

# AKADÉMOS

## Adoption & Analytics Portal

The screenshot displays the Akademos Adoption & Analytics Portal interface. At the top, the user is identified as Taylor Brown. A horizontal timeline shows the months from June to November, with key events: 'Bookstore Open' in August, 'Start of Fall Term' in September, and 'Read Only' in October. The main content area is titled 'Incomplete Courses for 2019 Fall Term' and shows two courses: PSY 200 (Behavioral Psychology) with a 'Not Submitted' status and a 'Fix' button, and PSY 100 (Introduction to Psychology) with a 'Missing Adoptions' status and a 'Fix' button. Below this, a 'Notifications' section states 'You have no notifications'. An 'Activity Log (2)' section shows two entries: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department', both dated 'Today'. A left sidebar contains navigation links for Home, Courses, Analytics, Coursepack, and Help.

## User Guide: Faculty

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## Introduction

Welcome to the Akademos Adoption & Analytics Portal – a software platform that’s designed to make the process of adopting textbooks and course materials for the academic term easier and more valuable for the entire campus community.

### Key benefits include:

- Time savings and improved productivity for Faculty and Administrators
- Streamlined communication: the Portal replaces multiple email chains
- Access to course history and a recommendation tool highlighting additional options
- Transparency and clarity around course material pricing and process deadlines
- Enhanced reporting and analysis for Administrators

This document reviews how to use the Portal to adopt course materials to courses. Key features will be highlighted along the way.

## How to Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal, visit the Online Bookstore website: [NHSC.TextbookX.com](http://NHSC.TextbookX.com).

Log in: You can either click the "Faculty" button on the top of the page or the "Log in" button to access your account. Then, log in using your email and password that was given to you by your account manager. Contact Anna Theus ([atheus@akademos.com](mailto:atheus@akademos.com)) if you are having trouble.

Each faculty member will only have access to view and edit courses assigned to them. All alerts, notifications, and reports will be customized for each specific faculty member.

The screenshot displays the NHS College Online Bookstore website. At the top, a navigation bar includes links for FACULTY, SELL, RETURNS, TRACK, BOOK SEARCH, and HELP. A red box highlights the FACULTY link. Below the navigation bar is the NHS College logo and a search bar with the placeholder text "Enter a course name or code, e.g. Accounting 101". A "Search by instructor" checkbox is also present. Below the search bar, there are two main buttons: "Find Your Course" and "Log In View your courses". A red arrow points from the "FACULTY" link to the "Log In" button. Below the "Log In" button, there is a section titled "View Your Course Items" with a description: "Log in with your school account to view a personalized page of your courses and corresponding course materials, or use the 'Find Your Course' drop-down menu to search by course." Below this section is a "Find Your Course" button with a right-pointing arrow. To the right of the "View Your Course Items" section, there is a section titled "ADOPTIONS & ANALYTICS PORTAL" with the subtitle "For Faculty and Administrators". This section contains a description of the portal and a list of key benefits. A red box highlights the "Faculty and Administrator Login" form, which includes fields for "Username" and "Password", a "Forgot your password?" link, and a "Log In" button. A red arrow points from the "Log In" button in the "View Your Course Items" section to the "Faculty and Administrator Login" form.

**View Your Course Items**  
Log in with your school account to view a personalized page of your courses and corresponding course materials, or use the 'Find Your Course' drop-down menu to search by course.

**ADOPTIONS & ANALYTICS PORTAL**  
For Faculty and Administrators  
The Akademos Adoption & Analytics Portal is a software platform that is part of the Online Bookstore service designed to streamline the process of adopting textbooks and course materials for faculty and administration, improve HECA compliance and provide faculty insight into the cost of learning materials.

**Key benefits include:**

- Time savings and improved productivity for Faculty and Administrators
- Streamlined communication tool
- Access to course history and a recommendation engine highlighting additional high-quality, low-cost options
- Transparency and clarity around course materials pricing and process deadlines
- Enhanced reporting and analytics

**Faculty and Administrator Login**

Username  
Password  
Forgot your password? Log In

## Review Your Home Page

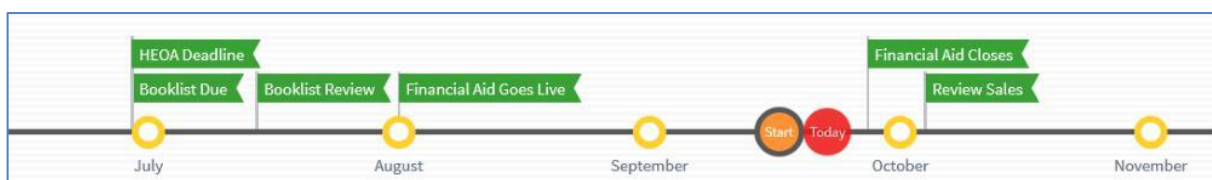
Once logged in, you will see an overview of the upcoming term. If at any time you want to view past or upcoming terms, you can do so by using the term drop-down menu.

\*Note, the courses listed on this page will only be your "Missing Adoptions" and "Not Submitted" courses and may not reflect your full course load for the designated term.

