



# Faculty Guide

# Introducing the Adoption & Insights Portal (AIP)

AIP was developed by Barnes & Noble College to solve challenges faced by faculty in the areas of discovering, selecting, and monitoring course material adoptions.

Powered by the Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty.

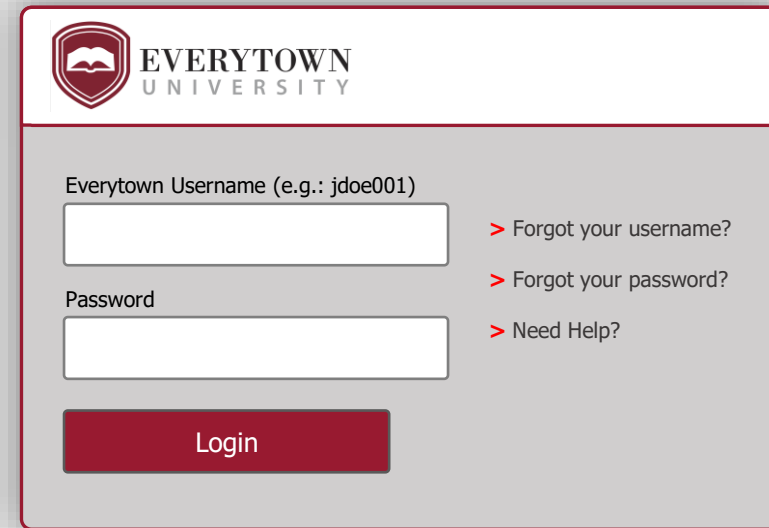
*With AIP, faculty can easily manage and submit course material adoptions each term.*

# Getting Started with AIP



# How do I log in?

- The Adoption & Insights Portal lets you log in with your institution credentials via a link to AIP in Carmen/Canvas
- You can also access AIP through the link in your Adoption Reminder emails



EVERYTOWN UNIVERSITY

Everytown Username (e.g.: jdoe001)

Forgot your username?

Password

Forgot your password?

Need Help?

Login

Note: this is an example and only for illustrative purposes



Submit Your Adoptions for Fall02 19

Hello Amy,

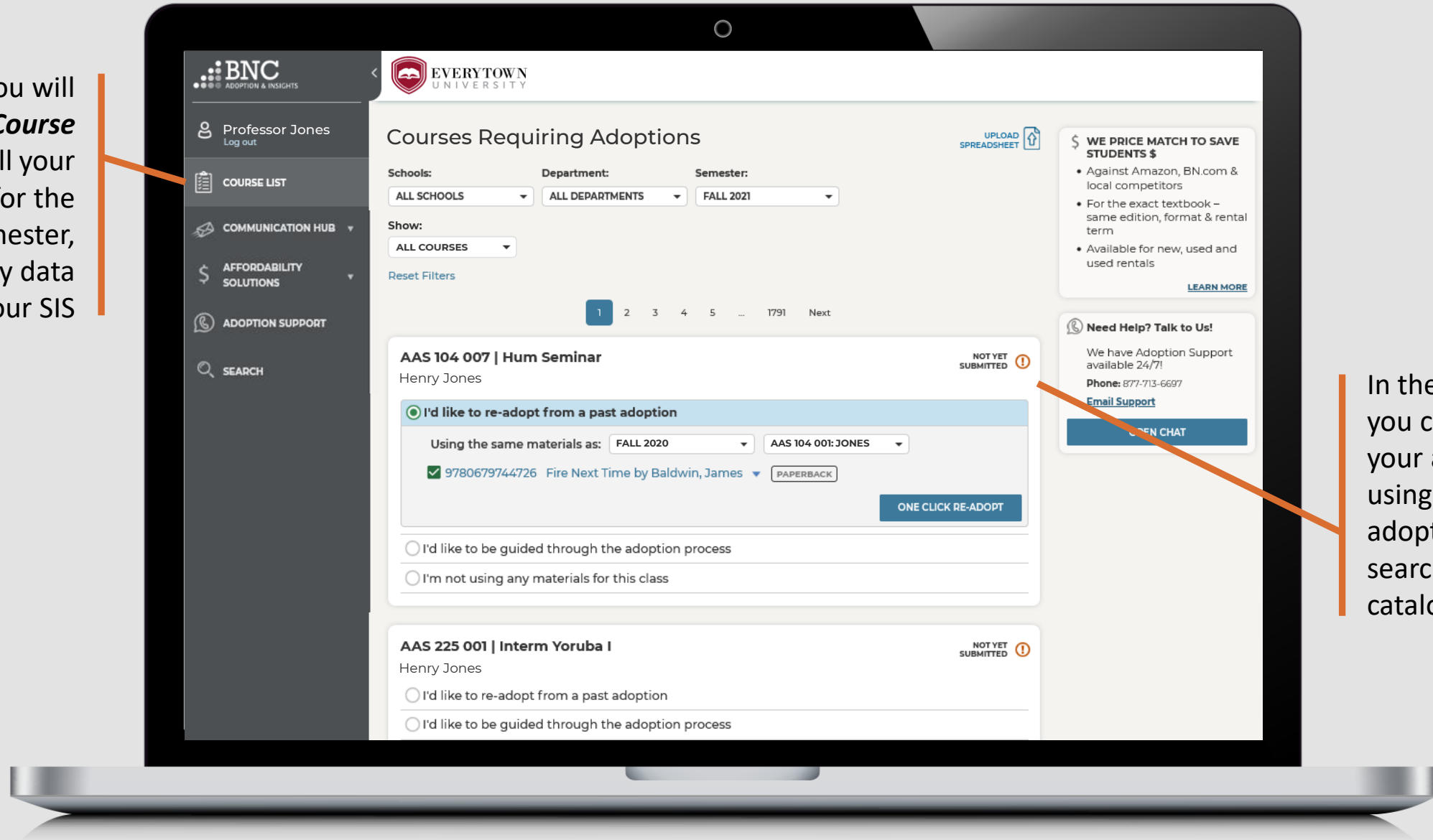
Adoptions for Fall02 19 are due by 08/12/2019. You are currently assigned to the following courses which need adoptions:

Department	Course	Section	Course Name
MATH01	4020	5050	Molecular Physics
MATH01	4020	5051	Molecular Physics
MATH01	4020	5052	Molecular Physics

To re-adopt previously used course materials, make changes or discover new materials, click the button below.

LET'S GET STARTED

As faculty, you will land on the **Course List** and see all your courses for the term/semester, powered by data from your SIS



In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.



# One Click Re-Adopt



**BNC**  
ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

### Courses Requiring Adoptions

Schools: **ALL SCHOOLS** Department: **ALL DEPARTMENTS** Semester: **FALL 2021**

Show: **ALL COURSES**

[Reset Filters](#)

1 2 3 4 5 ... 1791 Next

**AAS 104 007 | Hum Seminar** NOT YET SUBMITTED

Henry Jones

I'd like to re-adopt from a past adoption

Using the same materials as: **FALL 2020** **AAS 104 001: JONES**

9780679744726 Fire Next Time by Baldwin, James **PAPERBACK**

**ONE CLICK RE-ADOPT**

I'd like to be guided through the adoption process

I'm not using any materials for this class

**AAS 225 001 | Interm Yoruba I** NOT YET SUBMITTED

Henry Jones

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

**WE PRICE MATCH TO SAVE STUDENTS \$**

- Against Amazon, BN.com & local competitors
- For the exact textbook - same edition, format & rental term
- Available for new, used and used rentals

[LEARN MORE](#)

**Need Help? Talk to Us!**

We have Adoption Support available 24/7!

Phone: 877-713-6697

[Email Support](#)

