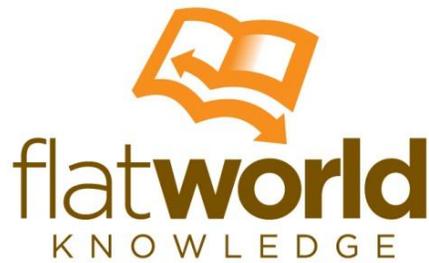


Flat World Knowledge

A New Approach to College Textbooks. Finally.



“How To” for Educators

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FLAT WORLD KNOWLEDGE

Introduction

“Flat World Knowledge was created to provide better textbook options to students and faculty, who are frustrated with the limitations and costs of traditional textbooks. They kept what works: expert authors, editorial development, peer review and teaching supplements. And changed everything else to give choices and control back to students and educators.”



STEP-BY-STEP GUIDE: USING FLAT WORLD Knowledge

How to Register for an Educators Account

- Access the Flat World Knowledge website at <http://www.flatworldknowledge.com/>

- Click *Sign up* at the top of the website page

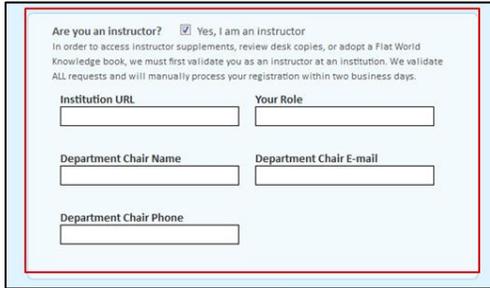


- Complete the section *New Visitors: Create Your Account*

- Be sure to click, "Yes I am an instructor". If you do not register as an instructor you will be unable access instructor supplements, review desk copies, adopt a Flat World Knowledge textbook, or MIYO (make it your own).

- Complete the newly expanded section with position information then click Register. *You must use your WLC email in order for your account to be approved.* Keep in mind your educator access is manually approved within approximately *48 hours* after your registration.

- If you have questions regarding your pending account or any other concerns you can contact Flat World Knowledge customer service at help@flatworldknowledge.com, via live chat, or by phone 1-877-257-9243 during regular business hours.



Are you an instructor? Yes, I am an instructor

In order to access instructor supplements, review desk copies, or adopt a Flat World Knowledge book, we must first validate you as an instructor at an institution. We validate ALL requests and will manually process your registration within two business days.

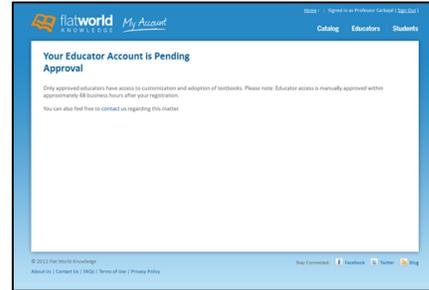
Institution URL:

Your Role:

Department Chair Name:

Department Chair E-mail:

Department Chair Phone:



* Click [here](#) for a **video tutorial** on how to register for an educators account.

- Once your educators account has received approval you are ready to enter the exciting realm of Flat World Knowledge!

How to Access your Supplements

- Login at the top right corner of the Flat World Knowledge homepage.



- Select the discipline for your course. If desired you may also select a sub-discipline to narrow the textbook selection.



- Select your book then click on the supplements tab located underneath the title.



Sort By: [Title](#) [Discipline](#) [Recently Added](#) [Most Popular](#)

Title	Author(s)	Discipline	Expand
Principles of Microeconomics	Libby Rittenberg Timothy Tregarthen	Economics Textbooks	+
Money and Banking	Robert E. Wright	Economics Textbooks Finance Textbooks	+
Introduction to Economic Analysis	R. Preston McAfee Tracy R. Lewis	Economics Textbooks	+
Principles of Macroeconomics	Libby Rittenberg Timothy Tregarthen	Economics Textbooks	+

Principles of Microeconomics, v. 2.0

By Libby Rittenberg and Timothy Tregarthen

[Overview](#) [Authors \(2\)](#) [Supplements \(1\)](#) [Custom MIYOs \(1\)](#)

Supplementary Material

This book comes with the following materials that you can use in your classroom.

[Powerpoint Lecture Notes](#) A PowerPoint presentation highlighting key learning objectives and the main concepts for each chapter are available for you to use in your classroom. You can either cut and paste sections or use the presentation as a whole

- Scroll through the different supplements available for your textbook. Supplements vary from textbook to textbook. Some textbooks contain multiple supplements while other currently do not have any available.

[Overview](#) [Authors \(2\)](#) [Supplements \(4\)](#)

Supplementary Material

This book comes with the following materials that you can use in your classroom.

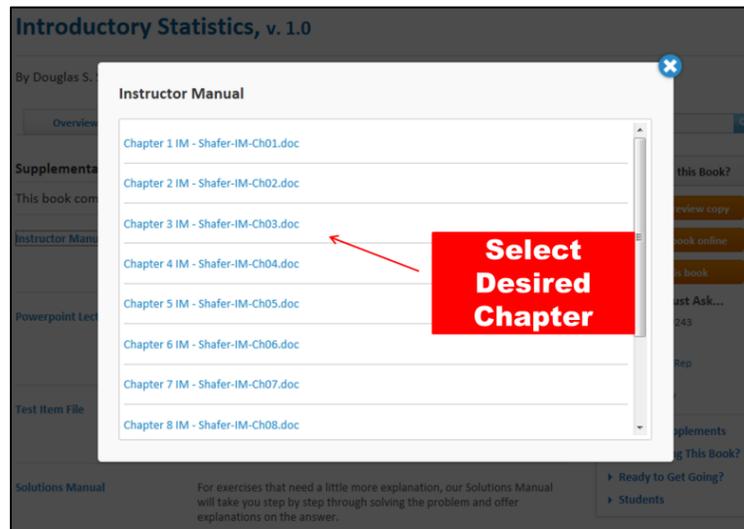
[Instructor Manual](#) The Instructor Manual will help guide you through the main concepts of each chapter such as learning objectives, key terms and takeaways. Many also include explanations and answers to chapter exercises.

