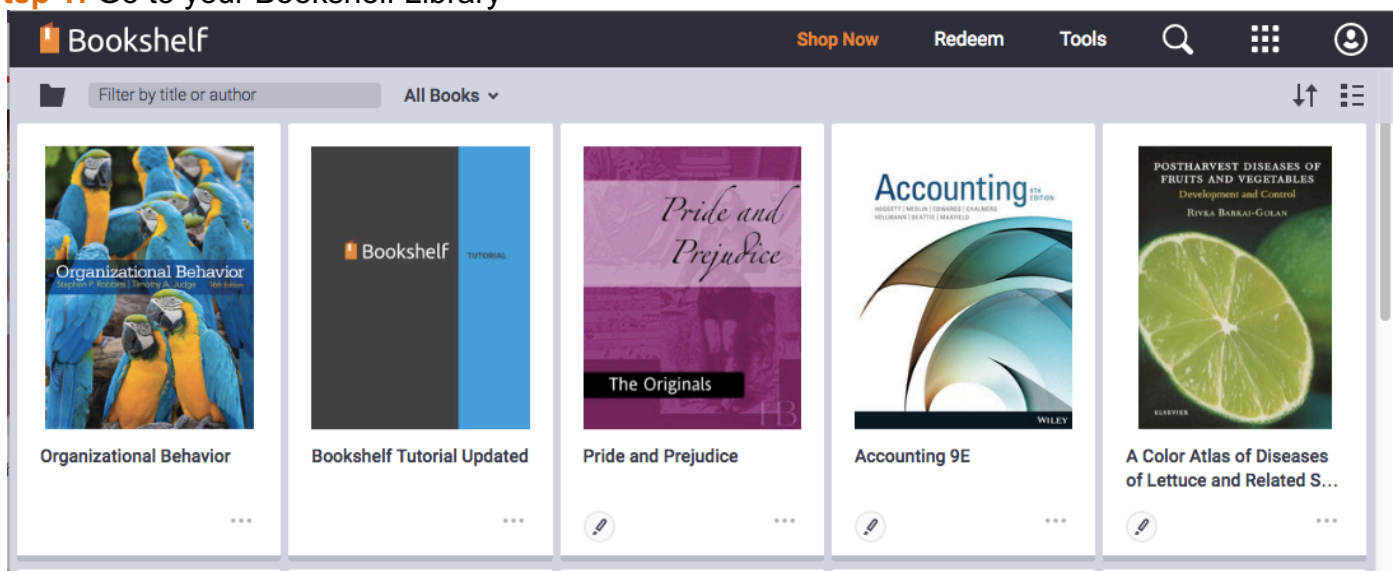


Bookshelf Online: Assigned Readings Instructor Flow

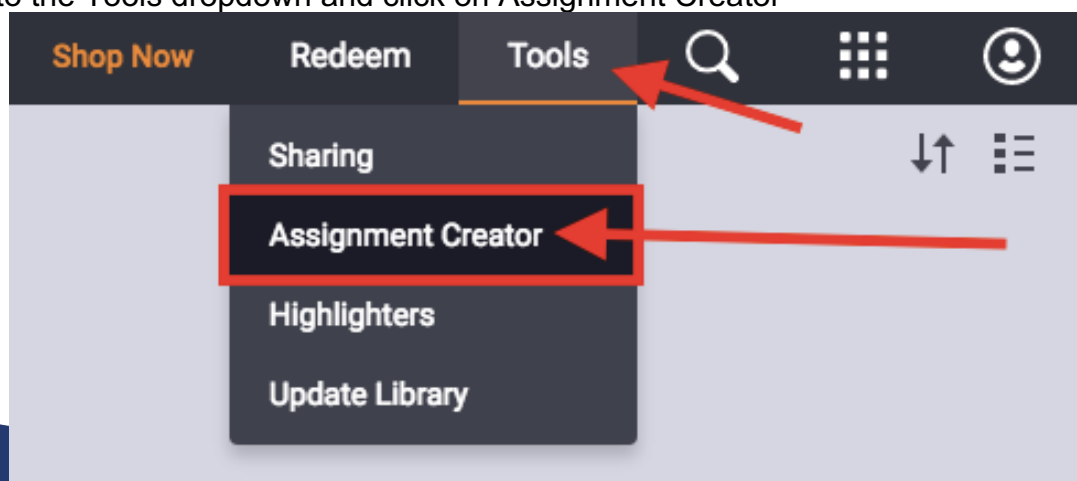
Assigned readings are designed for instructors to create and customize discrete chunks of content for students. These readings go beyond deep linking by providing both a start and an end point, as well as a reading goal, to add focus and gamification to the reading experience. This study tool allows students to complete their assignments in a view designed to reduce distractions and optimize the time spent learning.