**OPEN CHAT**

To Re-Adopt from a past term, use the **One Click Re-Adopt** function

Select which term and section you want to use

Professor Jones  
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

### Courses Requiring Adoptions

UPLOAD SPREADSHEET

Schools: ALL SCHOOLS Department: ALL DEPARTMENTS Semester: FALL 2021

Show: ALL COURSES

Reset Filters

1 2 3 4 5 ... 1791 Next

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LEARN MORE

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Phone: 877-713-6697

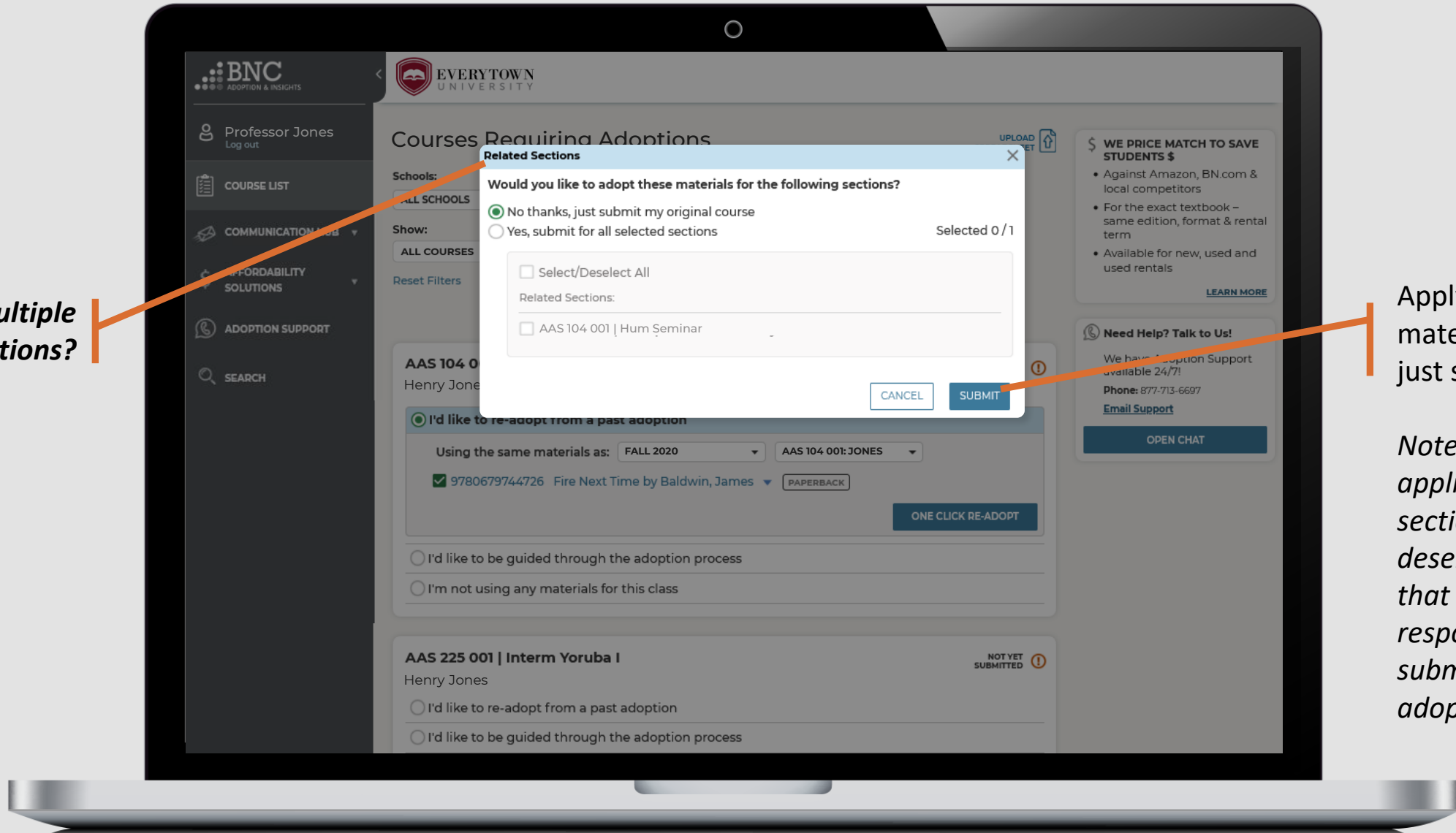
Email Support

OPEN CHAT

Deselect any materials you don't want to Re-adopt

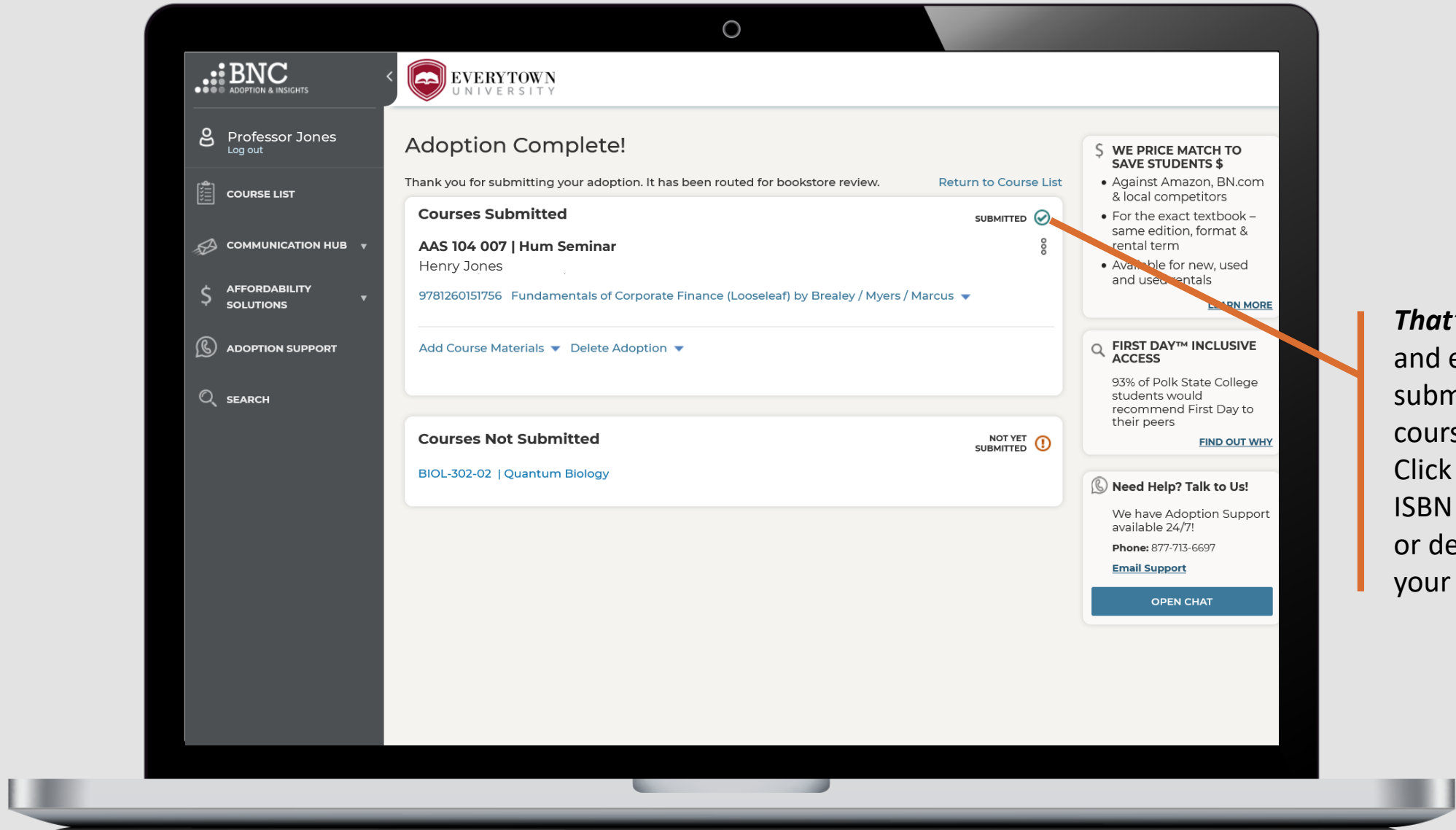


Teaching multiple sections?



