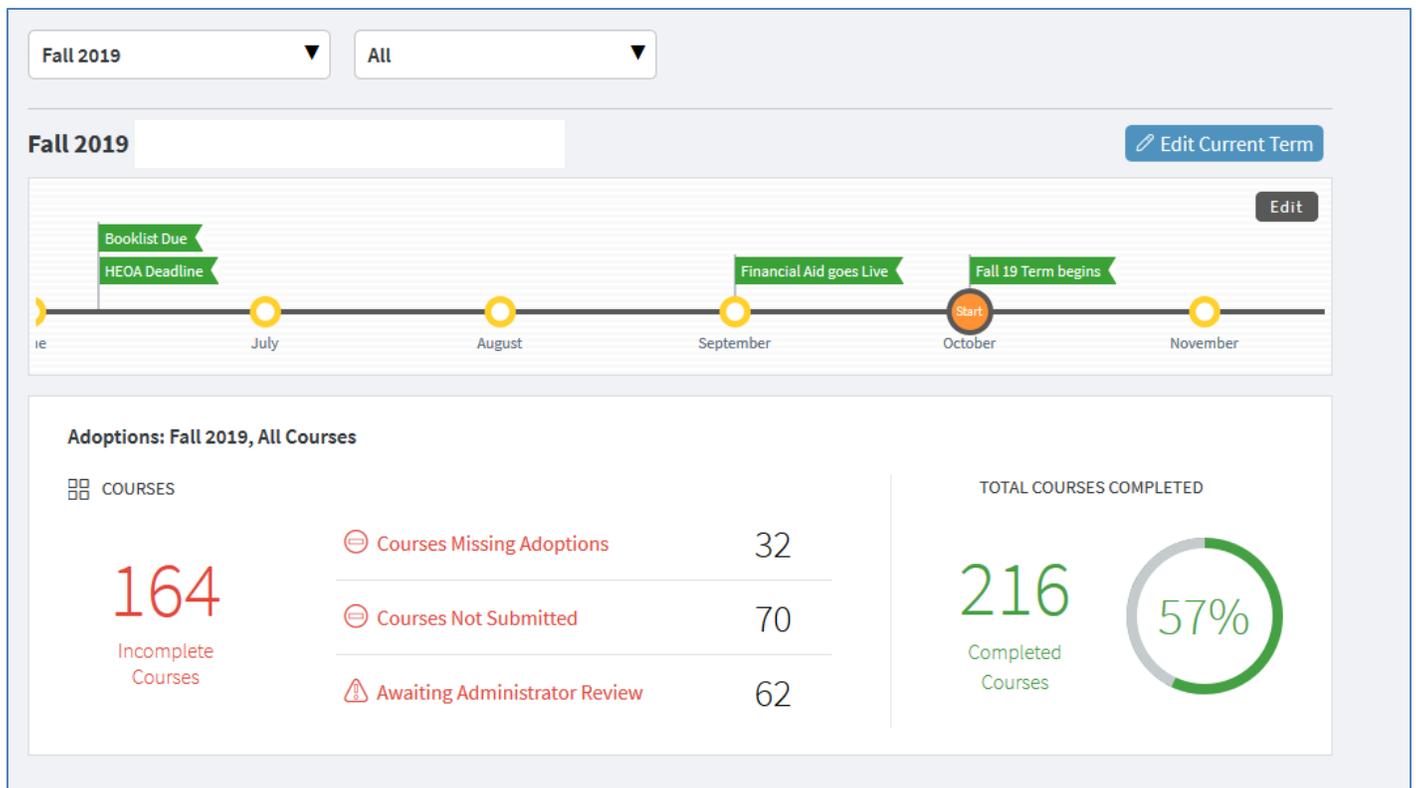


AKADÉMOS

Adoption & Analytics Portal



User Guide: Administrators

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Introduction

Welcome to the Akademos Adoption & Analytics Portal – a software platform that’s part of our Online Bookstore service designed to make the adoption of textbooks and course materials 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 materials pricing and process deadlines
- Enhanced reporting and analysis for Administrators

This document reviews how Administrators can use the Portal to set up a term, add and review adoptions, contact Faculty, and view reports. 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.

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 Administrator username and password (these should be the same credentials you use to log in to your school’s system) or the credentials provided to you by your Account Manager.

NOTE: Administrators will only have access to view and edit courses within the term, campus, and departments assigned to them. For example, a global Administrator will be able to edit all courses and term information, while department chair will only have the ability to view and edit courses within their respective department.

The screenshot shows the Akademos Adoption & Analytics Portal interface. At the top, there is a navigation bar with links: FACULTY (highlighted with a red box), SELL, RETURNS, TRACK, BOOK SEARCH, and HELP. On the right side of the navigation bar, there is a 'Log in' button with a right-pointing arrow, a shopping cart icon, and a dropdown arrow. Below the navigation bar, the main content area features a 'Your School Logo Here' placeholder. To the right of the logo placeholder is a search bar with the placeholder text 'Enter a course name or code, e.g. Accounting 101' and a search icon. Below the search bar is a checkbox labeled 'Search by instructor'. In the center of the page, there is a 'Log In' button with the text 'View your courses' below it. To the left of the 'Log In' button is a 'Find Your Course' button with a magnifying glass icon. Below the 'Log In' button, there is a section titled 'View Your Course Items' with a sub-heading '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 text is a 'Find Your Course' button with a right-pointing arrow. In the bottom right corner of the page, there is a large 'Log in' button with a right-pointing arrow, which is highlighted with a red arrow pointing upwards.

Part 1: Term Setup

Since your school has integrated with the Online Bookstore, a lot of crucial information for each term will automatically be pulled into the Adoption & Analytics Portal. This information is sent daily, but can be increased during key points of the term (ex. during a time when Faculty are frequently assigned or removed from courses close to the start of the term).

Information sent via Integration:

- **Course list** – The full course list (including course names, codes, departments and campuses will be pulled from your course registration system into the Portal
- **Term start and end dates** – The first and last day of class will be pulled from the course registration system into the Portal
- **Users** – Faculty accounts will be pulled directly from your school's information system into the Portal. Faculty course assignments will align with the information pulled from the course registration system. When Faculty log in, they will only have access to view and edit the courses assigned to them.

While Administrators will not be able to edit information being pulled directly to the site, there are other key features that will need to be set up for each term on the Home page.