[Powerpoint Lecture Notes](#) A PowerPoint presentation highlighting key learning objectives and the main concepts for each chapter are available for you to use in your classroom. You can either cut and paste sections or use the presentation as a whole

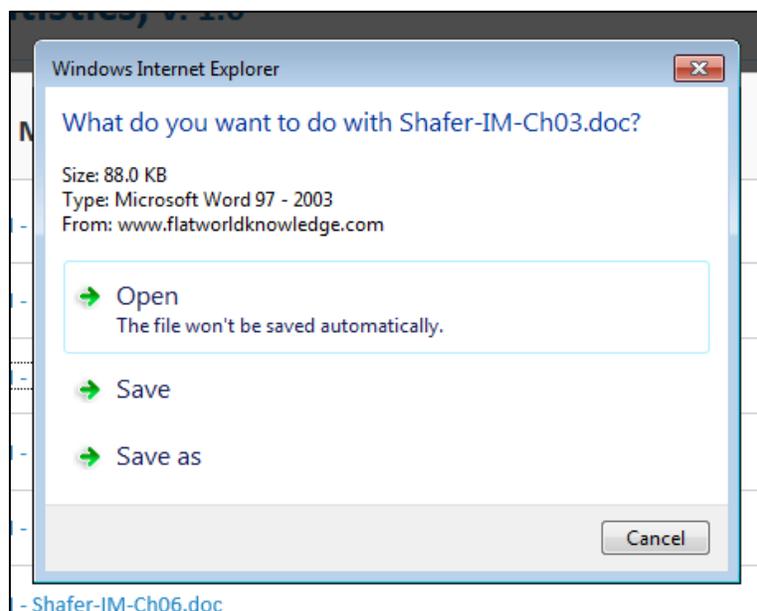
[Test Item File](#) Need assistance in supplementing your quizzes and tests? Our test item files (in Word format) contain many true/false, multiple choice, fill in the blanks, and short essay questions.

[Solutions Manual](#) For exercises that need a little more explanation, our Solutions Manual will take you step by step through solving the problem and offer explanations on the answer.

- Once you have decided on a particular supplement you would like to use, click on it to begin the download. If you have trouble accessing it, check to see that your pop up blocker is disabled to be sure your supplement download will appear. Next, select the chapter material you would like to download.



- Save to your computer, and open to see the file.



- You are now free to utilize all downloaded supplements as often as needed!

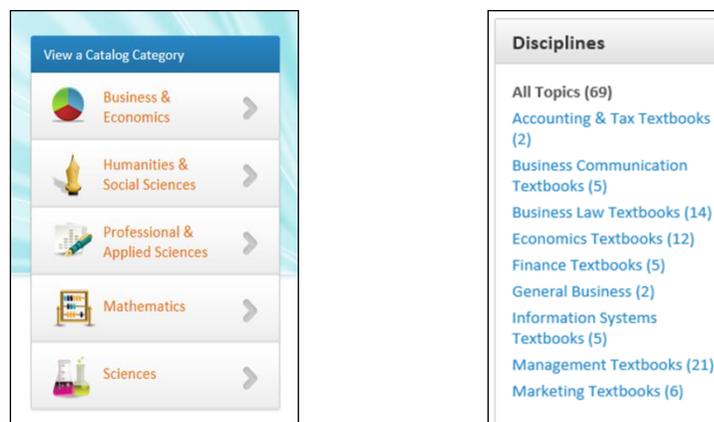
*Click [here](#) for a **video tutorial** on how to access your supplements.

How to Adopt a Flat World Book

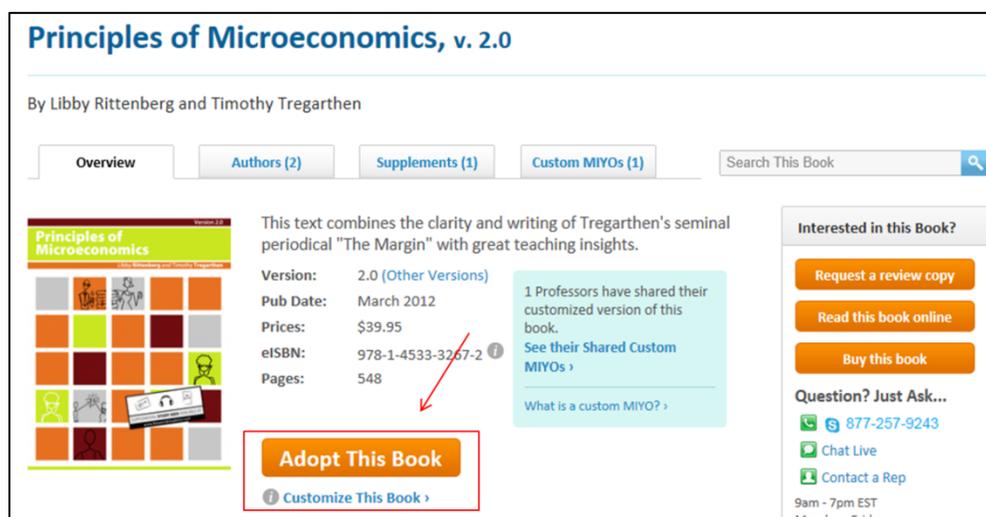
- Login at the top right corner of the Flat World Knowledge homepage.