Apply your course materials to all or just submit one

*Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions*

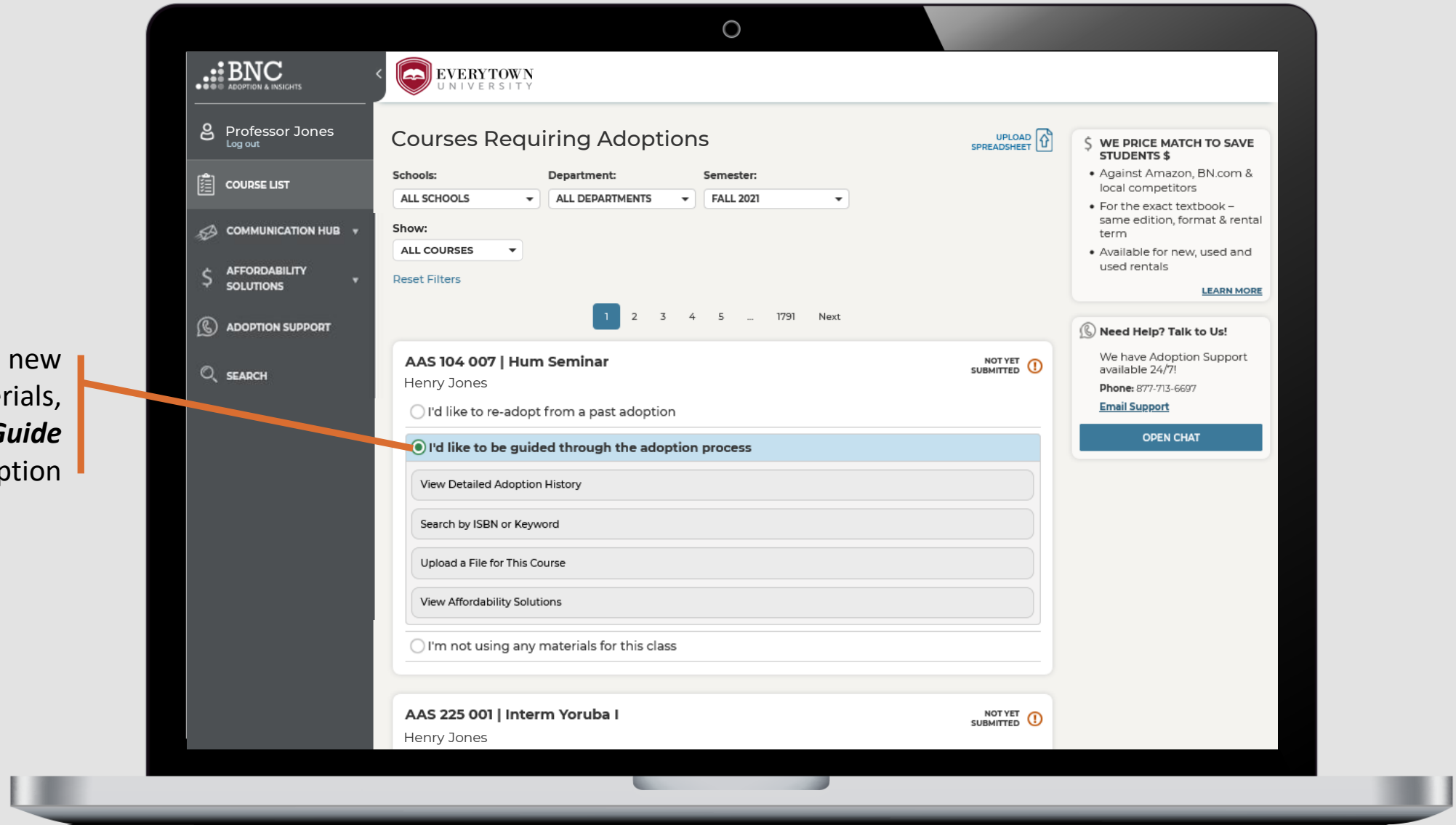


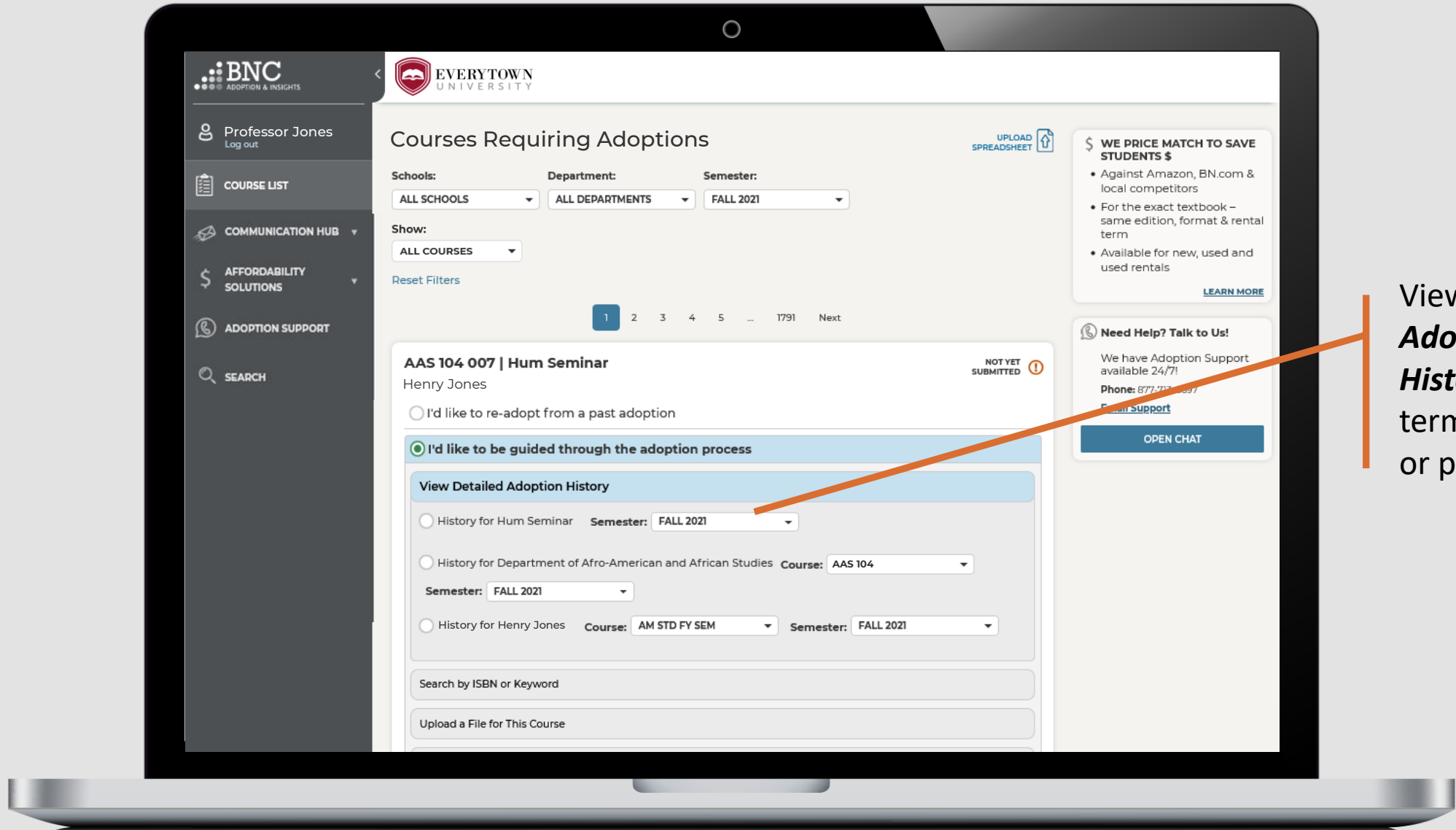
***That's it!*** View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

# Guided Adoption



To find new course materials, select the **Guide Me** option



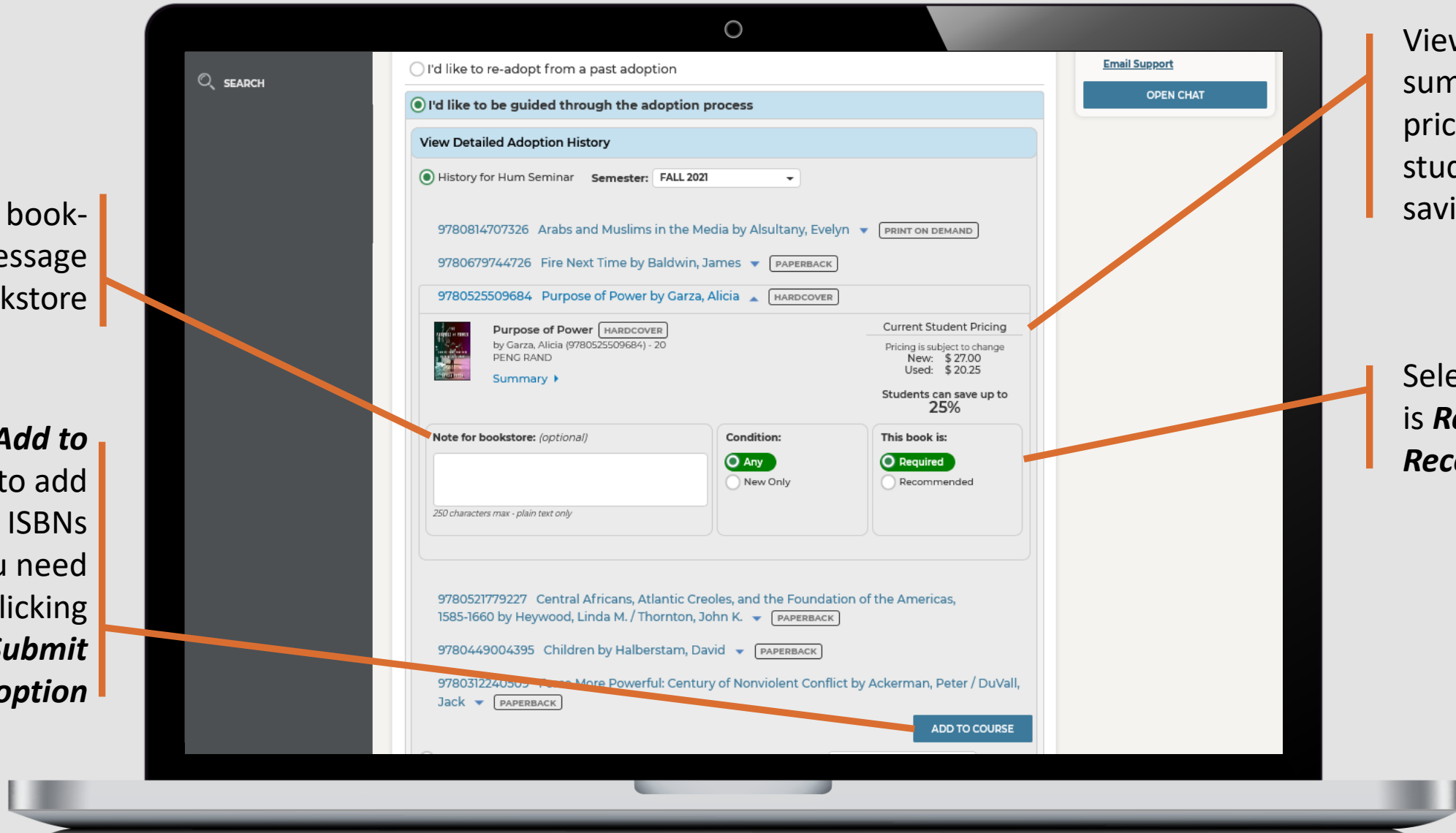


View **Detailed Adoption History** by term, course, or professor



Write a book-specific message to the bookstore

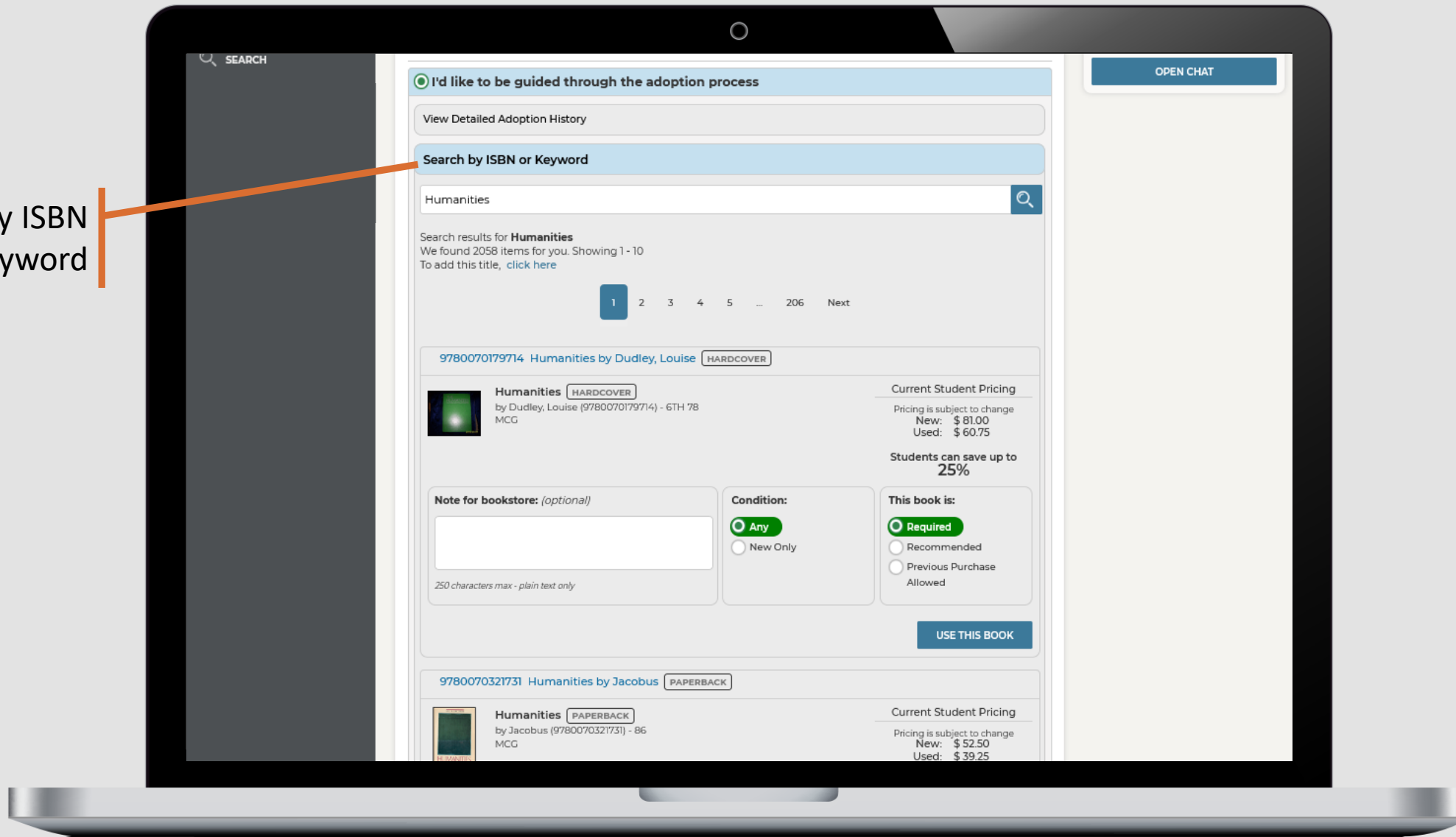
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

