

LOG IN AND VIEW PORTAL HOMEPAGE

Access the Portal: Visit the website and click "Faculty" or the "Log in" button. Log in with your school account.

Each faculty member will have access to view and edit the courses they are assigned to teach or oversee.

If you have admin rights and are also a faculty member, you will be asked to select which account you want to access.

Homepage: An overview of the upcoming term plus courses that need review will appear on the homepage.

Timeline: The timeline lists dates and milestones for the upcoming term. Please submit materials for all classes prior to the deadline so Akademos has enough time to review and stock materials before the bookstore opens to students.

Term Menu: To view past or upcoming terms, use the drop-down menu.

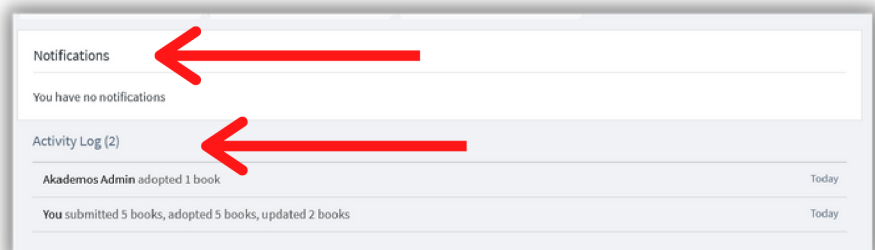
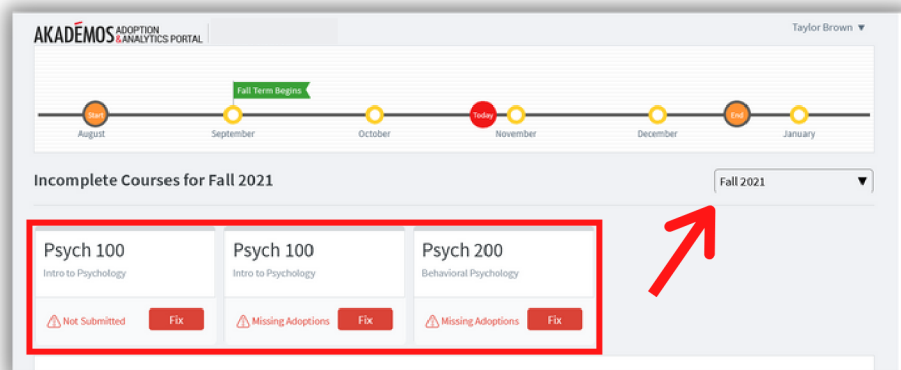
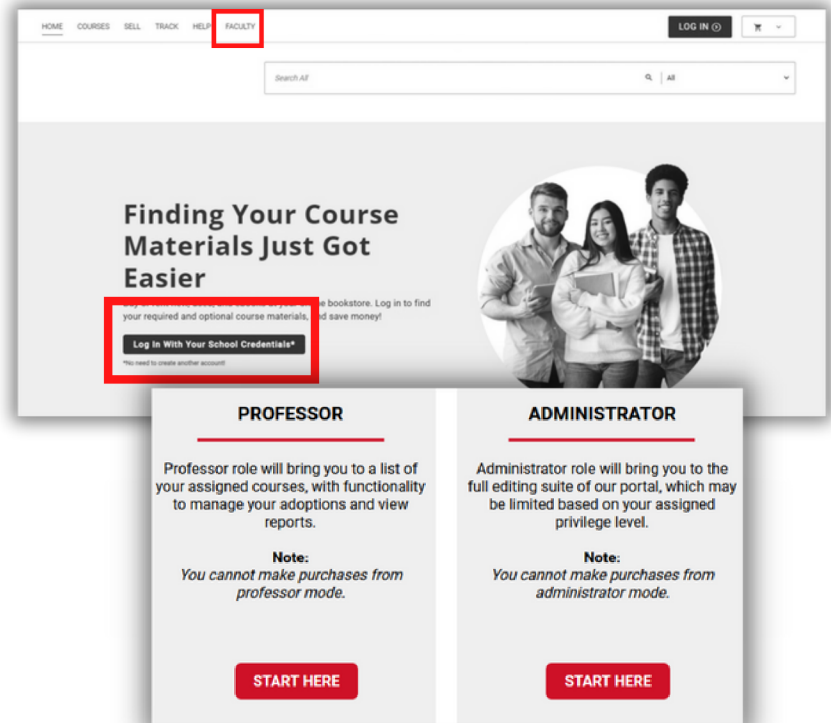
Missing Adoptions and Not Submitted:

All courses that need review are listed below the timeline. These include:

- Courses with no adoptions
- Courses where items have been added, but the course was not submitted

Notifications: Notifications appear when there are edition alerts on an adopted text.