- Under the catalog categories, select the discipline for your course. If desired, you may also select a sub-discipline to narrow the textbook selection.



- After you have had the chance to browse through the textbooks available via Flat World Knowledge it is time to adopt a book! Click on the title of the book you have chosen, then click *Adopt This Book*. If you would like to customize the book or MIYO (make it your own) click *Customize This Book*.



- Enter your class information.

Adopt a Book: Your Class Information

Entering your course information below will generate a personalized page where your students can find the correct book for their specific course and section. From this page, students can choose to read online or purchase a printed book or the All Access Pass. Need a reminder about the All Access Pass? [Check it out here](#). If you like what you see, help us out and recommend it to your students!

You are adopting: Principles of Economics

(*Fields in bold are required)

Salutation -- Choose Salutation --	Course Name Test	Term Fall
First Name Joseph	Course Number IDC	Section 1
Last Name Du Fore	Anticipated number of students enrolling 1	Start 09/18/2012
Institution Wisconsin Lutheran College	Primary textbook? <input checked="" type="radio"/> Yes <input type="radio"/> No	Midterm 09/26/2012
		Final 09/30/2012

I agree to display my email address so that potential adopters can ask me about my experience (What's This?)

Yes! I recommend that my students purchase the All Access Pass (What's This?)

SAVE & CONTINUE

- Click *Save & Continue...* A confirmation screen will appear verifying that you have successfully adopted your book.

- On the confirmation screen you will also receive **your unique url** and other information you will need for your students.

Thank You for Your Adoption!

Course Information

Book: Principles of Economics, v1.1	Course Title: Test
Authors: Libby Rittenberg and Timothy Tregarthen	Course Number: IDC
eISBN: 978-1-4533-2983-2	Start: 09/18/2012
Institution: Wisconsin Lutheran College	Midterm: 09/26/2012
	Final: 09/30/2012

What now?

1. Provide your students with the following link to your course page to read their book online:
<http://students.flatworldknowledge.com/course/1139111>
Please note: If you have just customized a book for use in this adoption, this link will take at least 20 minutes to become active while your book publishes.
Alternatively, students can search for your course right from <http://students.flatworldknowledge.com>
2. Get your book in the bookstore. Download our bookstore order form and give it to your department administrator or bookstore. Please note: eISBNs for the All Access Pass will be made available no later than April 1st. For courses starting May 1st or later, students can only purchase printed books through your course page.
3. Check out the supplements for your book.
4. Need help? Get answers to many common questions [here](#). If you still can't find the answer to your question, we are help -- contact us via email at faculty@flatworldknowledge.com or give us a call at 877-257-9243. We are available Mon - Fri from 9AM to 5PM EST.

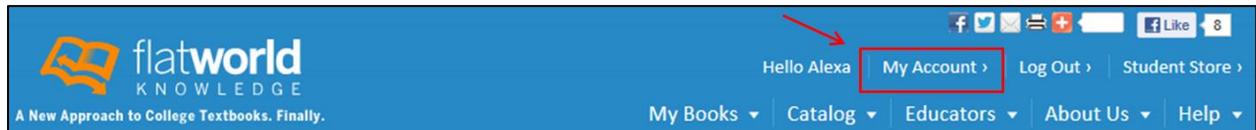
BACK TO MY ACCOUNT

* Click [here](#) to access a **video tutorial** on how to adopt a Flat World Knowledge textbook.