The screenshot displays the Akademos Adoption & Analytics Portal. The top navigation bar includes the Akademos logo, the text 'ADOPTION & ANALYTICS PORTAL', and the user name 'Taylor Brown'. A sidebar on the left contains navigation icons for Home, Courses, Analytics, Coursepack, and Help. The main content area features a timeline for the 2019 Fall Term with milestones: 'Bookstore Open' (August), 'Start of Fall Term' (September), and 'Read Only' (October). Below the timeline, the 'Incomplete Courses for 2019 Fall Term' section lists two courses: PSY 200 (Behavioral Psychology) with a 'Not Submitted' status and a 'Fix' button, and PSY 100 (Introduction to Psychology) with a 'Missing Adoptions' status and a 'Fix' button. The 'Notifications' section indicates 'You have no notifications'. The 'Activity Log (2)' section shows two recent activities: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department', both dated 'Today'. A red box highlights the 'Home' button in the sidebar and the '2019 Fall Term' dropdown menu.

### Timeline:

The timeline is usually populated by your Akademos Account Manager and based on input from the school. It lists all dates and milestones for the upcoming term. When you hover over the milestones, the specific date appears. Please be mindful of the key dates listed and submit your course materials for all classes prior to the deadline. It is crucial that you submit your booklist on time so that the inventory team has enough time to review and stock materials before the Online Bookstore opens to students.



## "Missing Adoptions" and "Not Submitted" Courses:

All courses that need your attention will be listed below the timeline. "Missing Adoptions" and "Not Submitted" courses may include:

- Courses where you have not added textbooks
- Courses where you have added textbooks, but have not yet submitted your adoption
- Courses where you have not indicated that course materials are not required

The screenshot shows a section titled "Incomplete Courses for 2019 Fall Term" with a dropdown menu set to "2019 Fall Term". Below the title are two course cards. The first card is for "PSY 200 Behavioral Psychology" and has a red "Not Submitted" status with a "Fix" button. The second card is for "PSY 100 Introduction to Psychology" and has a red "Missing Adoptions" status with a "Fix" button. Two red arrows point upwards from below the cards to the "Not Submitted" and "Missing Adoptions" status labels.

## Activity Log:

The activity log tracks all updates and changes made to courses tied to your account. Click on any activity to expand the full activity log. If you click "View more" at the bottom of the page, you will be able to search by ISBN, Course, or User or select a date range to search.

The screenshot shows an "Activity Log (2)" with two entries. The first entry, "You submitted 3 books, adopted 4 books", is highlighted with a red box and dated "Today". The second entry, "Akademos Administrator updated 1 department", is dated "Today".

The screenshot shows an expanded "Activity Log (2)" entry for "You submitted 3 books, adopted 4 books" dated "Today". It lists four individual book adoptions with their ISBNs and course numbers, along with the date and time of each action:

Activity	Date/Time
Adopted, Submitted "Cognitive Psychology" (9781305644656) for PSY 242	02/15/2020 09:03AM
Adopted "Psychology: The Science of Mind and Behavior" (9780073532127) for PSY 200	02/15/2020 09:01AM
Adopted, Submitted "Psychology: The Science of Mind and Behavior" (9780073532127) for PSY 200	02/15/2020 08:56AM
Adopted, Submitted "Exploring Psychology" (9781464154072) for PSY 100	02/15/2020 08:55AM

At the bottom left, a "View more >>" button is highlighted with a red box. At the bottom right, there is a "Today" label.

## Adopt Course Materials

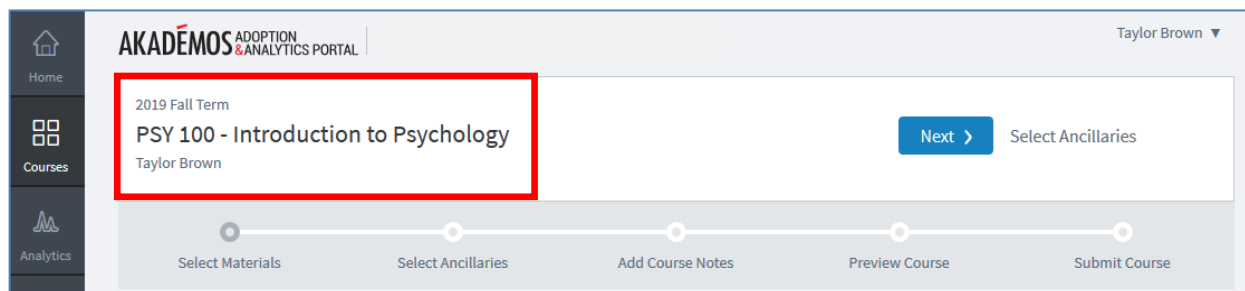
To get started with your adoptions, click the “Fix” button on one of your courses.

- “Missing Adoptions” means you have not yet started the adoption process
- “Not Submitted” means you have started, but not finished, the adoption process.



**NOTE: all edits and updates will be saved to your account in real time. If you need to log off or leave your computer unexpectedly, you can continue where you left off the next time you log in. Adoptions are not considered final until you press “Submit.”**

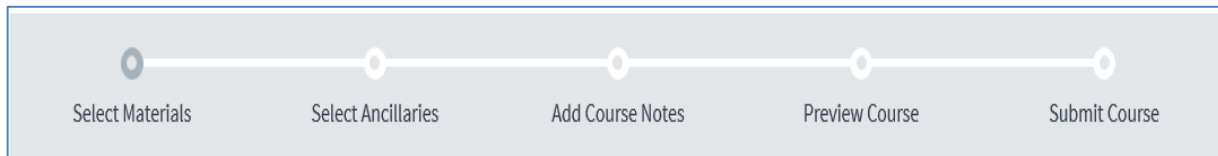
Once you click on a course, you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.