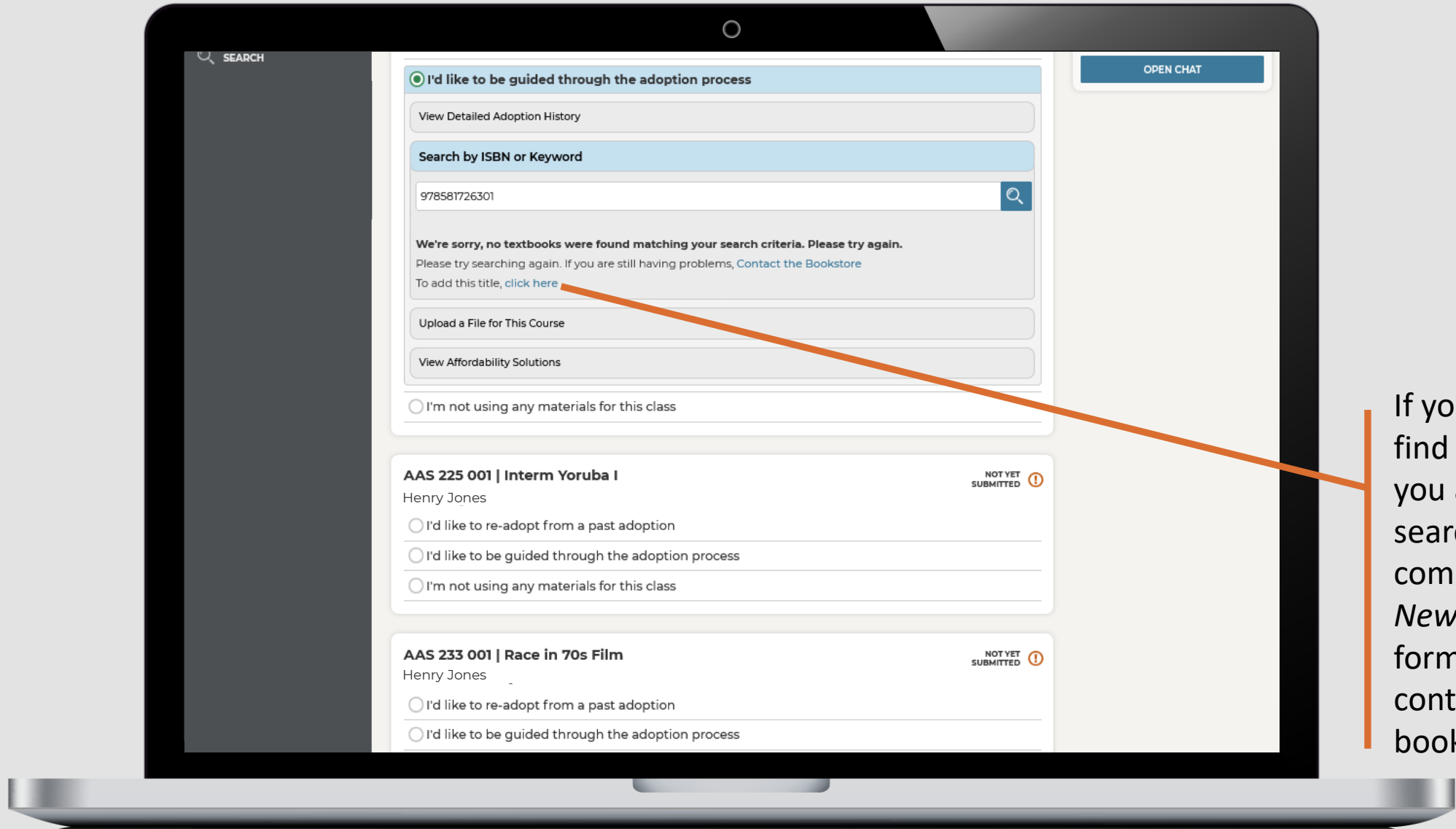


View textbook summary, pricing for students, and savings

Select if book is **Required** or **Recommended**

*Search* by ISBN  
or Keyword





OPEN CHAT

I'd like to be guided through the adoption process

Search by ISBN or Keyword

978581726301

We're sorry, no textbooks were found matching your search criteria. Please try again.  
Please try searching again. If you are still having problems, [Contact the Bookstore](#)  
To add this title, [click here](#)

I'm not using any materials for this class

**AAS 225 001 | Interm Yoruba I** NOT YET SUBMITTED

Henry Jones

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

I'm not using any materials for this class

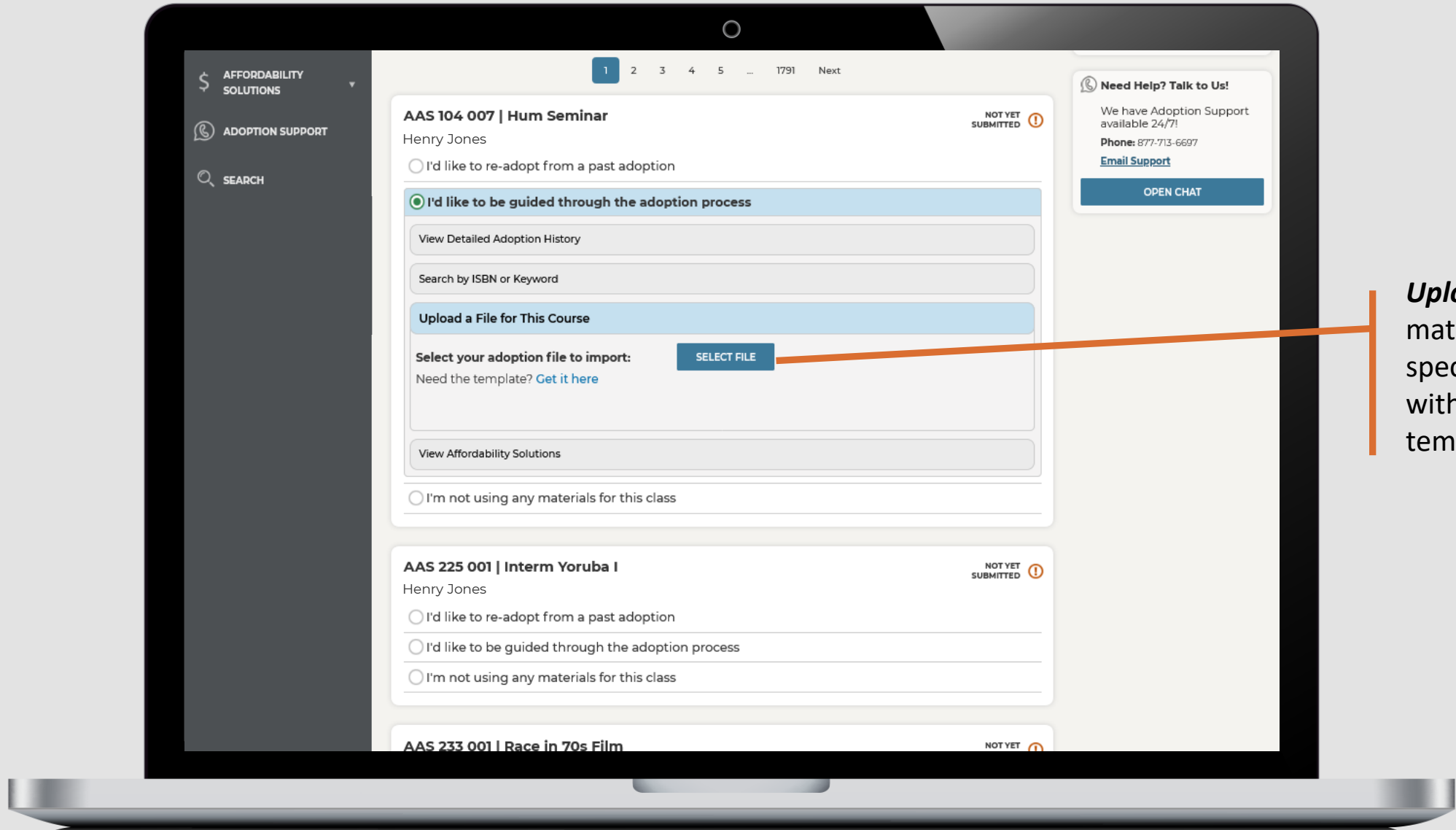
**AAS 233 001 | Race in 70s Film** NOT YET SUBMITTED