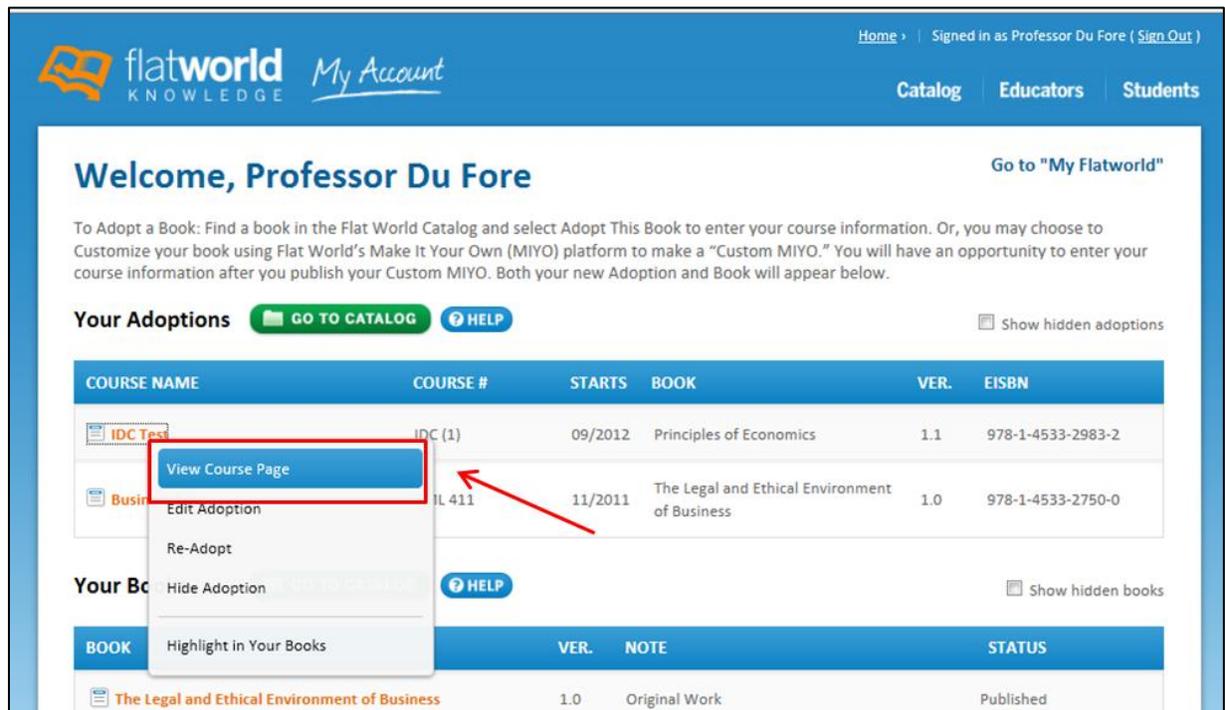
How to MIYO after Adopting a Textbook

- If you have already adopted a textbook for a particular course and now wish to make changes to it, a.k.a. MIYO (make it your own), complete the following steps.

- First go to My Account located at the top of the Flat World Knowledge website.



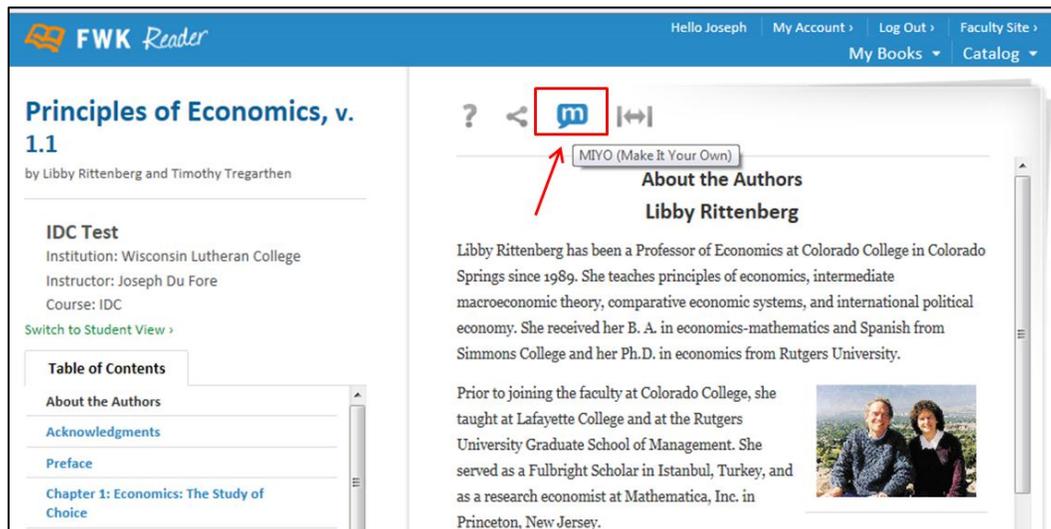
- Under the *Your Adoptions* section right-click on your course name and select *View Course Page*.



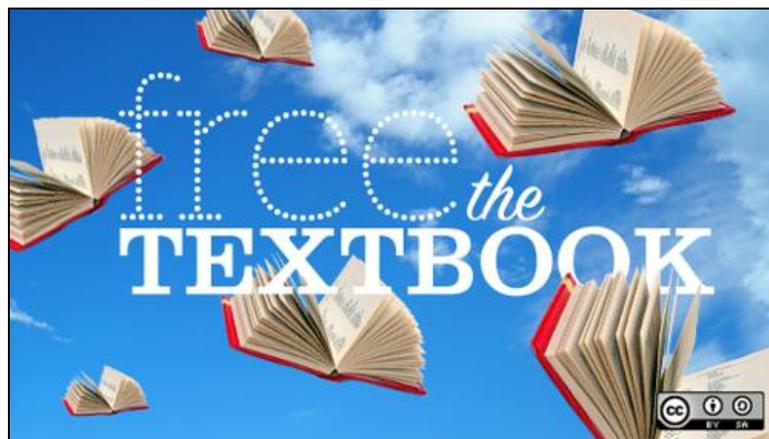
- Find and click *Read This Textbook Online for Free*.



- You will then be taken to your course textbook. Click on the MIYO icon. This will take you to the customization phase of creation.



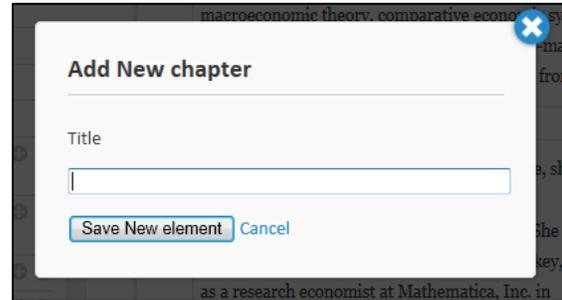
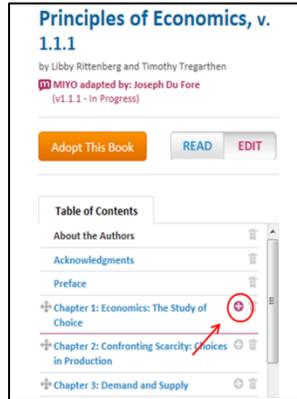
How to Add or Delete Content to Your MIYO



