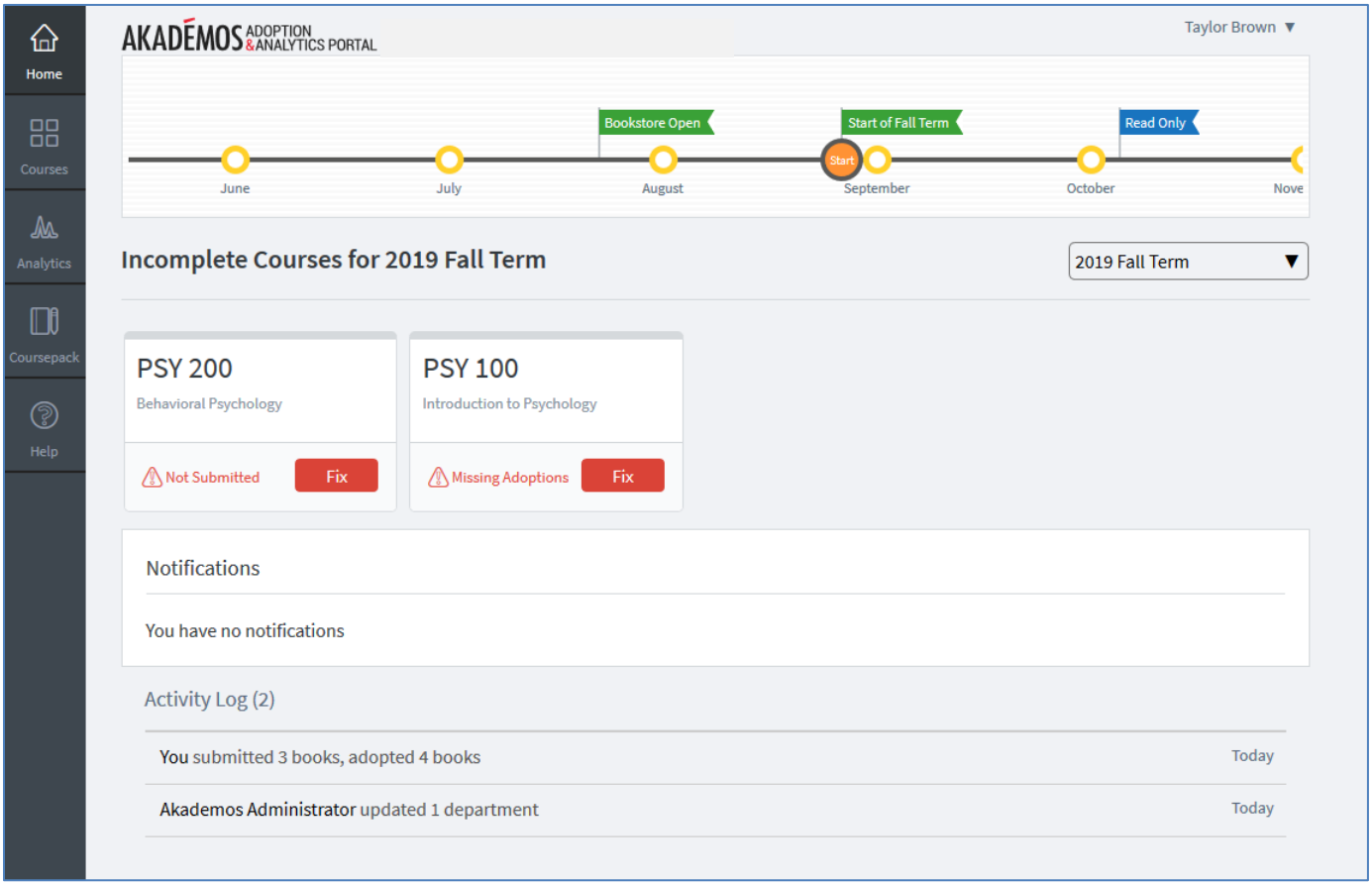
AKADÉMOS

Adoption & Analytics Portal



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

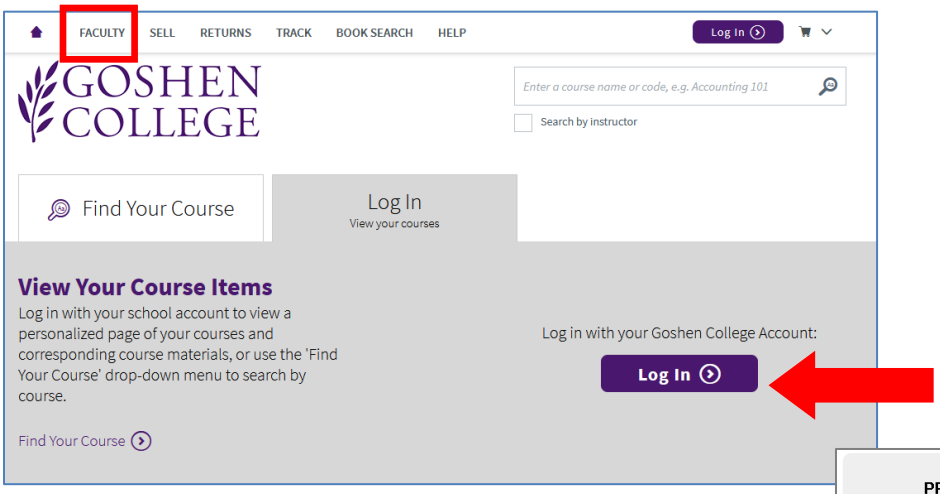
This document reviews how to use the Portal to adopt course materials to courses. Key features will be highlighted along the way.

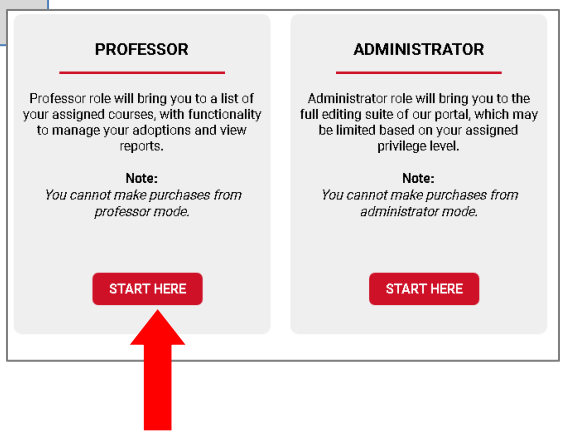
How to Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal, visit the website at Goshen.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 GC username and password. Please contact your Akademos Client Success 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.