Henry Jones

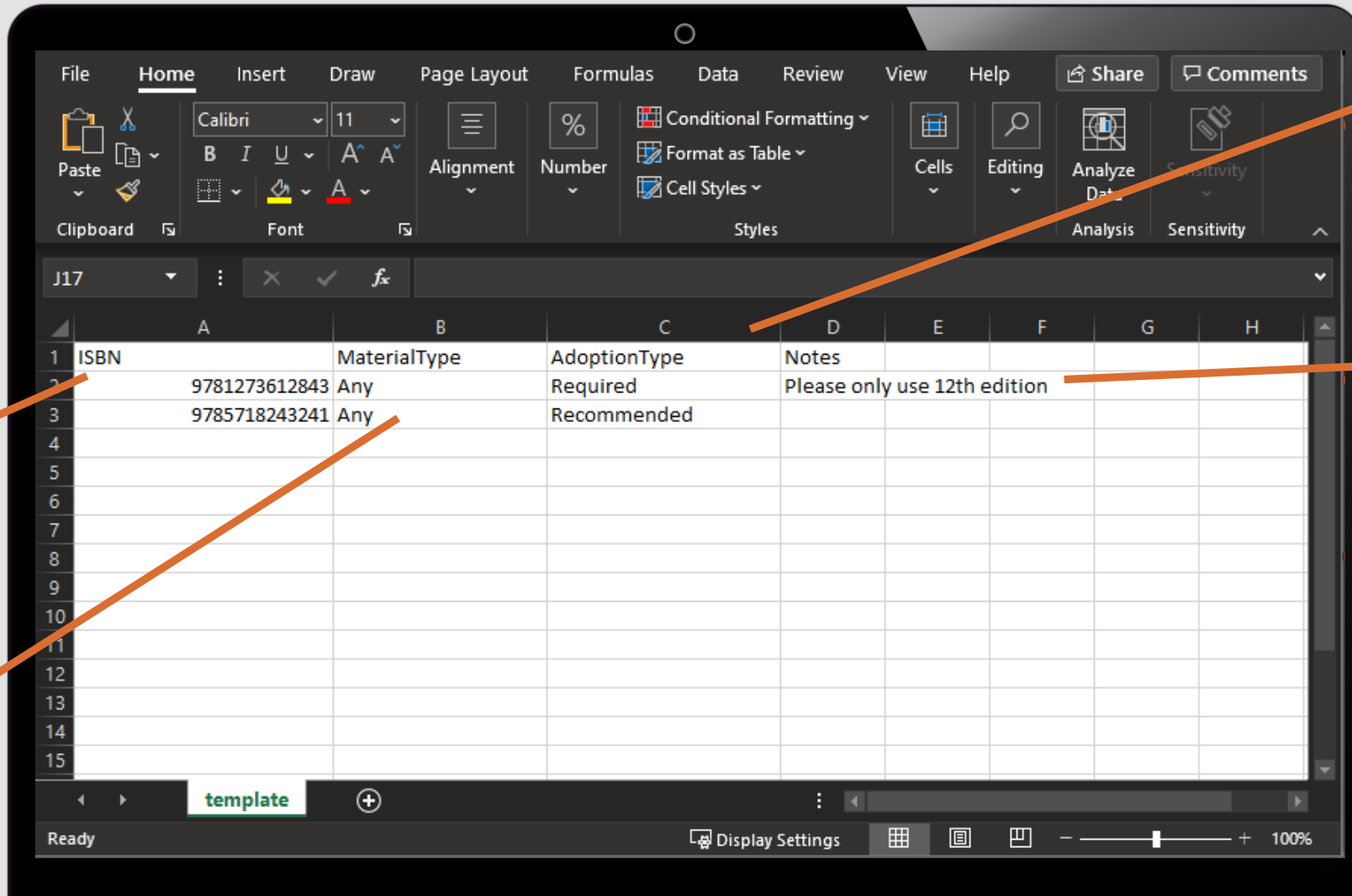
I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

If you can't find the ISBN you are searching for, complete the *New Title Add* form here or contact the bookstore



**Upload** adoption materials for this specific section with an easy template



Enter **ISBNs** as separate lines

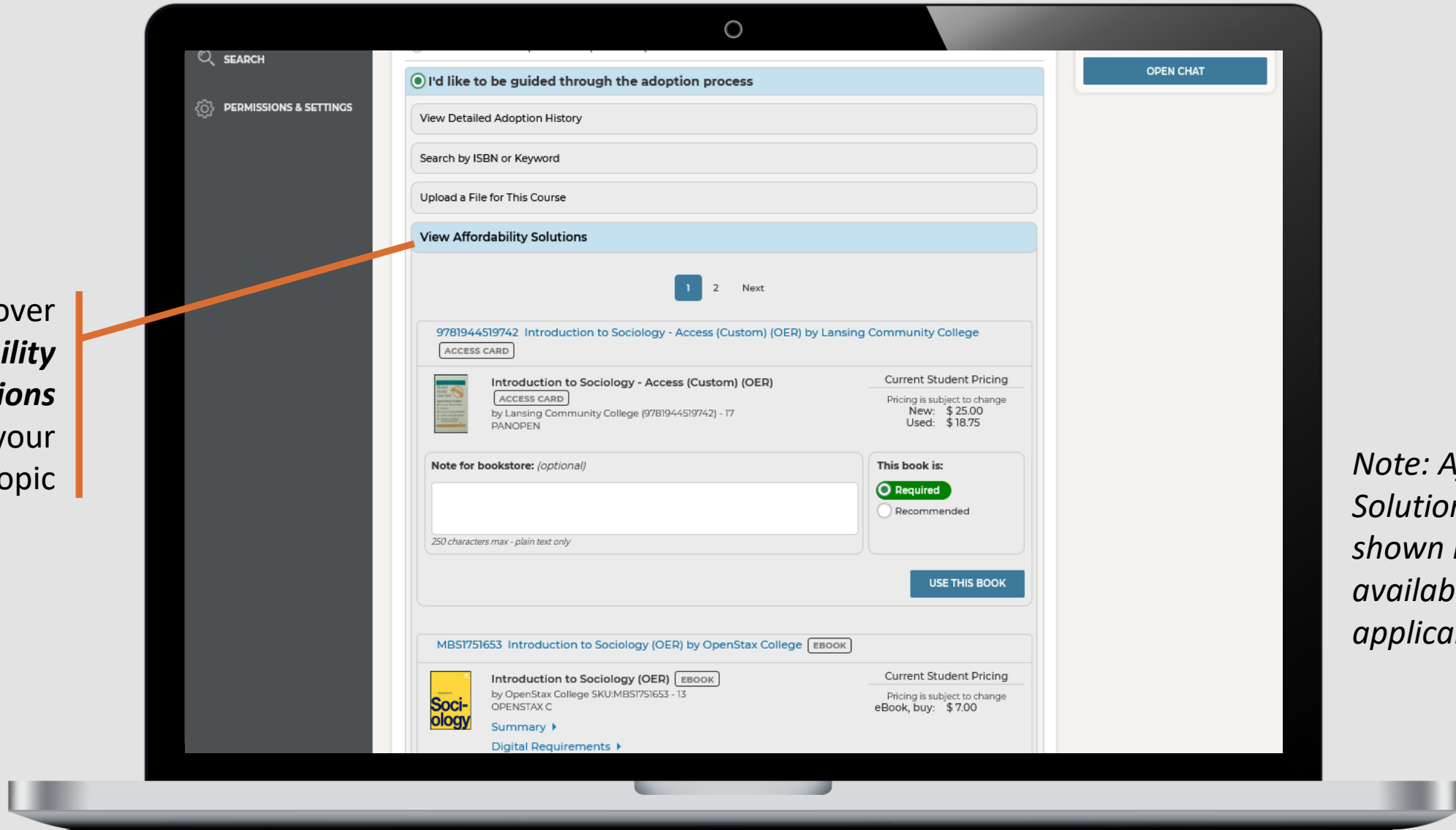
For **Material Type**, enter New Only, Digital Only, or Any

For **Adoption Type**, enter Required or Recommended

**Notes** are optional and can be left blank

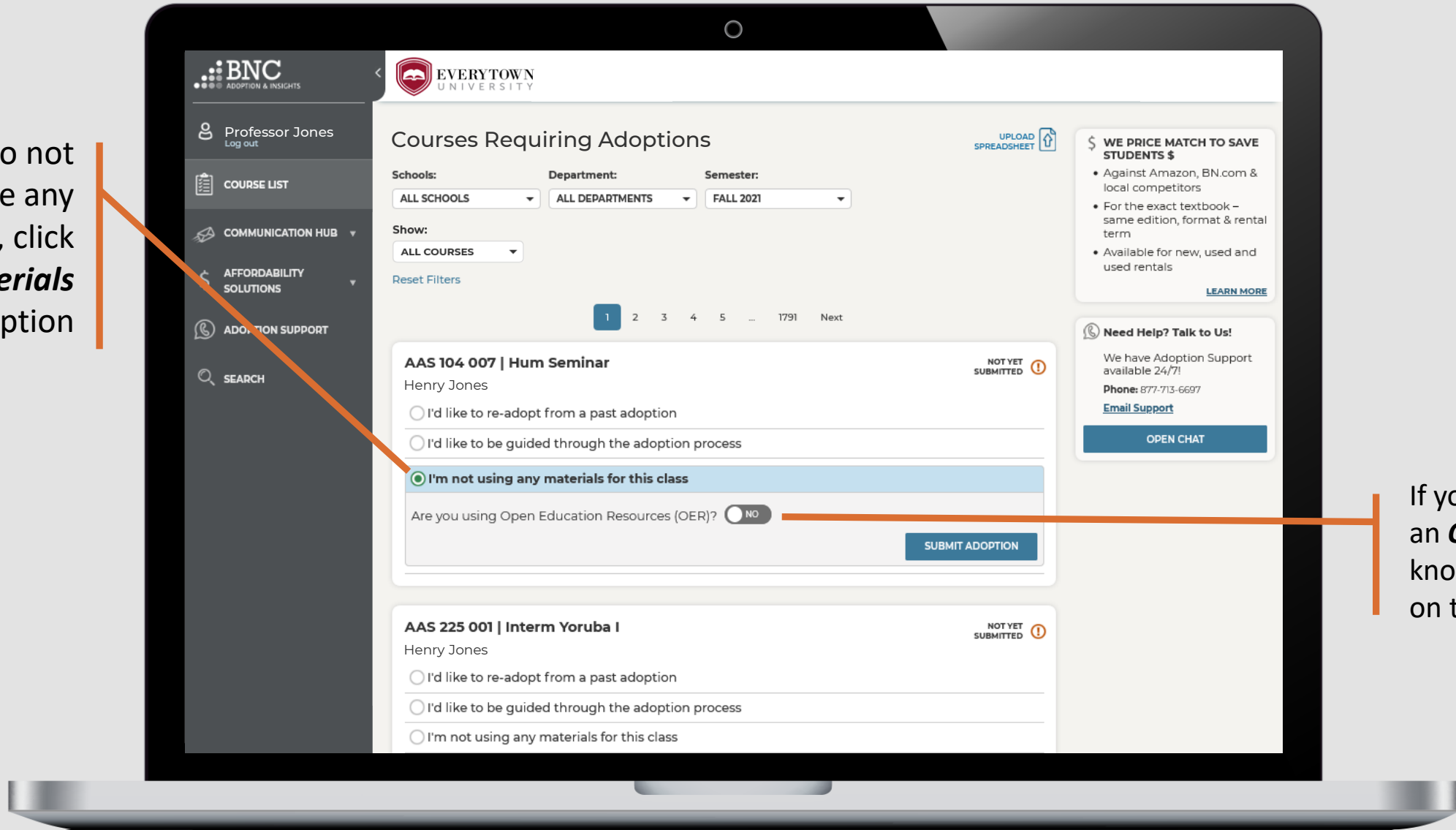


Discover  
**Affordability  
Solutions**  
specific to your  
course topic



*Note: Affordability  
Solutions are  
shown based on  
availability and  
applicable subjects*

