# Creating an adoption on the bookstore website

## 📖 Faculty Adoptions

Bookstore Home » Faculty Adoptions  ⑦

### 👤 Your Account

Welcome Shannon Linn

» Update your profile
» Department Information
» View submitted adoptions

» Log out

Click here to add more departments to your profile

Click here to view adoptions you have already submitted for this term

## 📖 Submit Your Adoptions

### 1-2-3 Step-by-Step Method

» Guided Adoption

- Limited to one course/section
- Can add merchandise
  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

Click here to search past terms' adoptions

Click here to copy an adoption from the current or previous

Click here to use the guided adoption method to adopt your books.

Click here to view a list of books you have adopted previously. You can add all books you'd like to adopt to your book list before starting the adoption process, which will make those books more easily accessible

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## ↻ Direct Entry Method

» Quick Adoption

- Enter multiple ISBNs
- Cannot add merchandise
- Cannot save partial adoption

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Click here to copy an adoption from the current or previous

Click here to use the guided adoption method to adopt your books.

Click here to use the quick adoption method to adopt your books. You will need the ISBNs of any books you would like to adopt if using this method

Click here to view a list of books you have adopted previously. You can add all books you'd like to adopt to your book list before starting the adoption process, which will make those books more easily accessible

# Guided Adoption Process

## Step 1: Create Course



Select the term, department and course information on this page.  If you do not see the department you need to adopt from on the dropdown menu for departments, choose the "Add Department" link to add more departments to your profile.

To filter by instructor (which displays only the course and section numbers associated with that instructor) choose the instructor's name from the dropdown. It's not necessary to filter the courses by instructor, although it may be helpful if your department has a lot of courses.

If you cannot find the course number in the course dropdown, click the "Add Course" link to the right of the dropdown to type in your course information.

If you do not plan on requiring any materials for the course, please check the box on  this page. If this box is unchecked and you have not adopted any books for the course, the system will not accept your adoption.

# Step 2: Find Books

There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the course to find books.

## Your Book List



Your Book List is a listing of any books you have previously adopted, or books you have added to your booklist from the Faculty Adoptions home page.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

Browse Books



Use the browse books function to search for books by subject matter. Each subject matter is broken down further into more specialized subjects. The books will display to the right of the subject list.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## Search for Books



To search for a book by Title, Author, ISBN or Keyword, select what you'd like to search by from the dropdown on the left and type your search terms into the box. Your results will display below.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## History

You can also search for books adopted in previous terms. If you're looking for a specific term, choose it from the "Term" dropdown. You can also search by date range.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## Step 3: Select Usage



In this step, you will need to select whether the book is required, recommended, optional or a study aid. You can also include a message to the bookstore. This is a good spot to include a message about any merchandise (calculators, graph paper, lab equipment) that you would also like included in the course requirements.

# Step 4: Adoption Review



## 📖 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: Shannon Linn

Term: J-TERM 14          Instructor: Dunn Mary
Department: AMGT          Est. Enrollment: 0
Course: 441          Pre-Enrollment: 0
Section: 01

+ Edit Course Information

Your Message:

Send copies of this adoption notification to:

[                                        ] Max 4 emails (comma delimited)

Textbooks:

MANAGEMENT+THE ARTS
**Author:** BYRNES
**Publisher:** TAYLOR
**Edition:** 4TH 09
**ISBN:** 978024081004
**New Price:** *
**Used Price:** *
**Cover Type:** Paperback
**Usage:** REQUIRED

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

[ Submit ]   [ Cancel ]

You can review your adoption before it is submitted in this step. Please make sure that all information is correct. If you need to correct course or book information, click on the step number in the heading to go back to that step. You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member. **There's no need to list your own email address, you will automatically get a copy of your adoption by email.**

If everything looks correct, choose the "Submit" button to submit your adoption

# Submission Complete



You should see this page if you have entered all information necessary. Your adoption will be sent to the store within 20 minutes, and after that time, you will be able to edit the adoption if necessary. From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.