## The steps of the Adoption process:

All steps of the adoption process are listed on top of every page so you can track where you are.

- Step 1: Select Materials – adopt textbooks or choose "Adoptions not Required"
- Step 2: Select Ancillaries (optional) – add supplemental materials to your course
- Step 3: Add Course Notes (optional) – add course notes and/or files to your course
- Step 4: Preview Course – view what your course will look like to students
- Step 5: Submit Course – submit your adoptions



## Adoptions not Required

If your course does not require textbooks, check the box, "Adoptions not Required" and select the reason why. Then, click "Continue" to finish submitting. When students visit the bookstore, they will see messaging saying that they do not need to purchase materials for this course.

Two screenshots of a course material selection interface. The left screenshot shows the "Adoptions not Required" checkbox selected (highlighted with a red box) and a "Continue" button. The right screenshot shows the "Adoptions not Required" checkbox checked, with three radio button options: "This course does not use books" (selected), "Course uses OER/Zero cost materials", and "Other non-bookstore materials". A "Continue" button is also present.

## Step 1. Adopt Course Materials

If your course does require textbooks, use the (1) search box, (2) course history, or (3) recommendation engine to adopt or re-adopt course materials. You can also choose to create a (4) custom Coursepack.

### Select Materials

#### Add materials to your course.

Results will also include: **OER** **LOW COST** [Search](#)

Show only OER and Low Cost Items

**COURSE MATERIALS GROUPING**


If you offer multiple options for students to choose from (i.e. Book + Access Code with eBook Package or Access Code with eBook stand-alone, hardcover or paperback, etc.) use this tool to group the options together so that students know they only have to choose ONE

[Group Different Options](#)


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**COURSE HISTORY**

**SUMMER 2019**




**Exploring Psychology**  
Myers, David G., DeWall, C. Nathan




**Experimental Psychology**  
Kantowitz, Barry H., Roediger, Henry L., III, Henry L, Elmes, David G.

[View all History](#)


**RECOMMENDED**



**Essentials of Understanding Psychology**  
Feldman



**Applied Behavior Analysis**  
William L. Heward



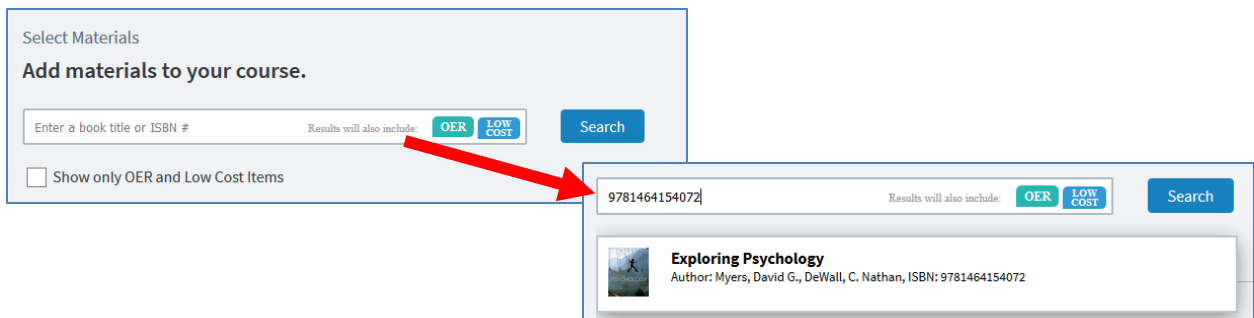
**Mastering A & P with Pearson EText -- Standalone Access Card -- for Human Anatomy and Physiology**  
Marieb, Elaine N., Hoehn, Katje

[ADD COURSEPACK](#)

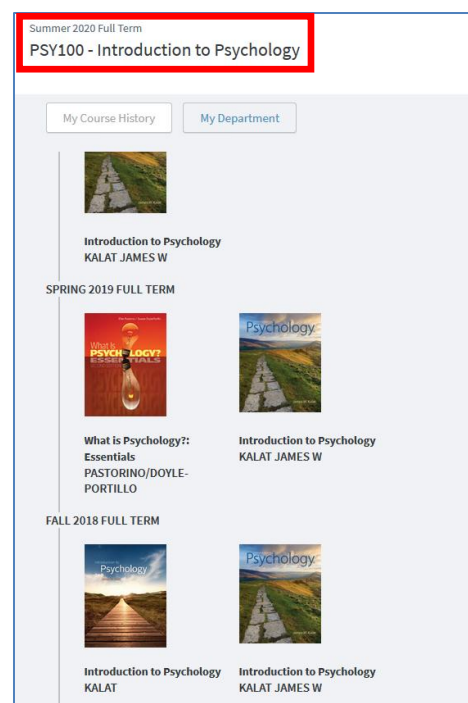
[Add Coursepack](#)