To access the Assigned Readings Creator as an instructor follow the instructions below:

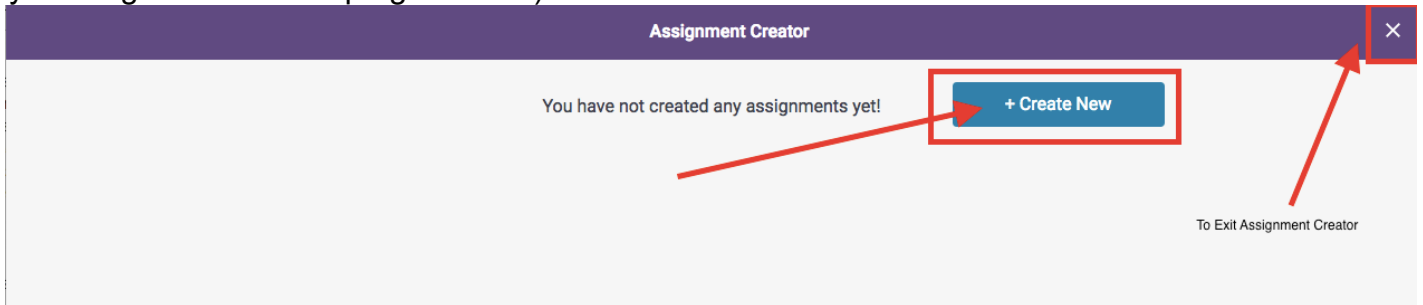
Step 1: Go to your Bookshelf Library



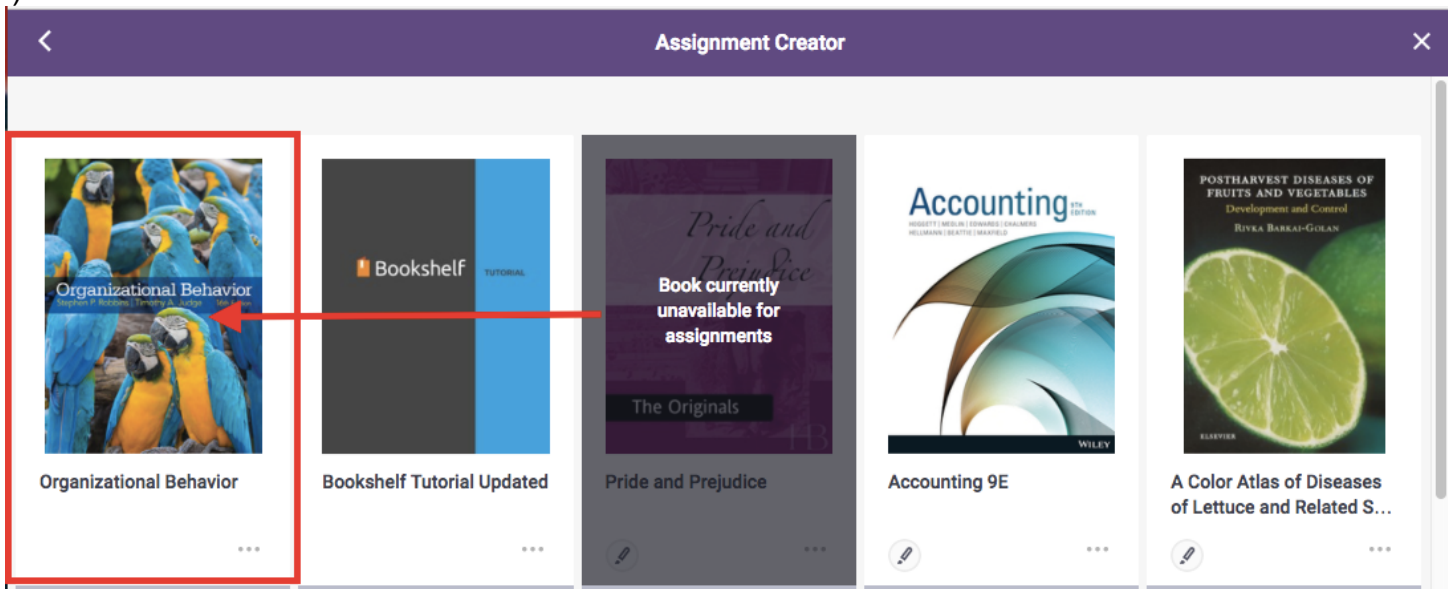
Step 2: Go to the Tools dropdown and click on Assignment Creator



Step 3: Click +Create New to create a new assignment (note you can go back to the library at any time by clicking the X in the top right corner)



Step 4: Select a book in your Library for the assignment (note some titles will not be available with this tool)



You are now ready to start building your Assigned Readings! Pieces to Note:

- A preview of the book renders on the left
- To escape the assignment editor:
 - you can minimize by clicking the – sign, this will bring you into the textbook you are currently working on in assignments
 - you can close the editor (noting that your progress to date will not save) by clicking the X
- There are three ways to create content:
 - Via the Table of Contents
 - Via a Start-End Pin
 - Via a Page Range

Assignment Creator

Your Book

MyManagementLab@ Improve Your Grade!

When you see this icon, visit www.mymanagementlab.com for activities that are applied, personalized, and offer immediate feedback.

