Adoptions Refresh Table of Contents

Submit Your Adoptions

- Faculty Log In and Registration p. 4
- Update Your Profile p. 8
- Add Departments to Profile p. 11
- Log In to Faculty Adoptions p. 12
- Submitting Adoptions p. 14
- Guided Adoption (1,2,3 Step-by-Step method) p. 16
  - Step 1 – Create Course p.17
  - Step 2 – Find Books p. 19
    - Your Book List p. 20
    - Browse Books p. 21
    - Book Search p. 23
    - History p. 26
    - Add a Book p. 29
  - Step 3 – Add Merchandise p. 31
    - Your Merchandise List p. 31
    - Browse Merchandise p. 32
    - Merchandise Search p. 34
  - Step 4 – Select Usage p. 35
  - Step 5 Review/Submit p. 36
- Quick Adoption (Direct Entry method) p. 38
• **Advanced Adoption p. 42**
  
  o **Step 1 – Create Course List p. 42**
    - Edit an adoption p. 44
    - Copy an adoption p. 46
    - Remove an adoption p. 47
  o **Step 2 – Find Course Materials p. 48**
    - Browse Books p. 49
    - Book Search p. 50
    - Browse for Merchandise p. 52
      - Your Merchandise List p. 52
      - Browse Merchandise p. 54
      - Merchandise Search p. 55
  o **Step 3 – Create Adoptions p. 56**
    - Add or Edit Course Materials p. 56
      - Select Courses p. 56
      - Select Materials p. 57
      - Review Adoption Cart p. 61
      - Submit Adoption p. 62

• **Maintenance p. 63**
  
  o **View Adoptions p. 63**
    - View submitted adoptions p. 63
      - Edit an adoption p. 63
      - Copy an adoption p. 63
    - Search Adoption History p. 65
  o **Edit Adoptions p. 67**
    - Authorize open adoptions p. 68
    - Copy an adoption p. 71
  o **Book List p. 72**
  o **View Merchandise List p. 73**

• **Log Out p. 74**
Faculty Log In and Registration

Faculty are required to register and log in to gain access to the adoption function of the website. They may either select an option to log in or execute a function that requires them to register with the system. Before an individual may register as an adopter with your site, you will provide them with the Department Usernames and Passwords for the departments in which they will be submitting adoptions. With a single sign on, a user may submit adoptions for multiple departments or a single department depending on the number of department authorizations. Optionally, you may allow adopters to add departments to their profile from a dropdown rather than with a username and password. This is configured on the Employee Main Menu by selecting Term Dates and Adoption Options.

Registration

Faculty may access the main Log In screen from the homepage by clicking Log In or Faculty Adoptions in the menu bars. On the Log In screen, they should select Register Here to view the next screen.

On the screen above, faculty register with a username and password to access the site on this and future visits. Since the adopter is a faculty member submitting adoptions on this website, they should click the Create profile for Adopting Course Materials option. The text that displays in the Select Registration Option is edited by clicking the
Configure Registration option located on the Employee Main Menu under the Checkout heading.

The following registration screen displays after the faculty option is selected.

Faculty completes the registration form. An asterisk before the field name indicates that the field is required.

**Faculty Registration**

*First Name*
Enter a first name. First names are between one and 20 characters.

Middle Initial
Enter a one letter initial in this field.

*Last Name*
Enter a last name in this field. Last names are between one and 20 characters.

*Customer Type*
Select a configured customer type from the dropdown.

*Email Address*
Enter a complete email address in this field.
*Confirm Email Address
Re-enter the email address from the above Email Address field.

*Password
Passwords are between seven and 20 characters, without spaces. The characters are case sensitive. This field accepts letters/numerals and "special" characters including: @, #, %, ?. Each password entry must contain at least one letter and one numeral.

*Confirm Password
Re-enter the password from the above Password field.

Faculty ID
Enter the university-issued faculty ID number.

*Challenge question
The challenge question is used to verify identity. Select a question from the dropdown and enter the response in the answer field.

Department Access
*Department Username
Enter the department username. Usernames are between six and 50 characters. These do not have spaces and the characters are not case sensitive. Department usernames are provided by the bookstore.

*Department Password.
Enter the department's password. Passwords are between seven and 20 characters, without spaces. The characters are case sensitive. This field accepts letters/numerals and "special" characters including: @, #, %, ?. Each password entry must contain at least one letter and one numeral. Department passwords are distributed with the department usernames.

Campus/Office phone number.
Enter a telephone number. Phone numbers contain a maximum of 15 characters. The characters are not case sensitive. Dashes are optional. You may enter an extension number in the Ext. field.

