

# AKADÉMOS

## Adoption & Analytics Portal

The screenshot shows the AKADÉMOS Adoption & Analytics Portal. On the left is a dark sidebar with icons for Home, Courses, Analytics, Coursepack, and Help. The main area has a header with the portal logo and a user dropdown for Taylor Brown. A timeline at the top shows months from June to November with events like 'Bookstore Open', 'Start of Fall Term' (highlighted in orange), and 'Read Only'. Below the timeline, a section for 'Incomplete Courses for 2019 Fall Term' lists 'PSY 200' (Behavioral Psychology) and 'PSY 100' (Introduction to Psychology), each with a 'Not Submitted' and 'Fix' button. A 'Notifications' section indicates 'You have no notifications'. An 'Activity Log' section shows two entries: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department', both dated 'Today'.

## 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 Spalding Online Bookstore at Lynchburg.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 school username and password. Please contact your Akademos Account Manager 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 shows the homepage of the University of Lynchburg TextbookX.com website. At the top, there is a navigation bar with links for "SELL", "RETURNS", "TRACK", "BOOK SEARCH", and "HELP". A red box highlights the "FACULTY" link. To the right of the navigation bar is a "Log in" button and a shopping cart icon. Below the navigation bar, the University of Lynchburg logo is displayed next to the text "University of Lynchburg". A search bar contains the placeholder text "Enter a course name or code, e.g. Accounting 101" with a magnifying glass icon. Below the search bar is a checkbox labeled "Search by instructor". The main content area features two buttons: "Find Your Course" with a magnifying glass icon and "Log In" with the subtext "View your courses". A grey banner at the bottom left contains the text "View Your Course Items" and a note about logging in with a school account. Another grey banner at the bottom right contains the text "Log in with your University of Lynchburg Account:" and a "Log in" button. At the very bottom, there is a "Find Your Course" button with a red arrow icon.

## 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 shows the AKADEMOS Adoption & Analytics Portal home page. On the left, a vertical sidebar menu includes 'Home' (highlighted with a red box), 'Courses', 'Analytics', 'Coursepack', and 'Help'. The main content area features a horizontal timeline from June to November. Milestones include 'Bookstore Open' (August), 'Start of Fall Term' (September), and 'Read Only' (October). Below the timeline, a section titled 'Incomplete Courses for 2019 Fall Term' lists 'PSY 200' (Behavioral Psychology) and 'PSY 100' (Introduction to Psychology). Each course has a 'Not Submitted' button (with a red icon) and a 'Fix' button. To the right of the courses is a dropdown menu labeled '2019 Fall Term' with a red box around it. Further down, sections for 'Notifications' (no notifications) and 'Activity Log' (2 items: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department') are shown.

### 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.



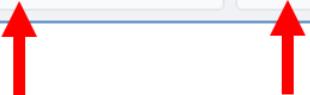
## "Missing Adoptions" and "Not Submitted" Courses:

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

Incomplete Courses for 2019 Fall Term 2019 Fall Term ▾

PSY 200 Behavioral Psychology  <span style="color: red;">⚠ Not Submitted</span> <span style="background-color: red; color: white; border-radius: 5px; padding: 2px 5px;">Fix</span>	PSY 100 Introduction to Psychology  <span style="color: red;">⚠ Missing Adoptions</span> <span style="background-color: red; color: white; border-radius: 5px; padding: 2px 5px;">Fix</span>
--	---



## 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
Akademos 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

## 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.

Incomplete Courses for 2019 Fall Term

PSY 200 Behavioral Psychology	PSY 100 Introduction to Psychology
<span style="color: red;">⚠️</span> Not Submitted <span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Fix</span>	<span style="color: red;">⚠️</span> Missing Adoptions <span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Fix</span>

**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.

AKADEMOS ADOPTION & ANALYTICS PORTAL

Taylor Brown ▾

2019 Fall Term  
PSY 100 - Introduction to Psychology  
Taylor Brown

Next > Select Ancillaries

Select Materials      Select Ancillaries      Add Course Notes      Preview Course      Submit Course