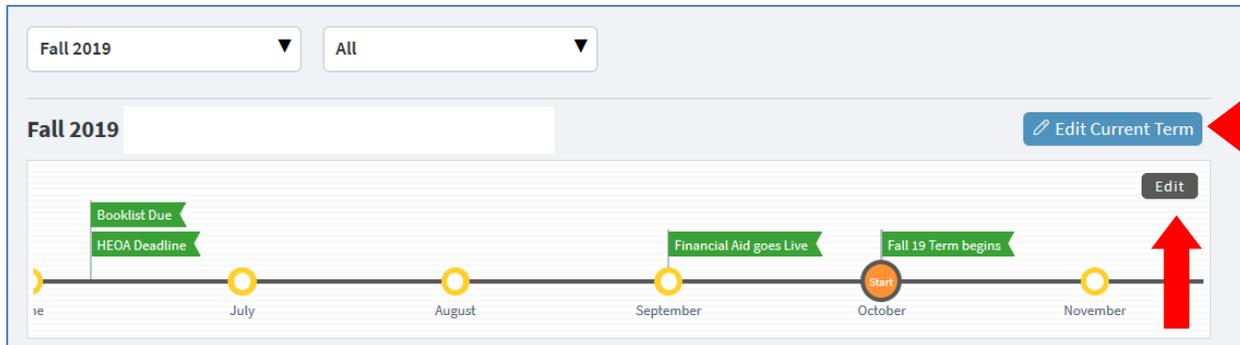
The screenshot shows the Akademos Adoption & Analytics Portal interface. The top navigation bar includes the Akademos logo, the text "AKADEMOS UNIVERSITY demo.textbookx.com", and a search bar with the text "Search by Course/Professor" and the user name "johndoe". Below the navigation bar, there are dropdown menus for "Fall 2019" and "All". The main content area is titled "Fall 2019" and features a timeline from June to November. Key events on the timeline include "Booklist Due", "HEOA Deadline", "Financial Aid goes Live", and "Fall 19 Term begins". There are "Edit Current Term" and "Edit" buttons. Below the timeline, there is a section titled "Adoptions: Fall 2019, All Courses" with a table of course statistics and a "TOTAL COURSES COMPLETED" section showing 216 completed courses (57%) out of a total of 376 courses.

Adoptions: Fall 2019, All Courses	
164	Courses Missing Adoptions: 32
Incomplete Courses	Courses Not Submitted: 70
	Awaiting Administrator Review: 62

TOTAL COURSES COMPLETED	
216	57%
Completed Courses	

Edit Current Term & Timeline

At the top of the Home page there will be a timeline for the upcoming term. It is important for the Global Administrator, in consultation with their Akademos Account Manager, to determine and then add key dates and milestones so Faculty can easily reference deadlines. You can drag and move the timeline to display prior or future events within the term selected.



Click "Edit Current Term" to add the following:

- Faculty Portal Open Date
- Adoption Due Date
- Student Bookstore Open Date

Once these key dates are entered, they will trigger email reminders to Faculty and other Users that are assigned to enter in course material adoptions.

Administrators and Account Managers can put the Portal into "Read Only" mode so that Faculty can review but no longer make changes to their courses. This is done to ensure that any late or last-minute adoption changes can be closely monitored and approved.

Edit Term "Fall 2019"

Term Name *
Fall 2019

Term Start *
10/01/2019

Term End *
12/31/2019

Faculty Portal Open Date
Student Bookstore Open Date

Adoption Due Date
Set Read Only:
Disabled

Edit Term Cancel

To edit the timeline, click "Edit"

We recommend adding the following dates to the timeline:

- HEOA deadline
- Booklist due date for Faculty
- Bookstore launch date (when the bookstore opens for students)
- Financial aid launch and close dates (if applicable)

Timeline Editor for Fall 2019

Milestones:

HEOA Deadline	No Triggered Events	06/10/2019	x Delete
Booklist Due	No Triggered Events	06/10/2019	x Delete
Financial Aid goes Live	No Triggered Events	09/01/2019	x Delete
Fall 19 Term begins	No Triggered Events	10/01/2019	x Delete

Add New Milestone

Event Title
No Triggered Events
02/15/2020

Add Close

Edit Current Term

Set and Schedule Emails

AkademOS Account Managers and Global Administrators can choose to turn on email reminders that go out to Faculty or other Users reminding them to submit course material adoptions. Each email has a trigger send date based on the dates entered in the "Edit Current Term" feature. If those dates are not entered into the Portal, the emails will not generate.

While each email has a default send date, you can change that date and select a different one.

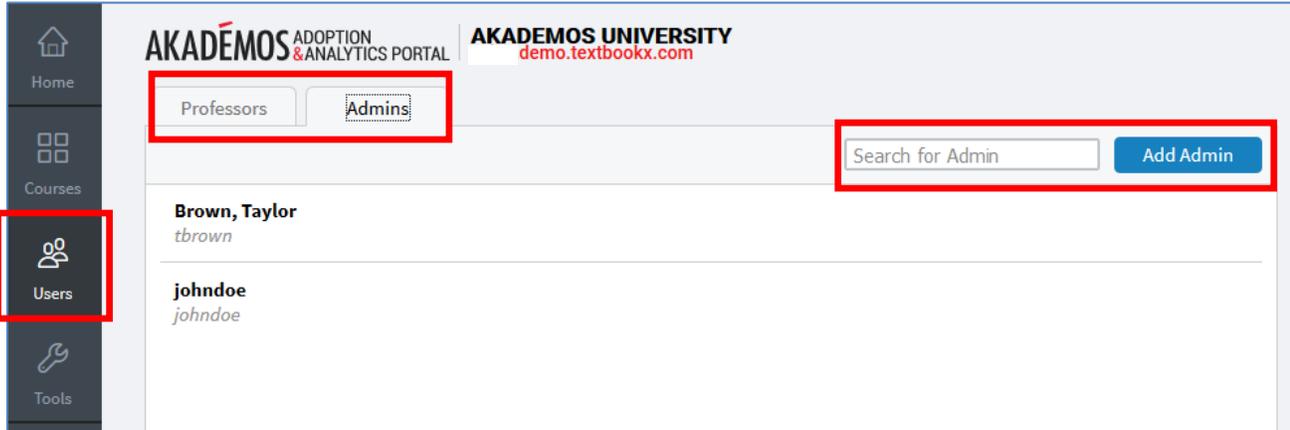
The screenshot displays the Akademos University interface. At the top, the header includes the Akademos logo, "AKADEMOS UNIVERSITY", and the URL "demo.textbookx.com". The user "johndoe" is logged in. The main section is titled "Communications Tool" and includes a dropdown menu for "Fall 2019". Below this is the "Email Setup" section, which lists various email prompts with "On" and "Off" radio buttons. The "Email Controls" icon in the left sidebar is highlighted with a red box.

