

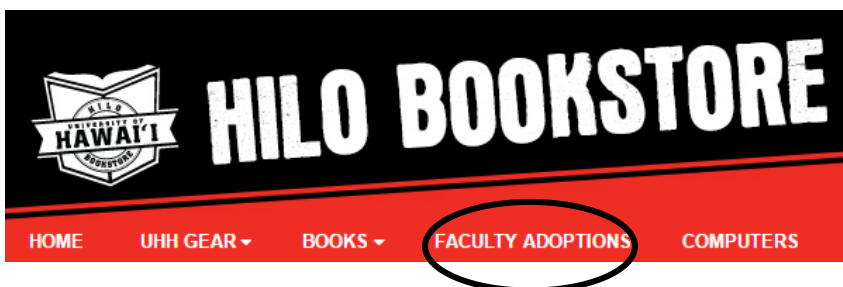
# Faculty Adoptions

Summer 2017 book orders due: [March 1, 2017](#)

Fall 2017 book orders due: [April 15, 2017](#)

Go to bookstore website: [www.bookstore.hawaii.edu/hilo](http://www.bookstore.hawaii.edu/hilo)

Click on 'FACULTY ADOPTIONS'



Login with your email address and password

(If you do not have a profile for Faculty Adoptions, please contact Margaret)

## Faculty Log In

Email Address:	<input type="text"/>
Password:	<input type="password"/>
<a href="#">Lost Your Password?</a>	
<a href="#">Register Here</a>	
<input type="button" value="Log In"/>	

Click on 'Guided Adoptions'

## Submit Your Adoptions

### 1-2-3 Step-by-Step Method

#### » Guided Adoption

- Limited to one course/section
- Cannot save partial adoption

### Maintenance

- View Adoptions
- » View submitted adoptions
- » Search adoption history
- Edit Adoptions
- » Copy an adoption

## Step 1 – Create Course (Course Information will pull from Banner)

Term: Select from drop down box

Department: Select from drop down box (Contact Margaret if Dept not available)

Course: Select from drop down box\*\*\*

Section: Select from drop down box\*\*\*

Instructor: Name will pop-up if associated with Dept, Course, and Section. Enter name if nothing populates in this field.

## Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Create Course](#)

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

#### Department and Term

Term \*  Department \*  [Add Department](#)

#### Instructor Filter

Filter by Instructor

#### Course Information

Course \*  [Add Course](#) Instructor \*

Section \*  [Add Section](#)

Select Course Type  
 Evening  Continuation  Extension

Materials  
 Check if Course does not require materials

#### Section Information

Estimated Enrollment  Pre-Enrollment

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

**Click check box if course does NOT require any books**

Click 'Continue' once all required fields have been entered

→ If the Course and/or Section number is not listed in the drop down box under Course Information, you may click on 'Add Course' and/or 'Add Section'. Screen will change so you can manually type in the information\*\*\*

**Course Information**

Course \*  [Select Course](#)

Section \*  [Select Section](#)

Instructor \*

Select Course Type

Evening  Continuation  Extension

**Materials**

**Check if Course does not require materials**

## Step 2 – Find Books

Ways to find books...

- 1) **History**: An easy way to find books that were previously adopted. You can search past terms to see the entire list of books adopted for the entire department. Find the term, course number, and instructor for the book you want to copy over to the current term and click adopt

**Your Book List** **Browse Books** **Book Search** **History** **Add a Book**

Search previous adoptions by Department or Term

Department \*  [Select Department](#)

Term  [Select Term](#)

Instructor

Date Range: from  to

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

No Courses were found matching your criteria.

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

- 2) **Add a Book** (Usually used for new or custom books): Add an unlisted book. Please input all of the information listed so that it makes it easier for us to find the book you are requesting

**Your Book List** **Browse Books** **Book Search** **History** **Add a Book**

Add an unlisted textbook to your Adoption Cart

Author \*  Max: 14 characters

Title \*  Max: 39 characters

ISBN  10 or 13 digit ISBN (without commas)

Publisher  Max: 10 characters

Edition  Max: 7 characters

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

## Step 3 – Select Usage

Choose one of the following for each book adopted to the class:

- 1) Required
- 2) Optional

- 3) Pick 1 or the Other: If there are 2 books available but students only need to purchase 1 of the books (Ex. multiple editions accepted, digital/print, bound/looseleaf)

→ **Message to Book Store** – Add any extra instructions as needed

Examples:

- Text only is okay to buy back (access code NOT required)
- CD/DVD is required
- New ONLY (access code required) or Used books okay
- New custom book. Provide ISBN, name of Rep and Publisher

## Step 4 – Adoption Review

Click **'Submit'** if ALL information is correct.

Adoptions are not final until you click **'Submit'**

Information may be lost if this is not completed

## Submitted Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Submit Complete](#)

### Submit Complete

Success! Your adoption has been submitted.

Go to...

- [Print adoption](#)
- [Create new adoption](#)
- [Copy adoption to new course](#)
- [Faculty Adoption home](#)

**Use COPY to enter adoptions for multiple sections of a course:**

Click **'Copy adoption to new course'**

**-OR-**

At Faculty Adoption Home page: Click **'View submitted adoptions'** and click **'Copy'** for the course you want to copy from. Enter the course information of the new section number and it will adopt the same book for that section as well

As always, if you have any questions,

please contact Margaret at 932-7394 or [mlstanle@hawaii.edu](mailto:mlstanle@hawaii.edu)