38 Organizational Behavior

Organizational Behavior

Assignment Name **Ways to escape this editor**

eg. Assignment Week 5

Add readings to your assignment with three simple tools.
Hover over for more details

Contents Start-End Page Range

3 ways to create readings

Create Assignment via Table of Contents

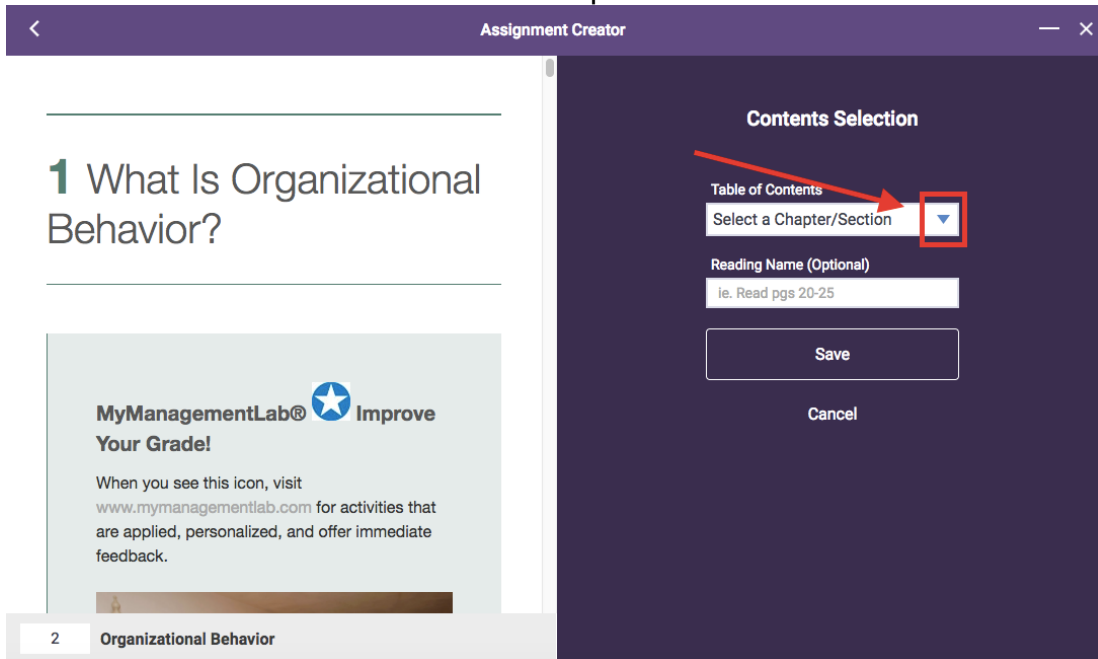
Step 1: Name Your Assignment

The screenshot shows the 'Assignment Creator' window. On the left, a preview of the assignment content is visible, featuring the heading '1 What Is Organizational Behavior?' and a MyManagementLab logo with the text 'Improve Your Grade!'. On the right, the 'Organizational Behavior' assignment configuration panel is shown. The 'Assignment Name' field is highlighted with a red box and contains the text 'Title of Assignment HERE'. Below this, there are three buttons: 'Contents', 'Start-End', and 'Page Range'. The 'Contents' button is currently selected.

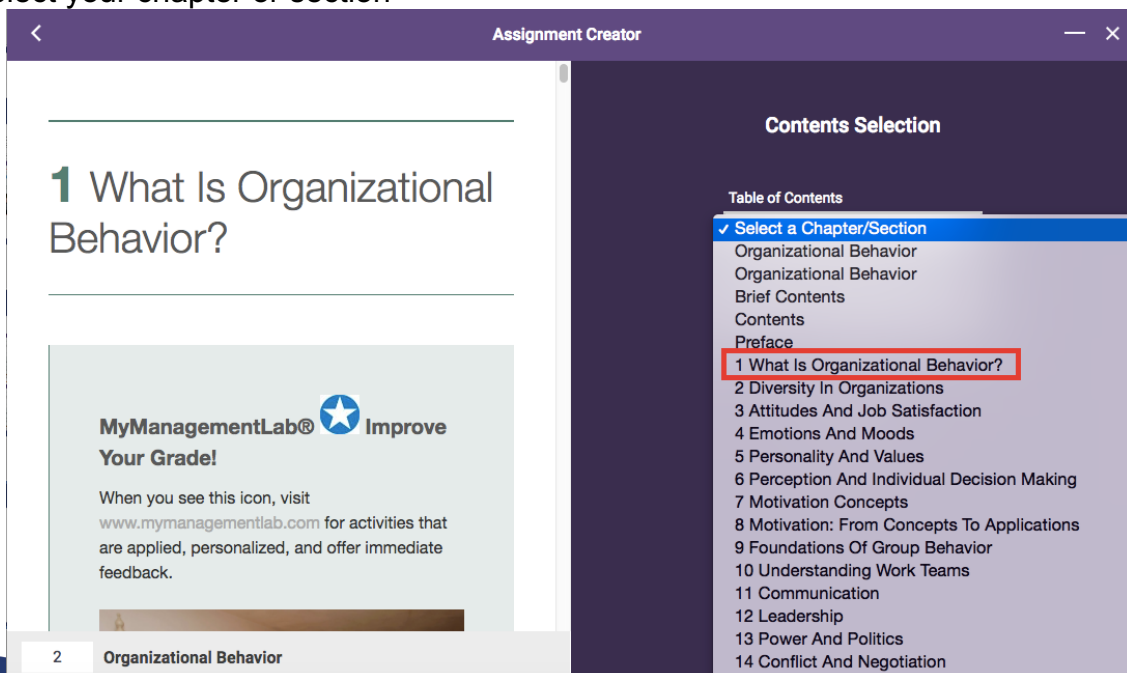
Step 2: Click Contents

This screenshot shows the 'Assignment Creator' window at Step 2. The 'Assignment Name' field now contains 'eg. Assignment Week 5'. The 'Contents' button is highlighted with a red box, and a red arrow points to it from the left. The 'Start-End' and 'Page Range' buttons are also visible. At the bottom of the window, a tab labeled '2 Organizational Behavior' is active.