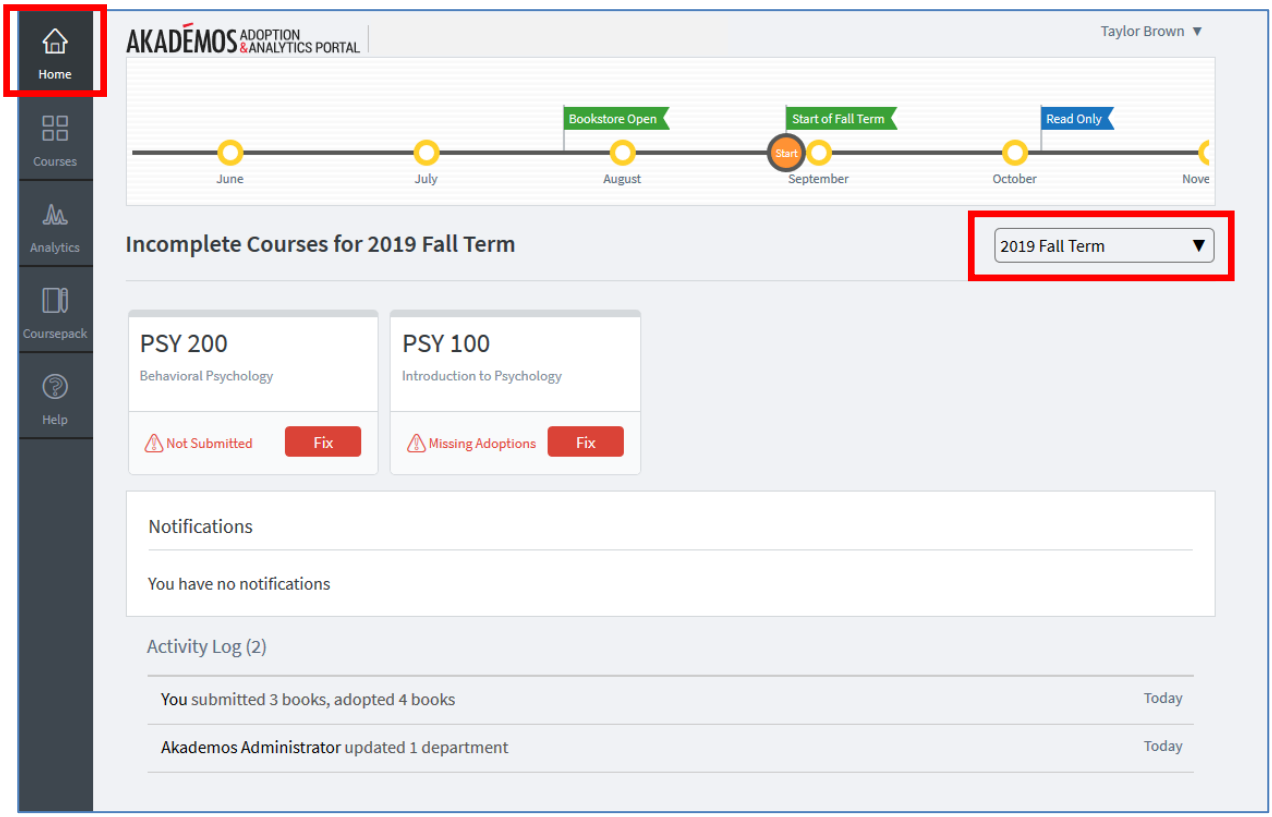


***If you have administration rights to the Bookstore and are also a faculty member, you will be asked to select which account you want to review after you log in with your school account. If you want to purchase something on the website, you can do so by creating a TextbookX account or by checking out as a guest. Purchases cannot be made through faculty and administrative accounts.