## 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.

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

Adoptions not Required

Add Materials to this Course

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

Adoptions not Required

This course does not use books

Course uses OER/Zero cost materials

Other non-bookstore materials

Continue

## 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.

Enter a book title or ISBN # Results will also include: OER LOW COST Search

Show only OER and Low Cost Items

COURSE MATERIALS GROUPING

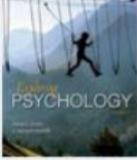
If you offer multiple options for students to choose from (i.e. Book + Access Code with eBook Package or Access Code with eBook stand-alone, hardcover or paperback, etc.) use this tool to group the options together so that students know they only have to choose ONE

Group Different Options

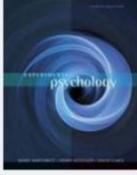
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**COURSE HISTORY**

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, Katja

**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.

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

9781464154072 Results will also include: **OER** **LOW COST** Search

**Exploring Psychology**  
Author: Myers, David G., DeWall, C. Nathan, ISBN: 9781464154072

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.

Summer 2020 Full Term  
**PSY100 - Introduction to Psychology**

My Course History My Department

Introduction to Psychology KALAT JAMES W

SPRING 2019 FULL TERM

What is Psychology? Essentials PASTORINO/DOYLE-PORTILLO

Psychology KALAT JAMES W

FALL 2018 FULL TERM

Introduction to Psychology KALAT

Introduction to Psychology KALAT JAMES W

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.

RECOMMENDED

Family Theories : An Introduction White, James M., Klein, David M., Martin, Todd F. (Forrest)

Adopted IN FAMILY THERAPY Lee Williams, JoEllen Patterson, Todd M. Edwards

The Family : Diversity, Inequality, and Social Change Cohen, Philip N.

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.

Akademos 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.

The screenshot shows the Akademos University Coursepack Creator interface. At the top, there is a navigation bar with four steps: "Enter Your Information", "Create Your Cover", "Choose Contents", and "Submit Your Coursepack". On the right side, there is a "Saved Orders" dropdown menu set to "New Coursepack". The main content area is titled "ENTER YOUR INFORMATION" and contains fields for "Akademos University" (School Name), "Course name line #1", "line #2" (Course Name), "Course Code: CODE...", "Semester: [redacted]", "Instructor: [redacted]", "Instructor's Name", and "2020" (Year). A large blue box surrounds the "ADD COURSEPACK" button, and a red arrow points to the "Add Coursepack" button inside it. At the bottom, there is a "NEXT STEP" button.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

ENTER YOUR INFORMATION

Akademos University  
(School Name)

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

Course Code: CODE... Semester: [redacted]

Instructor:  
Instructor's Name

2020  
(Year)

ADD COURSEPACK

Add Coursepack

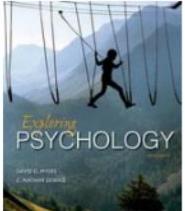
Saved Orders

New Coursepack

NEXT STEP

**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

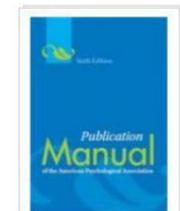
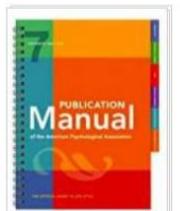
No description

**What Students Pay**

publisher list price	\$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.*

**Editions**

 Currently Viewing	 New Edition
Isbn: 978133805615	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."

The screenshot shows the 'Your materials for:' section for PSY 100 - Introduction to Psychology. It includes:

- A checkbox for 'New Only' with a red arrow pointing to it.
- A note: 'Check only if adopting materials that cannot be purchased used or rented.'
- A radio button for 'Required' (selected) with a red arrow pointing to it.
- A radio button for 'Optional'.
- The textbook title 'Exploring Psychology' by Myers, David G., DeWall, C. Nathan.
- The format: Paperback (10 Edition).
- The ISBN: 9781464154072.
- A 'Delete' link at the bottom right.

\*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.

