### Incomplete Courses for Winter 2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Fix</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>Incomplete</td>
<td>Fix</td>
</tr>
<tr>
<td>ENGLISH 98</td>
<td>Not Submitted</td>
<td>Fix</td>
</tr>
<tr>
<td>SOC 241</td>
<td>Not Submitted</td>
<td>Fix</td>
</tr>
</tbody>
</table>

**ENGLISH 101**
Composition (Class nbr - 30114; Session: REG)

**ENGLISH 98**
Composition (Class nbr - 40081; Session: MIN)

**SOC 241**
Institutional Racism (Class nbr - 30035; Session: REG)
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Introduction
Welcome to the Akademos Adoption & Analytics Portal – a software platform that’s part of our Online Bookstore service designed to make the adoption of textbooks and course materials easier and more valuable for the entire campus community.

Key benefits include:
- Time savings and improved productivity for Faculty and Administrators
- Streamlined communication; as the portal replaces multiple email chains and interoffice memos
- Access to course history and a recommendation engine highlighting additional high-quality, low-cost options
- Transparency and clarity around course materials pricing and process deadlines
- Enhanced reporting and analysis for Administrators

In this document, we will review how the portal streamlines the textbook adoption process for Faculty. Key features will be highlighted along the way.

Access the Adoption & Analytics Portal
To access the Adoption & Analytics Portal simply go to your school’s Online Bookstore website, powered by TextbookX. Click the “Faculty” button in the header, and login using the username and password provided to you by your Administrator.

Having trouble logging in?
Please contact your supervisor or Online Bookstore Account Manager if you are having any trouble.

Faculty will only have access to view and edit courses assigned to them. All alerts, notifications, and reports will be customized for that specific Faculty user.
Review Your Home Page

Once logged in, Faculty will see an overview of the upcoming term. If at any time you want to view past or upcoming terms, you can do so by using the term drop down menu located on the left hand side of the page, just beneath the timeline.

The timeline on top of the page will list key dates and milestones for the upcoming term. Faculty should be mindful of the dates listed and should submit course materials for all classes prior to the booklist submission deadline. It is crucial that Faculty submit their booklist on time to ensure the inventory team has enough time to review and stock materials before the Online Bookstore opens to students.

All courses that need your attention will be listed below the timeline. Incomplete courses may include:

- Courses where you have added books, but have not yet submitted your adoption for review
- Courses where you have not added books, nor have you selected that the book does not require textbooks
Note, the courses listed on the homepage will only be your “Incomplete” courses, and may not reflect your full course load for the designated term.

The notifications panel will include emails sent to you by your department chair or school administrator. Note, all these notifications should have also been sent to your school email account.

Click “See All” to view all your notifications, searchable by date range. To view a copy of the email, simply click on your name or the subject line.
The activity log will track all updates and changes made to courses tied to your account. Click “See other activities” to expand your full activity log. When you view the full activity log you are also able to search by date range and/or user.

**Adopt Course Materials**

To get started with your adoptions, simply click the “Fix” button next to the “Incomplete” or “Not Submitted” error in the course block.

- Courses will be listed as “Incomplete” if you have not yet started the adoption process
- Courses will be listed as “Not Submitted” if you have started, but not completed, the adoption process (at a minimum you have added books or marked the course as “no books required”)

**NOTE:** all edits and updates will be saved to your account in real time. If you need to log off or leave your computer unexpectedly, you can pick-up where you left off next time you log in. Adoptions are not considered final until you press “Submit” at the end of the adoption process.

If you click “Fix” to a “Not Submitted” error, you will be taken straight to the location you left off.
On the course page you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.

Winter 2015
SOC 241 - Institutional Racism (Class nbr - 30035; Session: REG)
Zoe Franklin

All steps of the adoption process will be listed on top of every page so you can track where you are.

- **Step 1: Select Materials** – adopt textbooks or choose “no books required”
- **Step 2: Select Ancillaries** – add supplemental materials to your course
- **Step 3: Add Course Notes** – add course notes and files to your course
- **Step 4: Preview Course** – view what your course will look like to students
- **Step 5: Submit Course** – submit your adoptions for administrator review

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**No Book Required**
If this course does not require textbooks, simply check the box next to “This course does not use textbooks” and click “Continue” to finish setting up the course.
Adopt a Textbook
If the course does require textbooks, you can use the search box, course history, or recommendations to find the book you wish to adopt. Faculty can also choose to create a custom CoursePack.