**

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.



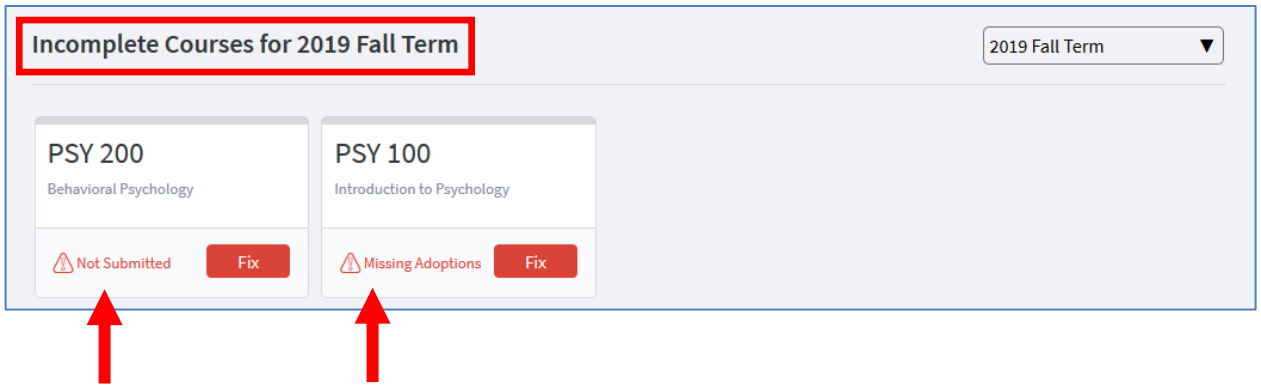
Timeline:

The timeline is usually populated by your Akademos Client Success 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:

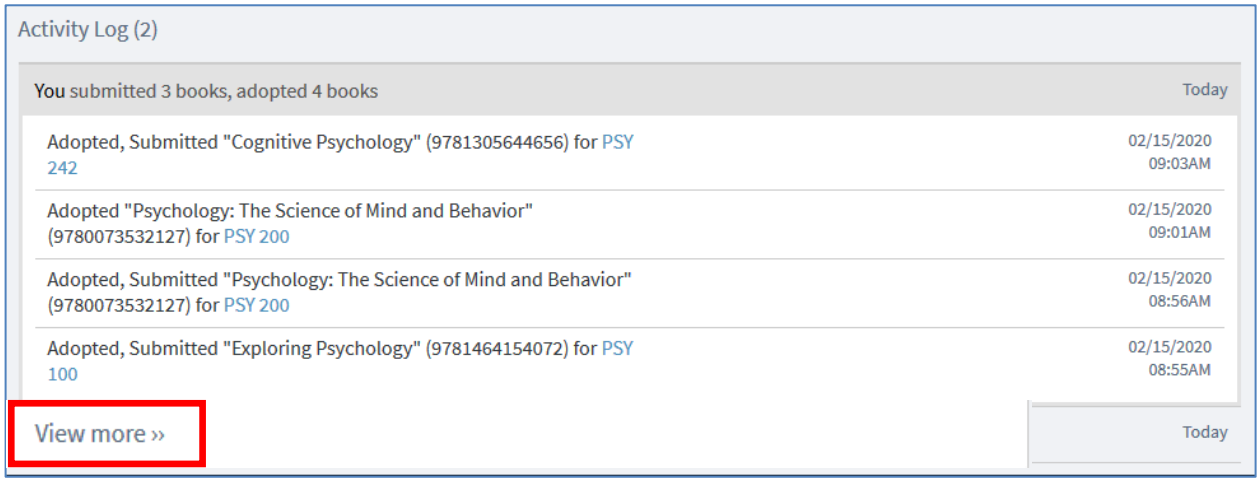
All courses that need your attention will be listed below the timeline. "Missing Adoptions" and "Not Submitted" courses may include:

