

SUBMITTING COURSE MATERIALS THROUGH THE PORTAL

1. Log in & Select Course: Visit the website and log in with your school account to view the courses you are scheduled to teach. Click the "Fix" button on a courses to begin the adoption process.

2. Select Materials or Select Alternate Adoption Settings:

a. Select Materials (pictured): If you assign textbooks to your course, use the search bar to find the text by ISBN or title. If you have submitted texts through the portal in prior terms and want to use them again, locate "Course History" under the search box and simply re-select them.

b. Select Alternate Adoption Settings (not pictured): If you do not use textbooks or you use OER materials, check the "Alternate Adoption Settings" box and then select the reason why. Click "continue" to complete the course.

3. Review Details and Select Settings: When you click on a text's search result, a pop-up appears with information about the text and course.

Digital Availability: Digital materials are often prioritized because of their affordability. If you want to adopt a digital item but the system doesn't show availability, check "Digital is Available" and Akademos will adjust its records.

Comment: You can leave a message if you believe the text is difficult to source. Akademos will review and respond as needed.

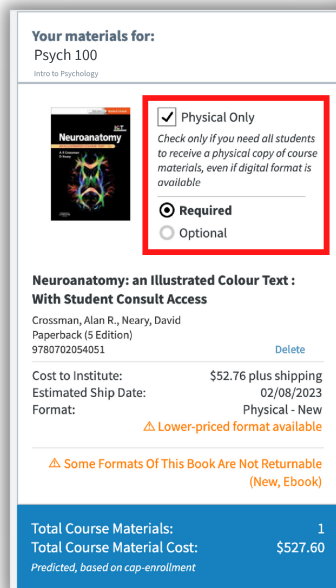
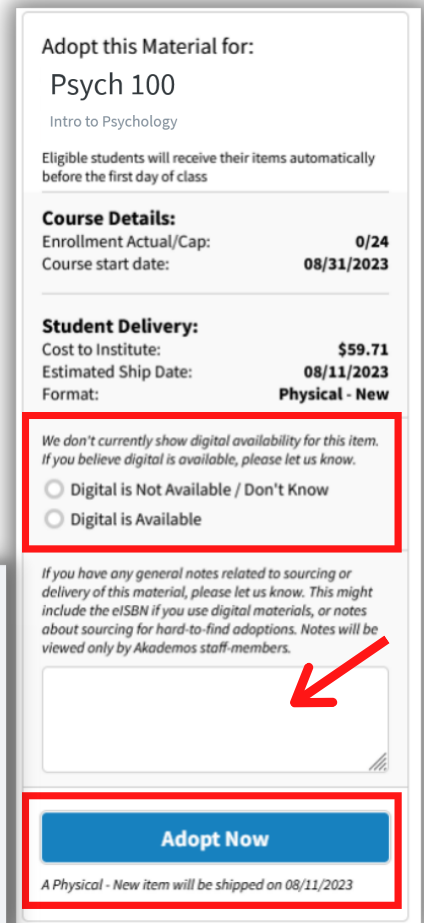
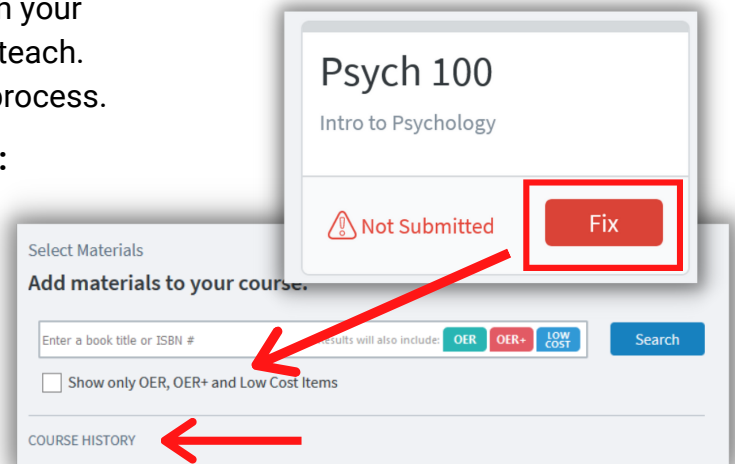
Click "**Adopt Now**" to add the ISBN to the course. Add texts until finished.

a. Physical Only: If you need all students to receive a physical copy of the text, even if a digital format is available, select the "Physical Only" box. If this box is not checked, digital copies may be supplied.

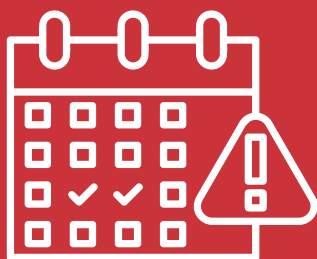
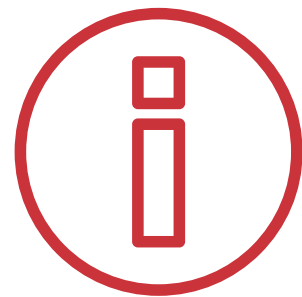
b. Required or Optional: All materials that students are required to have should be set to "Required." Any item marked "Optional" will not be automatically delivered to students, though students will have the option to purchase any optional materials out of pocket.

4. Course Note: Add a message or attach a syllabus. Students will see it when they visit the website.

5. Submit Course: Click "Next" to finalize the adoption. If you teach two or more sections of the same course, you can copy the course materials over to them.

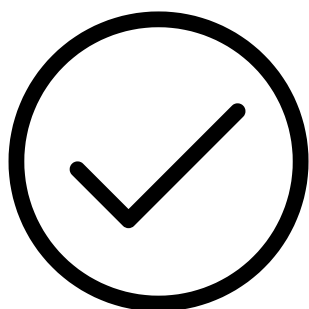


BEST PRACTICES WHEN SUBMITTING COURSE MATERIALS



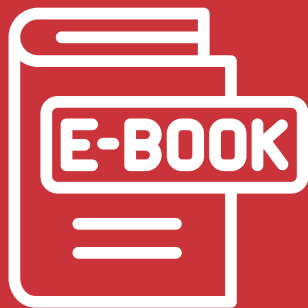
SUBMIT BY THE LISTED DUE DATES

Once faculty and administrators submit course materials through the portal, Akademos begins sourcing them in physical and digital versions. Please make sure to submit by the listed deadlines to ensure all materials can be delivered and available for students to use on the first day of class.



REVIEW ISBNs & EDITIONS

When you are adopting ISBNs, make sure to check that the edition is correct. If the ISBN does not come up in the search box, please contact Akademos so they can add it. The portal will include alerts if the edition is out of print. If your text is custom and you want to adopt a bundle (physical text plus eText/courseware) please contact your Client Success Manager (CSM) to ensure the correct version is adopted.



CONSIDER DIGITAL MATERIALS

Course materials will be provided to students in both physical and digital formats, depending on availability. Digital items are often prioritized because they are the most up-to-date, often provide the greatest cost savings to students, include additional learning tools, and offer more flexibility if students need to add or drop courses.



COMMUNICATE & ASK QUESTIONS

We encourage faculty to communicate frequently with Akademos. Use the "Comment" box in the portal to leave a specific note about the course materials you are adopting, or send an email directly to your Client Success Manager.