E-Mail Options
Check the corresponding box(es) to receive emails from the school or/and to receive email alerts when previously adopted textbooks are being bought back by the bookstore.

Captcha
At the bottom of the screen is a security test that is very similar to ones found on other web sites. To pass this security test, correctly type into the box the letters that form the distorted image. When unsuccessful, a message displays at the top of the page: “The verification words are incorrect.” In addition, the following options also are available with the test:

- Click the curved arrows icon to receive two new, distorted words (there is no limit on the number of attempts to pass the test).
• Click the speaker icon option for an audio version of the test. This option is useful for visually impaired users.
• Click the question mark icon for Help text.

Complete the fields on the Faculty Registration screen and click the **Submit Faculty Registration** button.

Once the information is submitted, a Registration Confirmation note displays at the top of the screen: “Your registration has been submitted.” An error message(s) displays if any information is invalid.

The main Faculty Adoptions screen (shown below) displays after successful registration.
Update Your Profile

Edit a profile at any time by clicking **Update Your Profile** at the top of the Faculty Adoption Main Menu screen. The following screen displays after this option is clicked.

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username</strong></td>
<td><strong>Password</strong></td>
<td><strong>Departments</strong></td>
</tr>
<tr>
<td>This field is pre-filled with the existing username.</td>
<td>New Username:</td>
<td>Add</td>
</tr>
<tr>
<td>New Username:</td>
<td>New Password:</td>
<td>ENG</td>
</tr>
<tr>
<td>Confirm New Username:</td>
<td>Confirm New Password:</td>
<td>Delete</td>
</tr>
<tr>
<td>Customer Type: Faculty</td>
<td>*Phone Number: 5555225555 Ext.</td>
<td>*Phone Number:</td>
</tr>
</tbody>
</table>

**Billing Address**

- First Name: Paul
- Middle Initial: L
- Last Name: Haup
- Street Address: 
- Apt/Suite/PO Box #: 
- City: 
- State/Province: [Dropdown to select state] 
- Zip/Postal Code: 
- Country: United States 
- Phone Number: 

**MiaSabi Rewards**

- What is our MiaSabi Rewards? [Yes] [No]
- Participate in MiaSabi Rewards [Yes] [No]
- Loyalty Account Number: [Auto-generated]

**Additional Information**

- Birthday: Month: [Dropdown] Day: [Dropdown]
- Please enter your birthday so that we may send you a greeting.

**Email Opt In/Out**

- I want to receive email particular to my school.
- Notify me when textbooks I have adopted are being bought back.

Submit Profile

**Username**
This field is pre-filled with the existing username.

**New Username**
Change a current username by typing a new username in this field. Usernames are between six and 50 characters, do not have spaces, and are in the form of a valid email address.

**Confirm New Username**
Retype the new username for confirmation.
Customer Type
Select a customer level from this dropdown.

Password
Enter a password in this field. Passwords are between seven and 20 characters, without spaces. The characters are case sensitive. This field accepts letters/numerals and "special" characters including: @, #, %, ?. Each password entry must contain at least one letter and one numeral. This is a required field.

New Password
Type in a new password.

Confirm New Password
Type in the new password.

Departments
Add
Select a department and click the Add button to add a department to a profile. The system displays a Department Access screen where departments are added.

Delete
Select a department and click the Delete button to remove a department from your profile.

Phone Number
Enter the department phone number. This is a required field.

Billing Address
*First Name
Enter a first name in this field. First names are between one and 20 characters.

Middle Initial
Enter a one-letter initial in this field.

*Last Name
Enter a last name in this field. Last names are between one and 20 characters.

Street Address
Enter an address in this field.

Apt/Suite/PO Box #
Enter additional address information in this field such as an apartment or room number.

City
Enter the name of the city for the billing address.

State/Province
Select a state or province from the dropdown list.
Zip/Postal Code
Enter a zip code or postal code in this field.

Country
Select a country from the dropdown list.

Phone Number
Enter a telephone number in this field. Phone numbers contain a maximum of 15 characters.

Click the Maintain Shipping Address Book link to review or make changes to the shipping address.

Loyalty Program
Click the Yes button to participate in the Loyalty Rewards Program. Click Loyalty Rewards Program and a new screen displays providing more information about this program. Enter an account number in the Loyalty Account Number field.

Additional Information
Select a birthday from the dropdown menu. This is an optional field.