Step 2: Click on the down arrow next to Select a Chapter/ Section



Step 3: Select your chapter or section



Step 4: Give your reading a name (optional)

The screenshot shows the 'Assignment Creator' window. On the left, a preview of a reading titled '1 What Is Organizational Behavior?' is visible. Below the title is a promotional banner for 'MyManagementLab® Improve Your Grade!' with a star icon and text: 'When you see this icon, visit www.mymanagementlab.com for activities that are applied, personalized, and offer immediate feedback.' Below the banner is a small image of a classroom. At the bottom of the preview, a tab labeled '2 Organizational Behavior' is shown. On the right, the 'Contents Selection' panel is open. It features a 'Table of Contents' dropdown menu with '1 What Is Organizational Beha' selected. Below this is a 'Reading Name (Optional)' section with a text input field containing 'Enter Reading Name Here', which is highlighted with a red box. Below the input field are 'Save' and 'Cancel' buttons.


Step 5: Click Save (note, you can cancel at any time)

This screenshot is identical to the previous one, showing the 'Assignment Creator' window with the 'Contents Selection' panel. In this step, the 'Save' button in the 'Contents Selection' panel is highlighted with a red box, indicating the next action to be taken.

Step 6: See your assignment, add a new reading to the assignment by selecting Contents, Start-End, or Page Range. You can edit current readings, or delete current readings. When finished, click Done.

Assignment Creator

1 What Is Organizational Behavior?

MyManagementLab®  **Improve Your Grade!**



When you see this icon, visit www.mymanagementlab.com for activities that are applied, personalized, and offer immediate feedback.

Assignment Name: Test Assignment for Bookholder

Add readings to your assignment with three simple tools.
Hover over for more details

Contents Start-End Page Range

Readings:

Reading 1	
1 What Is Organizational Behavior?	 

2 Organizational Behavior

Done

<https://bookshelf-dev.vitalsource.com/#/books/9781323080283/acrt>

Step 7: Your assignment has been successfully created.

- Copy your assignment link to your LMS
- Preview your assignment as a student
- Edit your assignment
- Go back to view all your assignments

The screenshot shows a window titled "Assignment Creator" with a purple header bar. In the center, there is a green checkmark icon above the text "Assignment successfully created!". Below this, a long URL is displayed: `https://bookshelf.vitalsource.com/books/9781285841366/epubcfi/6/16[vnd.vst.idref=chapter_04]!/4/2[main_container]/4/4/2@0:0`. At the bottom, there are four buttons: "Copy Link" (blue), "Preview" (grey), "Edit" (grey), and "Back to All Assignments" (white with a red border). Red arrows point from the left to each of these buttons.