If you do not wish to use any materials, click the **No Materials** option

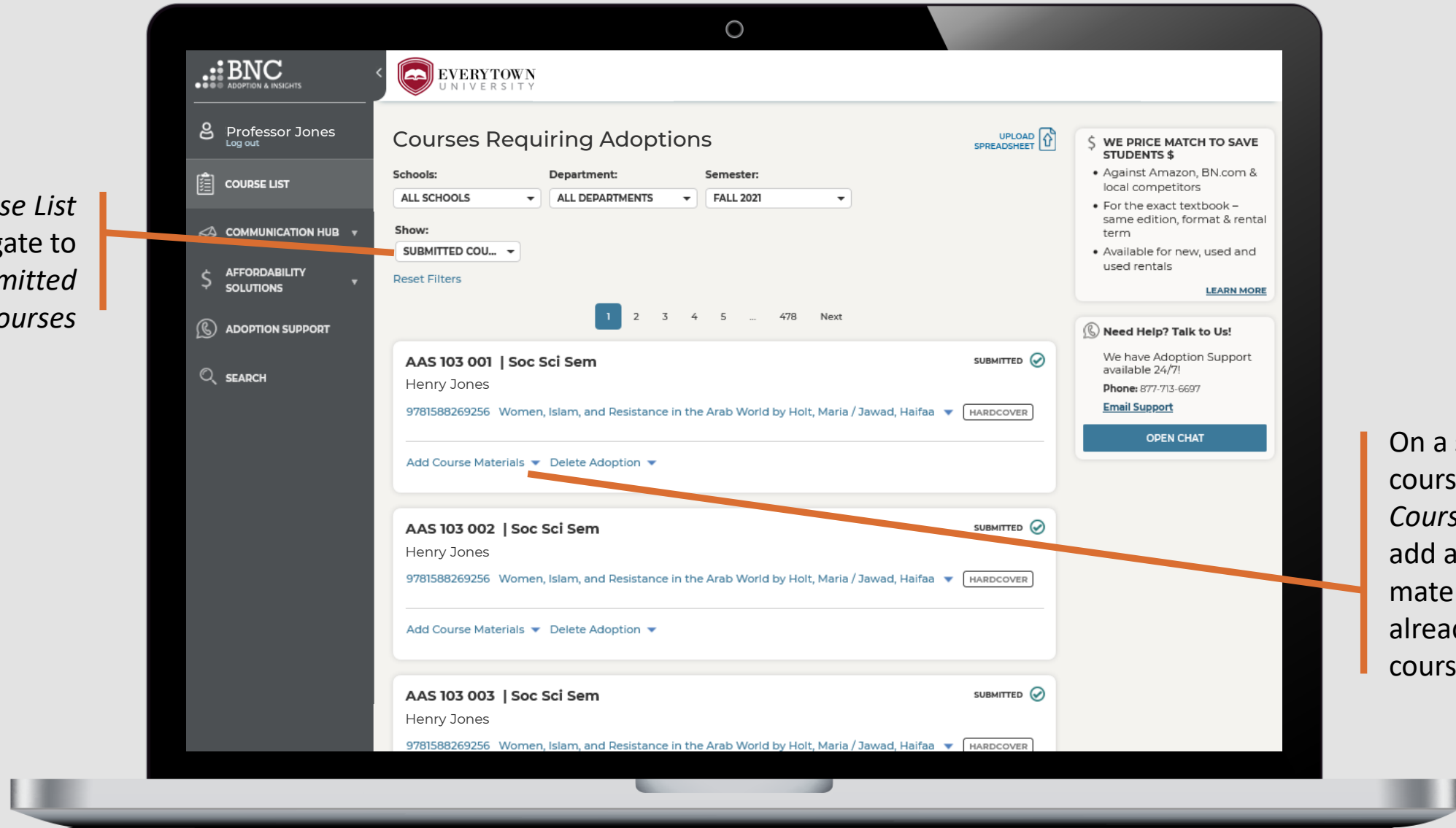


If you are using an **OER**, let us know by clicking on the toggle

# Editing an Adoption

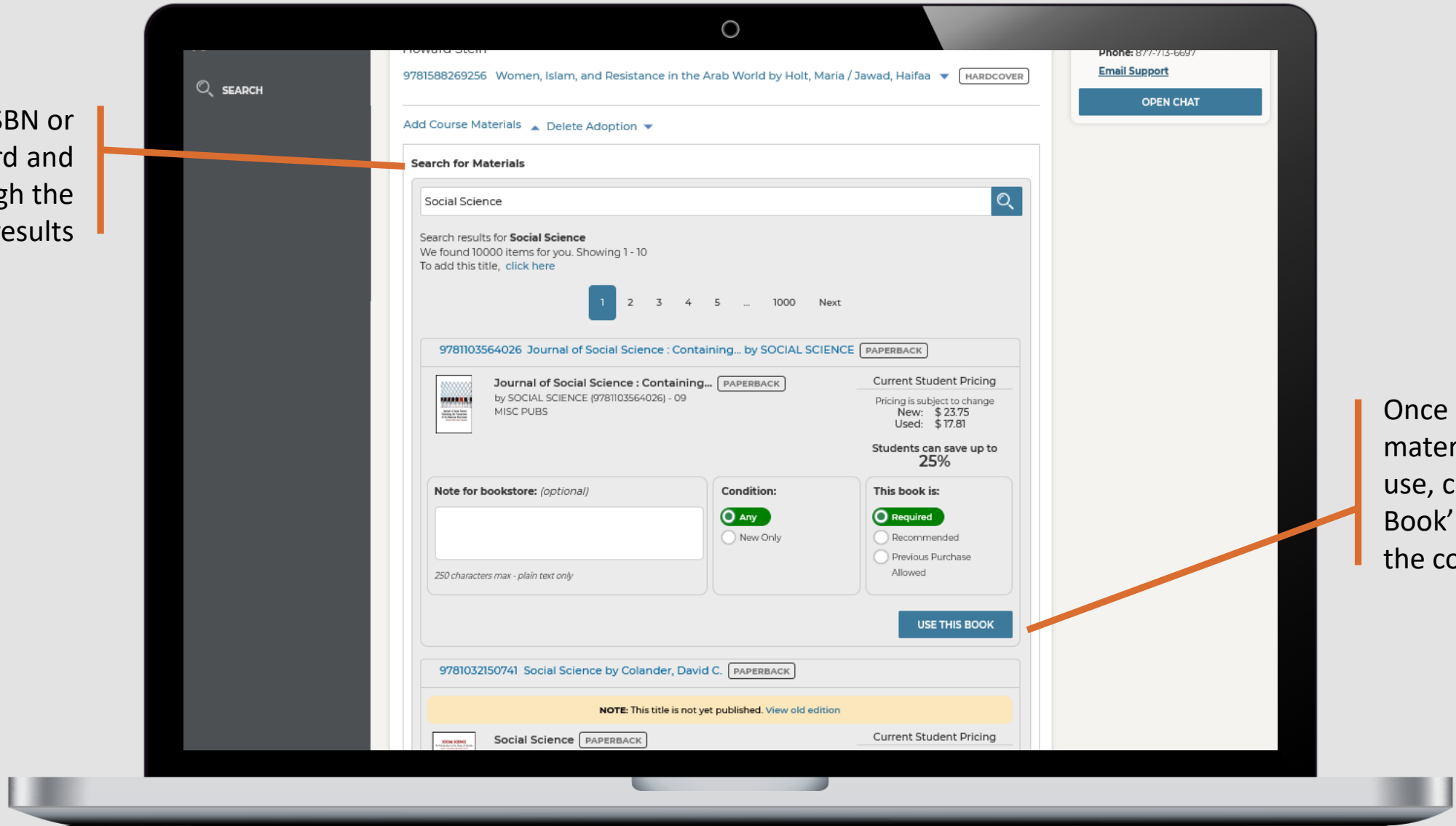


On the *Course List* page, navigate to your *Submitted Courses*



On a submitted course, click *Add Course Materials* to add additional materials to the already submitted course

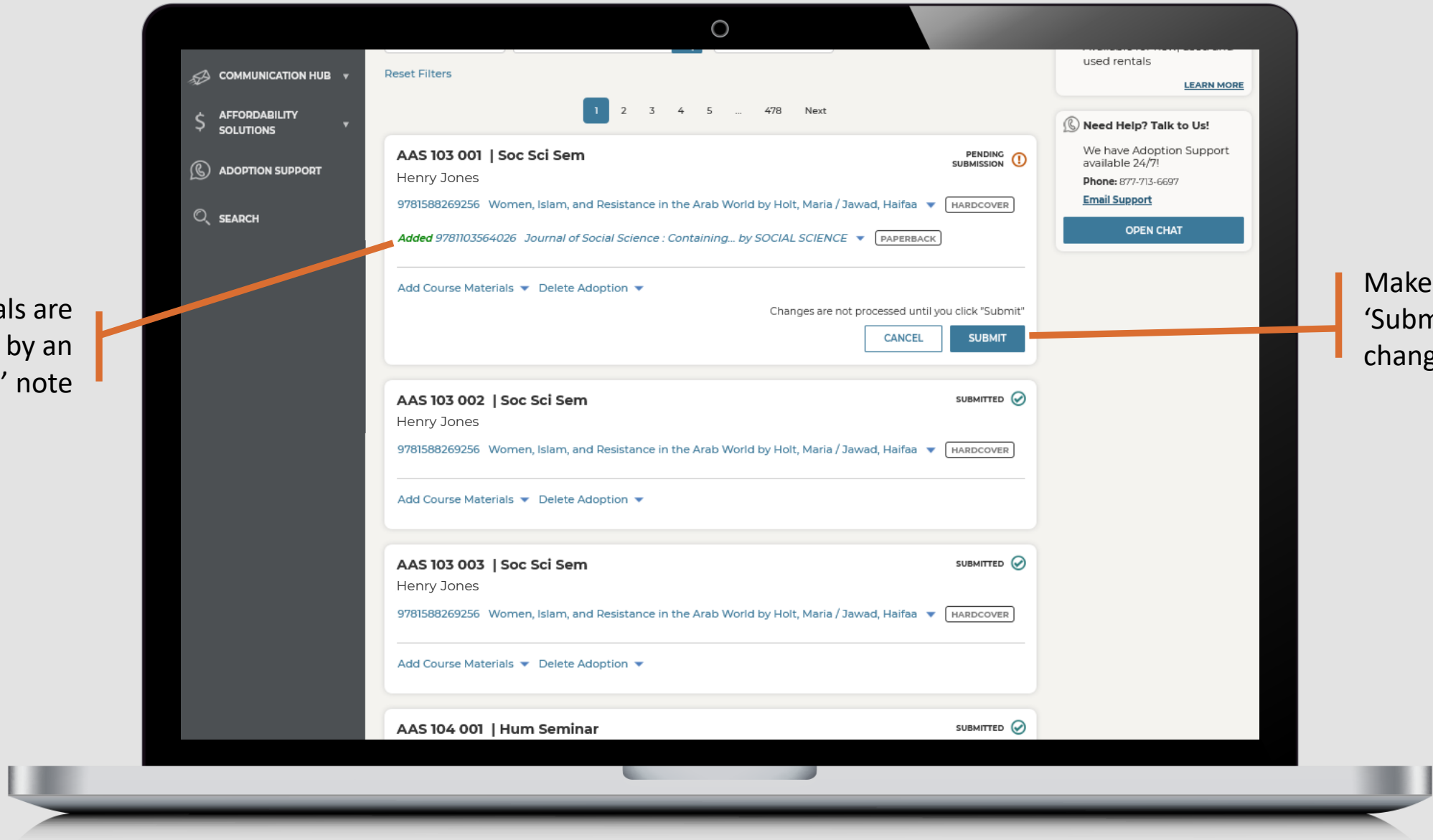
Search by ISBN or  
Keyword and  
browse through the  
search results