Email Opt In/Out
Check the corresponding box(es) to receive emails from the school or/and to receive email alerts when previously adopted textbooks are being bought back by the bookstore. Click Submit Profile to save changes. A message displays at the top of the screen that confirms the updates were made to the profile.
Add Departments to Profile

Faculty clicks the **Department Information** heading button to add a new department to their profile. The option is located on the Faculty Adoption main screen under the Your Account heading.

Facility may add a department to their profile type by entering another department username and department password into the two corresponding blank fields. They click the **Add** button to add the department to their profile.

Optionally, you may allow adopters to add departments to their profile from a dropdown rather than with a username and password. This is configured on the Employee Main Menu by selecting Term Dates and Adoption Options.

Delete departments associated with a profile by clicking the **Remove** button. A message displays asking to confirm the deletion.

Click **Continue** to return to the main Faculty Adoption screen.
Log In to faculty adoptions

Faculty may login for future visits to the site by using their previously registered email address and password. Faculty access the Log In screen by clicking Log In or by clicking Faculty Adoptions.

Email Address
Enter a current email address. The field accepts between six and 50 characters in the form of a valid Email address.

Password
Enter a password in this field. Passwords are between seven and 20 characters, without spaces. The characters are case sensitive. This field accepts letters/numerals and “special” characters including: @, #, %, ?. Each password entry must contain at least one letter and one numeral.

Lost Your Password?
Click here to enter the email address used when registering an account. The reminder email containing the password is sent to this email address.

Register Here
Click this link and a new screen displays that allows registration with the site. In case of lost or forgotten passwords, click Lost Your Password? and the following screen displays.
Email address

Enter an email address that was used to register with the website. This field accepts between six and 50 characters in the form of a valid email address.

After providing a current email address, click the Retrieve Password button to send the reminder mail sent. This password is mailed to the original registration email address.
Submitting Adoptions

There are three methods of submitting adoptions: Guided Adoptions, Quick Adopt, and Advanced.

- **Guided Adoption.** Guided Adoption is available to all online adopters. This is a step-by-step streamlined adoption method that is a fast and convenient way to match titles and materials with courses.

- **Quick Adoption.** Faculty has the option of using a quick adopt form during adoptions. This form is intended for use by adopters who know the exact ISBNs that they wish to adopt.

- **Advanced Adoptions.** Advanced Adoption primarily is intended for users who need to submit multiple adoptions for several departments, or who manage adoptions for several professors. It allows more flexibility in creating multiple courses and managing a larger book list.

Advanced Adoption is comprised of three steps: Creating a Course List, Finding Course Materials, and Creating/Submitting an Adoption

- **Show/Hide adoption methods.** Please note that there is the option to turn on/off each of the three available adoption methods: **Guided, Quick, and Advanced.** These options are located on the Employee site under the Term Dates and Adoption Options selection.

- If Guided Adoption is turned Off, the Step-by-Step Adoption Method will not display on the Faculty Adoption screen.

- If Quick Adoption is turned Off, the Direct Entry Adoption Method does not display on the Faculty Adoption screen.

- If Advanced Adoption is turned Off, the Advanced Adoption Method option does not display on the Faculty Adoption screen. However, the Search Adoption History option will continue to be visible. It will display under a heading titled View and Copy Adoption History.
Faculty Adoptions Home screen

Below is a screenshot of the Faculty Adoptions main screen that lists all the adoption options available along with Your Account links.
Guided Adoption (1-2-3 Step-by-Step Method)

Guided Adoption is available to all online adopters. This is a step-by-step streamlined adoption method that is a fast and convenient way to match titles and materials with courses.

The five basic steps are: Step 1 – Create Course, Step 2 – Find Books, Step 3 – Add Merchandise, Step 4 – Select Usage, and Step 5 – Review/Submit.

There is an option to hide the Add Merchandise step during Guided Adoptions. If this option is hidden, the Merchandise step does not display in the breadcrumb trail of steps at the top of each screen in the Guided Adoption process.

The option to hide the Merchandise step is located on the Employee site as part of the Term Date and Adoption Options.
Step 1 – Create Course (1 of 5 Steps)

Click the Guided Adoption option from the Faculty Adoption Home screen. The Create Course main screen displays as shown below. All fields and options noted with a red asterisk are required fields.

Select a term and department from the dropdowns that are listed as part of the Department and Term heading. The term dropdown contains a list of terms that are open for adoptions. The department dropdown is used to select a department from the list that of departments that are associated with their profile.

Click the Add Department option to add a department.

After selecting a term and department, there is an option to filter the available terms and courses by using the Filter by Instructor dropdown.

Under the Course Information heading, a course and section are selected from the dropdown list (if available). Click Add Course or Add Section to enter the course manually.