Start Date	End Date	Faculty Portal Opens	Student Bookstore Opens	Action
10/1/2019	12/31/2019	N/A	N/A	Edit Term

Email Prompt	On	Off
Submit Your Adoptions Prompt	<input type="radio"/>	<input checked="" type="radio"/>
Adoption Acknowledgement	<input type="radio"/>	<input checked="" type="radio"/>
Missing Adoption Reminder - Deadline Passed	<input type="radio"/>	<input checked="" type="radio"/>
Missing Adoption Reminder - Bookstore is Open	<input type="radio"/>	<input checked="" type="radio"/>
Faculty, for Student Preparedness	<input type="radio"/>	<input checked="" type="radio"/>
End of Term Acknowledgment	<input type="radio"/>	<input checked="" type="radio"/>
Course Adoptions Submitted	<input type="radio"/>	<input checked="" type="radio"/>
Inclusive Access	<input type="radio"/>	<input checked="" type="radio"/>
Reminder: Sell your books	<input type="radio"/>	<input checked="" type="radio"/>

Edit Users

While Administrators cannot edit User information that is automatically pulled into the Portal, they can visit the Users page to view account information or add, remove, and edit other Admins.



To view User details, click on the User's name and a pop-up will appear.

When viewing Faculty, all courses assigned to them will be listed beneath "Assigned Courses."

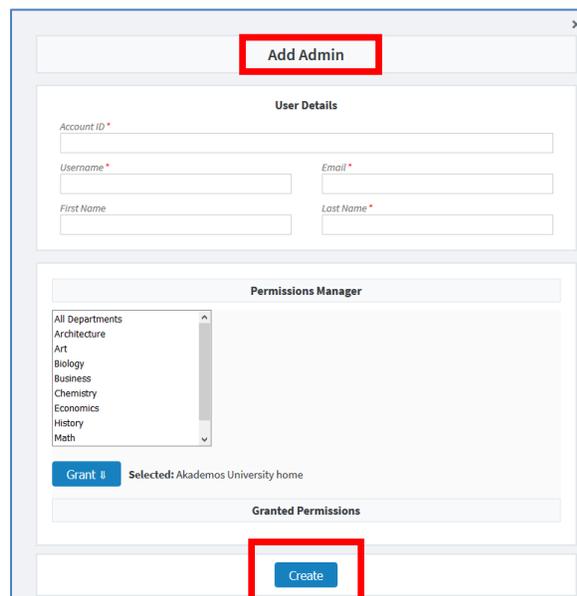
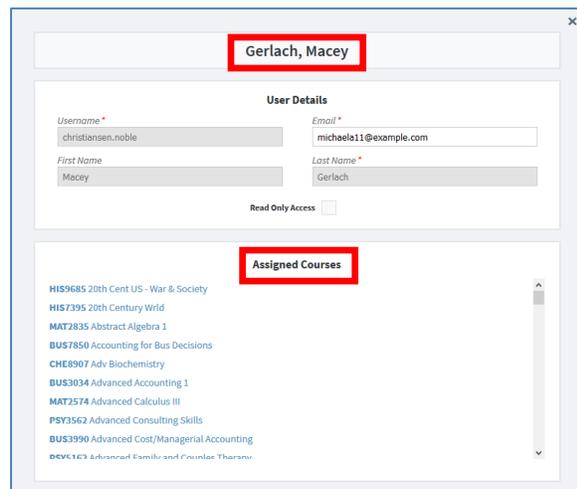
Administrator details will display what level of access the User has (i.e. what departments are assigned to their account).

To add an Administrator, switch to the Admin tab and click the blue "Add Admin" button. Enter all User details, including:

- Account ID
- Username
- Email
- First Name
- Last Name

Next, use the drop-down menu to select all terms and departments that should be assigned to the User. The new User will only have access to view and edit courses selected under their assigned departments.

Once you have added all the User details, click "Create" to add them to the system.



Part 2: Adoptions

Administrators can review and edit adoptions or add their own adoptions to a course. Changes and updates made to a course will be saved in real time.

Review Status of Faculty Adoptions

As an Administrator, you may be in charge of reviewing and approving adoptions. On the Home page you will see an overview of how many courses need to be approved.

*Many schools do not require that an Administrator approve adoptions. You can ask your Account Manager to adjust the Portal so that "Awaiting Review" is turned off.



For a more detailed report of adoption status, visit the Courses page on the left-hand navigation.

Fall 2019 [Edit Current Term](#)

Category	Count
All Courses	380
✓ Completed	216
⚠ Missing Adoptions	31
⊖ Not Submitted	71
⊕ Awaiting Review	62

All Professors **29**

- Only contacted in past 7 days: 21
- Except contacted in past 7 days: 8

Send Course Notifications (8) [Show preview](#) **DISPLAY BY:** Professors

Quick Search: 1 2 [Save as Excel](#)

<input checked="" type="checkbox"/> Breitenberg, Elva	No contact in last month
ART884 Art Proj: Advan. Oil Pntg	⊖ Not Submitted
ECO4690 Found./Capitalism in US Econ Hist.	⊖ Not Submitted
<input type="checkbox"/> Durgan, Minerva	Contacted today
CHE2080 Biophysical Chemistry	⊖ Not Submitted
ECO3875 Law & Economics	⊖ Not Submitted
<input type="checkbox"/> Effertz, Kieran	Contacted today
ECO1164 Research Methods II	⊖ Not Submitted
ECO4801 Political Economy	⊖ Not Submitted
<input type="checkbox"/> Gleichner, Devin	Contacted today
BIO3552 Anatomy and Physiology II Laboratory	⊖ Not Submitted
HIS8058 Afr-Amer Hist To Emancipation	⊖ Not Submitted
<input checked="" type="checkbox"/> Goodwin, Marco	No contact in last month
MAT271 Mathematical Reasoning	⊖ Not Submitted

Adoption Results:

Administrators will see results for all terms and departments assigned to them. For example, a Global Admin will see all departments within a term, while a Department Chair will only see the courses within their department. Results can be displayed in one of two ways: grouped by professors (default) or grouped by courses.

Use the search bar at the top of the page to search for a particular instructor or course.

The panel on the left side of the screen allows you to filter by adoption status:

- **All Courses** (default): Results include all courses assigned to the term selected in the top drop-down menu
- **Completed:** Results include courses where adoptions have been submitted by Faculty and (when applicable) approved by Administrators
- **Missing Adoptions:** Results include courses where Faculty have not yet started the adoption process
- **Not Submitted:** Results include courses where Faculty began the adoption process, but did not complete it.
- **Awaiting Review (when applicable):** Results include courses where Faculty have submitted their adoption, however Administrators have not yet reviewed and approved the adoption

All Courses	380
✓ Completed	216
⚠ Missing Adoptions	32
⊖ Not Submitted	70
👁 Awaiting Review	62

All Professors	31
Only contacted in past 7 days	23
Except contacted in past 7 days	8

Contact Faculty

The Course page can also be used by Administrators as a communications module to email Faculty members. Emails will be sent to the Faculty member's email address on file, and will appear in the Adoption & Analytics Portal the next time they log in.

