

# REQUESTING HKS CASES TO POST ON COURSE WEBPAGE

COURSE MATERIALS OFFICE

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**Introduction.** You can post HKS cases to any HKS course web page. The HKS Case Program does not charge for this service. There is no cost to students beyond their own printing expenses.

**How does it work?** The process is no different from searching and adding a HKS case to your “shopping cart”, except for some additional information in the citation. For example, if you want to post the case "Finding Black Parents: One Church, One Child", *HKS Case No 856.0*, you would search either by case reference number (i.e., 856.0) or by the title (i.e., Finding Black Parents: One Church, One Child). You should find two citations of the same case. However, the one intended for posting to your course webpage will have the letters “PDF” preceding the case number and the phrase with brackets “[PDF FOR WEB PAGE ONLY]” preceding the title. Please see example below.

If you want to post the case to a course webpage, check the box next to "[PDF FOR WEB PAGE ONLY] Finding Black Parents: One Church, One Child",

The screenshot shows the 'Request 3.0' search interface. The search results section displays two items:

ADD TO CART	CITATION	SORT: TITLE	AUTHOR
<input checked="" type="checkbox"/>	[PDF FOR WEB PAGE ONLY] Finding Black Parents: One Church, One Child", HKS Case No PDF 856.0.		
<input type="checkbox"/>	Finding Black Parents: One Church, One Child", HKS Case No 856.0.		

If you want to include the case in a packet or handout (have “hard” copies made), check the box next to "Finding Black Parents: One Church, One Child",

After you have added all the “[PDF FOR WEB PAGE ONLY]” citations to your “shopping cart” that you want to post to the course webpage, create a **handout** (do *not* add to a *packet*), assign them to that handout and order it. You can add as many requests to a single handout as you want and the order of the readings does not matter. You will receive the PDFs as attachments to an email within 24 hours. If the size of the PDF exceeds the amount permitted as an attachment, you will either receive multiple emails or the cases on a CD, also within 24 hours.

### What if I do not find the case I want to post with “[PDF FOR WEB PAGE ONLY]” preceding the title?

New and the most frequently used cases have been added to *Request*, but not the full HKS inventory. If you do not find the cases you want, send a list of the (1) case numbers, (2) titles and the (3) course code by email to [CMO@hks.harvard.edu](mailto:CMO@hks.harvard.edu). They will be added to your course and you will be notified by reply email when you can assign them to, and order, the handout.

**Important.** You must add only the cases with the [PDF FOR WEB PAGE ONLY] phrase in the title to a (1) handout and you must (2) order that handout in order to receive the PDFs. Do not leave them sitting in your “shopping cart” or in an unordered handout.

*Do not save the PDFs for use in another course or in the future for the course you are working on. Always place your order through Request so that we can accurately report their use to the HKS case program.*