Activity Log: This tracks all changes made to the courses associated with the account. Click to expand the full activity log. Click "view more" at the bottom of the page to search by ISBN, course, or user.

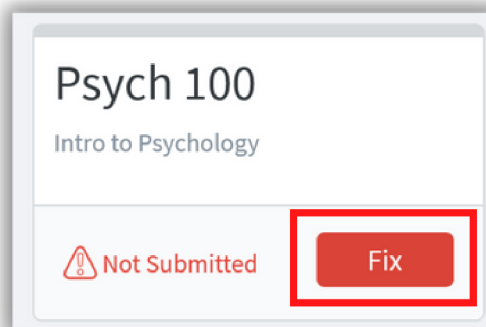


ADOPT COURSE MATERIALS IN 5 STEPS

1

Select Materials: Select "Fix" on a course. Then, search by ISBN or title, review pricing and edition information, and click "Adopt" to add it to the course.

*If materials have been submitted to the course in prior terms, they can be selected again by clicking "Course History."

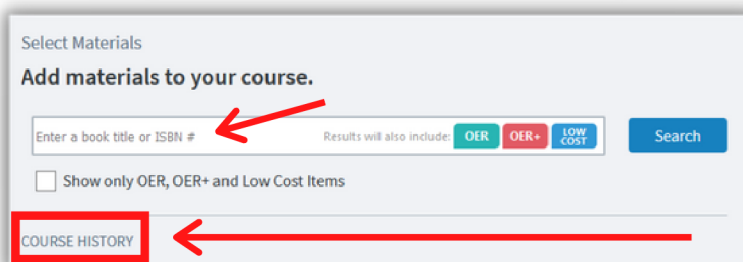


2

Set Textbook Requirements:

Required or Optional: If students are required to have the text for class, check "Required." Otherwise, check "Optional."

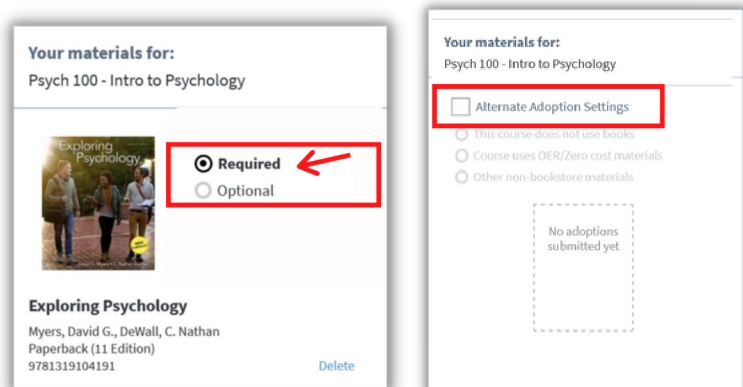
Alternate Adoption Settings: If no materials are utilized, check "Alternate Adoption Settings" and then select the reason why.



3

Add Course Notes (Optional):

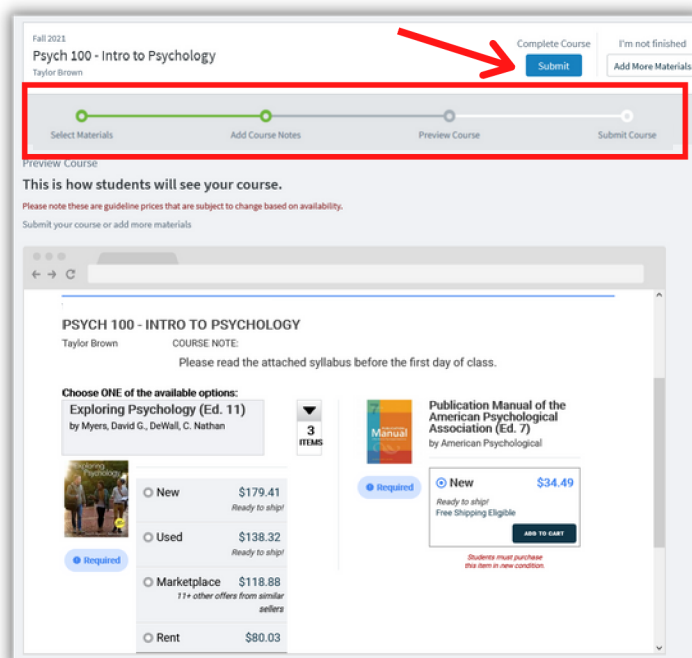
Add a message and/or attach a syllabus. Students will see it when they visit the bookstore website.



4

Preview Course:

Review how students will see the course when they visit the bookstore website.



5

Submit Course:

Click "Submit" to complete the course adoption. If you teach two or more sections of the same course, you can copy the information to all of the sections.