Enter the name of the course instructor in the Instructor field as designated by the bookstore’s guidelines (J. Smith, John Smith, Smith, etc.).
Check the Select by CRN/Unique ID and use the dropdown to enter course information by a university designated ID.

Choose a course type by clicking My Continuation, My Extension, or My Evening course.

Click the Check if Course does not require materials box if the course is a "no text or merchandise" course.

Under the Section Information, enter the number of students estimated to enroll in the class in the My Estimated Enrollment field. Enter the number of students already enrolled in the class in the My Pre-Enrollment field.

Click the Continue button at the bottom of the screen to go forward to step 2.
Step 2 – Find Books (2 of 5 Steps)

The Find Books selection screen displays after creating a course.

There are five options to select from on this screen: Your Book List, Browse Books, Book Search, History, and Add a Book.

These options are reviewed in the order they appear on this screen from top to bottom.
Note that the **Adoptions Cart** displays on the right of the screen. Click **Edit** to make changes to a course in the cart.

**Navigate** to one of the other **Find Book** options that are listed at the top of screen by clicking the **Browse Books, Book Search, History**, or **Add a Book** option.

The booklist entries may be sorted by using the **Copyright** or **Sort By** dropdowns.

Click the **Adopt** button to add the selected book to the course. The **Adopt** button changes to an **Added** button with a checkmark.

The adopted book now displays on the right of the screen as part of the Adoptions Cart.

Click **Detail** for a **thumbnail image** of the book and **summary information**.

Click **Remove** to delete the book from the cart.
**Browse Books**

Select the **Browse Books** option to find books by browsing for textbooks by subject. Depending on how many subjects are available, continue to click on headings until reaching the individual book level.

![Step 1 → Step 2: Find Books → Step 3 → Step 4 → Step 5](image)

The screenshot on the next page displays after **drilling down** to the book level.
This screenshot is a detail of the top portion of the entire screen. The bottom of the screen (shown below in detail) displays the remainder of the list with **Continue** and **Cancel** buttons.

**Note:** All fields marked with a red asterisk (*) are required.
Book Search

Conduct a search for a textbook by using the dropdown to search by keyword, title, author, or ISBN. This search uses the same database that is available through Faculty Center Network. Locally adopted titles also are returned.

Enter the search criteria and click the Search button. The system displays results as shown on the next page. A message displays if no matches are found.
The search results may be sorted using the Copyright year dropdown at the top of screen or by using the Sorting By dropdown.

Click the Adopt button for a title and the book is added to the Adoptions Cart on the right of the screen.

Click on a title or the cover image for additional information about the book. The next screenshot shows the detail for the selected book.
Click the Adopt button to add the title to the adoptions cart.

Click the Close Window button in the upper, right-hand section of the screen to return to the search screen.
History

Search for previous adoptions with the History option. The following screenshot displays when clicking History.

Guided Adoption

Step 1 → Step 2: Find Books → Step 3 → Step 4 → Step 5

The Department dropdown is the only required search field and may be used with any of the optional search fields (Term, Instructor, Date Range).

Click the Search button and the results are shown in the screenshot on the next page.
The search results may be sorted by clicking the Term, Department, or Instructor column headings.

Click the View button to review the adoption history screen with course information. The screenshot below displays after clicking the View button.

The course detail is shown and includes Term, Department, Course, Section, Instructor, and Enrollment information.
Click a thumbnail image or the title of a book and the book detail screen displays.

Add a book to the adoptions cart by clicking a title’s corresponding Adopt button.

The title is added to the Adoptions Cart and the main Search results screen displays as shown in the screenshot below.
Add a Book

An unlisted book may be added to an adoption by completing the information on the Add a Book main screen.

Enter the author’s name and the book title in these two required fields. There also are optional fields for ISBN, Publisher, and Edition.

Click the Clear button to remove the information and to search again.

Click the Adopt button and the title is added to the adoptions cart as shown below.

Click Continue to go to Step 3 and the Add Merchandise screen displays.
Select the usage from the dropdown and enter information in the text box if needed.

Click the Continue button.
Step 3 – Add Merchandise (3 of 5 Steps)

The third step in Guided Adoption is the addition of merchandise to an adoption. There are three options featured on this screen: Merchandise List, Browse Merchandise, and Merchandise Search.

**Merchandise List**

The Merchandise List screen is empty when initially selecting merchandise for a first-time adopter. This example shows a list with existing adopted merchandise.

**Note** that the Adoptions Cart displays on the right of the screen.

**Click** the Adopt button to add the selected merchandise to the course. The Adopt button changes to an Added button with a checkmark.

