Creating an adoption on the bookstore website

Faculty Adoptions

Your Account
Welcome Shannon Linn
- Update your profile
- Department Information
- View submitted adoptions
- Log out

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 add more departments to your profile
Click here to view adoptions you have already submitted for this term
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.
Guided Adoption Process

Step 1: Create Course

Guided Adoption

Step 1: Create Course → Step 2 → Step 3 → Step 4

Department and Term

Term: Select Term
Department: Select Department
Add Department

Instructor Filter

Filter by Instructor

Course Information

Course: Select Course
Add Course
Section: Select Section
Add Section

Instructor

Materials

Check if Course does not require materials

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

Continue Cancel
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

Step 1 → Step 2: Find Books → Step 3 → Step 4

Your Book List | Browse Books | Book Search | History

Search for textbooks by Author, Title, ISBN, or Keyword
Title: ▼

Textbook Search Results © Copyright year: All Years ▼ Sorting By: Select ▼

Continue Cancel

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

Guided Adoption

Step 1 → Step 2: Find Books → Step 3 → Step 4

Search previous adoptions by Department or Term

Department: ▼
Term: All Terms ▼ Instructor:

Search

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

No courses were found matching your criteria.

Continue Cancel

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

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

Submit Complete

Success! Your adoption has been submitted.

Go to...
Print adoption
Create new adoption
Copy adoption to new course
Faculty Adoption home

Adoption Review

Adopter: Shannon Linn
Term: J-TERM 14
Department: AMGT
Course: 441
Section: D1

Your Message:

Textbooks:

MANAGEMENT + THE ARTS
Author: BYRNES
Publisher: TAYLOR
Edition: 4TH 09
ISBN: 9780240810041
New Price: $49.95
Used Price: $27.50
Cover Type: 1
Usage: REQUIRED

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.