- 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



Activity Log:

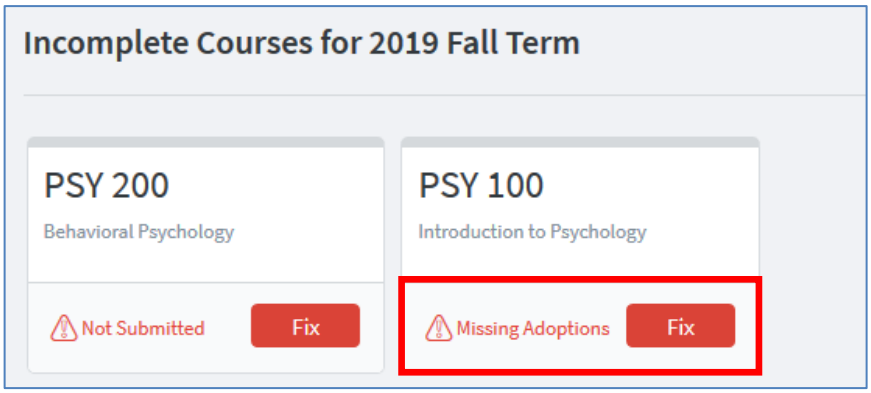
The activity log tracks all updates and changes made to courses tied to your account. Click on any activity to expand the full activity log. If you click "View more" at the bottom of the page, you will be able to search by ISBN, Course, or User or select a date range to search.



Adopt Course Materials

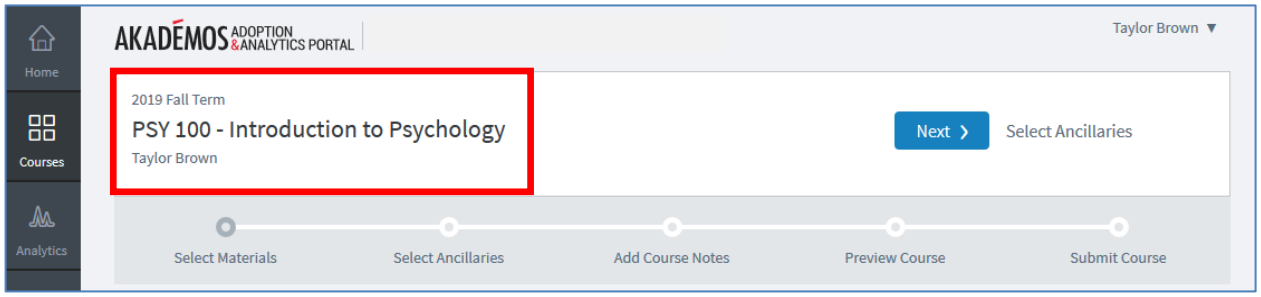
To get started with your adoptions, click the "Fix" button on one of your courses.

- "Missing Adoptions" means you have not yet started the adoption process
- "Not Submitted" means you have started, but not finished, the adoption process.



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."

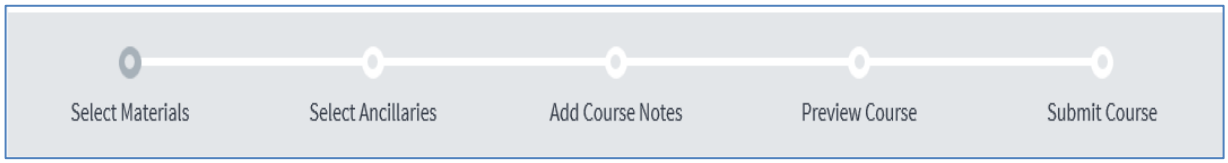
Once you click on a course, you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.



The steps of the Adoption process:

