Search for cases on Study.Net
This document provides the steps to search for cases in Study.net and to look up the case usage history.

1. Log into Study.net ([https://www.study.net/default.asp](https://www.study.net/default.asp))

2. You will immediately see the **Course List** page. **Note:** You can also get to this page by selecting the **Courses** option on the top menu.

3. Select any course you want to work with and click “**Edit Course**” button.

4. To view cases used in the past, click “**Add Material**”.

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5. A user can select options 1-4 depending on the content they need to get permissions for or if they are seeking materials. Each option has a quick blurb
   a. If a user is seeking a business school case which they would like in their course, they can go to option 4 to source it from Study.net’s Publishing Partner library. To see a list of Study.net’s Publishing Partner, select “view Study.Net’s publishing partners” in the box for option 4. To view cases from Harvard Business Publishing only select that logo in option 1.
   b. If a user is seeking copyright permission, they will select option 2. If it is their own content that they own the rights to, they will select option 3 for a download.

6. You will be taken to the Study.net PPL (Publishing Partners Library). Type in the case name or part of the case name or the Publisher ID in the search tool bar and select Search Library.
7. Select the case you want to check. **Note:** The box will be a different color to denote that it has been used before (in the last 12 months).
   a. E.g. In the below screenshot, Kristen's Cookie Co. (A) | Bohn, Roger E. | Case (686093) and Kristen's Cookie Co. (A2) | Bohn, Roger E. | Case (686094) have been used previously as indicated by the orange highlighting in the search results listing.

8. The **Material Information** window for the case pops up.
9. Scroll down the Material Info window for a listing of courses that have used it in the past. There is also an **Active Courses** note for cases used at UC Berkeley in the last 12 months.