**Click** the merchandise title or the thumbnail image for a screen that displays more detail about the item.

The adopted merchandise now displays on the right of the screen as part of the Adoptions Cart.
Browse Merchandise

Select the Browse Merchandise option to find items browsing by subject. Depending on how many subjects are available, continue to click on headings until reaching the individual item level.

The screenshot on the next page displays after drilling down to the merchandise level.
Click the Adopt button and the item is added to the adoptions cart. Click the thumbnail image or the merchandise item title and the detail screen displays as shown below.
**Merchandise Search**

To conduct a search for merchandise by keyword, click the Merchandise Search option. The following screen displays.

![Guided Adoption](image)

**Step 1 → Step 2 → Step 3: Add Merchandise → Step 4 → Step 5**

Search for Merchandise by Keyword

Enter an item in the search field and click the Search button. The screen shown below displays and shows the merchandise search results.

![Guided Adoption](image)

Click the Adopt button and the merchandise item is added to the Adoptions Cart. Click the thumbnail image or the merchandise title for the detailed view of the item screen.
Step 4 – Select Usage (4 of 5 Steps)

Select Usage is the fourth Guided Adoptions step. This screen includes a dropdown that is used to select one on of the store configured usage designations.

Select a usage code for each item from the dropdown. There is a text box at the bottom of the screen that is available to enter information or instructions concerning the adoption to the bookstore.

Click Continue when ready to go to the final step of Guided Adoptions (Review/Submit).
Step 5 – Review/Submit  (5 of 5 Steps)

The following screen displays when an adopter is ready to submit the adoption.

After reviewing the adoption for accuracy, the adoption is ready to be sent to the bookstore.

Click the Submit button and the following screenshot displays with a confirmation message.
This **confirmation screen displays** with the message at the top of the screen: Submit Complete.

There are options at the top of the screen to **Print the adoption**, **Create new adoption**, **Copy adoption to a new course**, and a **link** to return to the main **Faculty Adoption home**.

<table>
<thead>
<tr>
<th>Adoption Review</th>
<th>Adoption Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: Spring 12</td>
<td>Return to the main Faculty Adoption home.</td>
</tr>
<tr>
<td>Department: ENG</td>
<td>Print the adoption, Create new adoption, Copy adoption to a new course, and a link to return to the main Faculty Adoption home.</td>
</tr>
<tr>
<td>Section: 200</td>
<td></td>
</tr>
<tr>
<td>Instructor: Layet</td>
<td></td>
</tr>
<tr>
<td>El: 6:00am-10pm</td>
<td></td>
</tr>
<tr>
<td>Lab: 6:00pm-10pm</td>
<td></td>
</tr>
</tbody>
</table>

**Requested Merchandise:** 2000699 Bluebook RECOMMENDED 1000695 Lab Cost OPTIONAL

Send copies of this adoption notification to:

You can define the number of emails sent.

**Textbooks:**

<table>
<thead>
<tr>
<th>Textbook</th>
<th>ISBN</th>
<th>Title</th>
<th>Edition</th>
<th>Cover Type</th>
<th>Page Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-HUDETZ-RASCH-KJCD</td>
<td>9781337417820</td>
<td>Accounting for Business</td>
<td>1</td>
<td>HC</td>
<td>1,528</td>
<td>$135.65</td>
</tr>
</tbody>
</table>

**Laboratory:**

<table>
<thead>
<tr>
<th>Lab Course</th>
<th>ISBN</th>
<th>Title</th>
<th>Edition</th>
<th>Page Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000-201059</td>
<td>9781305237525</td>
<td>English Composition</td>
<td>1</td>
<td>HC</td>
<td>480</td>
</tr>
</tbody>
</table>
**Quick Adoption (Direct Entry Method)**

Faculty has the option of using a *quick adopt* form during adoptions. This form is intended to be used by adopters who know the exact ISBNs they wish to adopt.

**Click** the Quick Adoption option from the Faculty Adoption home screen. The following screen displays (shown in two parts, top and bottom).

The fields and options on the Quick Adoption screen are discussed in order as they appear from top to bottom. They are reviewed following the second screen shot (bottom).
Quick Adopt Form (top of screen)

After selecting a term and department, there is an option to filter the available terms and courses by using the Filter by Instructor dropdown. Use the Filter by Instructor dropdown to reduce/limit/restrict the Course selection to only those courses taught by the selected instructor.

Under the Course Information heading, a course and section are selected from the dropdown list (if available). Click Select Course or Select Section to enter the course manually.

Enter the name of the course instructor in the Instructor field as designated by the bookstore’s guidelines (J. Smith, John Smith, Smith, etc.).