Create Assignment via Start-End Pin

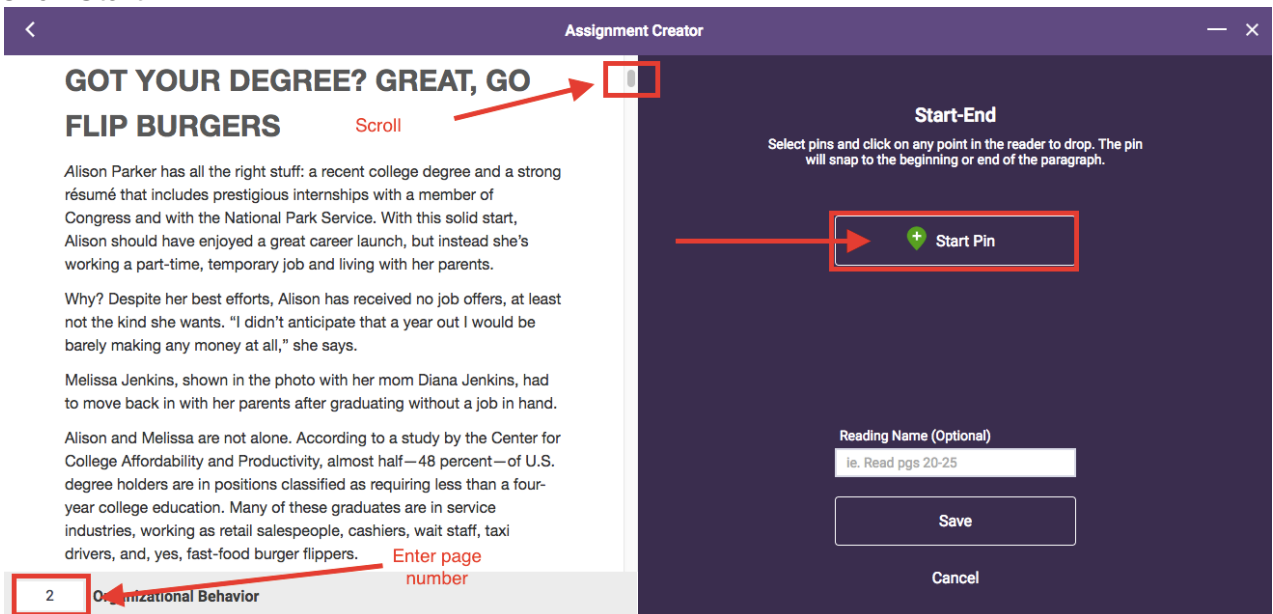
Step 1: Name Your Assignment

The screenshot shows the 'Assignment Creator' window. On the left, there is a preview of the assignment content titled '1 What Is Organizational Behavior?'. Below the preview is a promotional banner for 'MyManagementLab® Improve Your Grade!' with the text: 'When you see this icon, visit www.mymanagementlab.com for activities that...'. On the right, the 'Organizational Behavior' assignment configuration panel is shown. It has a title 'Organizational Behavior' and an 'Assignment Name' field containing 'Title of Assignment HERE', which is highlighted with a red box. Below this, there is a section titled 'Add readings to your assignment with three simple tools. Hover over for more details' with three buttons: 'Contents', 'Start-End', and 'Page Range'.

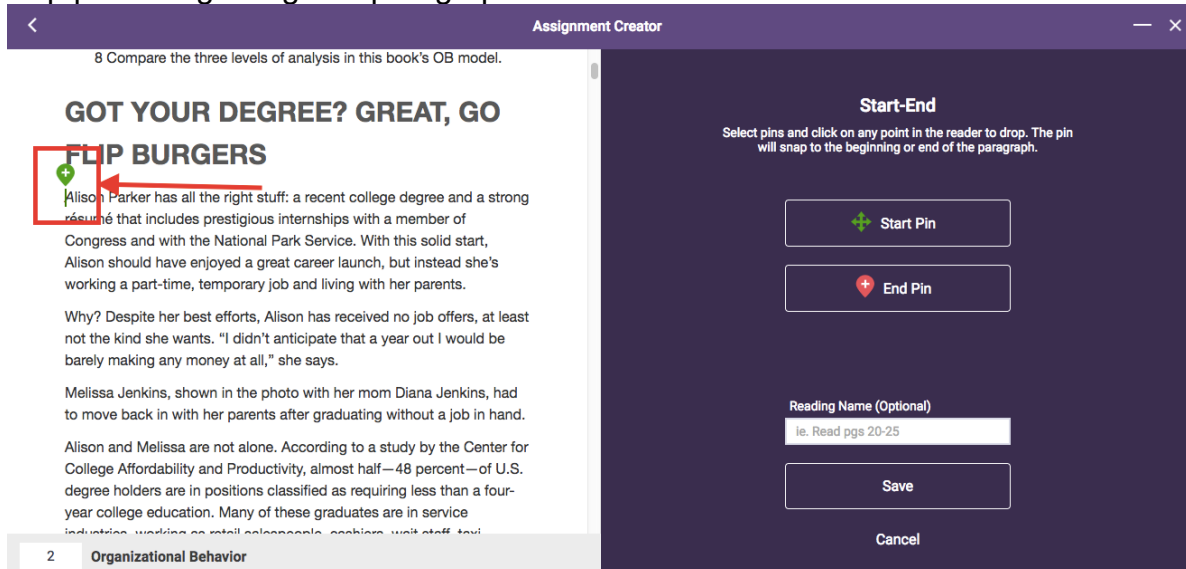
Step 2: Click Start-End

This screenshot shows the same 'Assignment Creator' window as in Step 1. The 'Assignment Name' field still contains 'Title of Assignment HERE'. In the 'Add readings' section, the 'Start-End' button is now highlighted with a red box, and a red arrow points to it from the left. The 'Contents' and 'Page Range' buttons are also visible. At the bottom of the window, there is a navigation bar with a page number '2' and the text 'Organizational Behavior' on the left, and a 'Done' button on the right.

Step 2: Scroll down through the text to the beginning of your desired assignment snippet or enter page number. Click Start Pin.



Step 3: Drop pin at beginning of a paragraph



Step 4: Click End Pin

8 Compare the three levels of analysis in this book's OB model.

GOT YOUR DEGREE? GREAT, GO FLIP BURGERS

Alison Parker has all the right stuff: a recent college degree and a strong résumé that includes prestigious internships with a member of Congress and with the National Park Service. With this solid start, Alison should have enjoyed a great career launch, but instead she's working a part-time, temporary job and living with her parents.

Why? Despite her best efforts, Alison has received no job offers, at least not the kind she wants. "I didn't anticipate that a year out I would be barely making any money at all," she says.

Melissa Jenkins, shown in the photo with her mom Diana Jenkins, had to move back in with her parents after graduating without a job in hand.

Alison and Melissa are not alone. According to a study by the Center for College Affordability and Productivity, almost half—48 percent—of U.S. degree holders are in positions classified as requiring less than a four-year college education. Many of these graduates are in service industries, working as retail salespeople, cashiers, wait staff, taxi

2 Organizational Behavior

Start-End
Select pins and click on any point in the reader to drop. The pin will snap to the beginning or end of the paragraph.

