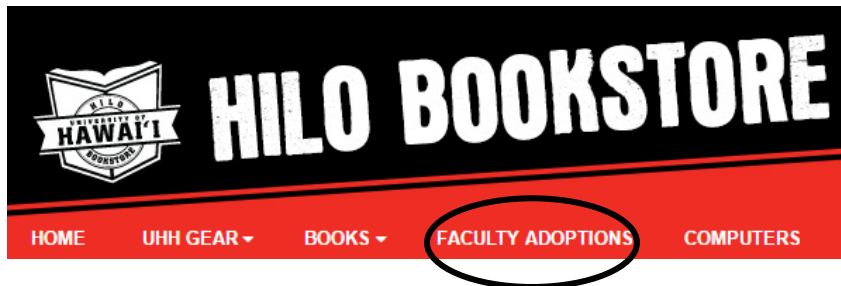# Faculty Adoptions

Go to bookstore website: www.bookstore.hawaii.edu/hilo

Click on 'FACULTY ADOPTIONS'

Login with your email address and password
(If you do not have a profile for Faculty Adoptions, please contact Margaret)

Click on 'Guided Adoptions'

Step 1 – Create Course (*Course Information will pull from Banner*)

Term: Select from drop down box
Department: Select from drop down box (*Contact Margaret if Dept not available*)
Course: Select from drop down box***
Section: Select from drop down box***
Instructor: Name will pop-up if associated with Dept, Course, and Section. Enter name if nothing populates in this field.

📖 Guided Adoption

Click check box if course does NOT require any books

Click '**Continue**' once all required fields have been entered

➔ If the Course and/or Section number is not listed in the drop down box under Course Information, you may click on '**Add Course**' and/or '**Add Section**'. Screen will change so you can manually type in the information***

Step 2 – Find Books

Ways to find books…

1) <u>**History**</u>: An easy way to find books that were previously adopted. You can search past terms to see the entire list of books adopted for the entire department. Find the term, course number, and instructor for the book you want to copy over to the current term and click adopt

2) <u>**Add a Book**</u> (Usually used for new or custom books): Add an unlisted book. Please input all of the information listed so that it makes it easier for us to find the book you are requesting

Step 3 – Select Usage

Choose one of the following for each book adopted to the class:
1) Required
2) Optional

3) Pick 1 or the Other: If there are 2 books available but students only need to purchase 1 of the books (Ex. multiple editions accepted, digital/print, bound/looseleaf)

➔ **Message to Book Store** – Add any extra instructions as needed
Examples:
-Text only is okay to buy back (access code NOT required)
-CD/DVD is required
-New ONLY (access code required) or Used books okay
-New custom book. Provide ISBN, name of Rep and Publisher

Step 4 – Adoption Review

Click '**Submit**' if ALL information is correct.
Adoptions are not final until you click '**Submit**'
Information may be lost if this is not completed

Use COPY to enter adoptions for multiple sections of a course:

Click '**Copy adoption to new course**'
-OR-
At Faculty Adoption Home page: Click '**View submitted adoptions**' and click '**Copy**' for the course you want to copy from. Enter the course information of the new section number and it will adopt the same book for that section as well

As always, if you have any questions,
please contact Margaret at 932-7394 or mlstanle@hawaii.edu