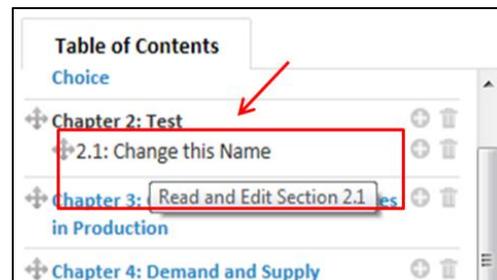
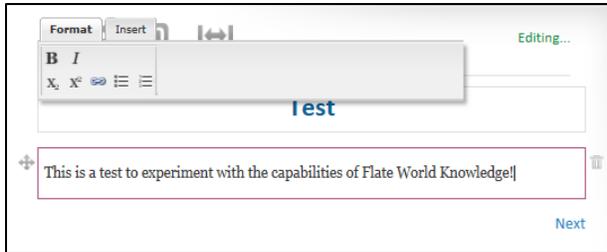
- When reading through textbooks have you ever thought to yourself... if only I could add this, change that, or remove something altogether? This is one of the most extraordinary features of Flat World Knowledge. Once you have chosen to customize a textbook, you can add or delete chapters, paragraphs, sentences, or even words! You can modify the textbook to meet the needs of the particular course you are teaching. To do this simply follow the steps below:

To Add a Chapter

- Within the table of contents click on the plus sign in the spot in which you would like to create a new chapter. Type in the name of your new chapter and save. You do not need to type in Chapter # as this will automatically be added for you.

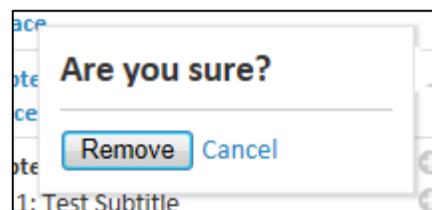
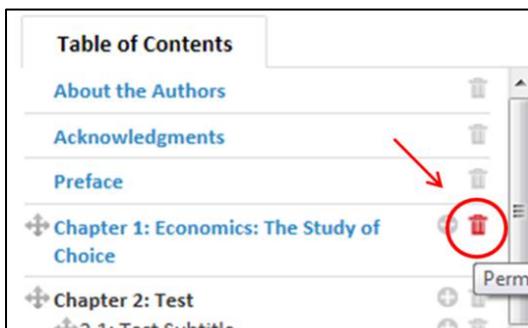


- Click on the editor box to add your original content to your new chapter. When you are finished, click anywhere outside of the editor box and your changes will automatically be saved and you will see them as a part of the book.



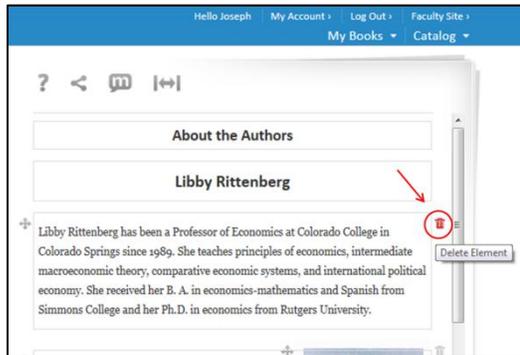
To Delete a Chapter

- Start at the table of contents... locate the chapter(s) you would like removed. Click on the trash can icon located to the right of the chapter title(s). When asked if you are sure, simply click remove. The table of contents will automatically save and re-order itself.



To Delete a Paragraph

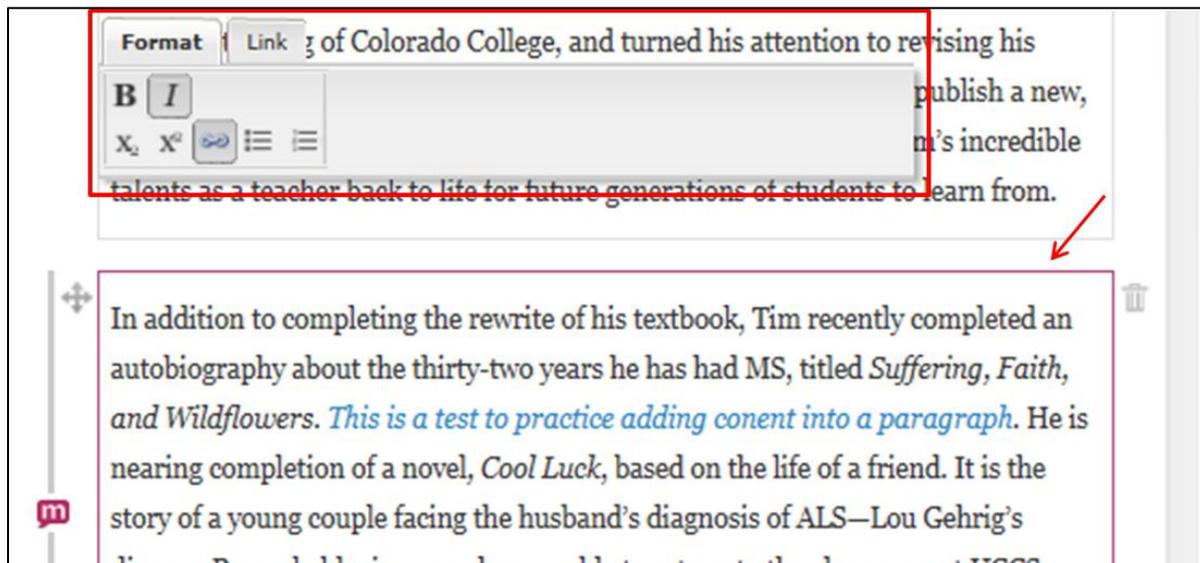
- Locate the paragraph(s) you would like deleted from your book. Click on the trash can icon located to the right of the paragraph. When asked if you are sure, simply click remove. The paragraph will then be deleted.



To Add/Delete Content

- Navigate to the chapter or page you desire to modify; click on the text to activate the editor. You can type in or remove content as desired.