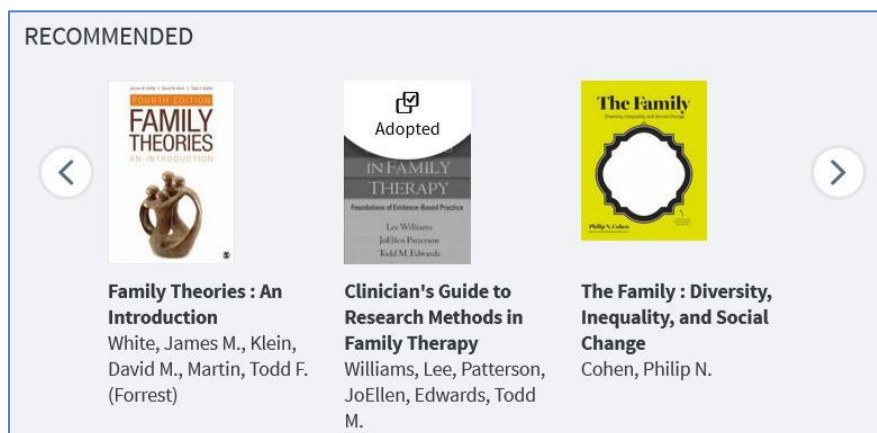
1. **Search Box:** Enter an ISBN or book title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your Account Manager to have it added to our system. You can choose to check the box "Show only OER and Low Cost Items" if you would like to limit search results to materials within those two categories.



2. **History:** Books that you have selected for this course in previous terms will automatically appear. **Using the history option is the fastest way to re-adopt textbooks.** Click "View All History" to view all books you have assigned to this course in prior terms. Or click "My Department" to view adoptions made by other faculty for the same course.



3. **Recommendations:** Recommendations are based on the subject category of the course, or may have been chosen by a School Administrator and added by Akademos staff.



4. **Coursepack:** Coursepacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus, and other handouts may be combined into one Coursepack. Many instructors take advantage of this low-cost option.

Akados partners with CoursePacks etc. to create coursepacks. When you click the “Add Coursepack” button you will be taken to the CoursePack creation tool in a separate window. Follow the process to create your custom Coursepack and then add it to your course. For more information on Coursepacks, see separate handout.

**AKADEMOS UNIVERSITY COURSEPACK CREATOR**

Enter Your Information | Create Your Cover | Choose Contents | Submit Your Coursepack

**ENTER YOUR INFORMATION**

**Akados University**  
*(School Name)*

**Course name line #1**  
**line #2**  
*(Course Name)*

Course Code: CODE \_\_\_\_\_ Semester: \_\_\_\_\_

*Instructor:*  
**Instructor's Name**

**2020**  
*(Year)*

**Next Step**

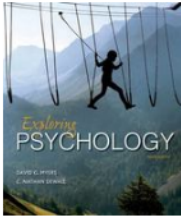
**ADD COURSEPACK**

Add Coursepack

Saved Orders  
New Coursepack

**Selecting a textbook for your course:** Once you select a textbook, you will be taken to the book detail page, complete with bibliographic information, pricing details, and edition alerts. The pricing section offers real-time information, which is subject to change based on availability and sourcing.

PSY 100 - Introduction to Psychology ✕



**Exploring Psychology**

ISBN-13: 9781464154072  
 ISBN-10: 1464154074  
 Author: Myers, David G., DeWall, C. Nathan  
 Binding: Paperback  
 Edition: 10

**Adopt this Material for:**

PSY 100 - Introduction to Psychology

Adopt

[Adoptions](#)

**Description**

No description



**What Students Pay**

publisher list price	<b>\$185.99</b>	—
used	<b>\$37.88</b>	Students Save 80%
ebook	<b>\$54.55</b>	Students Save 71%
marketplace	<b>\$23.78</b>	Students Save 87%

*Please note these are guideline prices that are subject to change based on availability.*

\*If there is a new edition alert, you will see a comparison of the two editions.

**Editions**

 <p style="text-align: center;"><b>Currently Viewing</b></p>	 <p style="text-align: center;"><b>New Edition</b></p>
ISBN: 9781433805615	ISBN: 9781433832161
Author: American Psychological Association	Author: American Psychological Association
Binding: Paperback	Binding: Paperback
Publisher: American Psychological Association	Publisher: American Psychological Association
Edition: 6	Edition: 7
Publish Date: 07/01/2009	Publish Date: 10/01/2019
Adopted	Adopt New Edition

After reviewing textbook details, click “Adopt” and it will be added to your course. By default, the textbook will be listed as “Required” and all available formats will be listed for sale (new, used, eBook, rental, Marketplace).

- **Required vs. Optional:** If students are not required to purchase the book, you can list it as "Optional" instead.
- **New Only:** Select "New Only" if any of the following apply:
  - You created a custom book, bundle, lab manual, or workbook
  - You're using a book that requires an access card

**\* IMPORTANT:** “New Only” means that the bookstore will only list new versions of the textbook for students to buy because used, eBook, rental, & Marketplace options do not come with access cards or customization.

If you decide that you no longer want to adopt that textbook, click “Delete.”

\*To add another textbook to your course, repeat the process. After adding all course materials, click “Next” at the top of the page.

**Course Materials Grouping:**

If you offer multiple options for students to choose from, such as a textbook and Access Code with eBook Package, or Access Code with eBook stand-alone, use the "Course Materials Grouping" tool to combine the options together so that students know they only have to choose ONE.

