

ADOPTIONS INSTRUCTIONS FOR FACULTY

Go to the bookstore website at bookstore.potsdam.edu and click on "Faculty Adoptions" from the textbooks menu at the top of the page.

Enter your log in information (or select "Register Here" if it is your first time on the site - or select "Lost Your Password") if you need to recover your password). If you are registering for the first time, you will be asked for a department user name and password - contact the bookstore if you need this information.

Faculty Log In

Email Address:

Password:

[Lost Your Password?](#)

[Register Here](#)

Step 1 - Select or Create Course

Use the course dropdown arrow to find an existing course. Select "Add Course" to create a new course. To add a course, follow the guided instructions. Fill in the department and term, instructor, course information and section information.

Guided Adoption

Bookstore Home > Faculty Adoption Home > Create Course

Step 1: Create Course → Step 2 → Step 3 → Step 4

Department and Term

Term: Department: Add Department

Instructor Filter

Filter by Instructor:

Course Information

Course: Add Course Instructor:

Section: Add Section

Select Course Type

Evening Continuation Extension

Materials

Check if course does not require materials

Section Information

Estimated Enrollment: Pre-Enrollment:

Continue Cancel

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

Step 2 - Find Books

You are prompted for the method you would like to use to find. These methods are:

- Browse your own list of titles
- Browse by subject
- Search by keyword, author, title or ISBN
- Use history from previous terms
- Enter an unlisted title

Add books to your course using the Adopt button. As you adopt each book you are prompted to add more books. You can keep track of what you've added using the floating course list on the right of the screen.

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Find Books

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

Your Book List Browse Books Book Search History Add a Book

View your previously adopted textbooks.

Your Book List

© Copyright year: All Years Sorting By: Select

Let us help you...

Use one of the links above which correspond to the descriptions below to search for books to adopt.

- Your Book List - View your textbooks
- Browse Books - Browse for textbooks by subject
- Book Search - Search for textbooks by Author, Title, ISBN, or Keyword
- History - Search previous adoptions by Department or Term
- Add a Book - Add an unlisted textbook to your Adoption Cart

Continue Cancel

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

Continued on next page...

Faculty Adoptions

Bookstore Home > Faculty Adoptions

Your Account

Welcome Chuck Parker

- » Update your profile
- » Department Information
- » View submitted adoptions
- » Log out

Submit Your Adoptions

1-2-3 Step-by-Step Method

- » Guided Adoption
 - Limited to one course/section
 - Cannot save partial adoption

Direct Entry Method

- » Quick Adoption
 - Enter multiple ISBNs
 - Cannot save partial adoption

Maintenance

- View Adoptions
 - » View submitted adoptions
 - » Search adoption history
- Edit Adoptions
 - » Copy an adoption
- Book List
 - » View your book list
 - » View your merchandise list

To get started, click "Guided Adoption" from the "Faculty Adoption" main menu (please do not use any of the other adoption type sections offered).

Guided Adoption

Bookstore Home > Faculty Adoption Home > Create Course

Step 1: Create Course → Step 2 → Step 3 → Step 4

Department and Term

Term: Department: Add Department

Instructor Filter

Filter by Instructor:

Course Information

Course: Add Course Instructor:

Section: Add Section

Select Course Type

Evening Continuation Extension

Materials

Check if course does not require materials

Section Information

Estimated Enrollment: Pre-Enrollment:

Continue Cancel

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

ADOPTIONS INSTRUCTIONS FOR FACULTY

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Find Books

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

Your Book List Browse Books Book Search History Add a Book

Adoptions Cart

SPRING 18
ACCT 999
Section: 999
+ Edit

Search for textbooks by Author, Title, ISBN, or Keyword

Title Search

Author

ISBN

Keyword

Results

© Copyright year: All Years Sorting By: Select

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

Continue Cancel

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Find Books

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

Your Book List Browse Books Book Search History Add a Book

Adoptions Cart

SPRING 18
ACCT 999
Section: 999
+ Edit

Search for textbooks by Author, Title, ISBN, or Keyword

Title Search

Textbook Search Results

© Copyright year: 2016 Sorting By: Select

COMPREHENSIVE MED-TERMINOLOGY WORKBOOK
Author: JONES
Publisher: CENGAGE L
Edition: 5TH 16
ISBN: 9781305027463
New Price:
Used Price:
Cover Type: Paperback
Adopt

MATH 2-STUDENT MANIPULATIVES PACKET
Author: BOB JONES UNIV
Publisher: BOB JONES
Edition: 4TH 16
ISBN: 9781604602924
New Price:
Used Price:
Cover Type: Paperback
Adopt

FIRE DEPARTMENT STATION PPG W/20 MAN
Author: JONES+SMART
Publisher: JONES+SMART
Edition: 4TH 16
ISBN: 97812411971
New Price:
Used Price:
Cover Type: N/A
Adopt

EP COMPREHENSIVE MED-TERMINOLOGY-LAB
Author: JONES
Publisher: CENGAGE L
Edition: 5TH 16
ISBN: 978130507522
New Price:
Used Price:
Cover Type: EP
Adopt

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Find Books

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

Your Book List Browse Books Book Search History Add a Book

Adoptions Cart

SPRING 18
ACCT 999
Section: 999
+ Edit

Search previous adoptions by Department or Term

Department: ACCT Date Range: from to

Term: All Terms

Instructor:

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

No courses were found matching your criteria.