- You can also insert a link directly into the text by clicking the link tab on the editor box. When you are done, click anywhere outside of the box and your changes will automatically be saved.



*Click [here](#) to access a **video tutorial** on how to add content to your MIYO.

*Click [here](#) to access a **video tutorial** on how to delete content from your MIYO.

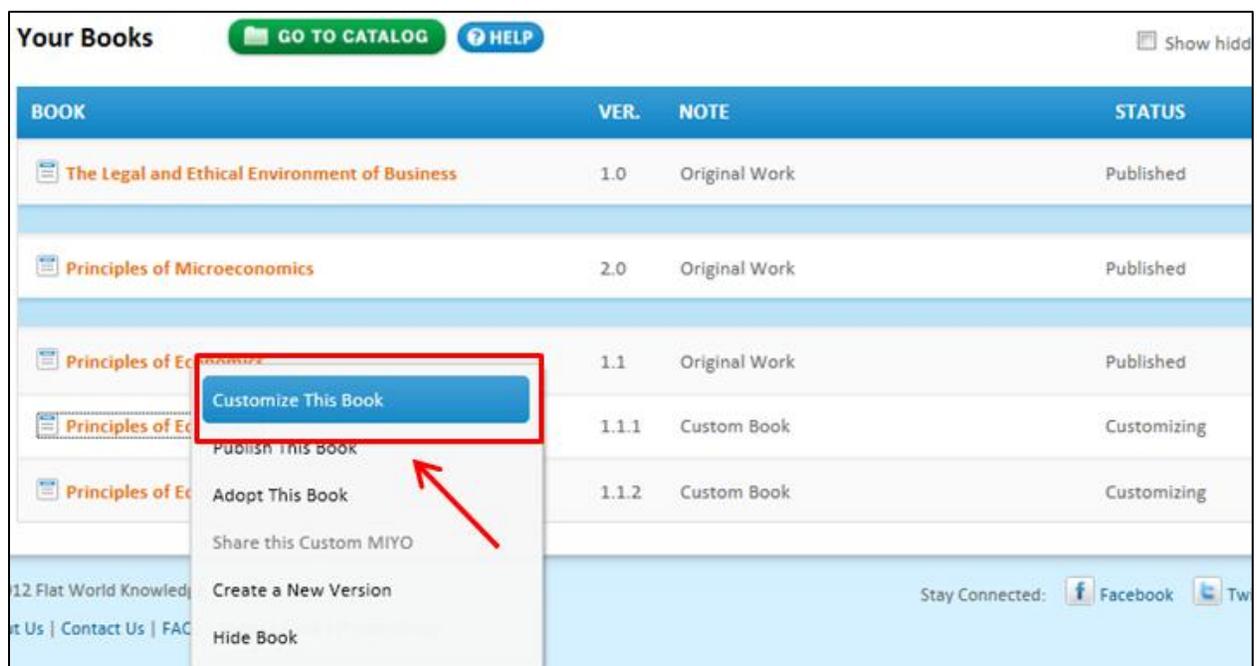
How to Continue Work on Your MIYO

- Once you have adopted a MIYO you can sign back in at any time to continue working on your customized MIYO. To do this, login then select *My Account* in the upper right-hand corner of the home page.



- Your books will be divided into your adoptions and your books. Your books are adopted Flat World Knowledge Textbooks that you have begun customizing.

- Click on the book you are working on and select *customize this book*. This will take you back to the customized version you are working on.



* Click [here](#) to access a **video tutorial** on how to delete content from your MIYO.

How to Label Your MIYO

- To better organize your MIYO you may wish to label your customized textbooks. To do this simply click on *My Account* and scroll down to your books.



- In the *note* section you will see the default name given to your textbook. Click on the default name and the editor box will automatically open up. Type in the name you have chosen for your customized MIYO.

- To keep your books organized you may wish to label the book with the *course number and possibly the semester* it is being offered.

- Click anywhere outside of the editor box and your changes will automatically be saved. This can only be done for custom MIYOs, not original works.

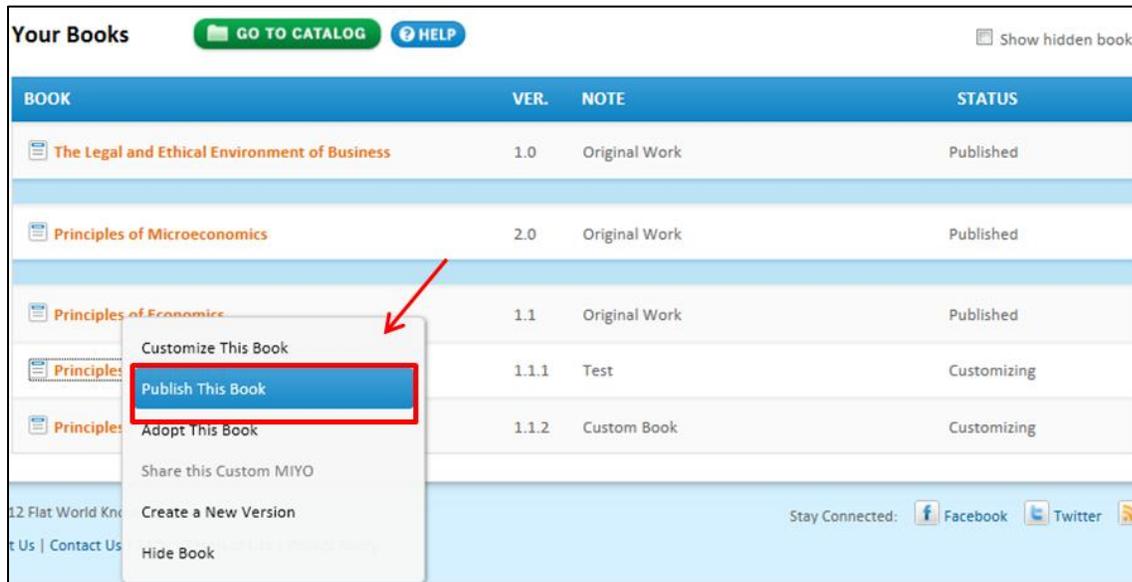
BOOK	VER.	NOTE	STATUS
The Legal and Ethical Environment of Business	1.0	Original Work	Published
Principles of Microeconomics	2.0	Original Work	Published
Principles of Economics	1.1	Original Work	Published
Principles of Economics	1.1.1	<input type="text" value="Custom Book"/>	Customizing
Principles of Economics	1.1.2	<input type="text" value="Cu..."/>	Customizing