To group materials, click "Course Materials Grouping." The textbooks already added to the course will appear. You can then drag and drop materials into a group. When a student visits the bookstore, they will see a drop-down arrow that shows them their different choices.

**Your materials for:**  
**PSY 100 - Introduction to Psychology**

New Only  
*Check only if adopting materials that cannot be purchased used or rented.*

**Required**  
 Optional

**Exploring Psychology**  
 Myers, David G., DeWall, C. Nathan  
 Paperback (10 Edition)  
 9781464154072

[Delete](#)

Books to be grouped

- Packback Code Packback
- Top Hat Classroom - One Semester

DROP HERE TO CREATE NEW GROUP

Grouped books

- Custom Connect Online Access for The Science of Psychology: An Appreciative View for
- The Science of Psychology: An Appreciative View (loose-leaf) with Connect (Custom for

COURSE

2019 Fall Term  
**PSY 100 - Introduction to Psychology**  
 Taylor Brown

3 Items

Choose from available options:

**Custom Connect Online Access for The Science of Psychology: An Appreciative View for University...** 2 ITEMS

**REQUIRED** NO COVER

**New** \$100.00  
 Ready to ship!  
 Free Shipping  
[Add to Cart](#)

*Students must purchase this item in new condition.*

## Step 2. Add Ancillary Materials (Optional)

Ancillary materials such as study guides or other materials related to the course materials you have adopted may appear as a recommendation on this page. You can choose to add them to your course or simply skip this step by clicking on "Next." If you have ancillary materials that you would like to add to the Portal's system, contact your Account Manager.

The screenshot displays the Akademos Adoption & Analytics Portal interface. At the top left, the logo reads "AKADEMOS ADOPTION & ANALYTICS PORTAL". The user's name, "Taylor Brown", is shown in the top right corner. The main header area contains the text "2019 Fall Term", "PSY 100 - Introduction to Psychology", and "Taylor Brown". A blue "Next >" button is highlighted with a red box, positioned next to the "Add Course Notes" label. Below the header is a progress bar with five steps: "Select Materials", "Select Ancillaries", "Add Course Notes", "Preview Course", and "Submit Course". The "Add Course Notes" step is currently active. Below the progress bar, a message states: "Select Ancillaries (recommended materials or suggested items based upon the subject of your course may include study guides, calculators, lab coats, and more.)". A red box highlights a button that says "Add an ancillary to your course." with a sub-link: "Skip this step. I don't need Ancillaries for this course." On the right side, a section titled "Your materials for:" lists "PSY 100 - Introduction to Psychology". It features a book cover for "Exploring Psychology" by Myers, David G., DeWall, C. Nathan, Paperback (10 Edition), ISBN 9781464154072. To the right of the book cover are radio button options for "New Only", "Required" (which is selected), and "Optional". A "Delete" link is located at the bottom right of the material card.

### Step 3. Add Course Notes (Optional)

You can add a note to your course during this step.

For example, if you want students to read the first chapter of a textbook before the first day of class, you can indicate that during this step and it will be displayed to students when they are viewing your course at the Online Bookstore.

You can also upload files such as your class syllabus.

The screenshot shows the 'AKADEMOS ADOPTION & ANALYTICS PORTAL' interface. At the top right, the user 'Taylor Brown' is logged in. The main header displays '2019 Fall Term' and 'PSY 100 - Introduction to Psychology' by Taylor Brown. A progress bar below the header shows five steps: 'Select Materials', 'Select Ancillaries', 'Add Course Notes' (the current step), 'Preview Course', and 'Submit Course'. A 'Next >' button is highlighted with a red box. The 'Add Course Notes' section contains a text area with the note 'Please read chapter 1 before the first day of class.' and a 'Save Note' button highlighted with a red box. Below this is the 'ADD COURSE FILES' section with an 'Add Course Files' button highlighted with a red box. To the right, a sidebar titled 'Your materials for: PSY 100 - Introduction to Psychology' shows a book cover for 'Exploring Psychology' by Myers, David G., DeWall, C. Nathan, Paperback (10 Edition), ISBN 9781464154072. The book is marked as 'Required' with a radio button.

After typing a course note, click “Save Note” to add it to your course listing.

If you want to add course files like a syllabus, PPT slides, or handouts, click “Add Course Files” to select the file from your computer. Click the pencil next to the file name to edit how the file is displayed to students.

Once all course notes and files have been added, click “Next” at the top of the page.

## Step 4. Preview Course

The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

**Note:** Pricing and availability of course materials are subject to change. For example, if you recently added a new book, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing all materials.

2019 Fall Term  
PSY 100 - Introduction to Psychology  
Taylor Brown

Complete Course  I'm not finished

Select Materials Select Ancillaries Add Course Notes Preview Course Submit Course

Preview Course

**This is how students will see your course.**  
Please note these are guideline prices that are subject to change based on availability.

Submit your course or

COURSE

PSY 100 — INTRODUCTION TO PSYCHOLOGY  
Taylor Brown COURSE NOTE:  
Please read chapter 1 before the first day of class.