Administrators can use the filters to select the Faculty they want to notify. For example, to notify all Faculty who have not yet submitted their adoptions, click the “Not Submitted” filter on the left side of the page. Select all Faculty in the results by clicking the top checkbox, or select individual Faculty one by one.

Once an eligible Faculty member has been selected, a “Send Course Notifications” button will appear. Click that button to send an email. Note, the Portal will not allow you to email anyone who has been notified within the past 24 hours regarding the course(s) displayed.

Fall 2019 Edit Current Term

All Courses	380
✓ Completed	216
⚠ Missing Adoptions	32
⊖ Not Submitted	70
👁 Awaiting Review	62

Send Course Notifications (15) [Show preview](#) DISPLAY BY: Courses

Quick Search Save as Excel

<input type="checkbox"/>	ARC6944 History Of Architecture II Wilbert O'Hara	⊖ Not Submitted
<input type="checkbox"/>	ART1090 2D Desgn Concpt, Color, Comp Katelin Heller	⊖ Not Submitted
<input type="checkbox"/>	ART1528 Art Proj: Crafts Workshop Kassandra Runolfsdottir	⊖ Not Submitted
<input checked="" type="checkbox"/>	ART2258 Art Appreciation 2 Wilhelm Von	⊖ Not Submitted

There are two standardized emails that can be sent to Faculty:

- **Course View Email:** If you click “Send Course Notification” when results are displayed ***by courses***, the professor will get a unique email for each course that appears in the search results. For example, the professor may receive two unique emails; each email would be specific to one of their two incomplete courses.
- **Multi-Course Email:** If you click “Send Course Notification” when results are displayed ***by professor***, the professor will get an email that lists the adoption status for all courses assigned to them for the designated term. For example, the professor will receive one email with all four of their courses listed, along with the adoption status of each (incomplete or complete).

In both cases, the email will provide a snapshot of what Faculty see when they log in to the Portal. Links will direct them to the designated location where they can fix any outstanding issues. A copy of all emails sent will appear in the “Notifications” section of your Home page.

Approve Adoptions

If your school requires that course materials adoptions be approved by an Administrator, click the “Awaiting Review” filter on the Courses page. Then click the course you want to approve.

The screenshot shows the 'Courses' page interface. On the left, a sidebar lists course status filters: 'All Courses' (380), 'Completed' (216), 'Missing Adoptions' (32), 'Not Submitted' (70), and 'Awaiting Review' (62). The 'Awaiting Review' filter is highlighted with a red box. The main content area shows a list of courses. The course 'MAT36 Foundational Mathematics I' is highlighted with a red box. Above the course list, there are options to 'Send Course Notifications (0)', 'Show preview', and a 'DISPLAY BY' dropdown set to 'Professors'. A 'Quick Search' box and a 'Save as Excel' link are also visible.

On the right side of this page, you will see a list of all books adopted to that course. If no changes need to be made, click “Mark Reviewed” for each book.

The screenshot shows the 'Select Materials' page for the course 'MAT36 - Foundational Mathematics I' by Elva Breitenberg. The page has a progress bar with five steps: 'Select Materials', 'Select Ancillaries', 'Add Course Notes', 'Preview Course', and 'Submit Course'. The 'Select Materials' step is active. Below the progress bar, there is a search bar with the text 'Enter a book title or ISBN #' and a 'Search' button. There are also checkboxes for 'Show only OER and Low Cost Items' and 'OER LOW COST' filters. On the right side, there is a section titled 'Your materials for: MAT36 - Foundational Mathematics I' with radio buttons for 'New Only', 'Required', and 'Optional'. Below this, a book titled 'A Problem Solving Approach to Mathematics for Elementary School Teachers, Books a la Carte Edition Plus NEW MyMathLab with EText -- Access Code' is listed. A red arrow points to the 'Mark Reviewed' button, and a 'Delete' button is also visible above it.

If you want to delete a book from the course, click “Delete” located above the review button.

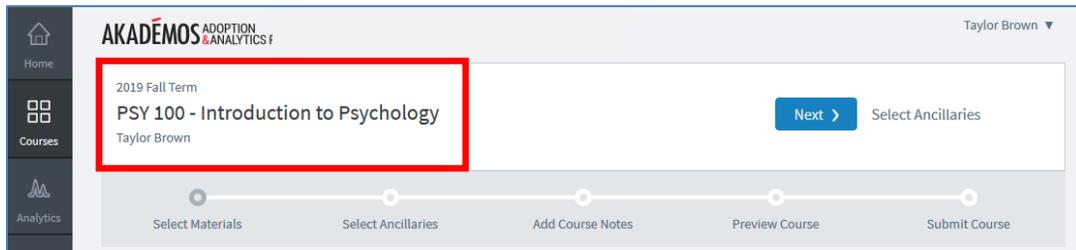
After reviewing every book assigned to the course, you can:

- Click "Next" to review ancillaries, course notes, and course files associated with that course
- Click back to the Courses page to go to the next course that needs your review

Add Adoption to a Course

Administrators can submit adoptions and set up a course in the same way Faculty can. For example, Administrators may need to submit course adoptions for a class being taught by an Adjunct Professor. Whatever the reason, Administrators can navigate to the course adoption process from the Courses page. Simply click on a course name to begin the adoption process.

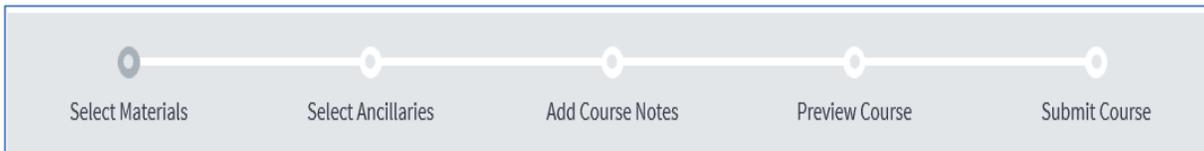
On the course page you will see term, course, and instructor name. All course information is pulled directly into the Portal and cannot be edited by Administrators or Faculty.



