

## On Line Adoptions

### **\*Guided Adoptions:**

Step 1. Create Course \*fill out all required areas\* continue

Step 2. Find Books

- a. Browse- by Subject (not the best option)
- b. Book Search- by ISBN (best option)
- c. History- search past adoptions
- d. Add a Book- enter NEW book information

Step 3. Select Usage (required/recommended/optional)

- a. Add merchandise
  - 1a. merchandise list- items from previous adoptions
  - 2a. browse- shows all merchandise uploaded by the bookstore
  - 3a. Merchandise Search- use key words to find item

Step 4. Select Usage per Item

- a. Message to store- use as needed

Step 5. Review/Submit Adoption

### **\*Quick Adoptions:**

Step 1. Select All \* Required Fields

Step 2. Add Text by ISBN Only

Step 3. Adoption Complete

SUBMIT

## **\*Advanced Adoptions:**

### Step 1. Create Course List- all **\*Required Areas**

- a. View Course List (right hand side of screen)
- b. Edit by book required from list
- c. Continue filled out **\***
- d. Course list- copy- course copied, edit/submit (remove, copy, edit, opt)

### Step 2. Find Course Materials

- a. Browse textbooks-your list of books previously used
  - 1a. Booklist-your list of books from previously used/adoptions
  - 2a. Browse- browse by subject (not the best option)  
**\*when adopted text will show in cart on right hand side\***
  - 3a. Book Search-search by ISBN (title, author, keyword) (best option)
- b. Adopt Text (click back to Faculty Adoption Home)
- c. Browse Merchandise- your list/browse/search

### Step 3. Create Adoptions

1. Add/Edit Course Materials Select course
  - a. all adopted courses listed (filter by term or course, select course/continue)
2. Your book & material list
  - a. Choose usage option
  - b. Adopt textbook

Merchandise

  - a. Select merchandise, if any

Unlisted Books

  - a. Add unlisted book **\*fill in required parts\***
  - b. Adopt
3. Adoption Cart
  - a. Review adoptions in cart
  - b. Message to store (as needed)
  - c. Continue
4. Review
  - a. Review
  - b. Submit