

Guided Adoption

Easy as 1-2-3...4-5

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

Adoptions

Step-by-step Adoption Method
Guided Adoption

Step 1 – Create Course



Create your course using the fields on the screen as your guide. Click **Add Course** when finished.

Step 2 – Find Books



You are prompted for the method you would like to use to find books. These methods are:

- Search by keyword, author, title or ISBN
- Browse by subject
- Use history from previous terms
- Enter an unlisted title
- Browse your own list of titles

Add books to your course using the **Adopt** button. As you adopt each book you are prompted to add more books.

Keep track of what you've added using the floating course list.

Step 3 – Add Merchandise



When you say **No** to adopt more books, you are prompted to adopt Merchandise.

To skip this step, select **No**. Click **Yes** to view and adopt items the bookstore has made available on the site. Add items to your course using the **Adopt** button. As you adopt each item you are prompted to answer **Yes** or **No** to add more items.

Step 4 – Select Usage



When you say **No** to adopt merchandise you view the select usage screen.

You may enter a **message** if needed.

Select the usage for items on your course.

Click **Review Adoption** when ready.

Step 5 – Review and Submit



Review your adoption information to ensure it is correct.

You may use any of the steps across the top of the section to go back and make edits as necessary.

Click **Submit Adoption** when ready.

That's it. Your adoption is complete.

Additional steps on the confirmation page:

- Printing the adoption
- Creating a new adoption
- Copying the adoption to a new course