The steps of the Adoption process:

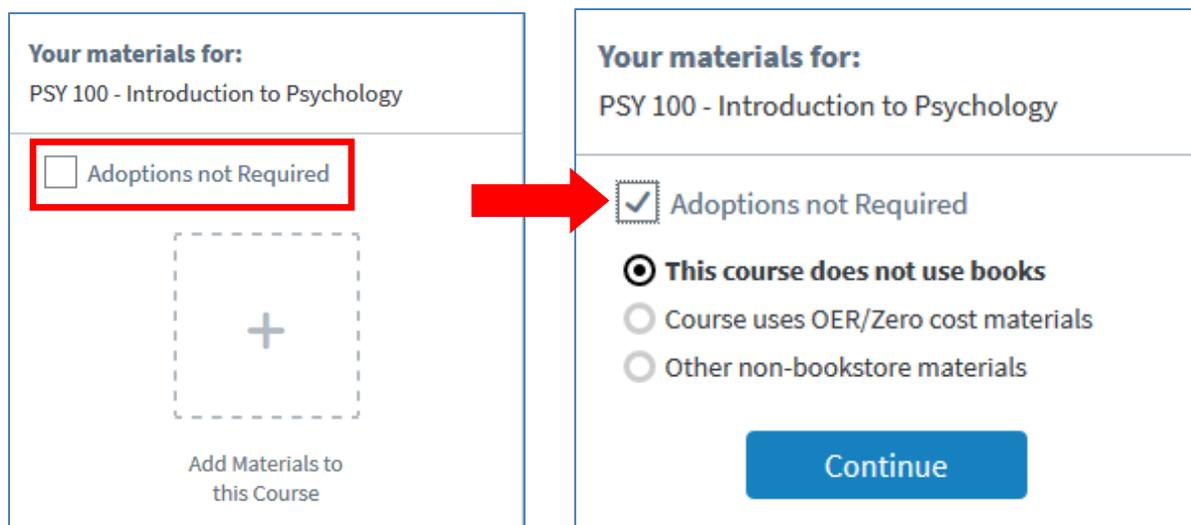
All steps of the adoption process are listed on top of every page so you can track where you are.

- 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 the 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.



Step 1. Adopt Course Materials

If the 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.

Enter a book title or ISBN # Results will also include: **OER** **LOW COST** [Search](#)

Show only OER and Low Cost Items

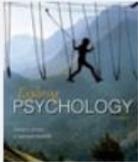
COURSE MATERIALS GROUPING

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](#)

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

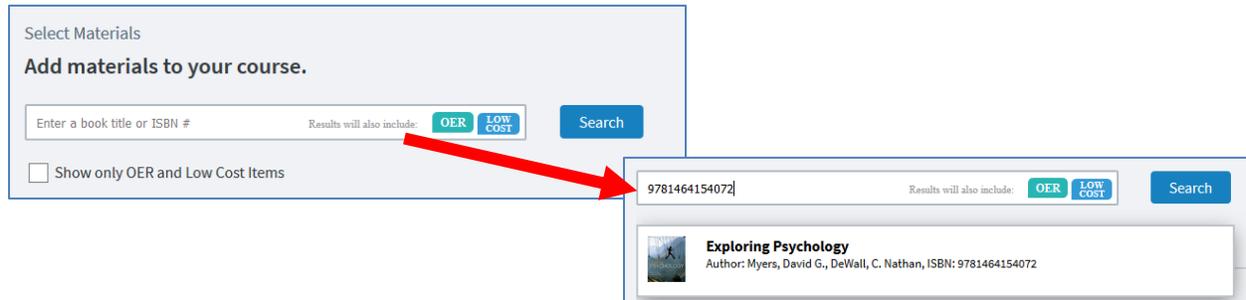


Mastering A & P with Pearson EText -- Standalone Access Card -- for Human Anatomy and Physiology
Marieb, Elaine N., Hoehn, Katje

[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. The Low-Cost indicator defaults to any item that retails for \$25 or less. Contact your Account Manager if you would like to adjust these parameters.



2. **History:** Books that were 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 assigned to this course in prior terms. Or click "My Department" to view adoptions made by other faculty for the same course.



Recommendations: During the adoption process, Faculty can be shown recommended items based on the subject category of the course selected. Contact your Account Manager to discuss adding specific materials, such as study guides, graphic calculators, or lab coats.



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

Back to Admin Mode | Enter Your Information | Create Your Cover | Choose Contents | Submit Your Coursepack

ENTER YOUR INFORMATION

ADD COURSEPACK
Add Coursepack

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

Course Code: CODE ___ Semester:

Instructor:
Instructor's Name

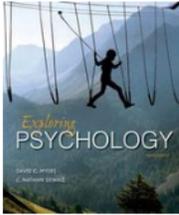
2020
(Year)

Next Step

Saved Orders
New Coursepack

Selecting a textbook for a 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

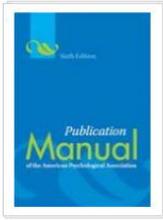
What Students Pay

publisher list price	\$185.99	—
used	\$37.88	Students Save 80%
ebook	\$54.55	Students Save 71%
marketplace	\$23.78	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

Publication Manual of the American Psychological Association  <p style="text-align: center;">Currently Viewing</p>	Publication Manual of the American Psychological Association  <p style="text-align: center;">New Edition</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 the 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 the 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

DROPPED 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 the 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.

AKADEMOS ADOPTION & ANALYTICS PORTAL Taylor Brown ▾

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

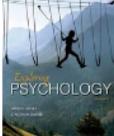
Next > Add Course Notes

Select Materials Select Ancillaries Add Course Notes Preview Course Submit Course

Select Ancillaries (recommended materials or suggested items based upon the subject of your course may include study guides, calculators, lab coats, and more.)

Add an ancillary to your course.
Skip this step. I don't need Ancillaries for this course.

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](#)

Step 3. Add Course Notes (Optional)

You can add a note to the 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 the course at the Online Bookstore.

You can also upload files such as a class syllabus.

The screenshot shows the Akademos Adoption & Analytics Portal interface. At the top, it displays the course information: "2019 Fall Term", "PSY 100 - Introduction to Psychology", and "Taylor Brown". A "Next >" button is highlighted with a red box. Below this is a progress bar with five steps: "Select Materials", "Select Ancillaries", "Add Course Notes" (the current step), "Preview Course", and "Submit Course".

The main content area is titled "Add Course Notes" and contains the instruction "Add course notes or files to your course." Below this is a text input field containing the note: "Please read chapter 1 before the first day of class." This field is also highlighted with a red box. Below the text field is a rich text editor toolbar with options for text size, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and link.

To the right of the text field is a section titled "Your materials for: PSY 100 - Introduction to Psychology". It features a book cover for "Exploring Psychology" by Myers, David G., DeWall, C. Nathan. The book is listed as "Paperback (10 Edition)" with ISBN 9781464154072. There are radio buttons for "New Only", "Required" (which is selected), and "Optional". A "Delete" button is located at the bottom right of this section.