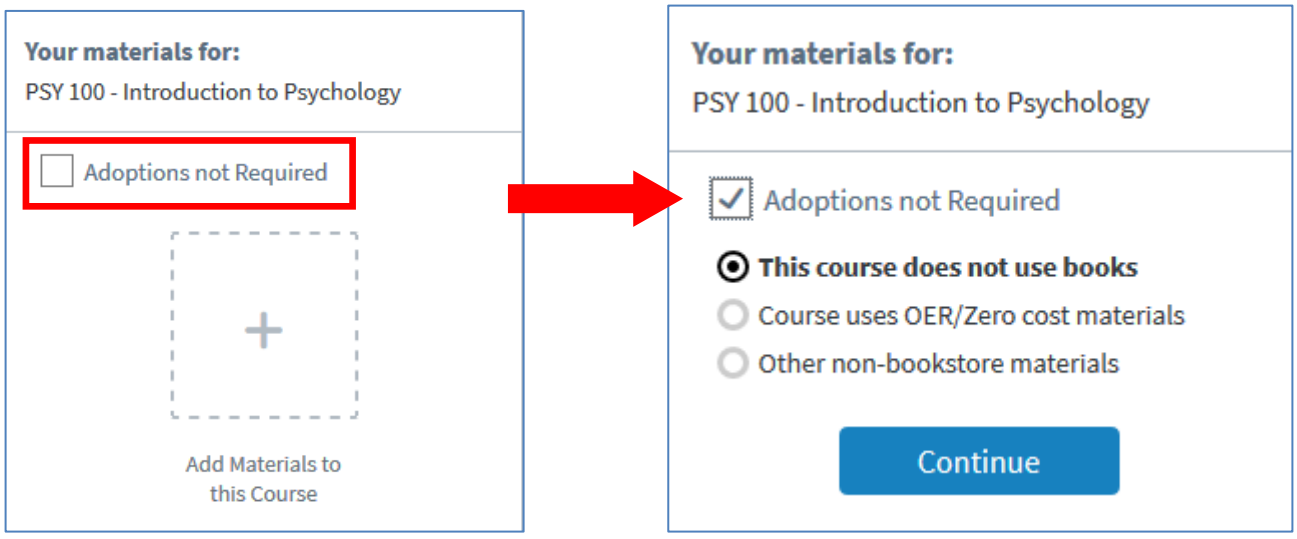
All steps of the adoption process are listed on top of every page so you can track where you are.