The screenshot shows two main sections:

- Books to be grouped:** A list of items including 'Packback Code' and 'Top Hat Classroom - One Semester'. A red arrow points from this section to the 'COURSE' section.
- COURSE:** Details for '2019 Fall Term' and 'PSY 100 - Introduction to Psychology' by Taylor Brown. It shows '3 Items'. Below this, a dropdown menu labeled 'Choose from available options:' lists 'Custom Connect Online Access for The Science of Psychology: An Appreciative View for University...'. A red arrow points to the 'ITEMS' count (2). The item details include:
  - 'REQUIRED' badge.
  - Image of a book with 'NO COVER' text.
  - Condition: 'New'.
  - Price: '\$100.00'.
  - Status: 'Ready to ship! Free Shipping'.
  - 'Add to Cart' button.
  - Note: '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.

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 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, it displays "2019 Fall Term" and "PSY 100 - Introduction to Psychology" by Taylor Brown. Below this is a navigation bar with five steps: "Select Materials", "Select Ancillaries", "Add Course Notes", "Preview Course", and "Submit Course". The "Add Course Notes" step is currently selected. On the left, there's a text area where a user has typed "Please read chapter 1 before the first day of class." This text is highlighted with a red box. Below this text area is a toolbar with various text formatting options. On the right, there's a sidebar titled "Your materials for: PSY 100 - Introduction to Psychology". It shows a book cover for "Exploring Psychology" by Myers, David G., DeWall, C. Nathan, and a "Required" status. There are checkboxes for "New Only" and "Optional". At the bottom of the sidebar is a "Delete" link. At the very bottom of the page, there's a green button labeled "Save Note" and another green button labeled "Add Course Files", both of which are also highlighted with red boxes.

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.

This screenshot shows the course preview page for PSY 100 - Introduction to Psychology. At the top, it displays the term (2019 Fall Term), course title, professor (Taylor Brown), and status options (Complete Course, I'm not finished, Submit, Add More Materials). Below this is a progress bar with five steps: Select Materials, Select Ancillaries, Add Course Notes, Preview Course (which is active, indicated by a green dot), and Submit Course. The 'Preview Course' section contains a heading 'This is how students will see your course.' followed by a note about guideline prices. A red box highlights this area, and a red arrow points down to the student view below. The student view shows the course title, professor, course note (Please read chapter 1 before the first day of class), and a purchase summary (1 Item Save \$131.44). Below this is a book listing for 'Exploring Psychology (Ed. 10)' by Myers, David G., DeWall, C. Nathan, showing three purchase options: New (\$225.86 Ready to ship!), Used (\$37.88 Ready to ship!), and Marketplace (\$26.01 33+ other sellers including Amazon.com).

2019 Fall Term  
PSY 100 - Introduction to Psychology  
Taylor Brown

Complete Course    I'm not finished  
Submit    Add More Materials

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

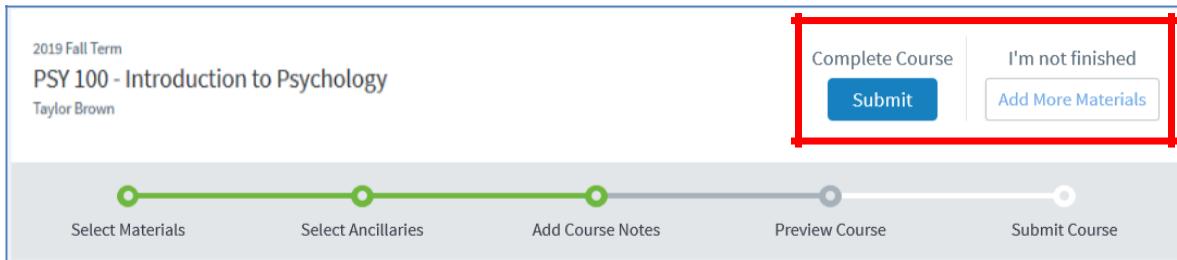
**Exploring Psychology (Ed. 10)**  
by Myers, David G., DeWall, C. Nathan

**REQUIRED**

	New	\$225.86	Ready to ship!
	Used	\$37.88	Ready to ship!
	Marketplace	\$26.01	33+ other sellers including Amazon.com

## 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.



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.

