

Submitting Textbook Information to the NEW Lynchburg Online Bookstore



University of
Lynchburg

1. Log in & Select Course: Visit the website and sign in with your MyLynchburg account to view the courses you are scheduled to teach for upcoming terms. Click on one of your courses to begin the adoption process.

2. Add Textbooks: Use the search box to search by ISBN. When you click on a book, a pop-up will appear with details including pricing and edition alerts. Click "Adopt" to add it to your course.

Add materials to your course.

Enter a book title or ISBN #

Results will also include:

OER

LOW COST

Search

a. New Only: If your course requires digital courseware materials (access code), lab manuals, or other one-time use products, select "New Only."

b. Adoptions not Required: If your course does not require textbooks, check the box next to "Adoptions not Required" and then select the reason why.

3. Optional Steps: Add Ancillary Materials and/or Course Notes (e.g. syllabus).

4. Review Course: Review how students will see your course when they visit the bookstore website.

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

The screenshot shows a course selection screen for "PSY 200 Behavioral Psychology". A red "Not Submitted" status indicator with a warning icon is visible, and a red "Fix" button is present. The background shows a blurred version of the course search interface.

The screenshot shows a search interface with a text input field for "Enter a book title or ISBN #", a results dropdown, and buttons for "OER" and "LOW COST". A blue "Search" button is at the bottom right.

The screenshot shows the "Your materials for: PSY 100 - Introduction to Psychology" section. It includes a checkbox for "New Only", a note about checking it for non-purchasable materials, and radio buttons for "Required" and "Optional". A book cover for "Exploring Psychology" by Myers and DeWall is shown, along with its details: Paperback (10 Edition), 9781464154072, and a "Delete" link.

Faculty Benefits

- Log in using your MyLynchburg account to see only the courses you are assigned to teach or oversee.
- Previously adopted textbooks will display in the Portal for easy re-selection.
- Real-time pricing & availability displays upon adoption.
- Coursepack creation service for low-cost, highly-tailored course materials.
- Enhanced reporting and analytics for faculty and admins.



Student Benefits

- Students log in and see a personalized page listing their courses and their corresponding course materials.
- A variety of textbook formats: new, used, eBook, and rental.
- The bookstore hosts a peer-to-peer marketplace, where students can save an average of 60% off list price.
- Year-round access to post and sell textbooks on the website
- Price match guarantee on new books
- A dedicated customer service team with 24/7 phone support at the start of the term!



Questions?

The Bookstore Portal receives daily updates from Lynchburg regarding course information. If your courses are not listed, or if you have questions, please contact your Akademos Account Manager.

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