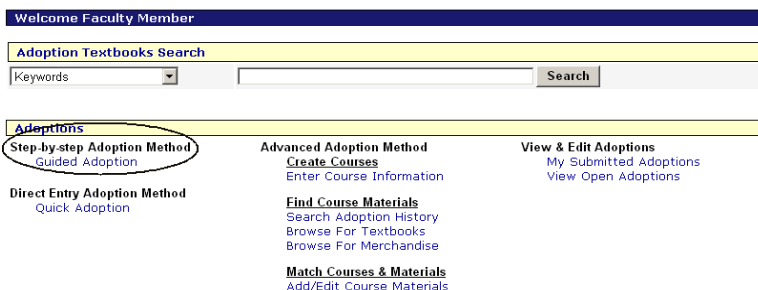


Guided Adoption for Textbooks and Merchandise

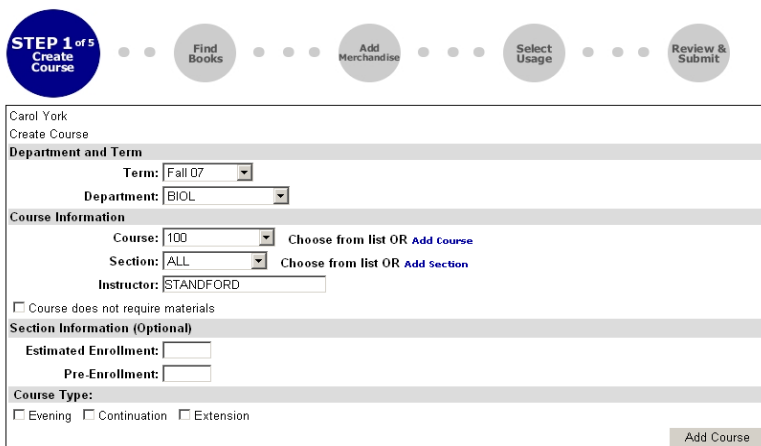
Guided Adoption is a streamlined process available on your bookstore's website. The step-by-step functionality helps you create a course, select materials and submit adoption information.

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



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)



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 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 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.

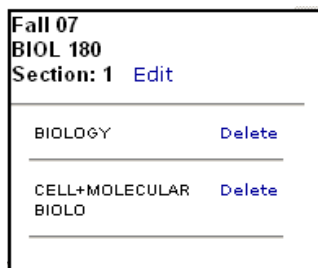
Choose one of the methods to begin adding books to your adoption. Click the **Adopt** button to add a title to the course you created in the first step. As you adopt each book, you are asked if you want to continue adopting books or if you are finished. Clicking **Yes** returns you to the previous search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



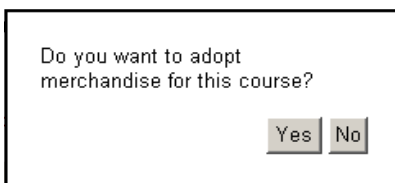
As you add books, they display in the floating course list on the right side. This is always visible to allow you to easily see the course you are working with and what books have been added so far. Use the **Edit** link to go back and change course information. Use the **Delete** link to remove a book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

Step 3 - Add Merchandise (3 of 5 steps)

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



If you would like to skip this step, simply select **No** to continue to the next step.

Click **Yes** and you may view and adopt products from merchandise the bookstore has made available on the website. Add a merchandise item to a course by clicking the **Adopt** button found in each merchandise entry. The item is added to the floating course materials list along with any textbooks you've adopted. As you adopt each merchandise item, a pop-up message displays and asks: "Do you want to adopt more merchandise?" Click **Yes** to adopt more merchandise or **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.

Select Usage		
Fall 07 BIOL 180 Section: 1 Edit		
Message to Book Store:		
▶ Books		
BIOLOGY	Author: RAVEN	Select Usage
Edition/Ed.Status: 7TH 05 / New Edition		Delete
ISBN: 9780072921649		
CELL+MOLECULAR BIOLOGY	Author: KARP	Select Usage
Edition/Ed.Status: 4TH 05 / New Edition		Delete
ISBN: 9780471465805		
		Cancel Review Adoption

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.

Review Adoption	
Adopter: Carol York	
Fall 07 BIOL 180 Section: 1	
Instructor: STANFORD Estimated Enrollment: 0 Pre-enrollment: 0 Course Type:	
Books	
BIOLOGY	(REQUIRED)
CELL+MOLECULAR BIOLOGY	(REQUIRED)
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.