

← User Summary ?

SEARCH

BROWSE

1st, click Browse

Teaching Case Collection ▾

Select Class Section ▾

3rd, select the section you created

13 users

2nd, select Teaching Case Collection

✉ Email

🏛 Institutions

👤 Role / Class S...

📊 Course Count

📊 Quiz Count

You now have 2 options which are outlined below:

Import Instructors: This should be used if you have a large number of instructors to create. You can upload an excel spreadsheet with the template provided below (Download Students/Instructors Template).

New User: Should be used to add 1 instructor at time.

McGraw Hill Education

democase

User Summary

SEARCH BROWSE

Teaching Case Collection Teaching Case Files 2019

No user found

+ Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class S...	Course Count	Quiz Count
-----------	-------	--------------	-------------------	--------------	------------

Download Students/Instructors Template

← Create user



Full name:

Email address:

Password:

Confirm password:

Role:

Course Name:

Class Section:

Cancel

Save

Enter instructor's information

Make sure Instructor is selected