At the bottom left, there is a green "Save Note" button highlighted with a red box. Below this is a section titled "ADD COURSE FILES" with a green "Add Course Files" button also highlighted with a red box. A small note below the button states: "You can also upload files by dragging them from your computer to the site. Max size is 200M. Supported formats are: doc, docx, pdf, xls,xlsx,txt, bmp, gif, png, jpg, ppt, pptx, pps, ppsx".

After typing a course note, click "Save Note" to add it to the 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 Add more materials

COURSE

PSY 100 — INTRODUCTION TO PSYCHOLOGY

Taylor Brown COURSE NOTE:
Please read chapter 1 before the first day of class.

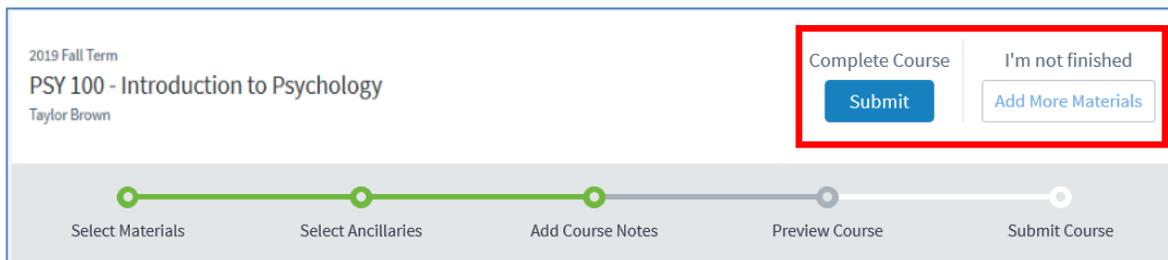
1 Item Save \$131.44

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

<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 Amazon.com

Step 5. Submit Course

If you need to add another textbook to the course, click “Add More Materials” to return to the first step. Once you have added everything, click “Submit” to complete your adoption for this course.



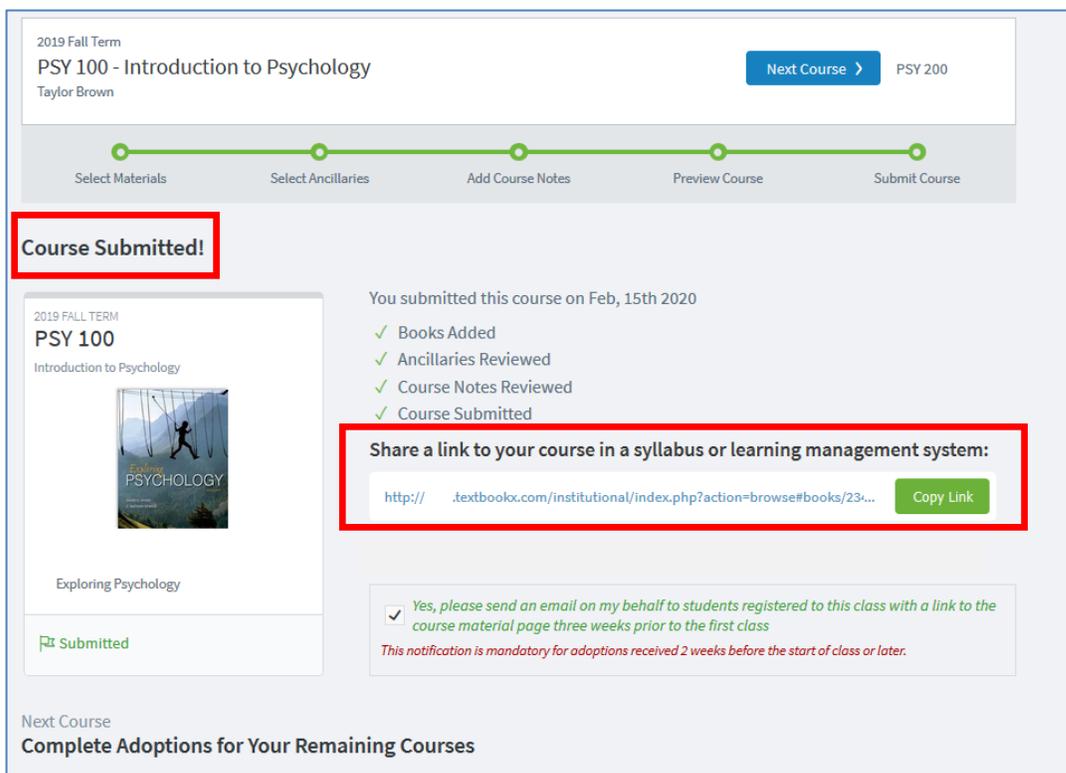
2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

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 the course as it appears on the Online Bookstore. We encourage you to share the link when you communicate to 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

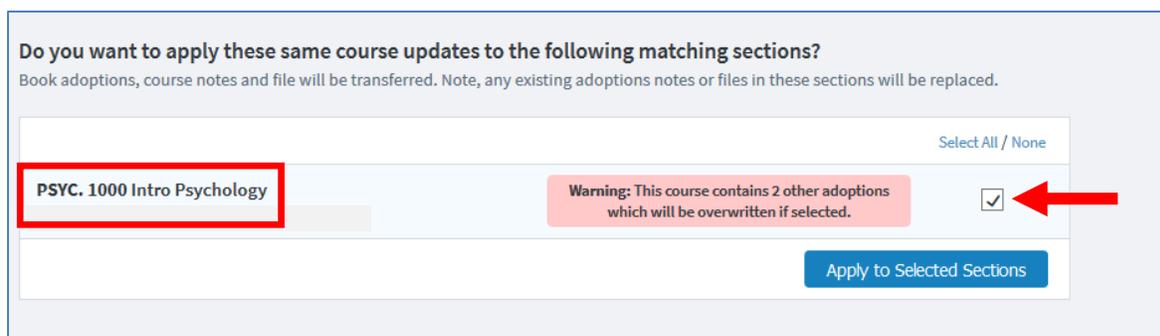
Share a link to your course in a syllabus or learning management system:

<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. 1000 Intro Psychology	<input checked="" type="checkbox"/>
------------------------------------	-------------------------------------