Continue Cancel

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Submit Complete

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

Adoption Review (Adoptions are not final until you click Submit below)

Adopter: Chuck Parker

Term: SPRING 18 Instructor: Smith
Department: ACCT Est. Enrollment: 0
Course: 999 Pre-Enrollment: 0
Section: 999
+ Edit Course Information

Your Message:

Send copies of this adoption notification to:
 Max 4 emails (comma delimited)

Textbooks:

PRIN. OF ACCOUNTING-WKPPRS.CHAPTERS 1-16
Author: HEALES
Publisher: CENGAGE L
Edition: 12TH 14
ISBN: 978113396245
New Price:
Used Price:
Cover Type: Paperback
Usage: RECQUIRED

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

Submit Cancel

Term	Department	Course	Section	Instructor	Enrollment	Options
SPRING 18	ACCT	201	001	Cosgrove	0/0	Close
SPRING 18	ACCT	201	002	Cosgrove	0/0	View
SPRING 18	ACCT	201	003	Cosgrove	0/0	View
SPRING 18	ACCT	202	001	Kistler	0/0	View
SPRING 18	ACCT	202	002	Kistler	0/0	View
SPRING 18	ACCT	485	001	Cosgrove	0/0	View

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Find Books

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

Your Book List Browse Books Book Search History Add a Book

Adoptions Cart

SPRING 18
ACCT 999
Section: 999
+ Edit

Add an **existing** textbook to your Adoption Cart

Author: Max: 14 characters

Title: Max: 39 characters

ISBN: 10 or 13 digit ISBN (without commas)

Publisher: Max: 10 characters

Edition: Max: 7 characters

Adopt Clear

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

Continue Cancel

Step 3 - Select Usage

Once you have selected all your books for adoption, click on the “usage” dropdown arrow for each title to define it’s usage for the course.

Utilize the message box below for any specific instructions for the bookstore. Click “Review Adoptions” when ready.

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Select Usage

Step 1 → Step 2 → Step 3: Select Usage → Step 4

Select Usage

Adoptions Cart

SPRING 18
ACCT 999
Section: 999
+ Copy
+ Edit
+ Remove

PRIN. OF ACCOUNTING-WKPPRS.CHAPTERS 1-16
+ Detail
+ Remove

Textbooks

PRIN. OF ACCOUNTING-WKPPRS.CHAPTERS 1-16
Author: HEALES
Publisher: CENGAGE L
Edition: 12TH 14
ISBN: 978113396245
New Price: \$52.00
Used Price: \$22.00
Cover Type: 1
Usage: Select Usage

Message to Book Store

Current: 0 x Remaining: 1000 x Remaining: 1000

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

Continue Cancel

Step 4 - Review and Submit

Review your adoption information to ensure it is correct. You may use any of the steps across the top of the section to go back and make edits if necessary. When your adoption information is correct, click “Submit Adoptions.”

Guided Adoption

Bookstore Home > Faculty Adoption Home > Guided > Submit Complete

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

Adoption Review (Adoptions are not final until you click Submit below)

Adopter: Chuck Parker

Term: SPRING 18 Instructor: Smith
Department: ACCT Est. Enrollment: 0
Course: 999 Pre-Enrollment: 0
Section: 999
+ Edit Course Information

Your Message:

Send copies of this adoption notification to:
 Max 4 emails (comma delimited)

Textbooks:

PRIN. OF ACCOUNTING-WKPPRS.CHAPTERS 1-16
Author: HEALES
Publisher: CENGAGE L
Edition: 12TH 14
ISBN: 978113396245
New Price:
Used Price:
Cover Type: Paperback
Usage: RECQUIRED

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

Submit Cancel

Term	Department	Course	Section	Instructor	Enrollment	Options
SPRING 18	ACCT	201	001	Cosgrove	0/0	Close
SPRING 18	ACCT	201	002	Cosgrove	0/0	View
SPRING 18	ACCT	201	003	Cosgrove	0/0	View
SPRING 18	ACCT	202	001	Kistler	0/0	View
SPRING 18	ACCT	202	002	Kistler	0/0	View
SPRING 18	ACCT	485	001	Cosgrove	0/0	View

Continued on next page...

ADOPTIONS INSTRUCTIONS FOR FACULTY



Submitted Adoption

Bookstore Home > Faculty Adoption Home > Submit Complete

Submit Complete

Success! Your adoption has been submitted.

Go to:
Print adoption
Create new adoption
Copy adoption to new course
Faculty Adoption home


Adoption Review

Adopter: Chuck Parker

Term: SPRING 18 Instructor: Smith
Department: ACCT Enroll: Enrollment: 0
Course: 999 Pre-Enrollment: 0
Section: 999

Your Message:

Textbook:

 ISBN OF ACCOUNTING: WARRIS, CHAPTERS 1-16
Author: WARRIS
Publisher: CENGAGE L
Edition: 12TH 14
ISBN: 9781285262458
New Price: \$51.25
Used Price: \$21.00
Cover Type: 1
Usage: REQUIRED



Maintenance

Bookstore Home > Faculty Adoption Home > Submitted Adoptions Home

View Submitted Adoptions Showing Term: Show All Terms

Term	Department	Course	Section	Instructor	Enrollment	Status	Options
SPRING 18	ACCT	999	999	Smith	0/0	Submitted	Copy Remove Print View

That's it. Your adoption is complete.

On the confirmation page you will have the option to:

- Printing the adoption
- Creating a new adoption
- Copying the adoption to a new course