

AKADÉMOS

TEXTBOOK ADOPTION & ANALYTICS PORTAL

USER GUIDE FOR FACULTY & STAFF

The screenshot displays the Akademos Adoption & Analytics Portal interface. On the left is a dark sidebar with navigation icons for Home, Courses, Coursepack, and Help. The main content area features a top navigation bar with the Akademos logo and the user's name, Taylor Brown. Below this is a horizontal timeline with markers for May, June, July, August, September, and October. Key events are highlighted: 'Adoptions due' in May, 'Bookstore Opens' in July, and 'Fall Term Begins' in September. The August marker is labeled 'Start'. Below the timeline, a section titled 'Incomplete Courses for Fall 2021' includes a dropdown menu set to 'Fall 2021'. Three course cards are shown: 'Psych 100 Intro to Psychology' with a 'Not Submitted' status and a 'Fix' button; another 'Psych 100 Intro to Psychology' with 'Missing Adoptions' and a 'Fix' button; and 'Psych 200 Behavioral Psychology' with 'Missing Adoptions' and a 'Fix' button. Below the course cards is a 'Notifications' section stating 'You have no notifications'. At the bottom is an 'Activity Log (2)' section with two entries: 'Akademos Admin adopted 1 book' and 'You submitted 5 books, adopted 5 books, updated 2 books', both dated 'Today'.



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Introduction: The Akademos Adoption & Analytics Portal is a software platform designed to make the process of adopting 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 for individual and departmental adoptions
- Transparency and clarity around course material pricing and deadlines
- Enhanced reporting and analysis for Administrators

This guide details how to adopt and submit course materials and textbooks through the Online Bookstore's Portal for the courses you are assigned to teach or oversee in upcoming terms.

To access the Portal, visit the Bookstore's website.

Log in: Either click "Faculty" at the top of the page or "Log in" to access your account. Then, log in using your school account (some schools may use a different username and password that is assigned by their Akademos Client Success Manager (CSM)).

Each faculty and staff member will have access to view and edit the courses they are assigned to teach and/or oversee. If you have questions, contact your CSM.

The screenshot shows the top navigation bar with 'HOME', 'FACULTY', 'SELL', 'RETURNS', 'TRACK', 'HELP', and 'COVID-19'. A red box highlights the 'FACULTY' link. Below the navigation is a search bar and a 'Log In' button. The main content area features a 'Find Your Course' button and a 'Log In' button with the text 'View your courses'. A red box highlights the 'Log In' button for 'Log in with your AKA State University Account:'. Below this are two columns for 'PROFESSOR' and 'ADMINISTRATOR' roles, each with a 'START HERE' button. A red arrow points from the text below to the 'START HERE' button for the Professor role.

View Your Course Items
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.

Find Your Course

Log in with your AKA State University Account:
Log In

PROFESSOR
Professor role will bring you to a list of your assigned courses, with functionality to manage your adoptions and view reports.
Note:
You cannot make purchases from professor mode.
START HERE

ADMINISTRATOR
Administrator role will bring you to the full editing suite of our portal, which may be limited based on your assigned privilege level.
Note:
You cannot make purchases from administrator mode.
START HERE

*If you have administrative rights to the Bookstore and are also a faculty member, you will be asked to select which account you want to log into.

1. Homepage: Once logged in, you will see an overview of the upcoming term. *Note, courses listed here only include those that need your attention.

2. Timeline: The timeline lists dates and milestones for the upcoming term and is usually populated by your CSM and based on input from the school. Please be mindful of the key dates listed and submit your course materials for all classes prior to the deadline so that Akademos has enough time to review and stock materials before the Bookstore opens to students.

3. Term Drop-down Menu: If you want to view past or upcoming terms, use the term drop-down menu located on the right.

4. Missing Adoptions and Not Submitted Courses: All courses that need your attention will be listed below the timeline. These may include:

