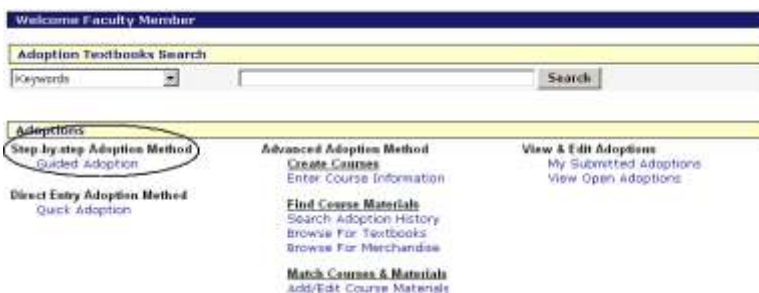


## Guided Adoption for Textbooks

Guided Adoption is a streamlined process available on the Faculty Adoption 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.



**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 5 steps)

The screenshot shows the 'Create Course' form in the Guided Adoption process. At the top, there is a progress bar with five steps: 'STEP 1 of 5 Create Course' (highlighted in blue), 'Find Books', 'Add Merchandise', 'Select Usage', and 'Review & Submit'. Below the progress bar, the form is titled 'Create Course' and includes the following fields:

- Department and Term:** Term: Fall 07, Department: BIOL
- Course Information:** Course: 100, Section: ALL, Instructor: STANDFORD
- Section Information (Optional):** Estimated Enrollment: [ ], Pre-Enrollment: [ ]
- Course Type:**  Evening  Continuation  Extension

The 'Add Course' button is located at the bottom right of the form.

Create your course by entering the following required fields:

- Term
- Department
- Course
- Section
- Instructor (Enter TBA if unknown)
- Estimated Enrollment
- Course Type (For Continuation Courses)

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

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

**Step 2 - Find Books (2 of 5 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 the mammoth **Faculty Center Network** database. Additionally, the search looks at books your local bookstore has used in the past. (Search)
- **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 you reach the individual book screen. (Browse)
- **View and select previously adopted textbooks by Term and Department** - Selecting this option allows you to search for courses and books from previous terms. This is the ideal path to take if you use the same books from year-to-year. (Search History)
- **Enter a textbook not located during Browsing or Searching** – 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. (Unlisted Title)
- **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. (Booklist)

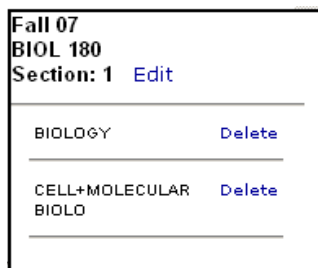
Choose one of the methods to begin adding books to your adoption. Click the **Adopt** button to add a book to the course you created in the first step. As you adopt each book, you are asked if you want to continue adopting books or if you are finished. Clicking **Yes** returns you to the previous search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



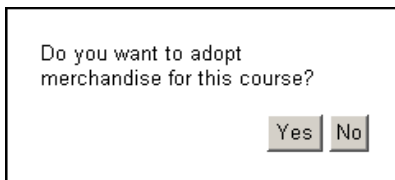
As you add books, they display in the floating course list on the right side of your screen. This is always visible to allow you to easily see the course and section you are working with and what books have been added so far. Use the **Edit** link to go back and change course information. Use the **Delete** 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 the **Select Usage** step circle to continue.

### **Step 3 - Add Merchandise (3 of 5 steps)**

After adopting textbooks you are asked if you would like to adopt merchandise.



Please skip this step at this time. Simply select **No** to continue to the next step.

### **Step 4 - Select Usage (4 of 5 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.

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 5 - Review & Submit (5 of 5 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.

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

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

**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.

**Copy Adoption to New Course** - Select this option to copy the adoption you've just submitted to a new course. Click on **View Options**. Select the **Term** from the dropdown menu. You may change any or all of the fields provided. Then click on **Submit**.

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