Start Pin

End Pin

Reading Name (Optional)
ie. Read pgs 20-25

Save

Cancel

Step 5: Drop End Pin at the end of the snippet (note you can reset your pins at any time)

behavior researchers, including motivation, emotions, personality, and communication. Through the course of this book, you'll learn how all these elements can be studied systematically.

You've probably made many observations about people's behavior in your life. In a way, you are already proficient at seeing some of the major themes in organizational behavior. At the same time, you probably have not had the tools to make these observations systematically. This is where organizational behavior comes into play. And, as we'll learn, it is much more than common sense, intuition, and soothsaying.

To see how far common sense gets you, try the following from the Self-Assessment Library.

How Much Do I Know About Organizational Behavior?

S A L
SELF-ASSESSMENT LIBRARY

4 Organizational Behavior

Start-End
Select pins and click on any point in the reader to drop. The pin will snap to the beginning or end of the paragraph.

Start Pin

End Pin

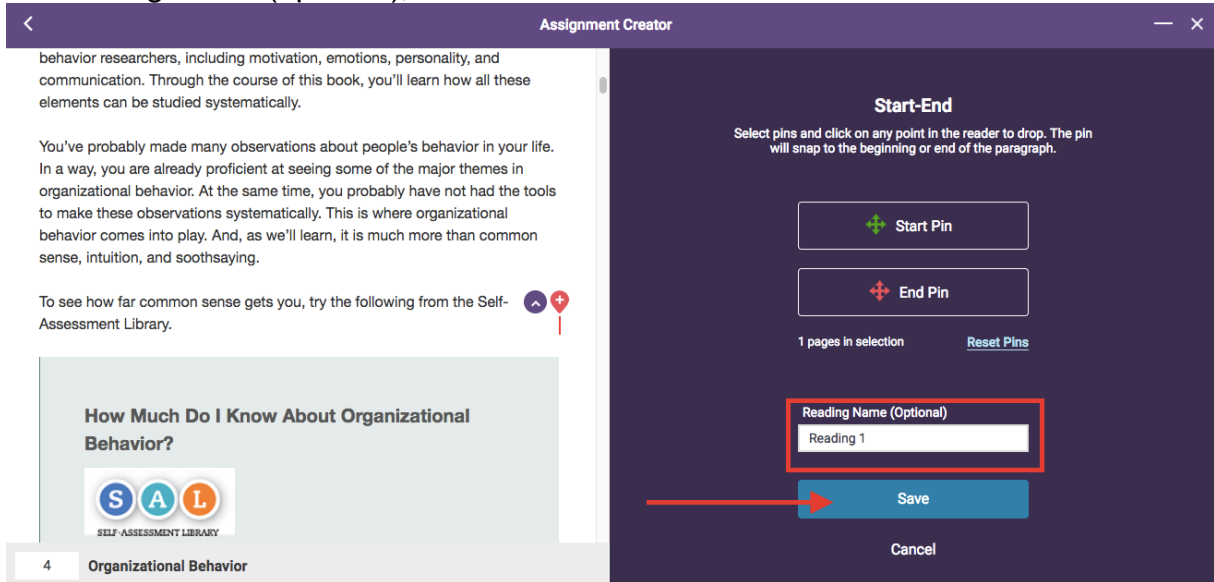
1 pages in selection [Reset Pins](#)