- 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



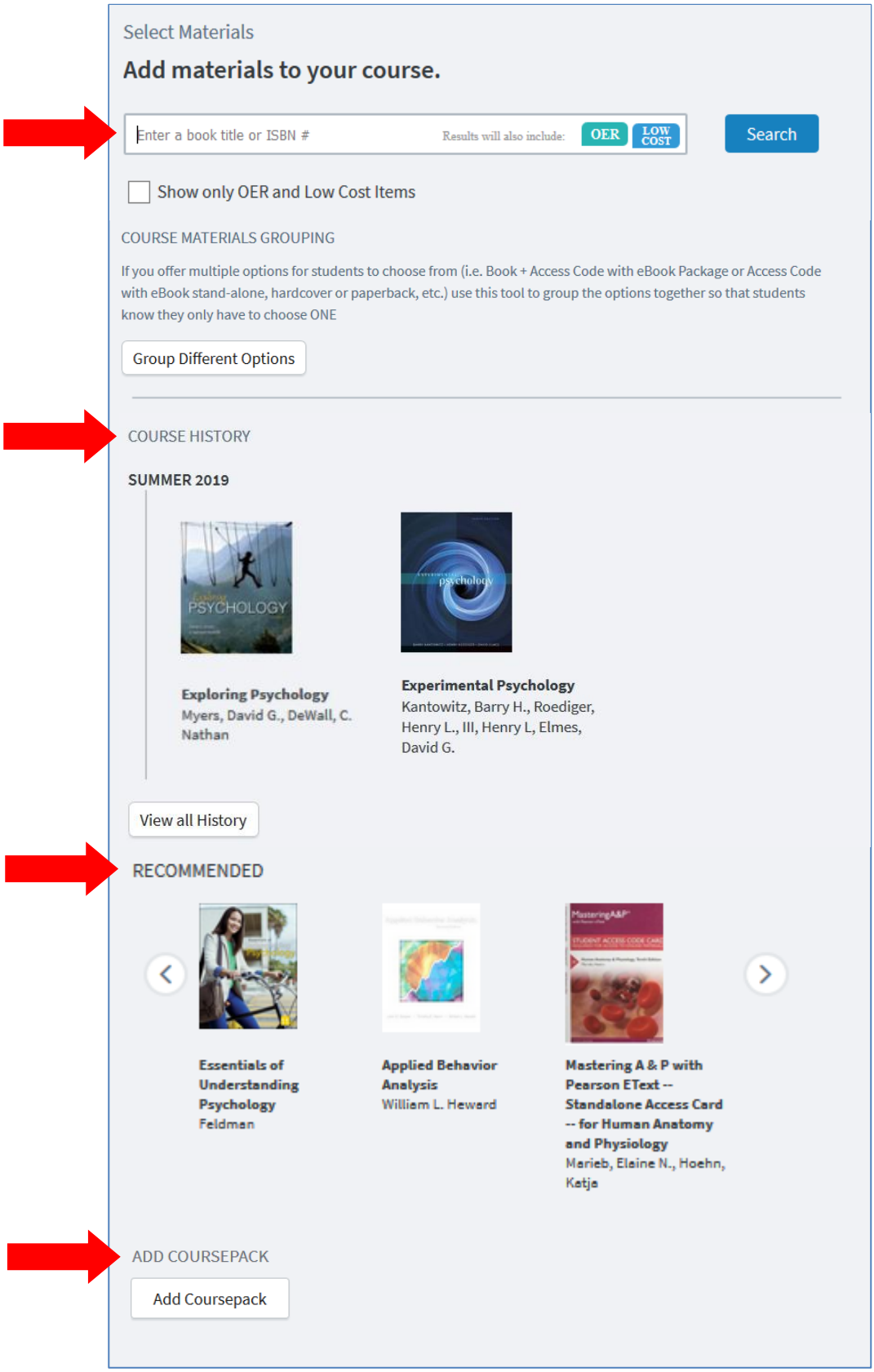
Adoptions not Required

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. You can add an additional note if you like. For example: if you are using Open Educational Resources, like OpenStax, you can choose the "Course uses OER/Zero cost materials" below and then add a course note with a link to the materials.

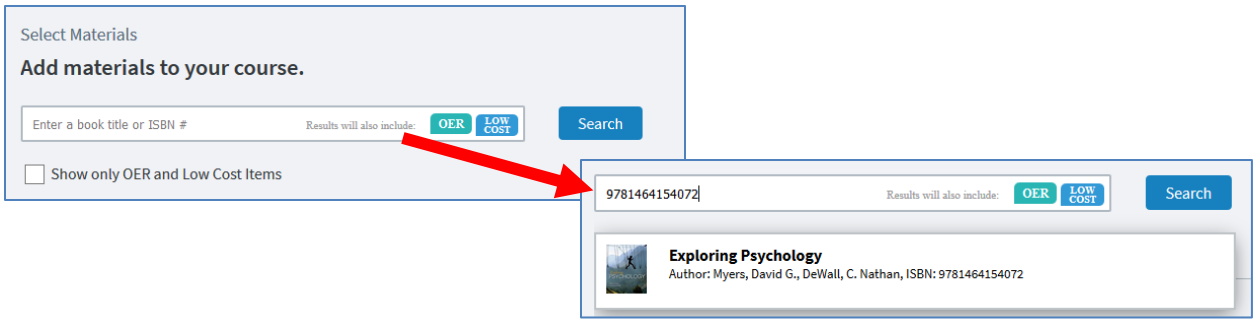


Step 1. Adopt Course Materials

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.

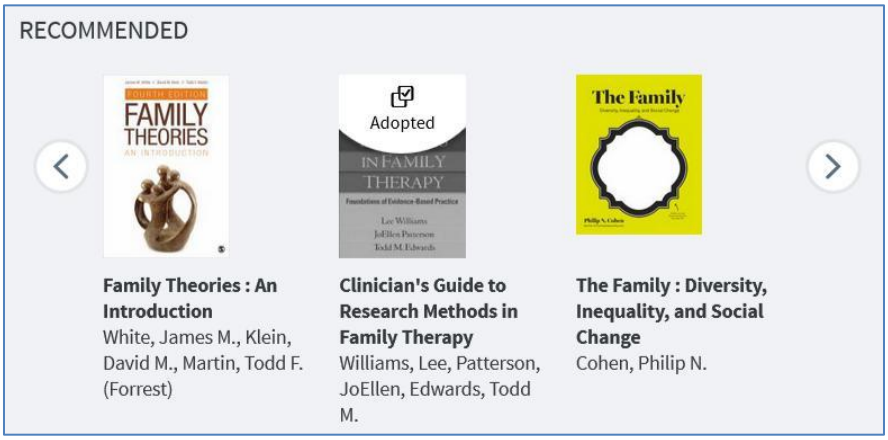


1. **Search Box**: Enter an ISBN or book title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your Client Success Manager to have it added to our system. You can choose to check the box "Show only OER and Low Cost Items" if you would like to limit search results to materials within those two categories.