1 Item Save \$131.44

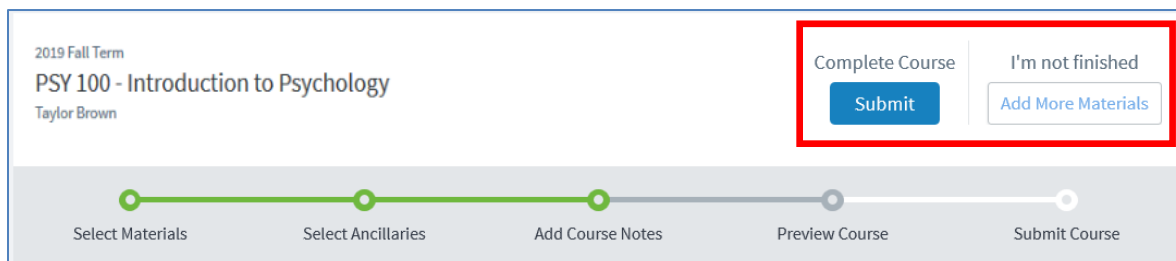
**Exploring Psychology (Ed. 10)**  
by Myers, David G., DeWall, C. Nathan

**REQUIRED**

<input type="radio"/> New	\$225.86 <i>Ready to ship!</i>
<input type="radio"/> Used	\$37.88 <i>Ready to ship!</i>
<input type="radio"/> Marketplace	\$26.01 33+ other sellers including <a href="#">Amazon.com</a>

## Step 5. Submit Course

If you need to add another textbook to your course, click “Add More Materials” to return to the first step. Once you have added all of your course materials, click “Submit” to complete your adoption for this course. If applicable, it will be sent to your school administrator for review.



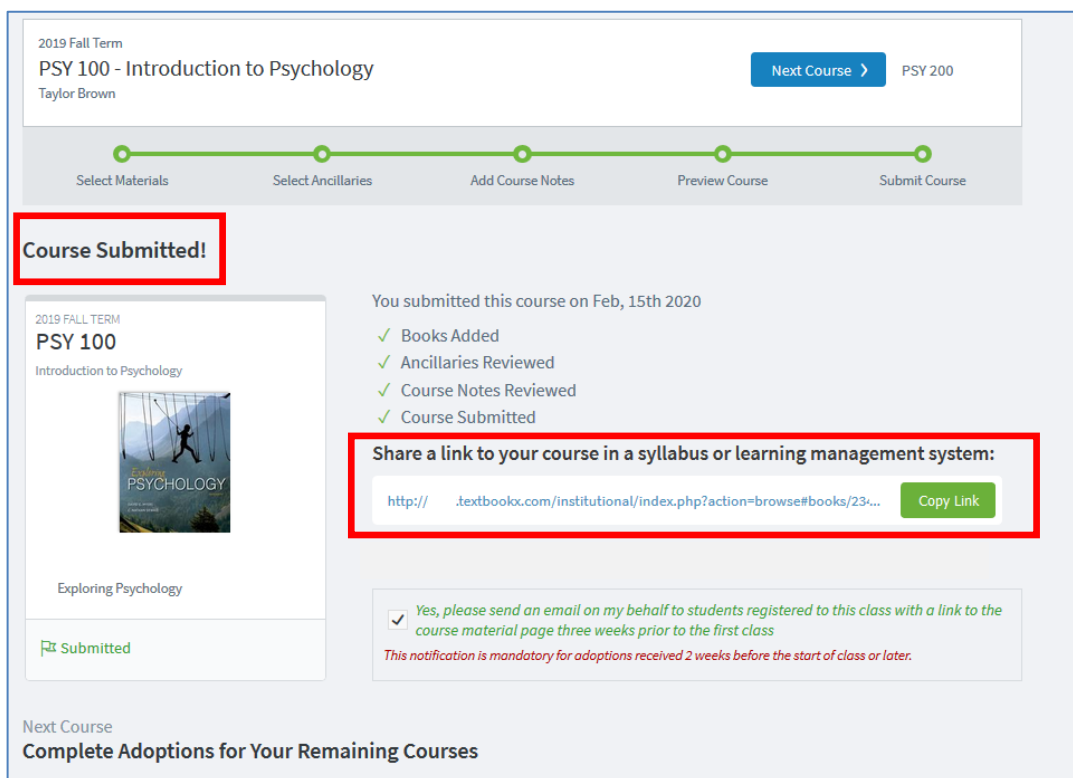
2019 Fall Term  
PSY 100 - Introduction to Psychology  
Taylor Brown

Complete Course  
Submit

I'm not finished  
Add More Materials

Select Materials    Select Ancillaries    Add Course Notes    Preview Course    Submit Course

A confirmation page appears after you click submit, which includes a direct link to your course as it appears on the Online Bookstore. We encourage you to share the link when you communicate to your students. You will also receive an email confirming your submission.