Once you've found a  
material you'd like to  
use, click 'Use This  
Book' to add it to  
the course

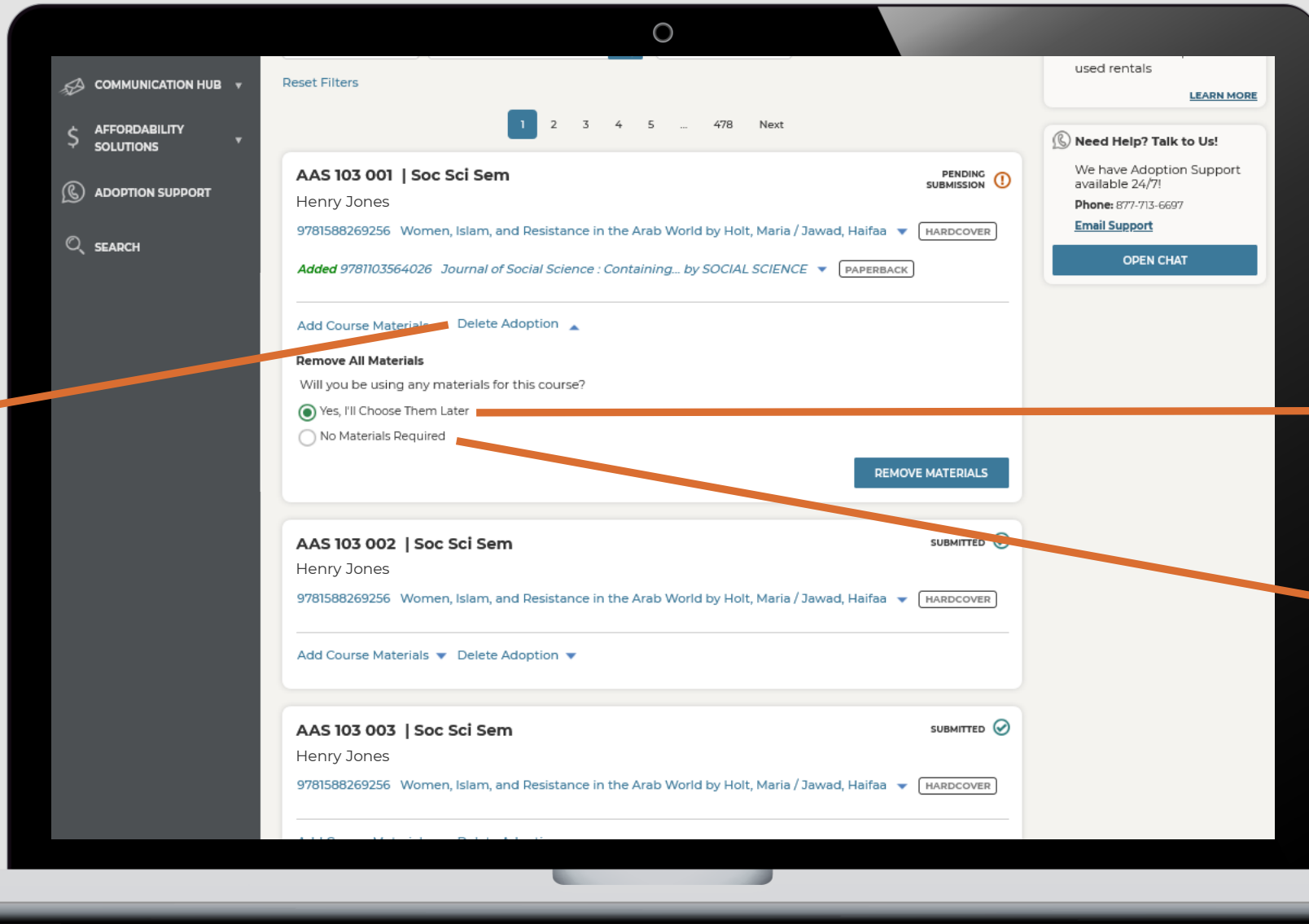


New materials are identified by an 'Added' note



Make sure to click 'Submit' to save changes

To Delete an adoption or start over, click 'Delete Adoption' below the submitted course



If you want to select new materials for this course, select 'Yes, I'll Choose Them Later'

If you want to use no materials, select 'No Materials Required'

After you've made your updates, you will receive a confirmation email

Change Processed

## You have edited a previously submitted adoption

Hello Professor Jones,

This email is to confirm a change in the course materials submitted for Winter 2020 Semester. Below is a summary of the current adoptions for the following course:

**Section(s):** FIN- FINANCIAL HISTORY OF THE US- 419-V1

Title	ISBN	Edition	Required?
History of the American Economy (Cloth)	9781111822927	12TH 14	REQUIRED
1 SUBJECT NOTEBOOK	2818440012198		
PENCIL 4PACK (DS)	2818440012143		
Estill Voice Training Level Two - Workbook	9780976481614	05	REQUIRED

If there are any questions about your submission, your Bookstore Manager, Stephanie Wink, will be in touch with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.

Thank you,

This email was sent to: [asaurbie@yopmail.com](mailto:asaurbie@yopmail.com).

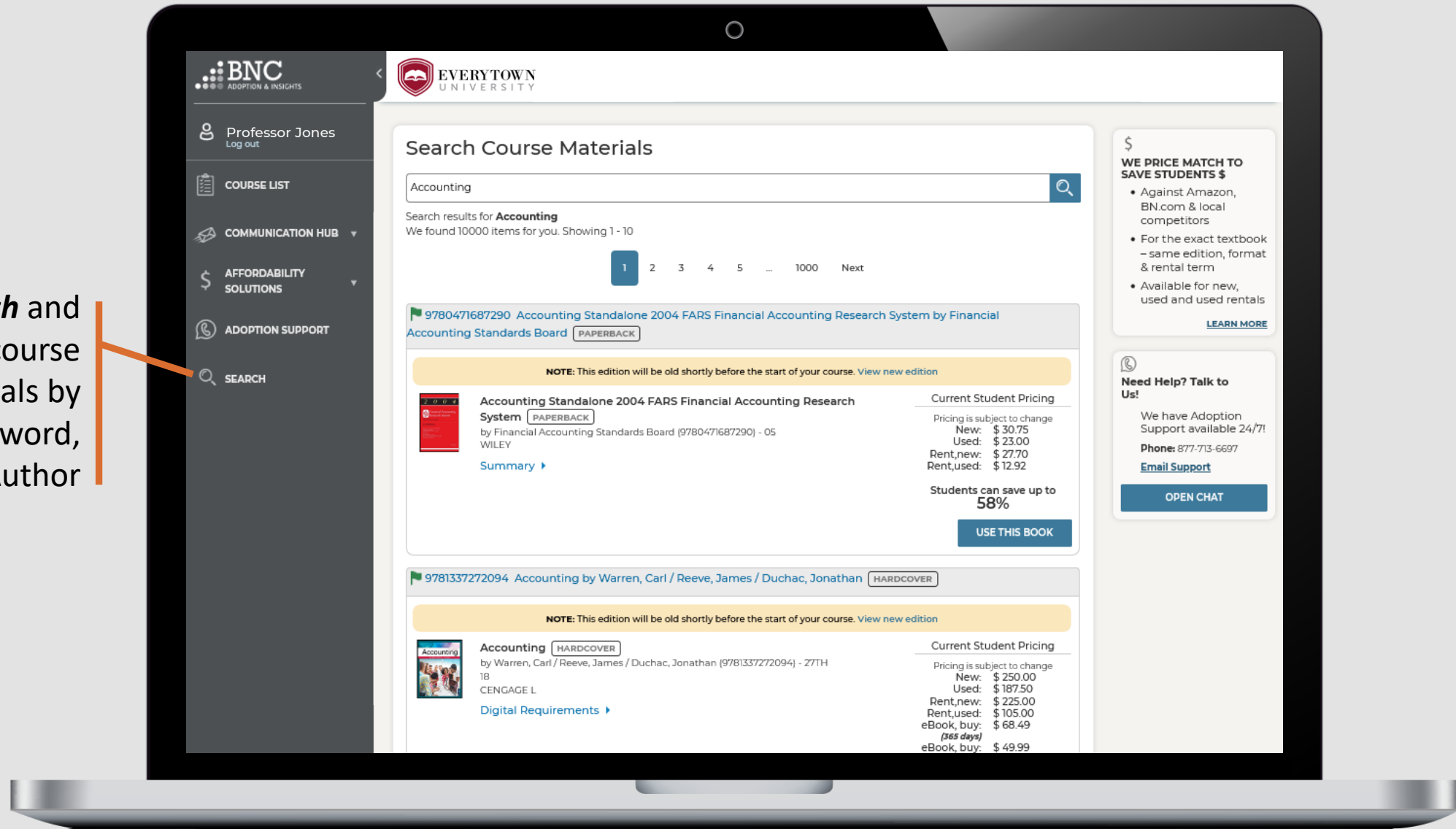
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Search