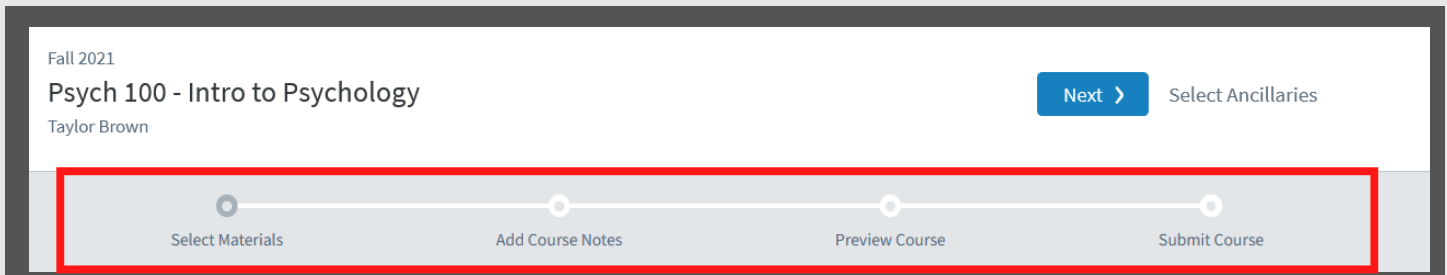
- Courses where you have not added any textbooks or course materials
- Courses where items have been added, but the course was not submitted
- Courses where you have not yet indicated that materials are not required

5. Notifications and Activity Log: Notifications appear when there are edition alerts on an adopted text. The activity log tracks all changes made to courses tied to your account. Click to expand the full activity log. Click "View more" at the bottom of the page to search by ISBN, course, or user.

THE STEPS OF THE ADOPTION PROCESS

All steps of the adoption process appear at the top of every page so you can track your progress as you go.

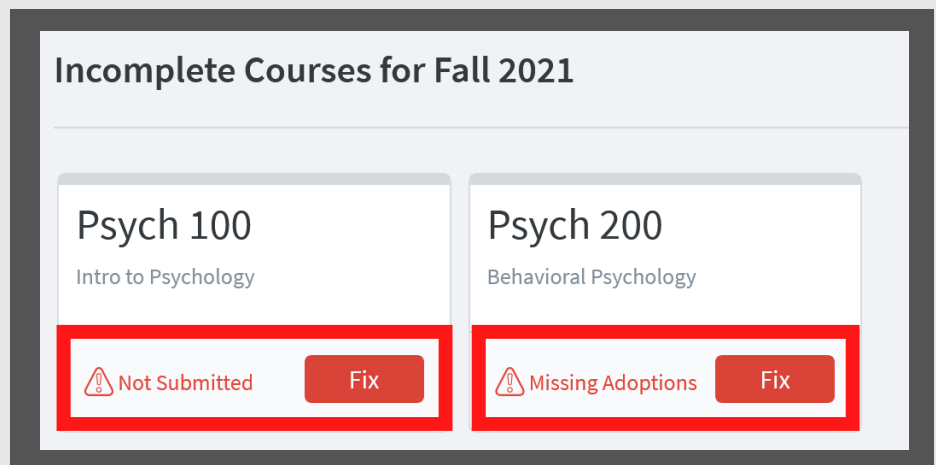
- Step 1: Select Materials – adopt textbooks or select an alternate adoption setting
- Step 2: Add Course Notes (optional) – add course notes and/or attach files
- Step 3: Preview Course – view what your course will look like to students
- Step 4: Submit Course – submit your course material adoptions to the Bookstore



To get started, click the “Fix” button on one of your listed courses.

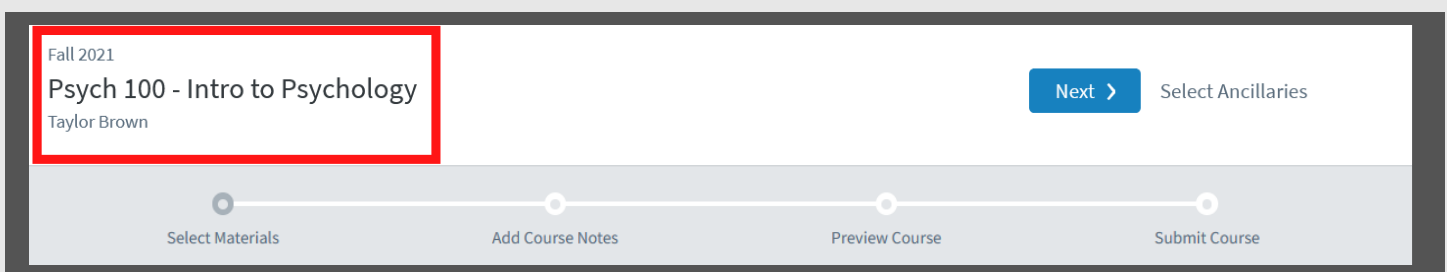
“Not Submitted” means you have started, but did not finish, the adoption process for this course.

“Missing Adoptions” means you have not yet started the adoption process for this course.