2019 Fall Term  
PSY 100 - Introduction to Psychology  
Taylor Brown

Next Course > PSY 200

Select Materials    Select Ancillaries    Add Course Notes    Preview Course    Submit Course

**Course Submitted!**

You submitted this course on Feb, 15th 2020

- ✓ Books Added
- ✓ Ancillaries Reviewed
- ✓ Course Notes Reviewed
- ✓ Course Submitted

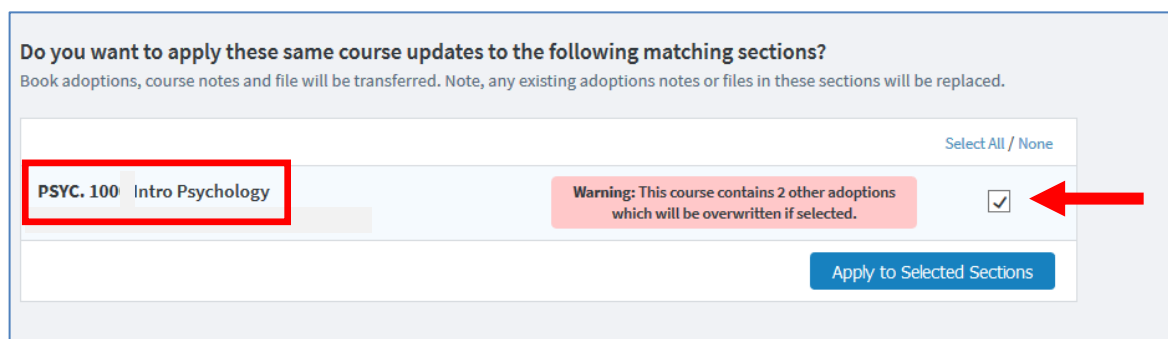
Share a link to your course in a syllabus or learning management system:

<http://.textbook.com/institutional/index.php?action=browse#books/23...> [Copy Link](#)

Yes, please send an email on my behalf to students registered to this class with a link to the course material page three weeks prior to the first class  
*This notification is mandatory for adoptions received 2 weeks before the start of class or later.*

Next Course  
Complete Adoptions for Your Remaining Courses

Multicourse Editor: The Portal will check if you are teaching more than one section of a course to allow you to apply the same adoption to them. Books, course notes, and files will be updated.



Do you want to apply these same course updates to the following matching sections?  
Book adoptions, course notes and file will be transferred. Note, any existing adoptions notes or files in these sections will be replaced.

Select All / None

PSYC. 100 Intro Psychology	Warning: This course contains 2 other adoptions which will be overwritten if selected.	<input checked="" type="checkbox"/>
----------------------------	--	-------------------------------------

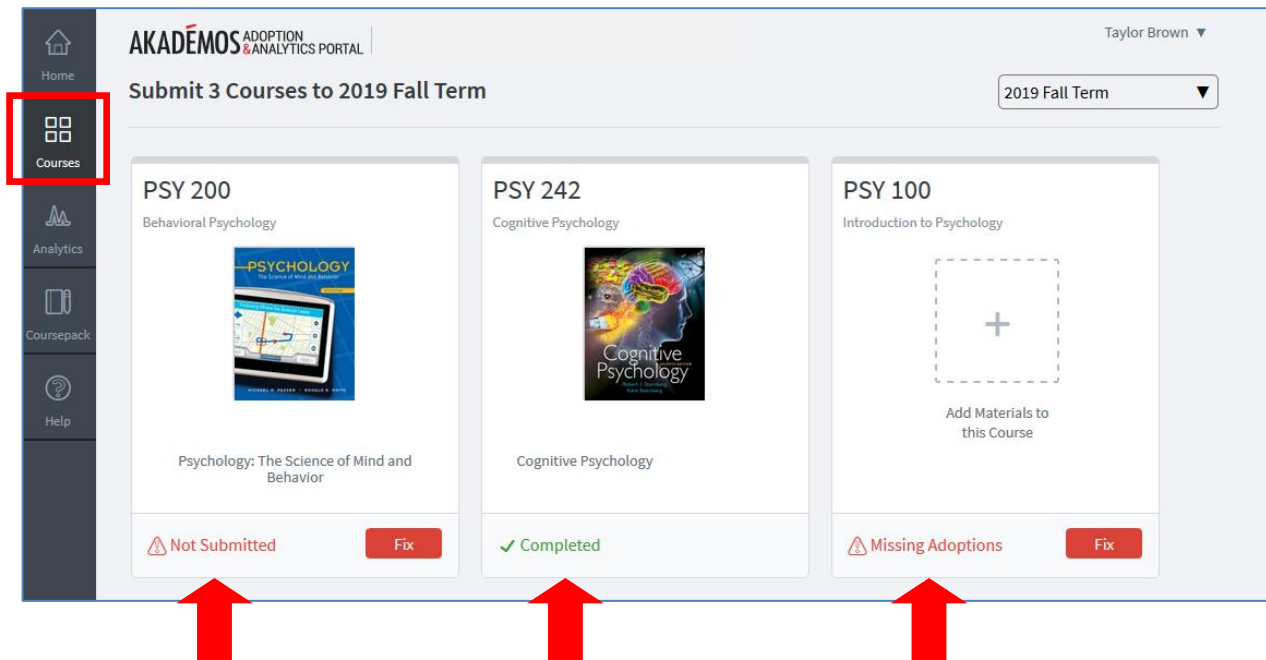
Apply to Selected Sections



## View All Your Courses

If you want to see a list of all courses assigned to you for a term, click on the “Courses” tab, on the left-hand navigation. This page will show you the adoption status for every course, not just the courses that are missing adoptions or not submitted that are featured on your Home Page.

To view a different term, use the drop-down menu on the right hand side of the screen.