A screenshot of a confirmation page. At the top, it shows "2019 Fall Term", "PSY 100 - Introduction to Psychology", and "Taylor Brown". To the right are "Next Course &gt; PSY 200" and a "Submit Course" button. Below these are the same five steps as the previous screenshot. A red box highlights the "Course Submitted!" message. On the left, there's a thumbnail of the course book "Exploring Psychology" with the title "PSY 100" and subtitle "Introduction to Psychology". On the right, there's a section titled "Share a link to your course in a syllabus or learning management system:" with a link "http://textbook.com/institutional/index.php?action=browse#books/23..." and a "Copy Link" button. A red box highlights this section. At the bottom, there's a checkbox for sending an email to students and a note about mandatory notifications. A red box highlights the "Next Course" and "Complete Adoptions for Your Remaining Courses" buttons at the bottom.

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.

A screenshot of the Multicourse Editor. It asks if you want to apply course updates to matching sections. It says "Book adoptions, course notes and file will be transferred. Note, any existing adoptions notes or files in these sections will be replaced." A red box highlights the list of sections "PSYC. 100 Intro Psychology". A red box highlights the "Select All / None" button. A red arrow points to a warning message in a pink box: "Warning: This course contains 2 other adoptions which will be overwritten if selected." At the bottom is an "Apply to Selected Sections" button.

## 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 shows the AKADEMOS Adoption & Analytics Portal interface. On the left, a vertical sidebar menu includes Home, Courses (which is highlighted with a red box and has a red arrow pointing to it), Analytics, Coursepack, and Help. The main content area displays three course cards for the 2019 Fall Term:

- PSY 200**: Behavioral Psychology. Book cover: "PSYCHOLOGY: The Science of Mind and Behavior". Status: Not Submitted (red warning icon). Action: Fix.
- PSY 242**: Cognitive Psychology. Book cover: "Cognitive Psychology". Status: Completed (green checkmark icon). Action: None.
- PSY 100**: Introduction to Psychology. Book cover: "Introduction to Psychology". Status: Missing Adoptions (red warning icon). Action: Add Materials to this Course (button with a plus sign).

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 'Fall 2019' analytics page. On the left, there's a sidebar with three sections: 'All Students' (24), 'BY STUDENT PURCHASE' (All 23, Some 0, None 1), and 'BY DATE PURCHASED' (Before Class Start 0, After Class Start 24). On the right, a specific course is selected: 'PSY 100 - Introduction to Psychology' by Taylor Brown. The course details include a 'View Course in Adoption Portal' link and a 'Contact Student (0)' button. Below this, a table lists student purchases: Barber Lillian (1 of 1 purchased, 0 of 1 by class start, no contact in last month); Brigman Taylor (1 of 1 purchased, 0 of 1 by class start, no contact in last month); Combs Bethany (1 of 1 purchased, 0 of 1 by class start, no contact in last month); Cook Tiffani (1 of 1 purchased, 0 of 1 by class start, no contact in last month); and Creighton Triston (1 of 1 purchased, 0 of 1 by class start, 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.

A red arrow points to the 'Contact Student (1)' button in the dialog box. The dialog box shows the same course details as the main page: '2019 Fall Term PSY 100 - Introduction to Psychology Taylor Brown'. It includes a 'View Course in Adoption Portal' link and a 'Contact Student (1)' button, which is highlighted with a red box. There is also a 'Show preview' button and a gear icon.

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

The preview email is displayed in a large box. It starts with 'Dear [Student name],'. Below that, it says: 'Our records indicate that you have [Number] required book(s) left to order for "[Course name]" this semester.' At the bottom, it provides instructions: 'Click on the following link to view the course materials assigned to this course. Or, you can login to the [redacted] Online Bookstore to view a list of all the courses you have registered for plus their required and/or optional course materials.' A blue 'Bookstore' link is shown at the very bottom.

## 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 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.

Account Manager: Kimberly McCormick, PhD. Kmccormick@akademos.com

### Student Help Page:

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

Phone: 1-800-887-6459

Email: Customerservice@textbookx.com

AKADEMOS ADoption & ANALYTICS PORTAL | Taylor Brown ▾

### How to submit your adoptions

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.

1. Choose a course from the Courses page

2. Select your textbooks and other course materials

3. Submit your course adoption for review

**"How-To" video and PDF**

To learn more about the Adoptions & Analytics portal, reference our video tutorial and detailed user guide below.

AKADEMOS  
Adoption & Analytics Portal

User Guide: Faculty