



ONLINE ADOPTIONS

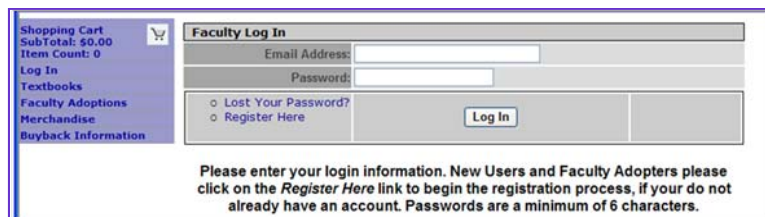
GETTING STARTED

Registration

Faculty members must complete a one-time registration in order to access the adoption function of the bookstore's website; subsequent access to the site will require registered users to log in. To register, you will need your department's username and password, both of which may be obtained from your textbook buyer or bookstore manager. Also, it may be indicated on the bottom of this page under Online Faculty Adoption Information.

Once you have the department username and password:

1. Go to your bookstore's website at <http://www.crc.losrios.edu/bookstore> and click **Faculty** and then click **LOG IN to Adopt Textbooks**
2. Click **Register Here**
3. Select on **Create Profile for Adopting Course Materials and Shopping**
4. Enter information with asterisk * only and click **Submit**



Upon successful submission, you will receive a confirmation email and be redirected to a screen offering two options:

Add New Department (Click this button to add your academic department to your profile) or **Go to Faculty Page** (Click this button to access the main Faculty Adoptions page where you will begin the online adoption process. You can also manage your account preferences here.)

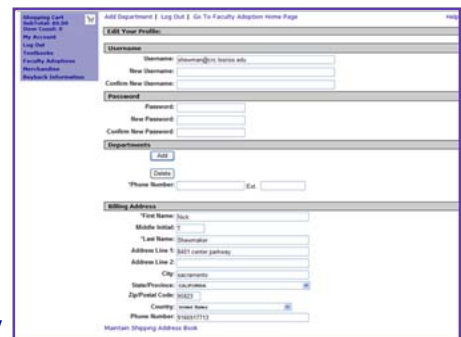
ACCOUNT MANAGEMENT

Update Your Membership Profile

You may edit your profile at any time by clicking **Update Your Membership Profile**, located at the bottom of the Welcome Faculty Member main screen under the Account Options heading. This profile page contains updateable fields ranging from general information to passwords. Click **Submit Profile** to save your changes. The system displays a message at the top of the screen confirming that the updates were made.

Add Departments

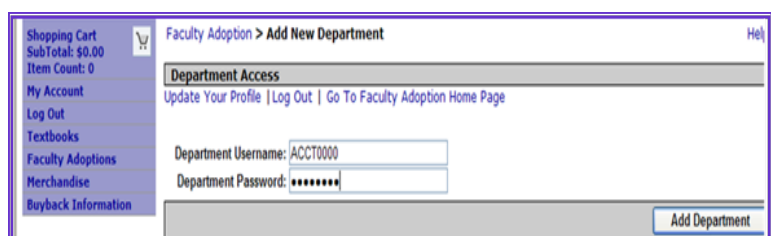
In order to adopt materials, you must indicate academic departments with which you are affiliated. You may add departments to your profile by using the **Add Departments** option located under the Account Options department username and department password Information.



Your Online Faculty Adoptions Information

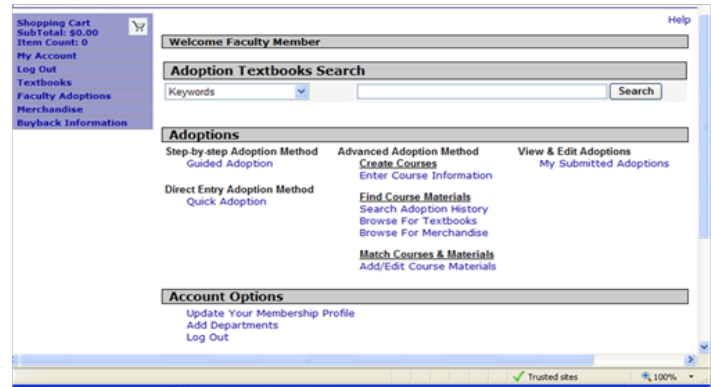
Department Username: _____
DEPT & 0000 (for example: ACCT0000)

Department Password: **COSUMNES** (ALL CAPS)



QUICK ADOPTION

After clicking **Quick Adoption** on the main Faculty Adoptions page, simply enter information about your course and each ISBN (**Do not enter the last digit or letter, only the first nine numbers**) or multiple ISBNs (just the first nine digits, separated by commas with no spaces). Each book you add will appear in your Course Material List. Here you may click on the title for details about the text. You may add and remove titles from the list as needed. When you are satisfied with your list, click **Submit**. Upon successful submission, you will receive a confirmation email and be redirected to a confirmation screen where you may print your adoption list or create another Quick Adoption.