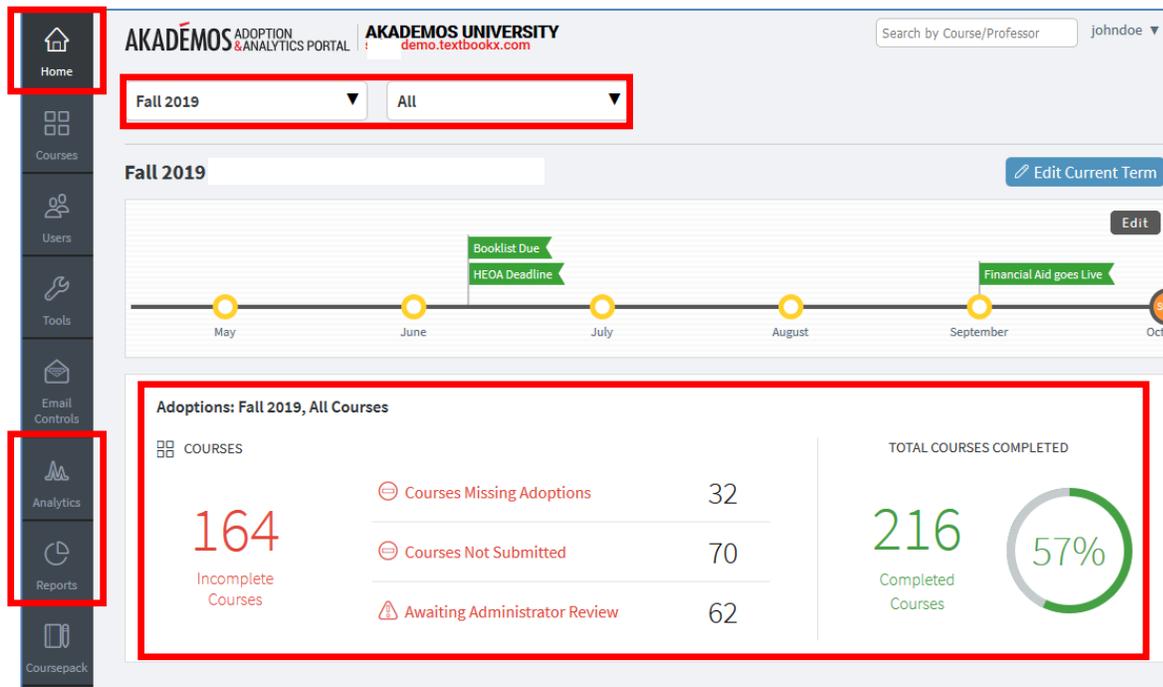
Warning: This course contains 2 other adoptions which will be overwritten if selected.

Apply to Selected Sections

Part 3: Reports

The Adoption & Analytics Portal has enhanced reporting capabilities for Administrators.

The Home page provides detailed information on adoptions and Portal activity. The Analytics and Reports pages provide information on student ordering behavior. All data is updated in real time.



Home Page Reports

The Home page is the best way to get an overview of adoptions for the upcoming term.

Below the term's timeline, Administrators will see an adoption overview. Data will be shown for the term/department/course selected in the drop-down menu found at the top of the page. When you drill down to a specific department/course, all adoption statistics on the page will be updated.

The number of incomplete courses will be highlighted in red. There are three statuses that explain why a course is listed as "incomplete":

- **Courses Missing Adoptions:** Faculty have not yet added any materials to their course
- **Courses Not Submitted:** Faculty have added adoptions to their course, but have not yet submitted their adoptions
- **Awaiting Administrator Review:** Faculty have submitted their adoptions and an Administrator needs to review

The number of courses with complete adoptions will be highlighted in green. These are the courses where Faculty have submitted their adoptions and they have been approved by an Administrator. If your school does not require an Administrator to review adoptions, once a Faculty member submits textbooks, it will immediately be listed as complete.

Materials Notification:

The “Materials” box, located next to the activity log, displays notifications from the Akademos inventory team. The number of submitted adoptions that are on backorder, out of print, or have new editions will be highlighted here.

Click on one of the notifications to review details. From this page, you can send messages to Faculty to let them know about the status and potential issues with their course material adoptions.

 **MATERIALS**

93

Material Notifications

Old Editions 65

Out of Print 17

Reprints 11

Fall 2019 Edit Current Term

With Alerts 98	<input type="checkbox"/> Send Materials Notifications Show preview DISPLAY BY: Professors
Old Editions 69	Quick Search <input type="text"/> 1 2 Save as Excel
Out of Print 17	<input type="checkbox"/> Breitenberg, Elva <i>No contact in last month</i>
Reprints 12	BUS2199 Business Policy
All Professors 28	 Crafting and Executing Strategy Fix Old Edition
Only contacted in past 7 days 0	CHE1621 Chemistry for the Health Sciences
Except contacted in past 7 days 28	 Introduction to General, Organic and Biochemi... Fix Old Edition
Download to Excel	<input type="checkbox"/> Durgan, Minerva <i>No contact in last month</i>
	ECO5535 Research Methods I
	 Bundle: Pearson: Statistical Persuasion: How ... Fix Old Edition

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.

Activity Log (2)	
You submitted 3 books, adopted 4 books	Today
Akademios Administrator updated 1 department	Today

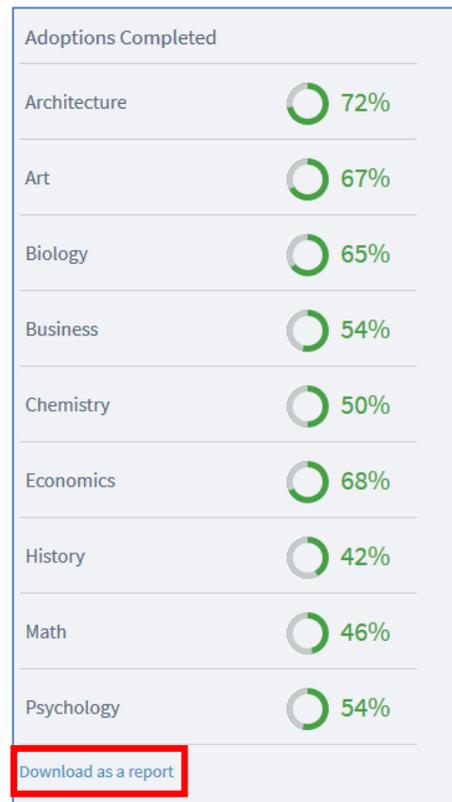
Activity Log (2)	
You submitted 3 books, adopted 4 books	Today
Adopted, Submitted "Cognitive Psychology" (9781305644656) for PSY 242	02/15/2020 09:03AM
Adopted "Psychology: The Science of Mind and Behavior" (9780073532127) for PSY 200	02/15/2020 09:01AM
Adopted, Submitted "Psychology: The Science of 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
View more »	Today

Completed Adoptions:

Below the materials box, there is a breakdown of adoptions by sub-department. If you are looking at the full term, you will see a breakdown by campus or department, depending on the set up of your school. You can click on any of the departments listed to review details.