Check the Select by CRN/Unique ID and use the dropdown to enter course information by a university designated ID.

Choose a course type by clicking My Continuation, My Extension, or My Evening course.

Click the Check if Course does not require materials box if the course a “no text or merchandise” course.
Under the **Section Information**, enter the number of students estimated to enroll in the class in the My Estimated Enrollment field. Enter the number of students already enrolled in the class in the My Pre-Enrollment field.

There is a **text box** available to enter information or instructions concerning the adoption to the bookstore.

**Quick Adopt form (bottom of screen)**

**Enter** up to **four email addresses** in the field that is listed under the Adoption Notifications heading. Note that each email address must be separated by a comma.

**Add Textbook** by entering the ISBN or list of ISBNs in the blank field that is located under the Add Textbooks heading. ISBNs are entered without the check digit.

After **entering ISBNs**, select a usage code from the **Select Usage** dropdown.

Click the **Adopt** button and the book is added to the Adoption Cart at the bottom of the screen. There is a dropdown to change the usage code and an option to delete the book by clicking **Remove**.

**Click** the **Submit** button to finalize the adoption or click **Cancel** to discard the adoption.

A confirmation screen **displays** after clicking the **Submit** button as shown in the next screenshot.
This confirmation screen displays with the message at the top of the screen: **Submit Complete**.

There are **options** at the top of the screen to **Print the Adoption**, **Create new adoption**, **Copy adoption to a new course**, and a **link** to return to the main **Faculty Adoption** home.
Advanced Adoption (Advanced Method)

**Advanced Adoption** primarily is intended for users who need to submit multiple adoptions for several departments, or who manage adoptions for several professors.

It allows more flexibility in creating multiple courses and managing a larger book list.

**Advanced Adoption** is comprised of three steps: Creating a Course List, Finding Course Materials, and Creating an Adoption.

**Step 1 Create Course List (1 of 3 steps)**

Click the **Enter Course Information** listed under the **Advanced Adoptions** heading from the **Faculty Adoption Home** screen. The screen below displays.

![Advanced Adoption](image)

After selecting a term and department, there is an option to filter the available terms and courses by using the Filter by Instructor dropdown.

Under the **Course Information** heading, a course and section are selected from the dropdown list (if available). Click **Course** or **Section** to enter the course manually.

Enter the name of the course instructor in the Instructor field as designated by the bookstore’s guidelines (J. Smith, John Smith, Smith, etc.).
Check the Select by CRN/Unique ID and use the dropdown to enter course information by a university designated ID.

Choose a course type by clicking My Continuation, My Extension, or My Evening course.

Click the Check if Course does not require materials box if the course is a "no text or merchandise" course.

Under the Section Information, enter the number of students estimated to enroll in the class in the My Estimated Enrollment field. Enter the number of students already enrolled in the class in the My Pre-Enrollment field.

Click the Continue button at the bottom of the screen. The course is added to your course list and the number of courses is updated in the Course List heading located in the top, right corner of the screen.

Click the View Your Course list option (top, right corner of the screen) and the following screen displays as shown on the next page. There are options to Edit or Remove a course from this screen.
Edit

Note the screen may be sorted by clicking the Term, Department, and Instructor headings.

Click **Remove** under the Options column and the course is deleted from the list.

Click **Edit** under the Options column to update or make changes to a previous course.

The following screen on the next page displays the **Course Information** for the selected course after clicking the **Edit** option.
Make changes or edits and click the Continue button. A new Create Course List screen displays.
Copy

Click the **Copy** option located in the top, right corner of the screen to copy the selected course into a new course.

The screen displays with this **confirmation message** at the top of the screen: “Course copied. Please edit and submit below.”

Make the desired edits and Click the **Continue** button and the new course screen displays to create another course.
Remove

Click **Remove** in the top, right corner to **delete** the course from the course list.
Step 2 Find Course Materials (2 of 3 steps)

Click the Browse for Textbooks option under the Find Course Materials on the Faculty Adoption main screen and Your Book List screen displays.

This screen is empty when initially selecting books and materials for a first-time adopter.

Note that the book list cart displays on the right of the screen.

Navigate to one of the other Find Book options that are listed at the top of screen by clicking Browse Books, or Book Search.

The booklist entries may be sorted by using the Copyright or Sort by dropdowns.

Click the Remove link to delete a book from the book list.
Browse Books

Select the **Browse Books** option to **search** for textbooks by **subject**. Depending on how many subjects are available, continue to click on headings until reaching the individual book level.