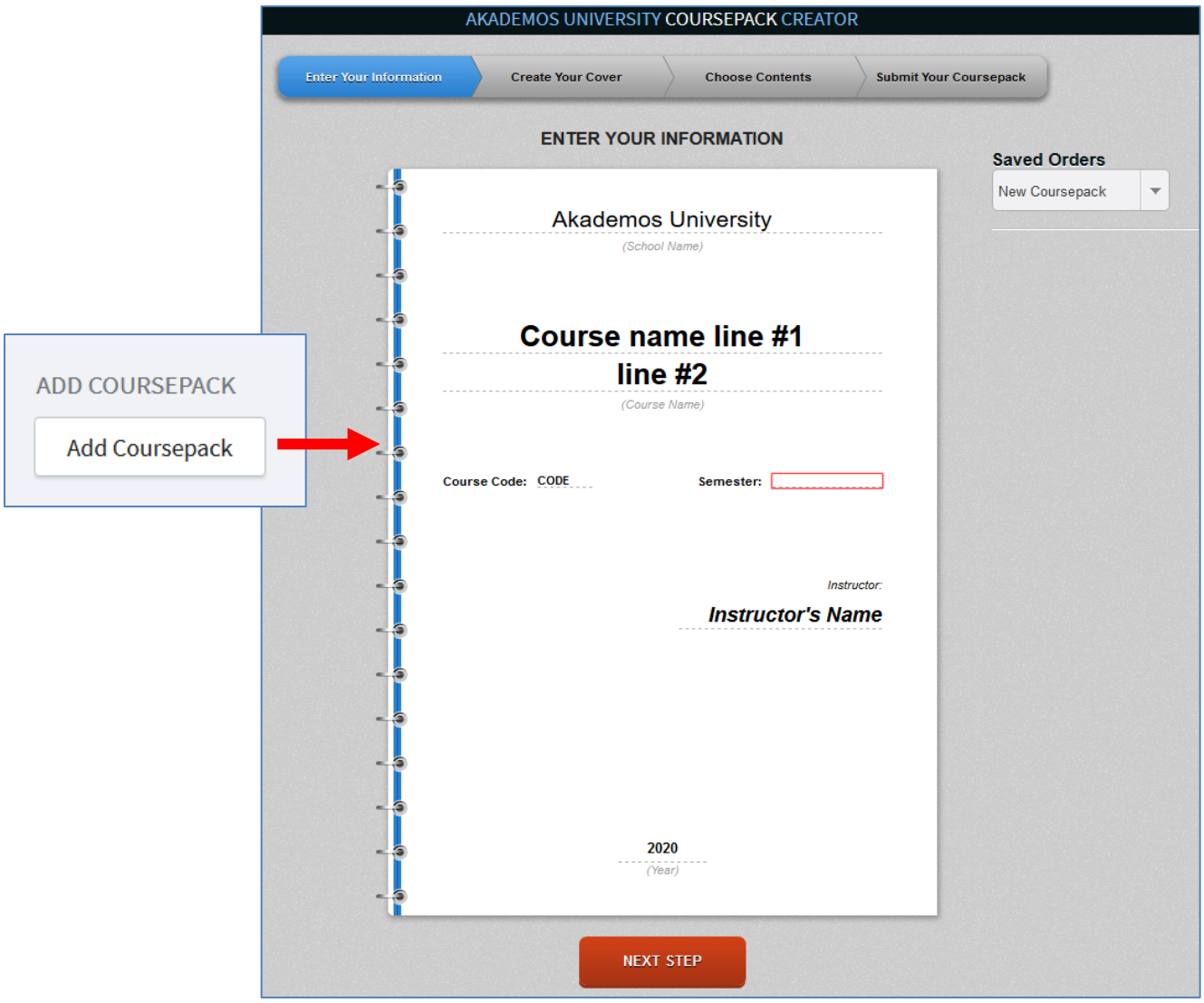
2. **History**: Books that you have selected for this course in previous terms will automatically appear. **Using the history option is the fastest way to re-adopt textbooks.** Click “View All History” to view all books you have assigned to this course in prior terms. Or click "My Department" to view adoptions made by other faculty for the same course.

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.