1. **Search Box**: Enter a book title or ISBN in the search box. As you begin typing, a list of books will appear – continue typing to narrow the results. If no books appear, please confirm the ISBN number is typed correctly. Notify your supervisor or account manager if the ISBN needs to be added to our system.

2. **History**: Review books that have been assigned to this course previously. Books that you have assigned to this course in previous terms will automatically appear. Click “View Course History” to view your full course history (all books you have assigned to this course in prior terms). Click “View Department History” to see all adoptions made by other Faculty at your school for this same course.

3. **Recommendations**: Review all recommended materials. Recommendations may be based on the subject category of the course, or may have been chosen by an Administrator at your school.
4. **CoursePack**: Create a custom CoursePack for the course. When you click the “Add Coursepack” button you will be taken to the CoursePack creation tool. Follow the on-screen process to create your custom CoursePack and add it to your course.

CoursePacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus and other handouts may be combined into one CoursePack. Many instructors take advantage of this low-cost option.

Click “Back to Admin Mode” to return back to the Adoption & Analytics Portal.
Once you click on a book, you will be taken to the book detail page complete with bibliographic information, pricing details, and edition alerts (when applicable).

The pricing section offers a real-time snapshot of student pricing and is subject to change based on availability and inventory sourcing.

If there is a new edition alert, click “view” to see a comparison table of the two editions.

After reviewing all book details, click “Adopt” and the book will be added to the course. Once a book is added, it will appear on the right hand side of the screen. By default, the book will be listed as “Required” and “Used Ok.”

- If the book is optional, you will need to change it from “Required”
- If you have a custom bundle, or a book that requires an access card, you should update your “Used Ok” selection to “New Only”

If you decide that you no longer want to adopt that book, you can click “Delete” at anytime.

After adding all the textbooks and/or CoursePacks you want to assign to the course, click the “Next” button at the top of the page.
**Add Ancillary Materials**
Ancillary materials can be added to your course during step 2 of the adoption process. Recommendations may include items related to the books you have adopted (study guides, supplements, etc.) to the course or may be materials selected by an Administrator.

If you want to create a CoursePack of handouts, course syllabus or other related items, you have the option to do so again here.

Click “Skip this Step” if no ancillaries need to be added to the course.
Add Course Notes

Notes and files can be added to your course during step 3 of the adoption process. Any note or file that is added here will be displayed to students when they are viewing your course at the Online Bookstore.

After typing a course note, and editing the font type, click “Save” to add it to your course.

If you want to add course files, such as a syllabus, PPT slides, or handouts, you can drag and drop the file from your computer, or click “Add Course Files” to select the file location from your computer. Click the pencil next to the file name to edit how the file is displayed to students.

Once all course notes and files have been added, click “Next” at the top of the page.
Preview Course

The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

Pricing and availability are subject to change. For example, if you just added a new book, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing all materials.
Submit Course

If you need to make any changes to your course, click the “Add More Materials” button at the top of the screen to return to Step 1, or click the relevant step in the adoption process.

Click “Submit” found at the top of the page to complete your adoption. Upon submission, your course will be sent to your Administrator for review.

A confirmation page will appear after you click “Submit.” Notice a direct link to your course is listed – we encourage faculty to include this link in the course syllabus and in all other outreach to students.
**View All Your Courses**

If you want to see a list of all courses assigned to you for a designated term, click on the “Courses” tab (found in the left hand navigation bar). This page will show you the adoption status for every course, not just the incomplete courses that are featured on your Home page.

To view a different term, use the drop-down menu on the left hand side of the screen.

There are multiple adoption statuses that describe the state of your course adoption:

- **Not Submitted**: This means you have added books to your course, or selected no books required, but you have not yet completed the adoption process or submitted your course for approval
- **Incomplete**: This means you have not yet added any materials to your course nor have you designated that the course does not require textbooks
- **Pending Review / Submitted**: This means you have submitted your adoptions but an Administrator has not yet reviewed them
- **Reviewed**: This means you have submitted adoptions for this course and they have been approved by an Administrator

Click on the course name or “Fix” button to view the course page and continue with the adoption process at any time.

**Questions?**

Visit the Help page in the portal to view our how-to materials and FAQs. Contact your Account Manager if you have any additional questions.