NOTE: all changes will be saved to your account in real time. If you need to log off or leave your computer, you can continue where you left off the next time you log in. Adoptions are not considered final until you click “Submit Course” in Step 4.

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.



STEP 1: SELECT COURSE MATERIALS

2

If your course uses textbooks, select materials using one of the three options below. If your course requires alternate settings (OER or does not use textbooks), see page 9.

Search box

Search for a text by typing in the ISBN or title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your CSM so they can add it to the Portal. You can check the box "Show only OER and Low Cost Items" if you would like to limit results to materials within those categories.

*If you enter an eISBN (electronic version of a text) the Portal will show the physical ISBN. The physical ISBN is the correct version to adopt. This is because Akademos uses VitalSource as its ebook provider and because publishers do not sell their etexts to Bookstores.

Course History

Items that you have added to the course in prior terms will show in the course history. Click "View All History" to see all items you assigned to the course in prior terms. Click "My Department" to view adoptions made by other faculty for the same course.

*Using the course history option is the fastest way to re-adopt materials.

Add Coursepack

Coursepacks are a great way to build custom materials and save your students money. Selections from books and articles, as well as course notes, Powerpoint slides, course syllabus, and other handouts may be combined into a coursepack. Click the "Add Coursepack" button to go to the Coursepack creation tool.

*To assign a coursepack to a specific course, you **MUST** assign it from that specific course's page, rather than from your homepage. For more information, see the Coursepack guide.


Select Materials

Add materials to your course.


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

Show only OER, OER+ and Low Cost Items

* Results will also include: OER OER+ LOW COST

 **Corporate Communication**
Author: Joep Cornelissen, ISBN: 9781526491978

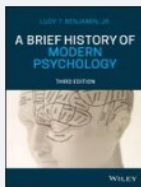
Why did my ISBN change?
You entered an eISBN and we are showing you the physical book ISBN. When you adopt the physical ISBN, we will also display the available eBook options.

 **Corporate Communication**
Author: Joep Cornelissen, ISBN: 9781526491985

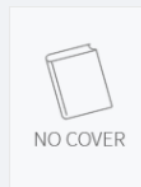
Why did my ISBN change?
You entered an eISBN and we are showing you the physical book ISBN. When you adopt the physical ISBN, we will also display the available eBook options.

COURSE HISTORY

FALL 2020



A Brief History of Modern Psychology 3E
Benjamin



Loose-Leaf Version for Exploring Psychology
Myers, David G., DeWall, C. Nathan



Publication Manual of the American Psychological Association
American Psychological Association

Welcome to the Akademos Coursepack Creator Tool!

digital collection of readings assembled by faculty to either supplement or replace traditional textbooks to serve as the primary course text.

If you do not want to create a coursepack, [click here](#) to return to your course page.

Learn more about CoursePacks, Etc. to provide high-quality coursepacks at great savings.

Benefits of creating a Coursepack:

- Coursepacks serve as a low-cost alternative to traditional textbooks, especially when faculty use Educational Resources are used
- Faculty are able to fully customize materials to their course curriculum
- No availability issues! Approved Coursepacks are always available for students. Depend

Review Details: Once you select a textbook, you will see a detailed page with pricing details, bibliographic information, and edition alerts. The pricing section offers real-time information, which is subject to change based on availability and sourcing.

Previous Adoption Settings: If you entered textbook adoptions into the Portal in the past and are adopting the same text, you will be offered the option to "Use previous book settings."

New Editions: If there is a new edition alert, you will see a comparison of the two editions. You can choose to adopt the new edition or stay with the older edition. While Akademos is often able to source older editions of textbooks, CSMs may contact faculty if a text is out of print or if there may be sourcing difficulties.

Courseware: When you adopt an ISBN with courseware, you MUST set up a course link with your publisher's representative in order for your students to gain access to the class' courseware platform. Some common courseware products include Connect, MyLabs, Revel, MindTap, and WileyPlus. *Please note, even if you don't utilize courseware, you still need to set up the courseware platform so that students who purchase an ebook can access it.

Separate Text and Access Codes: If you want to list the text and access code separately, you should submit both ISBNs. Please ensure you get that ISBN for the Print Access Code (PAC) from the publisher and add it to the Portal as "optional." The text does not have to be marked as new only, opening up the options for used and rental books. The standalone access code should always be marked "New Only" if it is a required part of the course.

Cengage Unlimited: This is a digital subscription offered by the publisher Cengage, which grants users access to the entire active Cengage digital catalog for one low price (not including custom). The Bookstore partners with Cengage to sell this subscription through the website. If a student has more than one Cengage title assigned to their courses, they will see a banner letting them know about the option to buy CU instead of buying titles separately.