This is a great way to compare the adoption rate of departments and decide which might need extra communication to stay on track for timely submission.

You can download this report as an excel file and share with Faculty and/or other Administrators at your school.

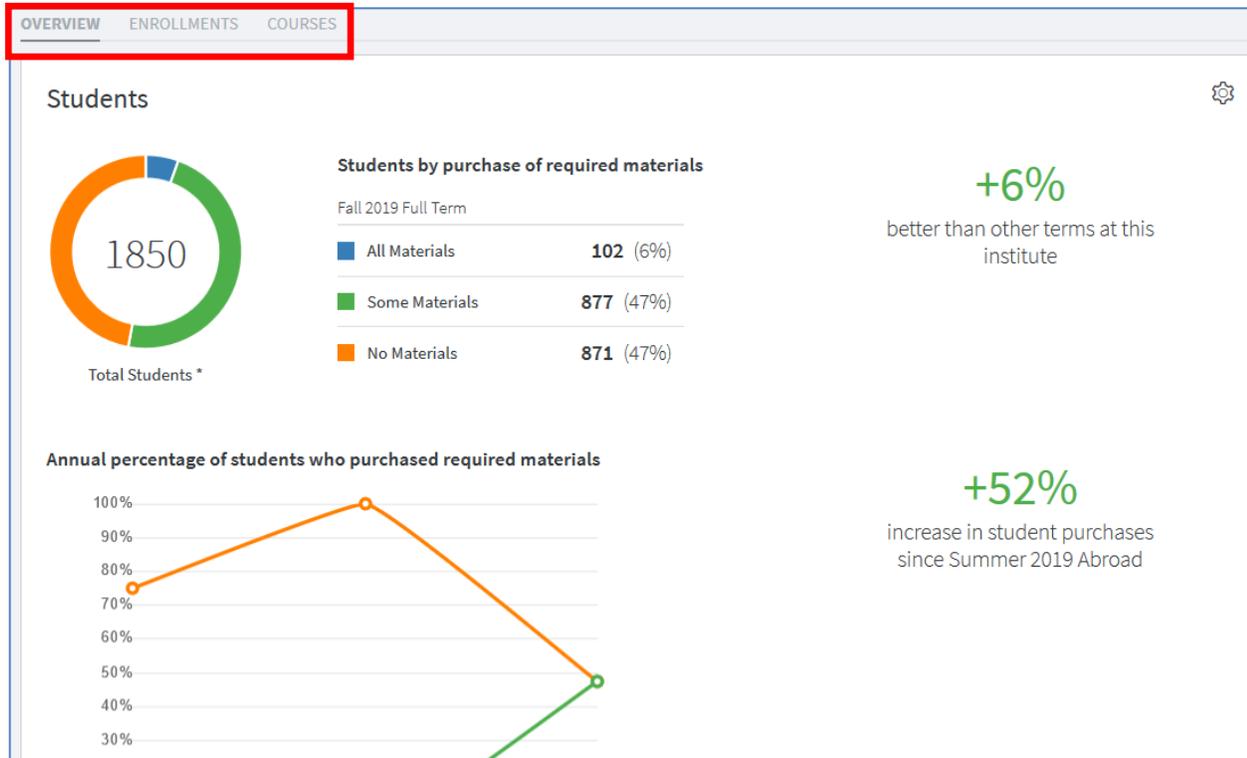


Analytics & Sales Reports

The Analytics and Reports pages on the left-hand navigation provide Administrators will additional information about real-time sales, savings, orders, items, average items per order, average cost per item, and financial aid against the prior year.

Analytics:

Click on Analytics to review an overview of student ordering behavior, types of materials purchased, and a review of sales by term. You can also click on the Enrollments or Courses tabs for further details.



Reports:

Select the dates and term to generate a sales report. Remember to click "Apply filter."

Filter By: Download to Excel

Date From: 07-01-2019 To: 10-31-2019

Customer Name: ISBN/Book Title:

Order Number: Student ID:

Term: Fall 2019 Full Term (Hidden) Department/Campus: All departments/campuses

Metric	Value	Change	% Change
Total Charges:	\$251725.18	\$0.00	(+100%)
Total Savings:	\$141127.48	\$0.00	(+100%)
Total Orders:	1245	0	(+100%)
Total Items:	3321	0	(+100%)
Item Per Order:	2.7	0	(+100%)
Avg. Item Charge:	\$75.80	\$0.00	(+100%)
% Financial Aid:	20.22%	0%	(+100%)
Avg. Ord. Charge:	\$202.19	\$0.00	(+100%)

Item Type	Items	Charges	Charge Per Item
New	1230	\$145553.58	\$118.34
Used / Marketplace	1199	\$45664.21	\$38.09
eBook	523	\$21997.96	\$42.06
Rental	369	\$12725.31	\$34.49
Merchandise	0	\$0.00	\$0.00
All	3321	\$225941.06	\$68.03

Part 4: Help Page

Faculty Help:

Visit the Help page to view instructional videos and FAQs, or to contact your Account Manager with any additional questions.

Log in: Visit the website and log in with your school account username and password

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.

Phone: 1-800-887-6459

Email: Customerservice@textbookx.com

AKADEMOS ADOPTION & ANALYTICS PORTAL | AKADEMOS UNIVERSITY | johndoe

How to track faculty adoptions

Use the Adoptions & Analytics Portal to set key dates for the upcoming term, view user accounts, track adoption status by term, department or course, communicate with faculty who need to submit their adoptions, approve faculty submissions, and analyze real-time sales reports.

TOTAL COURSES COMPLETED

99 Completed Courses

43%

Notify Selected Instructors

1 2 3

Barbian Tom

CHM4415 Church Ministry Leader:

Beyer Bryan

BIB1114 Online OT Survey: Torah

BIB1115 Online OT Survey: Poeth

Your materials for: BUS - BUSINESS IN A BUS

Required

Not Required

New Only

Used OK

The New Guide to Crisis & Trauma Counseling

Wright, J.L. Norman Hardcover

Added Sep 23, 2015

Mark Reviewed

1. Track Faculty adoptions and view other reports
2. Contact Faculty who need to submit their adoptions
3. Review and approve Faculty submissions

“How-To” video and PDF

To learn more about how Administrators can use Adoptions & Analytics portal, reference our video tutorials and detailed user guide below.

AKADEMOS Adoption & Analytics Portal: Adoption & Analytics Portal

AKADEMOS Adoption & Analytics Portal