The screenshot displays the Akademos Adoption & Analytics Portal interface. On the left, a vertical navigation menu includes icons for Home, Courses (highlighted with a red box), Analytics, Coursepack, and Help. The main content area shows a header with the user's name 'Taylor Brown' and a dropdown menu for the '2019 Fall Term'. Below this, a section titled 'Submit 3 Courses to 2019 Fall Term' lists three courses:

- PSY 200 Behavioral Psychology:** Status is 'Not Submitted' (indicated by a red warning triangle and text). A red arrow points to this status.
- PSY 242 Cognitive Psychology:** Status is 'Completed' (indicated by a green checkmark and text). A red arrow points to this status.
- PSY 100 Introduction to Psychology:** Status is 'Missing Adoptions' (indicated by a red warning triangle and text). A red arrow points to this status.

Each course card includes a 'Fix' button. The PSY 100 card also features a dashed box with a plus sign and the text 'Add Materials to this Course'.

There are multiple adoption statuses that describe the state of your courses:

- **Completed:** You have submitted course materials for this course and (only if applicable at your school) they have been approved by an administrator. \*When the bookstore is live, students visiting the website will be able to see this course and its corresponding course materials.
- **Not Submitted:** You have added course materials to this course, but you have not completed the adoption process. \*When the bookstore is live, students visiting the website will still be able to see this course and its corresponding course materials.
- **Missing Adoptions:** You have not yet added any course materials to your course nor have you indicated that the course does not require textbooks. \*When the bookstore is live, students visiting the website will see this course along with a note that course materials are unknown.
- **Pending Review (only if applicable at your school):** You have submitted your adoptions but your administrator has not yet reviewed them. \*When the bookstore is live, students visiting the website will still be able to see this course and its corresponding course materials.

## Analytics

To review student utilization of the Online Bookstore for your courses, use the Analytics feature.

1. Click on "Analytics" on the left-hand navigation.
2. Select the semester from the drop-down menu.
3. An overview of your courses will appear. Click on one to review details.

Once you select a course to review, information on which students ordered, how many ordered, if they ordered before or after courses began, and when they were last contacted displays.

The screenshot shows the 'STUDENTS' tab for the course 'PSY 100 - Introduction to Psychology' in the 'Fall 2019' term. On the left, there are three summary boxes with red borders:

- All Students:** 24
- BY STUDENT PURCHASE:** All (23), Some (0), None (1)
- BY DATE PURCHASED:** Before Class Start (0), After Class Start (24)
- BY LAST CONTACT:** in past 7 days (0), except past 7 days (24)

The main table lists students with their purchase status and last contact date:

Student	Purchases	Purchased by class start	Last contact
Barber Lillian	1 of 1	0 of 1	No contact in last month
Brigman Taylor	1 of 1	0 of 1	No contact in last month
Combs Bethany	1 of 1	0 of 1	No contact in last month
Cook Tiffani	1 of 1	0 of 1	No contact in last month
Creighton Triston	1 of 1	0 of 1	No contact in last month

You can send an email to students registered for that course that have not yet ordered textbooks by clicking on "Contact Students." A personalized email addressed from you will be sent.

The screenshot shows the 'Contact Student (0)' button with a checkbox next to it. A red arrow points to the checkbox, which is currently unchecked. The 'Show preview' button is also visible.

**Preview email:** Click "Show Preview" to review the dynamic email. Please note, it is not editable.

The screenshot shows a preview of an email template:

Dear [Student name],

Our records indicate that you have [Number] required book(s) left to order for "[Course name]" this semester.

Click on the following link to view the course materials assigned to this course. Or, you can login to the Online Bookstore to view a list of all the courses you have registered for plus their required and/or optional course materials.

[Bookstore](#)

# Help Page

## Faculty Help:

Visit the Help page to view instructional videos and FAQs. Or contact your Account Manager if you have additional questions.

Log in: Visit the website and log in with your email and password given to you by your account manager. Click the "Help" button on the left-hand navigation and scroll down to send an email directly to your Account Manager.

## Student Help Page:

Website: Students access their personalized page by logging in with their school account username and password and interact with the TextbookX platform/Customer Experience Team.

Help page: [NHSC.TextbookX.com/Help](https://NHSC.TextbookX.com/Help)

The screenshot displays the Akademos Adoption & Analytics Portal interface. On the left is a dark navigation sidebar with icons for Home, Courses, Analytics, Coursepack, and Help (the Help icon is highlighted with a red box). The main content area is titled "How to submit your adoptions" and includes a sub-header "Follow the on-screen adoption process to add books, coursepacks, ancillaries, course notes, and attach media files to your course. In the final stage before submitting your adoption, you will be able to preview what the course will look like to students." Below this are three numbered steps: 1. Choose a course from the Courses page (with a circular progress indicator showing 99 Completed Courses and 43% progress); 2. Select your textbooks and other course materials (with a list of selected items like "Barbian Tom" and "Beyer Bryan"); 3. Submit your course adoption for review materials (with a preview of a course page for "BUS - BUSINESS IN A BUS"). A red box highlights the text "How-To" video and PDF. Below this, a link states "To learn more about the Adoptions & Analytics portal, reference our video tutorial and detailed user guide below." Two images are shown: a video player for "Soc 102 - Classical Soc Theory (1)" and a "User Guide: Faculty" document thumbnail.