After review, click "Adopt." To add another text to the course, repeat this process.



Exploring Psychology

ISBN-13: 9781319104191
 ISBN-10: 1319104193
 Author: Myers, David G., DeWall, C. Nathan
 Binding: Paperback
 Edition: 11

Adopt this Material for:
 Psych 100 - Intro to Psychology

[Adopt](#)

What Students Pay

publisher list price	\$193.99	—
used	\$152.16	Students Save 22%
rental	\$88.03	Students Save 55%
ebook	\$67.41	Students Save 65%
marketplace	\$113.88	Students Save 41%

Please note these are guideline prices that are subject to change based on availability.

Editions

Exploring Psychology	Exploring Psychology
Currently Viewing	New Edition
ISBN: 9781464154072	ISBN: 9781319104191
Author: Myers, David G., DeWall, C. Nathan	Author: Myers, David G., DeWall, C. Nathan
Binding: Paperback	Binding: Paperback
Publisher: Worth Publishers, Incorporated	Publisher: Worth Publishers, Incorporated
Edition: 10	Edition: 11
Publish Date: 01/11/2016	Publish Date: 10/19/2018
Adopt	Adopt New Edition

STEP 1: ADD SPECIAL ADOPTION SETTINGS

2

Once you click "Adopt" the item will be added to your course. By default, the textbook will be listed as "Required" and all available formats will be listed for students to buy (new, used, ebook, rental, and marketplace).

Required vs. Optional: If students are not required to have the text for your class, you can list it as "Optional" instead.

New Only: Select "New Only" when:

- You created a custom book, bundle, lab manual, or workbook
- The item requires an access card

***IMPORTANT:** "New Only" means that the Bookstore will only list new versions of the textbook for sale because used, ebook, and rental options do not come with access cards or customization.

Your materials for:
Psych 100 - Intro to Psychology

Exploring Psychology
Myers, David G., DeWall, C. Nathan
Paperback (11 Edition)
9781319104191

New Only
Used, rental and ebook options will be disabled for this adoption.

Required
 Optional

Delete

If you decide that you no longer want to adopt that item, click "Delete."

Grouping ISBNs: If you offer multiple options for students to choose from (textbook and Access Code with ebook Package, or Access Code with ebook standalone), use the "Course Materials Grouping" tool to combine options so students know they only have to buy ONE.

To group materials, click "Course Materials Grouping," located under the search engine box. The textbooks that were already added to the course will appear. You can then drag and drop those materials into a group. When students visit the Bookstore, they will see a drop-down arrow that shows them their different choices.

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

Publication Manual of the American Psychological Association
American Psychological Association

Exploring Psychology
Myers, David G., DeWall, C. Nathan

DROP HERE TO CREATE NEW GROUP

Grouped books

LaunchPad for Exploring Psychology (Six-Month Access)
David G. Myers; Nathan C. DeWall

Loose-Leaf Version for Exploring Psychology
Myers, David G., DeWall, C. Nathan

Save Groups Cancel

What students see when they visit the Bookstore

COURSE:
Fall 2021 - Psychology

PSYCH 100 - INTRO TO PSYCHOLOGY
Taylor Brown

Choose ONE of the available options:
LaunchPad for Exploring Psychology (Six-Month Access) ... 3 ITEMS

Exploring Psychology

New \$81.33
Ready to ship!
Free Shipping

Product Notice ADD TO CART

Required

Alternate Adoption Settings:

If your course does not use traditional textbooks or course materials, check the box, "Alternate Adoption Settings" and then select one of the listed reasons.

Once you select an alternate setting, click "Continue" to submit it to the Bookstore. This marks the course as complete.

When students visit the Bookstore, they will see messaging saying that they do not need to make a purchase. You can add a course note in Step 2 with further information if you like. For example, if you are using Open Educational Resources, like OpenStax, you can choose the alternate setting "Course uses OER/Zero cost materials" and then add a link to the materials in your course note.

Alternate Adoption Settings Options:

- **Course uses Inclusive Access material:** This is a text delivery model where discounted digital materials are automatically delivered to students on or before the first day of class. Payment is reconciled as a course fee, bursar bill, or charged to students' account. If your course has been approved for IA materials, select this option and then click "Continue." Your CSM will follow up to confirm details and the information will be uploaded to the Portal after the adoption due date.
- **Course does not use books:** Select for courses like internships, music, or dance.
- **OER/Zero cost:** Select for courses where materials are provided to students for free (e.g. OpenStax).
- **Other non-Bookstore materials:** Select for courses where supplies are purchased from a specialty store like art supplies or special computer software.