* Click [here](#) to access a **video tutorial** on your to label your MIYO

How to Publish and Share Your MIYO

- Once you have completed your MIYO and are ready to publish and share it with your students, complete the following steps!

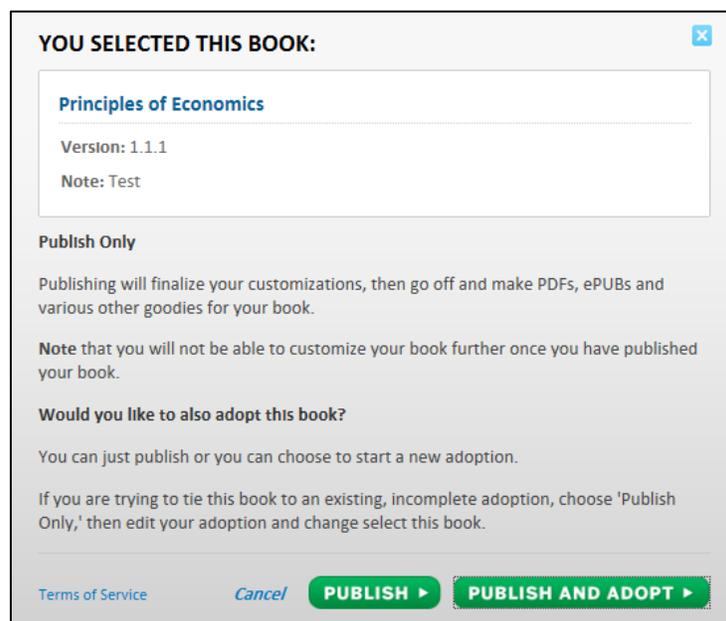
- You must publish your finished MIYO before you can adopt it. To do this scroll to your book, click on the title, and then select *Publish This Book*.



The screenshot shows the 'Your Books' interface. At the top, there are buttons for 'GO TO CATALOG' and 'HELP', and a checkbox for 'Show hidden books'. Below is a table with columns: BOOK, VER., NOTE, and STATUS. The table lists several books, including 'The Legal and Ethical Environment of Business', 'Principles of Microeconomics', and 'Principles of Economics'. A context menu is open over the 'Principles of Economics' row, with 'Publish This Book' highlighted in blue. Other options in the menu include 'Customize This Book', 'Adopt This Book', 'Share this Custom MIYO', 'Create a New Version', and 'Hide Book'. A red arrow points to the 'Publish This Book' option.

BOOK	VER.	NOTE	STATUS
The Legal and Ethical Environment of Business	1.0	Original Work	Published
Principles of Microeconomics	2.0	Original Work	Published
Principles of Economics	1.1	Original Work	Published
Principles of Economics	1.1.1	Test	Customizing
Principles of Economics	1.1.2	Custom Book	Customizing

- You may then choose to either *publish* or *publish and adopt* your book.



The dialog box titled 'YOU SELECTED THIS BOOK:' displays the following information:

- Principles of Economics**
- Version: 1.1.1
- Note: Test

Publish Only

Publishing will finalize your customizations, then go off and make PDFs, ePUBs and various other goodies for your book.

Note that you will not be able to customize your book further once you have published your book.

Would you like to also adopt this book?

You can just publish or you can choose to start a new adoption.

If you are trying to tie this book to an existing, incomplete adoption, choose 'Publish Only,' then edit your adoption and change select this book.

At the bottom, there are links for 'Terms of Service', 'Cancel', and two buttons: 'PUBLISH >' and 'PUBLISH AND ADOPT >'.

- The status of your book should now show that it has been published.
- Now it is time to share your MIYO so that others may view or download the book. To do this go to *My Account* and scroll down to your books. Click on the book you would like to share and select *Share This Custom MIYO*.
- You will then be directed to a page asking you to share details about your custom MIYO. The more details you share the better! Next click *Add To Catalog*. Your book will now appear in the custom MIYOs tab and be available to the public to see and use.

Add Your Book To The Flat World Catalog

We are so excited you have chosen to join the Flat World movement toward affordable and accessible education. By adding your Custom MIYO to the Flat World catalog, you will be making your carefully crafted book available to millions of students worldwide. The below information that you enter about your Custom MIYO will appear on your book's catalog page - allowing you to tout your book in your own words, and letting professors know exactly how you made a wonderful book even better. And don't worry, you can change this information at any time right on your catalog page.

Tell Us About Your Changes *Required

What was your rationale for making the changes? *
In a few lines describe what you changed about this book and why. It will help others get a sense for what's different about your version.

Describe your derivative:
If you made significant changes to the text type in a new description for the book. Alternatively, you can start by editing the existing description by clicking the link below. This will appear next to your derivative in the catalog.

