Creating an adoption on the bookstore website

Faculty Adoptions



Faculty Adoptions

Bookstore Home » Faculty Adoptions

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Guided Adoption Process

Step 1: Create Course

Guided Adoption					
Bookstore Home » Faculty Adoption Home	* * Create Course		?		
Step 1: Create	Course $ ightarrow$ Step	o 2 \rightarrow Step 3 \rightarrow Step 4			
Department and Term					
Term * Select Term	•	Department * Select Department			
Instructor Filter					
Filter by Instructor	•				
Course Information					
Course * Select Course	▼ Add Course	Instructor *			
Section * Select Section	▼ Add Section	Materials			
Continue Cancel	Note: All fields marked with a re	ed asterisk (*) are required.			

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.

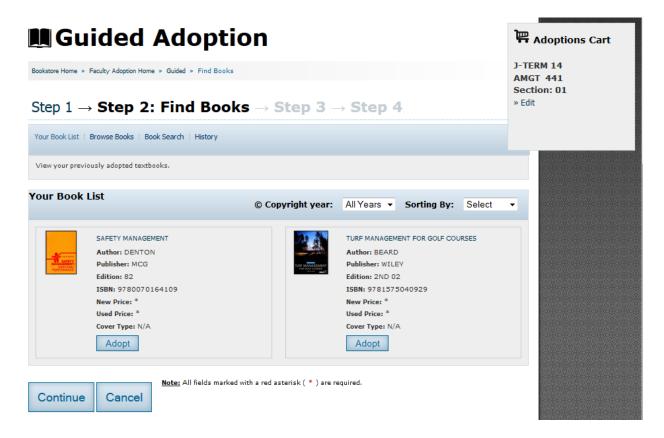
If you cannot find the course number in the course dropdown, click the "Add Course" link to the right of the dropdown to type in your course information.

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

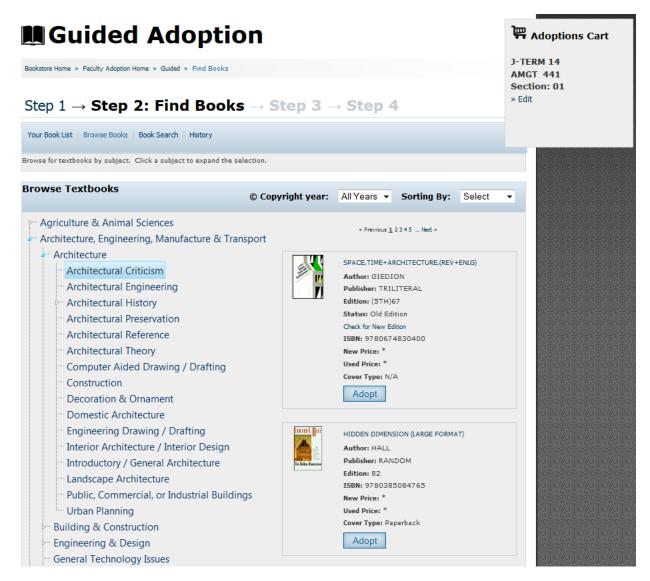
There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the course to find books.

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)



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

Guided Adoption	Adoptions Cart
Bookstore Home » Faculty Adoption Home » Guided » Find Books	J-TERM 14 AMGT 441
Step 1 \rightarrow Step 2: Find Books \rightarrow Step 3 \rightarrow Step 4	Section: 01 » Edit
Your Book List Browse Books Book Search History	
Search for textbooks by Author, Title, ISBN, or Keyword	
Title Search	
Textbook Search Results © Copyright year: All Years - Sorting By: Select	•
Note: All fields marked with a red asterisk (*) are required.	
Continue Cancel	

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)

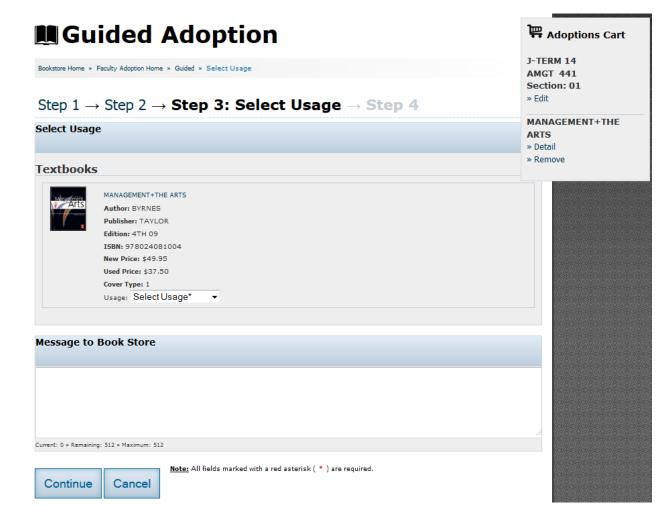
History

То

Guided Adoption	🛱 Adoptions Cart
Bookstore Home » Faculty Adoption Home » Guided » Find Books	J-TERM 14 AMGT 441
Step 1 \rightarrow Step 2: Find Books \rightarrow Step 3 \rightarrow Step 4	Section: 01 » Edit
Your Book List Browse Books Book Search History	
Search previous adoptions by Department or Term Department * AMGT Term Instructor Note: All fields marked with a red asterisk (*) are required	
No Courses were found matching your criteria.	
Continue Cancel	

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 \rightarrow Step 2 \rightarrow Step 3 \rightarrow **Step 4: Adoption Review**

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

Adopter: Shannon	1 Linn
Term: J-TERM 14	Instructor: Dunn Mary
Department: AMG	GT Est. Enrollment: 0
Course: 441	Pre-Enrollment: 0
Section: 01	
+ Edit Course Inform	lation
Your Message:	
Send copies of this	is adoption notification to:
	Max 4 emails (comma delimited)
Textbooks:	
lextbooks:	
	MANAGEMENT+THE ARTS
Arts	Author: BYRNES
+ / //	
	Publisher: TAVLOR
	Publisher: TAYLOR Edition: 4TH 09
	Edition: 4TH 09
	Edition: 4TH 09 ISBN: 978024081004
	Edition: 4TH 09 ISBN: 978024081004 New Price: * Used Price: *
	Edition: 4TH 09 ISBN: 978024081004 New Price: *
	Edition: 4TH 09 ISBN: 978024081004 New Price: * Used Price: * Cover Type: Paperback
	Edition: 4TH 09 ISBN: 978024081004 New Price: * Used Price: * Cover Type: Paperback
	Edition: 4TH 09 ISBN: 978024081004 New Price: * Used Price: * Cover Type: Paperback

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

Submitted Adoption

Bookstore Home » Faculty Adoption Home » Submit Complete

Submit Co	omplete	
Success Vous add	loption has been submitted.	
Success: Your add	option has been submitted.	
Go to		
Print adoption		
Create new adoption		
Copy adoption to new		
Faculty Adoption hom		
, ,		
dention Day	ulau.	
doption Rev	view	
Adopter: Shannon	Linn	
Term: J-TERM 14	Instructor: Dunn Mary	
Department: AMG	T Est. Enrollment: 0	
Course: 441	Pre-Enrollment: 0	
Section: 01		
Your Message:		
Textbooks:		
when the second	MANAGEMENT+THE ARTS	
Arts	Author: BYRNES	
	Publisher: TAYLOR	
	Edition: 4TH 09	
	ISBN: 9780240810041	
	New Price: \$49.95	
	Used Price: \$37.50	
	Cover Type: 1	
	Usage: REQUIRED	

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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.