Reading Name (Optional)
ie. Read pgs 20-25

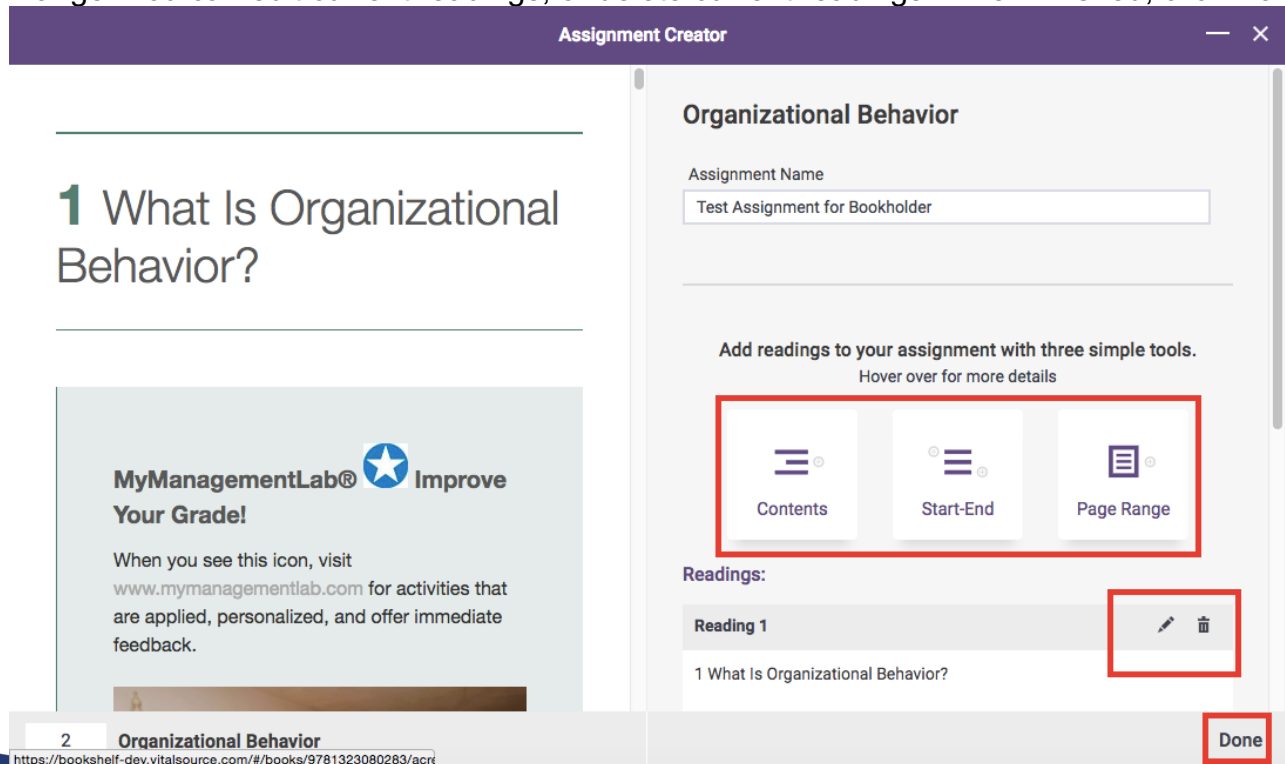
Save

Cancel

Step 6: Enter Reading Name (optional), and click Save or Cancel.

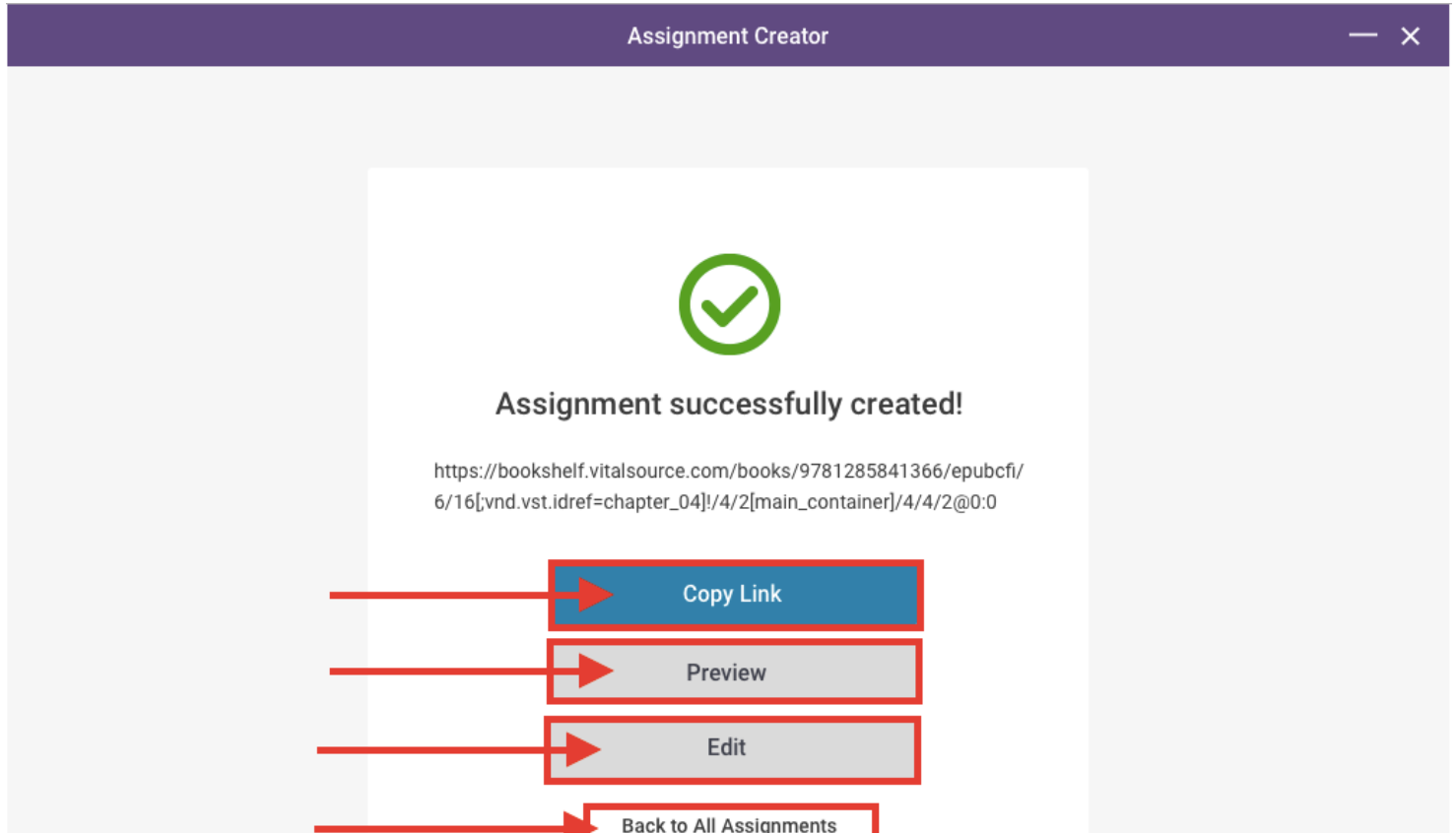


Step 7: See your assignment, add a new reading to the assignment by selecting Contents, Start-End, or Page Range. You can edit current readings, or delete current readings. When finished, click Done.