The screenshot shows a form titled "Your materials for:" with the course name "Psych 100 - Intro to Psychology". Below the title, there is a red-bordered box containing an unchecked checkbox labeled "Alternate Adoption Settings". Underneath this box are four radio button options: "This course uses Inclusive Access material", "This course does not use books", "Course uses OER/Zero cost materials", and "Other non-bookstore materials". At the bottom of the form, there is a dashed box containing the text "No adoptions submitted yet".

The screenshot shows the same form as above, but with the "Alternate Adoption Settings" checkbox checked. The "This course does not use books" radio button is selected and highlighted with a red-bordered box. A blue "Continue" button is visible at the bottom of the form.

After adding course materials and adjusting for special settings (or selecting alternate adoption settings) click "Next" at the top of the page to continue the adoption process.

STEP 2: COURSE NOTES

2

*Adding a course note is an optional step in the adoption process.

You can add notes and attach files to your course, which your students will see when they visit the website.

Example: if you want students to read the syllabus before the first day of class, add that as a course note and then attach the syllabus file.

After typing a note, click “Save Note” to add it to your course.

To attach files to the course, click “Add Course Files” and then locate and select the file from your computer.

Once all notes and files are added, click “Next” at the top of the page.

The screenshot displays the AKADÉMOS ADOPTION & ANALYTICS PORTAL interface. At the top right, the user is identified as Taylor Brown. The course title is 'Psych 100 - Intro to Psychology' for Fall 2021. A progress bar shows four steps: 'Select Materials' (completed), 'Add Course Notes' (current step), 'Preview Course', and 'Submit Course'. A red arrow points to a blue 'Next >' button in the top right corner. Below the progress bar, the 'Add Course Notes' section is active, with the instruction 'Add course notes to your course.' A text area contains the note: 'Please read the attached syllabus before the first day of class.' A red arrow points to this text. Below the text area is a rich text editor toolbar with options for text size, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and link. A green 'Save Note' button is highlighted with a red box. To the right, the 'Your materials for:' section shows 'Psych 100 - Intro to Psychology' and a book titled 'Exploring Psychology' by Myers, David G., DeWall, C. Nathan. The book is set to 'Required' (radio button selected) and 'Optional' (radio button unselected). A 'Delete' link is visible. At the bottom, the 'ADD COURSE FILES' section has a green 'Add Course Files' button highlighted with a red box. Below it, a note 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'.

STEP 3: PREVIEW COURSE

2

The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

Fall 2021
Psych 100 - Intro to Psychology
Taylor Brown

Complete Course I'm not finished

Select Materials 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

PSYCH 100 - INTRO TO PSYCHOLOGY
Taylor Brown COURSE NOTE:
Please read the attached syllabus before the first day of class.

Choose ONE of the available options:

Exploring Psychology (Ed. 11)
by Myers, David G., DeWall, C. Nathan

3 ITEMS

Exploring Psychology

New \$179.41
Ready to ship!

Used \$138.32
Ready to ship!

Required

Marketplace \$118.88
11+ other offers from similar sellers

Rent \$80.03

Publication Manual of the American Psychological Association (Ed. 7)
by American Psychological

New \$34.49
Ready to ship!
Free Shipping Eligible

Students must purchase this item in new condition.

Note: If you recently adopted a text to the Portal, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing materials.

Pricing and availability of course materials are subject to change.

STEP 4: SUBMIT COURSE

If you need to add additional materials to your course, click “Add More Materials” to return to the first step.

Once you have completed adding materials to your course, click “Submit” to complete your adoption for this course. If applicable, the course will be sent to your school administrator for review.

Fall 2021
Psych 100 - Intro to Psychology
Taylor Brown

Complete Course I'm not finished

Select Materials Add Course Notes Preview Course Submit Course

CONFIRMATION PAGE

2

A confirmation page will appear after you submit, which includes a direct link to your course as it appears on the Online Bookstore website. We encourage you to share the link when you communicate to your students.

You will also receive an email confirming your submission.


Fall 2021
Psych 100 - Intro to Psychology
Taylor Brown

[Next Course >](#) Psych 100

Select Materials Add Course Notes Preview Course Submit Course

Course Submitted!