Faculty has the ability to **browse** for textbooks with the same data that is available through **Faculty Center Network**.

Click the **Adopt** button to add the book to Your Book list. The button changes to an **Added** button with a checkmark.

The **adopted book** now displays on the right of the screen as part of the book list cart.
Book Search

Conduct a search for a textbook by using the dropdown to search by keyword, title, author, or ISBN. This search uses the same database that is available through Faculty Center Network. Locally adopted titles also are returned.

Enter the search criteria and click the Search button.

![Book Search](image)

The system displays results as shown on the screenshot below. A message displays if no matches are found.

![Book Search](image)

Click the Adopt button for a title and the book is added to the Book List Cart on the right of the screen. 
Click on a title or the cover image for additional information about the book. The next screenshot shows the detail for the selected book.

Click the Adopt button to add the title to the book list cart.

Click the Close Window button in the right corner of the screen to return to the search screen.
**Browse for Merchandise**

Click the **Browse for Merchandise Option** on the Faculty Adoption Home screen and the main Browse for Merchandise screen displays where products are viewed and added to the course materials cart.

The **Your Merchandise List** screen shows and lists adoption merchandise that previously has been adopted. Click the merchandise title or the thumbnail image for a screen that displays more detail about the item.

**Click** the View your Merchandise list option in the top, right corner of the screen under the Your Merchandise cart heading. The following screenshot displays.

**Click** the highlighted add Merchandise or here text to return to the Your Merchandise List screen.
Browse Merchandise

Select the Merchandise Browse option to find items by subject. Depending on how many subjects are available, continue to click on headings until reaching the individual item level as shown in the screenshot below.

Click the Adopt button and the item is added to the cart.

Click on the thumbnail image or the merchandise item title and the product detail screen displays as shown below.
Merchandise Search

The following screen displays after clicking the Merchandise Search option. Conduct a search for merchandise by keyword.

Enter an item in the search field and click the Search button, the screen shown below displays with merchandise search results.

Click the Adopt button and the item is added to the cart. Click on the thumbnail image or the merchandise item title and the product detail screen displays.
Step 3 Create Adoptions (3 of 3 steps)

Add/Edit Course Materials

There are four steps when adopting materials with Advanced Adoption: Select Course, Select Materials, and Review/Submit the adoption. At this point courses have been created and books have been found to adopt. The next step is to join books with the courses and submit the adoption.

Click the Add/Edit Course Materials option from the adoption home screen. The following screen displays. All adopted courses that have been created and the ones that have not yet been submitted display on this screen.

Select courses to work with by clicking the checkbox with the corresponding course. There also is an option at the top of the screen to Filter Course by Term or Department. Click the Select All button and all of the course checkboxes are marked. Click the Deselect button and none of the course checkboxes are marked.

Click the Continue button to go forward to Step 2 – Find Course Materials. The Select Materials screen displays as shown in the next screenshot.
The Your Book and Material List displays all previously adopted textbooks. Click the Adopt button to select a title to add to the selected courses. A usage code must be selected from the dropdown of each checked book.

Click the Merchandise tab and the next screenshot displays where additional materials are added to the course.

Click the Adopt button to add the merchandise to the cart.
Click the **Unlisted books** tab to input information for a new title to be added to the selected courses. Click the Unlisted books tab and the next screenshot displays.

The screen shown above is blank until an unlisted book is added.

**Complete** the required fields on this screen (author, title) and click the **Adopt** button to add the title to the selected course. The title is added and the Unlisted Book screen displays again as shown in the next screenshot.
Select the Usage from the dropdown and click the **Adopt** button. The screenshot below displays and shows the unlisted book in the book cart.

Click the **Continue** button to go forward to Step 3 to review the adoption cart.
Click the **Add Materials** button to add more materials to the selected course. The Select Materials main screen displays. There is a text box to enter a message that displays with all courses. You may also select all Terms by clicking the checkbox at the top, left portion of the screen below the text box. There also a Materials column that counts the course materials selected for the course.

Click a checkbox for one on the courses and click the **Continue** button. The course and the adopted materials display along with the course information as shown in the next screenshot.
Review the Adoptions Cart for accuracy and click the **Continue** button. The following screen on the next page displays.

**Step 1 → Step 2 → Step 3: Adoption Cart → Step 4**

Enter up to four email addresses in the **Send copies of this adoption notification to:** field.
Click the **Submit** button and the following screen displays.

![Adoption Screen](image)

**Step 1 → Step 2 → Step 3 → Step 4: Review**

**Submit Complete**

Success! Your adoption has been submitted.