Step 8: Your assignment has been successfully created.

- Copy your assignment link to your LMS
- Preview your assignment as a student
- Edit your assignment
- Go back to view all your assignments



The screenshot shows a web application window titled "Assignment Creator" with a close button in the top right corner. The main content area displays a green checkmark icon and the text "Assignment successfully created!". Below this, a long URL is provided: `https://bookshelf.vitalsource.com/books/9781285841366/epubcfi/6/16[vnd.vst.idref=chapter_04]!/4/2[main_container]/4/4/2@0:0`. At the bottom, there are four buttons: "Copy Link" (blue), "Preview" (grey), "Edit" (grey), and "Back to All Assignments" (white with a red border). Red arrows point from the left to each of these buttons.

Create Assignment via Page Range

Step 1: Name Your Assignment

The screenshot shows the 'Assignment Creator' window. On the left, a preview of the assignment content is visible, featuring the title '1 What Is Organizational Behavior?' and a MyManagementLab logo with the text 'Improve Your Grade!'. On the right, the 'Assignment Name' field is highlighted with a red box and contains the text 'Title of Assignment HERE'. Below this, there are three buttons: 'Contents', 'Start-End', and 'Page Range'. The 'Page Range' button is highlighted with a red box.

Step 2: Click Page Range

The screenshot shows the 'Assignment Creator' window. The 'Assignment Name' field is now filled with 'Title of Assignment HERE'. The 'Page Range' button is highlighted with a red box, and a red arrow points to it from the 'Start-End' button. The 'Contents' button is also visible. At the bottom of the window, a progress bar shows '2 Organizational Behavior' and a 'Done' button.

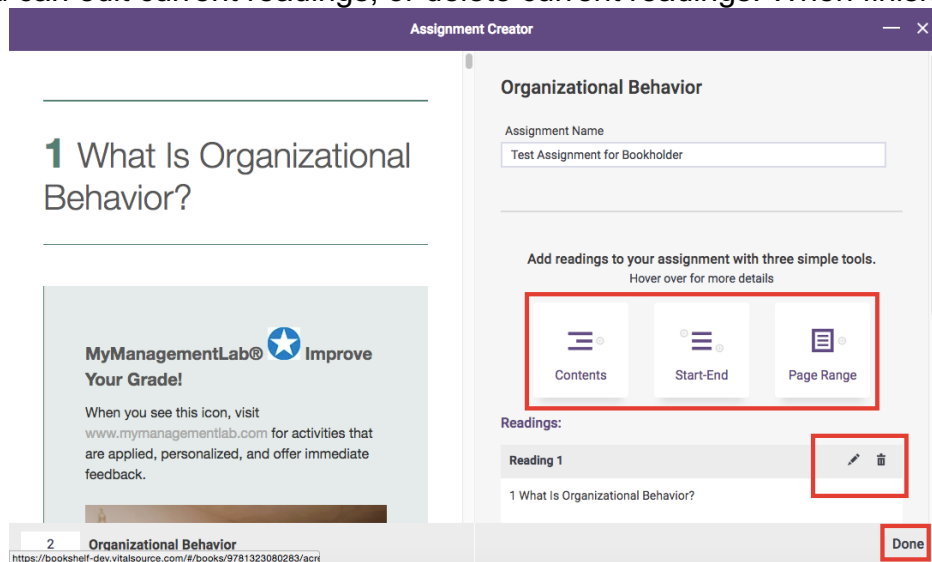
Step 3: Enter Page Start and Page End

The screenshot shows the 'Assignment Creator' window. On the left, a document preview is visible with the title 'How Much Do I Know About Organizational Behavior?' and a 'SELF-ASSESSMENT LIBRARY' logo. On the right, a 'Page Range' dialog box is open, prompting the user to 'Create a reading with a consecutive range of pages.' The dialog contains two input fields: 'Page Start' and 'Page End', with a 'to' separator between them. These two fields are highlighted with a red rectangular box. Below the input fields is a 'Reading Name (Optional)' field containing the text 'ie. Read pgs 20-25'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Step 3: Enter Reading Name (optional), and click Save (note, you cancel creating this assignment as well by clicking cancel)

This screenshot shows the 'Assignment Creator' window with a different document preview on the left titled 'Coming Attractions: Developing an OB Model'. The 'Page Range' dialog box on the right now has '5' in the 'Page Start' field and '25' in the 'Page End' field. The 'Reading Name (Optional)' field is highlighted with a red box and contains the text 'Reading 1'. A red arrow points to the 'Save' button, which is also highlighted with a red box. The 'Cancel' button is visible below it.

Step 7: See your assignment, add a new reading to the assignment by selecting Contents, Start-End, or Page Range. You can edit current readings, or delete current readings. When finished, click Done.



Step 8: Your assignment has been successfully created.

- Copy your assignment link to your LMS
- Preview your assignment as a student
- Edit your assignment
- Go back to view all your assignments

