

# Guided Adoption for Textbooks

Guided Adoption is a streamlined process available on your bookstore's website. The step-by-step functionality helps you create a course, select materials and submit adoption information.

To get started, click **Guided Adoption** from the Faculty Adoption main menu.

Welcome Faculty Member

Adoption Textbooks Search

Keywords [ ] Search

Adoptions

- Step-by-step Adoption Method
- Guided Adoption**

Advanced Adoption Method

- Create Courses
- Enter Course Information
- Find Course Materials
- Browse For Textbooks
- Browse For Merchandise
- Match Courses & Materials
- Add/Edit Course Materials

View & Edit Adoptions

- My Submitted Adoptions
- View and Copy Adoption History
- Search Adoption History

Direct Entry Adoption Method

- Quick Adoption

Account Options

- Update Your Membership Profile
- Add Departments
- Log Out

**NOTE:** The "back" browser button should not be used once you've started the Guided Adoption process. This action goes to the main menu rather than backing up a step.

## Step 1 - Create Course (1 of 4 steps)

STEP 1 of 4  
Create Course

Find Books

Select Usage

Review & Submit

Carol York

**Create Course**

Department and Term

Term: Winter 07

Department: Select Department Choose from list OR Add New Department

Course Information

Course: Select Course Choose from list OR Add Course

Section: Select Section Choose from list OR Add Section

Instructor: [ ]

Course does not require materials

Section Information (Optional)

Estimated Enrollment: [ ]

Pre-Enrollment: [ ]

Course Type:

Evening  Continuation  Extension

Cancel Add Course

You create your course by entering the following required fields:

- **Term**
- **Department**
- **Course** (you may enter a course if allowed by the bookstore)
- **Section** (you may enter a section if allowed by the bookstore)
- **Instructor**

If the course does not require any textbooks or merchandise, check the box for **Course does not require materials**.

Optional Information may be entered including **Estimated Enrollment**, **Pre-Enrollment**, and **Course Type**.

Click **Add Course** when information is complete.

**Step 2 - Find Books (2 of 4 steps)** – A pop-up prompts you to choose a method for finding books for your course:

**Select an option:**

- Find textbooks by keywords, author, title or ISBN.
- Browse for textbooks by subject.
- View and select previously adopted textbooks by Term and Department.
- Enter a textbook not located during browsing or searching.
- Browse for textbooks from your own list of previously adopted materials.

- **Find textbooks by keywords, author, title or ISBN** – Find textbooks by searching via **keyword, title, author, or ISBN**. Search results are returned from the mammoth **Faculty Center Network** database. Additionally, the search looks at books your local bookstore has used in the past.
- **Browse for textbooks by Subject** - Browse for textbooks by clicking on a subject heading. Depending on how many subjects are available, you may need to continue clicking headings until they reach the individual book screen.
- **View and select previously adopted textbooks by Term and Department** - Selecting this option allows you to search for courses and books from previous terms made available to you by the bookstore. This is the ideal path to take if you use the same books from year-to-year.
- **Enter a textbook not located during Browsing or Searching** – If enabled by the bookstore, you may choose to enter your own book information. This is used for course packs and other items which are not part of the book database.
- **Browse for textbooks from your own list of previously adopted materials** – If you have used the online adoptions features, select this option to view the books you've previously added to adoptions.

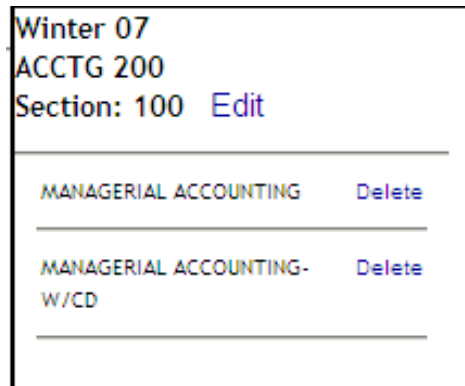
Choose one of the methods to begin adding books to your adoption. Click the **Adopt** button to add a title to the course you created in the first step. As you adopt each book, you are asked if you want to continue adopting books or if you are finished. Clicking **Yes** returns you to the previous search method, and you may continue adding books.

Do you want to adopt more books for this course?

You may switch between the methods by using the tabs at the top of the section.



As you add books, they display in the floating course list on the right side. This is always visible to allow you to easily see the course you are working with and what books have been added so far. Use the **Edit** link to go back and change course information. Use the **Delete** link to remove a book from the course.



When you have selected all the desired books, answer the pop-up question with **No** to continue to the next step. You may also click **Select Usage** step circle to continue.

### **Step 3 - Select Usage (3 of 4 steps)**

In **Select Usage** designate the usage for each course item. You may also remove items from the course, or select to **Edit** the course information. Enter a message to the bookstore if there is additional information you need to provide.




Books	Author	Usage	Action
MANAGERIAL ACCOUNTING Edition/Ed. Status: 7TH 08 /	HILTON ISBN: 9780073022857	Select Usage	Delete
MANAGERIAL ACCOUNTING-W/CD Edition/Ed. Status: 2ND 03 /	LEE ISBN: 9781891666087	Select Usage	Delete

Choose a **Usage** by using the dropdown menu to the right of each item. Once all items have a usage selected, click the **Review Adoption** button.

## **Step 4 - Review & Submit (4 of 4 steps)**

Click the **Review Adoption** button, or the **Review & Submit** step-circle in the guided adoption steps to view the adoption and verify that the information is correct.



**Review Adoption**


Adopter: Carol York  
Winter 07 ACCTG 200 Section: 100  
Instructor: ATWATER | Estimated Enrollment: | Pre-Enrollment: | Course Type:

**Books**  
MANAGERIAL ACCOUNTING (REQUIRED)  
MANAGERIAL ACCOUNTING-W/CD(OPTIONAL)  
Message to Book Store:

Cancel Submit Adoption

Once you have reviewed the adoption and you are ready to send it to the bookstore, click **Submit Adoption**. You may click the **Cancel** button to discard the adoption.

The final screen is your confirmation that the adoption was submitted.



Your adoption has been submitted.

[Print Adoption](#)  
[Create New adoption](#)  
[Copy Adoption to New Course](#)  
[Faculty Adoption Home](#)

**Print Adoption** - Click on this link to print the adoption. A new window opens. Close after printing to return to the confirmation screen.

**Create New Adoption** – Click this link to return to Step 1 of the process.

**Copy Adoption to New Course** - Select this option to copy the adoption you've just submitted to a new course.

**Faculty Adoption Home** – Click this link to return to the main faculty adoption page.