Go to...
- Print adoption
- Create course list (Adv. Adoption)
- Add/edit course materials (Adv. Adoption)
- Faculty Adoption home

**Submitted Adoption**

<table>
<thead>
<tr>
<th>Term</th>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 12</td>
<td>ACCTG</td>
<td>311</td>
<td>2</td>
<td>smith</td>
<td>22/11</td>
</tr>
</tbody>
</table>

There is an option to print the adoption and links to create a course, add/edit a course, and to the Faculty Adoption home.
Maintenance

View Submitted Adoptions

Click **View Submitted Adoptions** from the Maintenance heading on the Faculty Adoption home screen to review and edit a submitted adoption. The following screen displays.

![Maintenance](image)

Click **Edit** to update or make changes to a previous adoption. Click **Copy** to make a copy of the adoption which you may edit before submitting. Edits may be made to the term, dept, course, section or books.

Click **View** and the following screen displays and shows the course information and adopted materials.
Click on a thumbnail image or the title of the book for the greater detail screen.

Click Close Window.
Search Adoption History

Search for previous adoptions with the History option. The screenshot below displays after clicking the Search Adoption History option on the Faculty Adoptions Home screen.

The Department dropdown is the only required search field and may be used with any of the optional search fields (Term, Instructor Date Range).

After providing information for the appropriate fields, click the **Search** button to begin the search. The following screenshot shows a completed search by department and term.

If there are multiple results, click on the one of the headings to change the sort.
Click the View button to review the adoption history screen with course information. The screenshot below displays after clicking the View button.

The course detail is shown and includes Term, Department, Course, Section, Instructor, and Enrollment information.

Click a thumbnail image or the title of a book and the book detail screen displays.

Add a book to the adoptions cart by clicking a title’s corresponding Adopt button.

The title is added to the Adoptions Cart and the main Search results screen displays as shown in the screenshot below.
Edit Adoptions

Click Edit under the Options column on the main View Submitted Adoptions screen to update or make changes to a previous adoption. The following screen displays the Course Information for the selected course after clicking this option.

After making changes and edits, click the Submit button.
Authorize Open Adoptions

To work with an open adoption, the authorizer logs into the Faculty Adoptions Home on the bookstore website. Click the **Authorize open adoptions** option from the Your Account heading or the Maintenance heading. There also is an option to copy an adoption that is part of the Maintenance menu for Adoption Authorizers.

The screenshot on the next page displays after clicking the Authorize open adoptions option.
There are three choices for an adoption: Authorize as-is, edit and authorize, or unapprove. When an adoption is authorized, the adoption is sent to the text application with the same id as the previously “open” adoption. A submission email is sent to the original adopter, so they know it’s been authorized and submitted.

If the authorizer chooses to unapprove the adoption, the status is updated to “Unapproved.” An “adoption not processed” email is sent to the adopter so they know that action is needed on the adoption.

Use the Showing Department dropdown for a list of the departments that have been assigned to the authorizer. To view the open adoptions for a department, select the department from the dropdown menu. The list only displays departments with adoptions needing authorization.

Click View and the adoption displays along with thumbnail images of adopted textbooks and materials. The adoption also may be authorized from the View screen.

Click the Edit button to make changes to the selected adoption. Anything about or on the open adoption may be changed before authorizing. The adoption may be submitted from this screen.

To authorize the adoption from the main screen, check the box to the left of the adoption and click the Authorize button.

The following confirmation screen displays after clicking the Authorize button. Use the Showing Department dropdown to continue authorizing adoptions by department.
Copy

Click the **Copy** option to copy the selected course and all attached books exactly as they are into a new course.

Click the **Submit** button.
Book List

View Your Book List

Click the View Your Book list option and the following screen displays. Items may be added or removed from your book list on this screen.

Click the Remove option to delete an item from the list.
View your Merchandise list

Click the View Your Merchandise list option and the following screen displays. Items may be added or removed from your book list on this screen.

**Adoption Merchandise List**

You can remove items for your Merchandise list or if you need to add Merchandise you can go here.

Your Merchandise List:

- **Blue Book**
  - Item: 2000998
  - Price: $9.00
  - Usage:
  - Remove

- **Stethoscope**
  - Item: 2000995
  - Price: $9.00
  - Usage:
  - Remove

- **Lab Coat**
  - Item: 2000995
  - Price: $9.00
  - Usage:
  - Remove

Click the Remove option to delete an item from the list.
Log Out

Log Out is located in Your Account Options on the Faculty Adoption Main Menu screen. Click this option and the following screen displays.

To log in to the site again, click the highlighted re-login at the top of the screen.