# The MBA Learning Center – Quick Start

[https://mba.instructure.com](https://mba.instructure.com)

This Quick Start is adapted from the full set of instructions, which includes screenshots. Additional resources for the Learning Center can be found at [https://tinyurl.com/MBALCHelp](https://tinyurl.com/MBALCHelp)

*Accounts can be purchased at [http://www.mbashop.org/mba-learning-center](http://www.mbashop.org/mba-learning-center).

## 1. Create a Course

Create a course to organize LAPs and other resources for the course.

- Login to your account*
- Select Admin
- Select Your School
- Select + Course
  - Name your course
  - Provide a Reference Code (you make it up)
  - Subaccount remains as your school name
  - Enrollment Term – use the current school year and NOT default term

## 2. Add YOU to the Course

Add yourself to the course to edit it and add resources to it.

- Locate the course under ADMIN
- Choose settings for that course
- Choose PEOPLE
- Select +People
- Add your email address and make your role as teacher
- Select ADD USERS
- Select dashboard (Invitation to join course will show on the dashboard)
- Accept Invitation

## 3. Add LAPs to the Course

Use the Course Guides and other MBA Research’s resources to identify LAPs.

- Select Commons from the left-hand menu
- Search for LAPs by typing LAP number, name, or keyword(s) about the LAP
- Once LAP is located, click on the blue link of the LAP name
- Click on the Import/Download button and select which course to add the LAP to
- Choose import into the Course
- LAPs appear in the Module section of the course