FALL 2021
Psych 100
Intro to Psychology



Publication Manual of the American Psychological Association

Submitted
Coursepack Approval

You submitted this course on Oct, 24th 2021

- ✓ Books Added
- ✓ Ancillaries Reviewed
- ✓ Course Notes Reviewed
- ✓ Course Submitted

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

<http://tu.textbookx.com/institutional/index.php?action=browse#books/3196899/> ... [Copy Link](#)

Multicourse Editor: The Portal will recognize if you are teaching more than one section of the same course and will allow you to apply the same settings to them. Textbook adoptions, course notes, and files will be added to those courses when you click "Apply to Selected Sections."

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
Psych 100 Intro to Psychology Fall 2021 Psychology Taylor Brown	<input checked="" type="checkbox"/>

[Apply to Selected Sections](#)

View all Courses

To see a list of all courses assigned to you for a term, click “Courses” on the left-hand navigation bar. This page shows the adoption status for all of your courses, not just the courses that are missing adoptions or not fully submitted.

There are multiple adoption statuses that describe the state of your courses:

- **Completed:** You submitted items for the course and (if applicable at your school) they were approved by an administrator. When the Bookstore is live, students will see this course and its corresponding materials.
- **Not Submitted:** You added items to this course, but did not finish the adoption. When the Bookstore is live, students will still see this course and its corresponding materials.
- **Missing Adoptions:** You have not added any items to your course nor have you indicated that the course has alternate adoption settings. When the Bookstore is live, students will see this course with messaging saying materials are unknown.
- **Pending Review (if applicable at your school):** You submitted items but your administrator has not yet reviewed them. When the Bookstore is live, students will still see this course and its corresponding materials.

Analytics

To review student utilization of your course materials at the Bookstore, view Analytics:

1. Click "Analytics" on the left-hand navigation.
2. Select the term 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 how many students ordered, if they ordered before the term began, and when they were last contacted will display.

You can send an email to registered students who have not yet ordered textbooks by clicking "Contact Students." A personalized email will be sent to them with a link to the Bookstore.

Student	Purchases	Purchased by class start	Last contact
<input type="checkbox"/> Bednar Blake	2 of 2	0 of 2	today
<input type="checkbox"/> Beier Jordan	2 of 2	0 of 2	today
<input type="checkbox"/> Block Riley	2 of 2	0 of 2	today
<input type="checkbox"/> Considine Avery	2 of 2	0 of 2	today
<input type="checkbox"/> Corvin Morgan	2 of 2	0 of 2	No contact in last month
<input type="checkbox"/> Erdman Jordan	2 of 2	2 of 2	No contact in last month

Student	Purchases	Purchased by class start	Last contact
<input checked="" type="checkbox"/> Brown Amanda	0 of 1	0 of 1	No contact in last month
<input type="checkbox"/> Cardello Shaina	1 of 1	1 of 1	No contact in last month
<input type="checkbox"/> Collins Angelica	1 of 1	1 of 1	No contact in last month
<input checked="" type="checkbox"/> Colvin Jacquell	0 of 1	0 of 1	No contact in last month

Faculty Help: Visit the website and log in with your school account. Click "Help" on the left-hand navigation bar to view instructional videos and FAQs or to send an email directly to your Client Success Manager.

Student Help: Students interact with the TextbookX Customer Experience team and also log into the Bookstore with their school account to view a personalized page.

Tip: Desk copies must be requested directly from the publisher. Links to request copies are usually found on the publisher's site on the product or help page. You can also request ebook access through [VitalSource here](#).

Tip: If faculty members would like to purchase an item on the website, they can do so by creating a TextbookX account or by checking out as a guest. Purchases cannot be made through faculty and administration accounts.

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

Notify Selected Instructors

1 2 3

Barblian Tom

CHM4415 Church Ministry Leader:

Beyer Bryan

BIB1114 Online OT Survey: Torah

BIB1115 Online OT Survey: Poeth

2. Select your textbooks and other course materials

Your materials for:
BUS - BUSINESS IN A BUS

Required
 Not Required

New Only
 Used OK

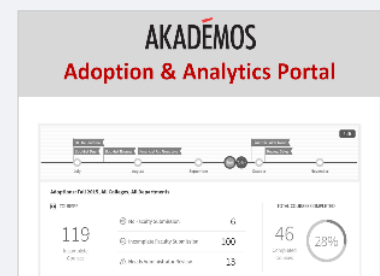
The New Guide to Crisis & Trauma Counseling
Wright, H. Norman
Hardcover
Added Sep 23, 2015

Delete
Mark Reviewed

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.



User Guide: Faculty