Tag your book:
To help your Custom MIYO appear in search results in our catalog, please include a few keywords to describe your changes, separated by commas. For example: accelerated course, balance sheet, graduate level

About the Author

First Name: *

Last Name: *

Your Bio:

Yes, I'd like to sign up to receive 2% royalties on sales of my book. [More Info](#)

Yes, I have read and agree to the [Terms of Service](#)

Add To Catalog

↖

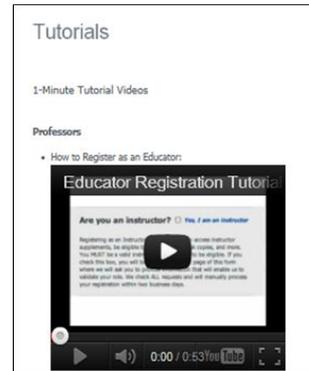
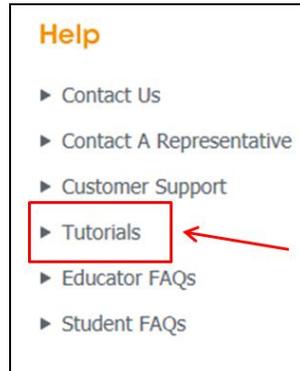
[Cancel](#)

- Congratulations... You have created your own MIYO, customized to meet the needs of your class and students!

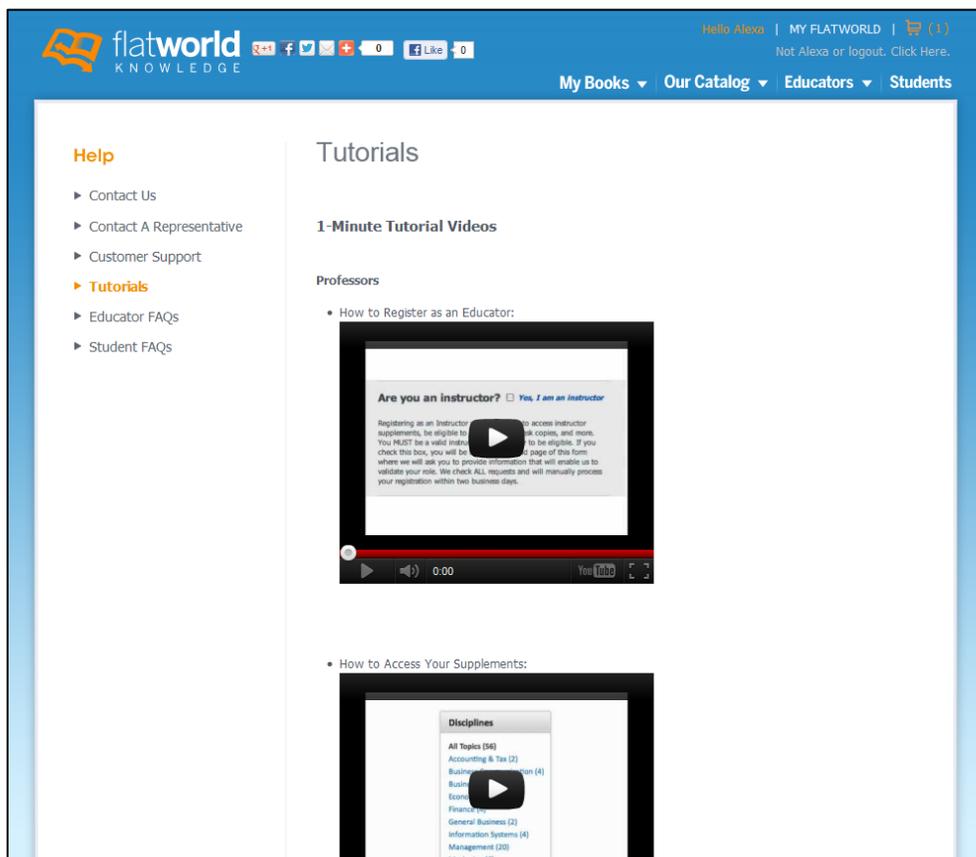
* Click [here](#) to access a **video tutorial** on how to publish your MIYO.

* Click [here](#) to access a **video tutorial** on how to share your MIYO.

Additional Video Tutorials



- Over 15 video tutorials are available for professors on the FWK site. Many videos are also available for students. It is recommended that you browse through these one-minute tutorials in order to understand how Flat World Knowledge works and to prepare yourself to explain to your students how to access/ navigate the book you have chosen or customized. Click [here](#) to scroll through the *many short tutorials available to you and your students!*



WLC Course Information

Embedding Chapter(s) on a Weekly Basis

If you would like to have specific chapters embedded into each week of your online course you *must make a special request* to the Instructional Design Center. If you do not request this, your Flat World Knowledge textbook will be provided to students at the top of the online course page.

Ways for Students to Access Your Textbook

* WLC purchases the PDF and ePub versions for Accelerated Degree Completion students. Undergraduate and other AGS students can choose to purchase materials on their own.

Online Book

- A link can be provided directly to the online textbook through the Flat World Knowledge website. During the customization process of your textbook, this was referred to as your unique url.

PDF Version

- Students can download a PDF version of the textbook to store in their personal files.

ePub Version

- Students can also download an Epub version which is great for mobile devices. This allows for editing, enlarging text, font changes, search features, ability to bookmark, highlighting capabilities, note taking, definition lookup, access to embedded materials, and more!



* Other ways are also available for students to access Flat World Knowledge Textbooks, such as purchasing a hard copy through the online website. For this and other options please click [here](#) then scroll down to the *Student Options* section of the page!