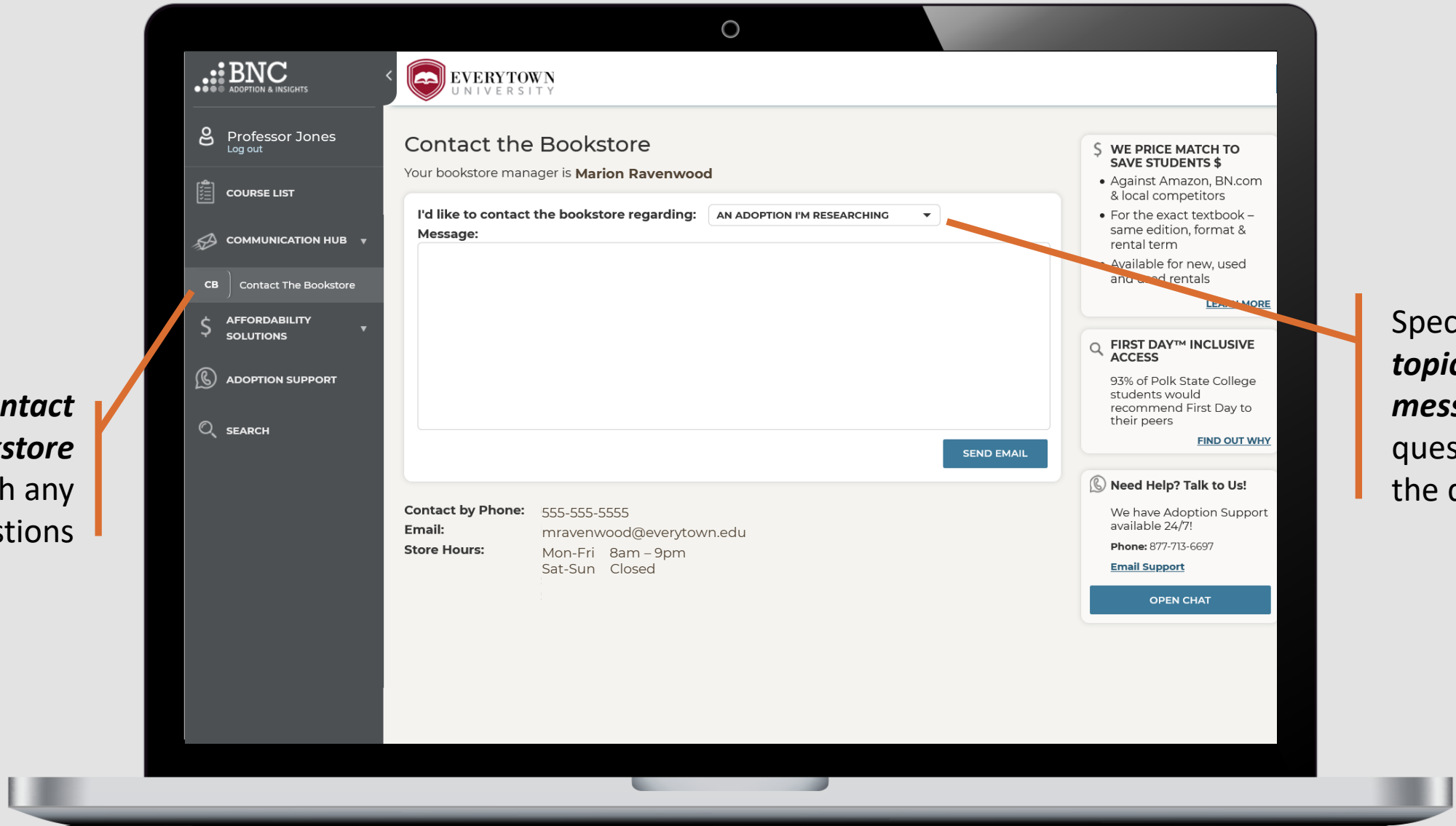
**Search** and Research course materials by ISBN, Keyword, or Author



Contact the Bookstore



Easily **Contact the Bookstore** with any questions



Specify the **topic of your message** or question using the drop down



# Affordability Solutions



Learn about **Affordable Course Material Solutions** to save students money

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COURSE LIST

COMMUNICATION HUB

**AFFORDABILITY SOLUTIONS**

FDIA First Day Inclusive Access

OER OER

OER+ OER + Courseware

PMG Price Match Guarantee

CPC Course Pack Creation


ADOPTION SUPPORT

SEARCH

## Open Educational Resources (OER)

Open educational resources (OER) are free or low-cost teaching, learning, and research resources that are openly licensed for you to use in your courses.

If you are using no cost or low-cost content, like YouTube videos, online lectures, or activity guides, you may already be using OER in your class.



**Advantages of OER:**

- Empowering Instructors**  
With OER, you can adapt and customize learning materials to meet the needs of your students and your course's learning objectives.
- Save Money**  
OER allows students to save money, as OER textbooks and companion products are more affordable than traditional course materials.
- Keep Content Relevant and High Quality**  
The open licenses of OER allow for sharing and continuous updates, to ensure the maintenance of quality and relevance of materials.
- Flexibility and Choice**  
OER can be used as supplemental materials, but many instructors are increasingly using OER as their core course materials.

Learn more about OER by exploring these solutions:

- openstax**  
OpenStax publishes high-quality, peer-reviewed, openly licensed college textbooks that are free online and low cost in
- MERLOT**  
MERLOT is a curated collection of free and open online teaching, learning and instructor development
- OER COMMONS**  
OER Commons is digital library and collaboration platform for open license learning materials. Search, browse and

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[FIND OUT WHY](#)

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Phone: 877-713-6697

[Email Support](#)

[OPEN CHAT](#)

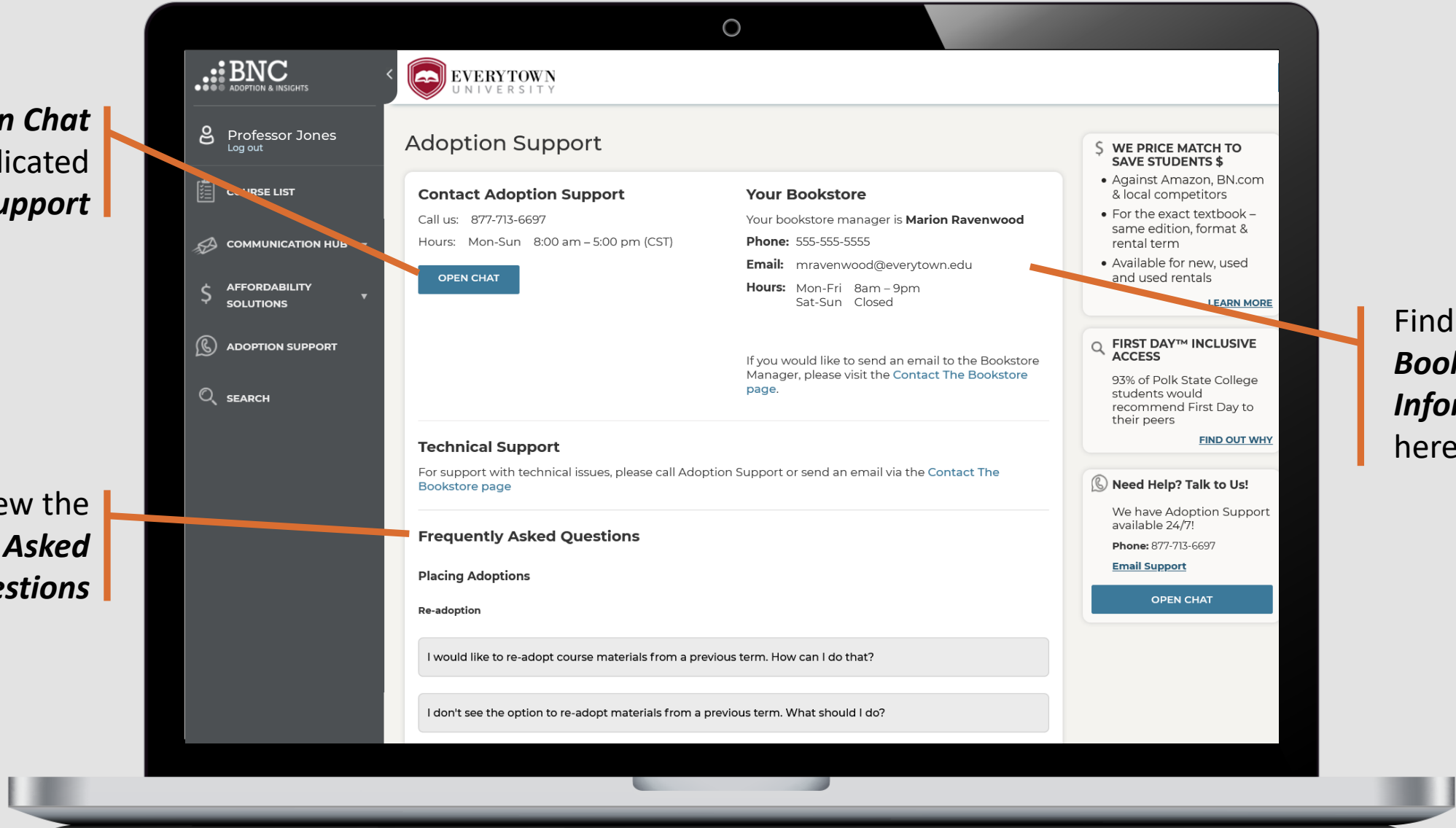
# Adoption Support



Click **Open Chat** for dedicated **Adoption Support**

View the **Frequently Asked Questions**

Find your **Bookstore Information** here



# Technical Support

For support with technical issues, please call Adoption Support or send an email via the Contact the Bookstore page

Adoption Support: 877-713-6697

Monday – Friday 8:00am – 5:00pm (CST)\*

Email: [ALPsupport@bncservices.com](mailto:ALPsupport@bncservices.com)

*\*Please note: Adoption Support hours have been temporarily adjusted due to COVID-19 protocols. If you require assistance outside of these support hours, please refer to the Frequently Asked Questions.*