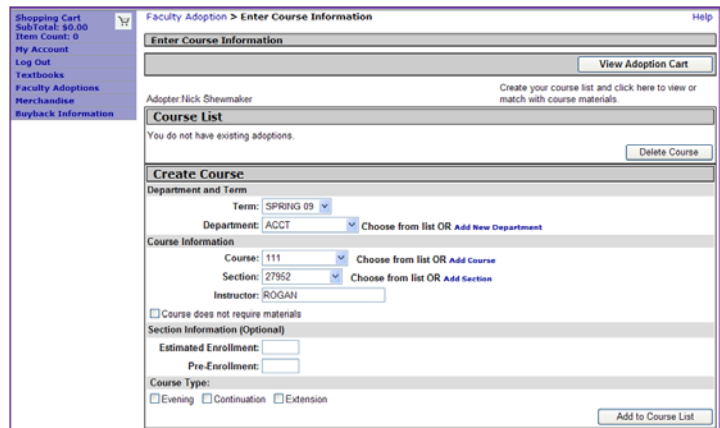


STANDARD ADOPTION

If you do not know the ISBNs for your desired materials, or you would like to browse more titles available for adoption, you will use the standard online adoption procedure which allows you to enter course data and match it with the textbooks you then select.

Entering Course Information

From the Faculty Adoptions page of the site, click **Enter Course Information**. On this screen, enter your particular course data and click **Add to Course List**. You will now see a checkbox with the course you just added under the Course List heading. Continue this process until all of your courses appear there. Now click the **Faculty Adoption** link at the top of the page to find course materials.



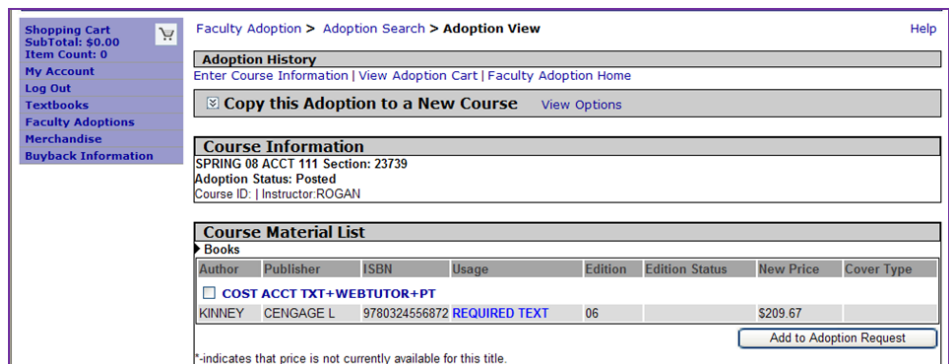
Finding and Adding Materials

The Hawks Nest Bookstore employs the Faculty Center Network database which includes detailed information, including cover images in most cases, on more than 300,000 titles. You may search this database in three different ways.

METHOD 1: ADOPTION TEXTBOOK SEARCH

If you know title, author, keywords, or ISBN, use the Adoption Textbook Search feature located at the top of most screens in the adoption area.

You can also search non-textbook merchandise by item number or description. The initial results screen brings up the matches. If you see what you want here, simply click **Adopt**. If you want more details about the item, you can retrieve full product information by clicking the image or the title. From the title detail page, click the **Add to Adoption Request** button to add the item. The system displays a message when the item is successfully added to your Course Material List.



METHOD 2: SEARCH ADOPTION HISTORY

If you use the same books for a given course from year to year, **Search Adoption History** is the ideal path.

Begin by clicking the **Search Adoption History** option from the main Faculty Adoptions page. This option is located under the Find Course Materials heading. You may search by instructor, department, or date range. The system displays a separate screen with the search results. Add titles as you see fit.

The screenshot shows the 'Adoption View' page for a course. The breadcrumb trail is 'Faculty Adoption > Adoption Search > Adoption View'. The page title is 'Adoption History'. Below the title are navigation links: 'Enter Course Information | View Adoption Cart | Faculty Adoption Home'. A prominent button reads 'Copy this Adoption to a New Course' with a 'View Options' link. The 'Course Information' section displays: 'SPRING 08 ACCT 111 Section: 23739', 'Adoption Status: Posted', and 'Course ID: | Instructor:ROGAN'. The 'Course Material List' section is expanded to show 'Books'. A table lists one item: 'COST ACCT TXT+WEBTUTOR+PT' by KINNEY, published by CENGAGE L, with ISBN 9780324556872, usage 'REQUIRED TEXT', edition '06', and a price of '\$209.67'. A note below the table states '*-indicates that price is not currently available for this title.' An 'Add to Adoption Request' button is located at the bottom right of the table.

METHOD 3: BROWSE FOR TEXTBOOKS and BROWSE FOR MERCHANDISE

If you're not certain of the exact materials you're looking for, or you'd like to see what's available to you, **browsing is best.**

Choosing **Browse for Textbooks** gives you access to the mammoth Faculty Center Network database. Browse for textbooks on this screen by clicking on one of the category headings. Each click on a heading narrows your scope until you have just the book you've been looking for. When you do, click the **Adopt** button to add it to your course list. The **Browse for Merchandise** link on the Faculty Adoptions page allows you to do precisely the same thing for non-textbook products.

The screenshot shows the 'Browse for Textbooks' page. It features a search bar with a 'Search' button. Below the search bar is a list of categories for browsing, including: Agriculture & Animal Sciences, Arts & Humanities, Communication & Media, Education, History & Geography, Law & Criminal Justice, Medicine, Social Sciences, Architecture, Engineering, Manufacturing & Transport, Business & Economics, Computer Science & Technology, Languages & Literature, Math & Science, Reference Materials, and Vocational & Professional Education.

The screenshot shows the 'Adoption Textbook Browse' page. It features a search bar with a 'Search' button. Below the search bar, two search results are displayed for 'COST ACCOUNTING'. The first result is by author BARFIELD, published by CENGAGE L, with ISBN 9780324294450 and a price of '\$209.67'. The second result is by author BARFIELD, published by CENGAGE L, with ISBN 9780324294473 and a price of '\$209.67'. Both results include an 'Adopt' button.

Merging Courses with Texts via Add/Edit Course Materials

At this point, you have created courses and added the books you want to adopt. To merge them, click the **Add/Edit Course Materials** link on the main Faculty Adoptions page. You'll see the following sections:

- **Course List:** All courses you have created and not yet submitted appear in the Course List section. There are four actions you can take on this screen:
 1. Indicate that a course does not require any materials
 2. Remove a course from the course list
 3. Send a message to the bookstore when the adoption is submitted
 4. Add another course
- **Course Materials List:** All of the books and merchandise you have selected during the adoption process appear in the Course Materials List. You can add more items by clicking **Browse for Textbooks** or **Browse for Merchandise**. Conversely, both books and merchandise can be removed from the **Course Materials List** by clicking the box to the left of the item and clicking the **Delete Selected** button.

Joining Courses with Items from the Course Materials List

1. Select the desired course by checking the box to the left of the course in the Course List.
2. Click the box directly left of the desired textbook or merchandise, and then click the **Select Usage** drop down menu to select the usage for the item. Repeat this action for each book or item you want to attach to the course selected.
3. When the course and all of its related materials are all checked, you're ready to unite them. Click the **Add to Selected Course** button. The selected items now appear under the course name in the Course List section. Repeat the process for all courses with which you are working.
4. When you have all of your course and materials properly attached, check the box(es) directly left of the course(s) you want to submit. Once all of the desired courses have been selected, click the **Submit Selected Adoption** at the top of the page. This displays a confirmation screen which allows you to print or create additional adoptions. You will also receive a confirmation email.

VIEW AND EDIT ADOPTIONS

You may view and edit submitted adoptions by clicking the My Submitted Adoptions option on the Faculty Adoptions page. This option is located under the View & Edit Adoption heading. Review the adoption history of a current adoption by clicking on the heading in the status column. The system displays another screen that details the adoption history. You can sort by instructor, term, or department.

Status	Instructor	Term	Department	Course	Section
Received	ALL	SPRING 09	SG	SPAN	ALL

Author	Publisher	ISBN	Usage	Edition	Edition Status	New Price	Cover Type
501 SPANISH VERBS-W/CD~	KENDRIS	BARRON	9780764179846	RECOMMENDED	6TH 07	\$14.45	Paperback
NEW COLL.SPANISH-ENGLISH DICTIONARY	WILLIAMS	RANDOM	9780553267143	RECOMMENDED	87	\$5.10	Paperback
SPANISH FOR DUMMIES-W/CD	WALD	WILEY	9780764551949	RECOMMENDED	00	\$24.99	Paperback

Questions?

Please feel free to contact the Bookstore Buyer or Bookstore Manager.

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