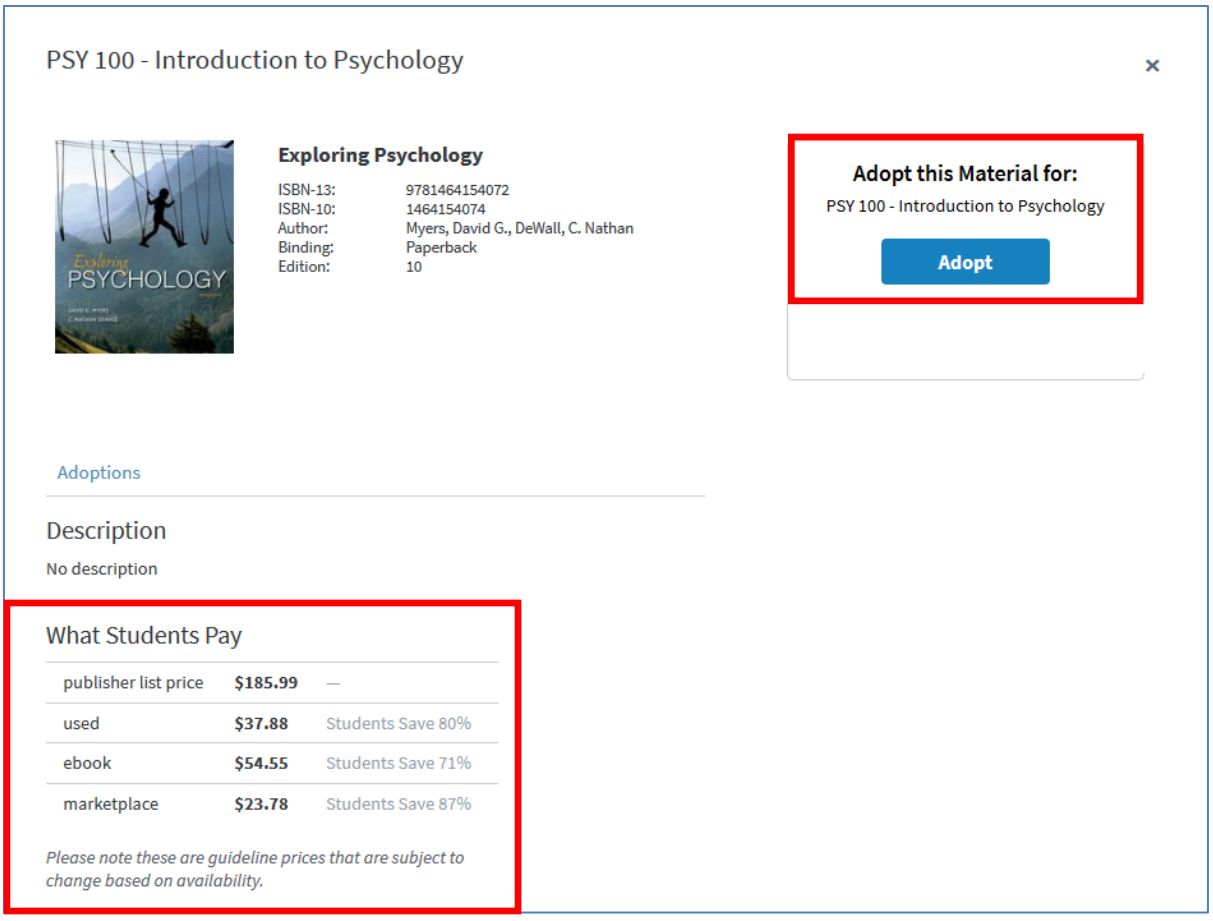


4. **Coursepack**: Coursepacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus, and other handouts may be combined into one Coursepack. Many instructors take advantage of this low-cost option.

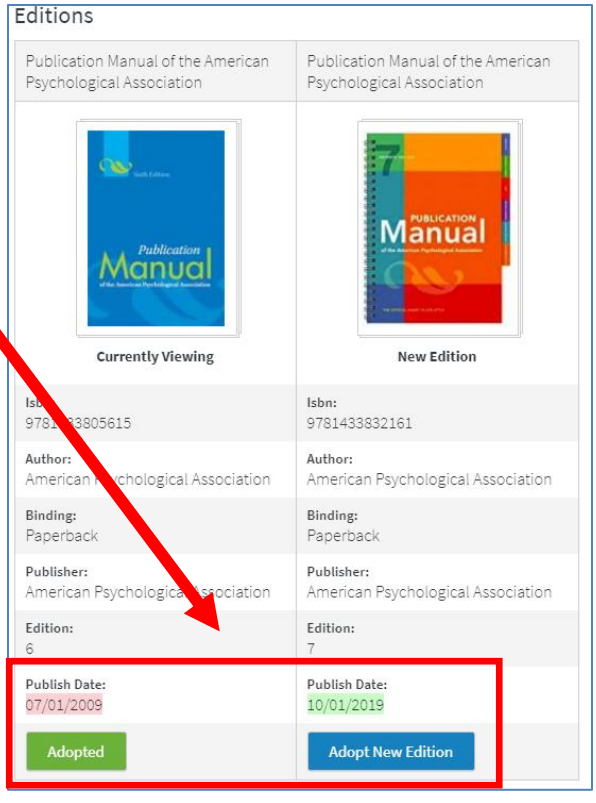
   Akademos partners with CoursePacks etc. to create coursepacks. When you click the “Add Coursepack” button you will be taken to the CoursePack creation tool in a separate window. Follow the process to create your custom Coursepack and then add it to your course. For more information on Coursepacks, see separate handout.



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.

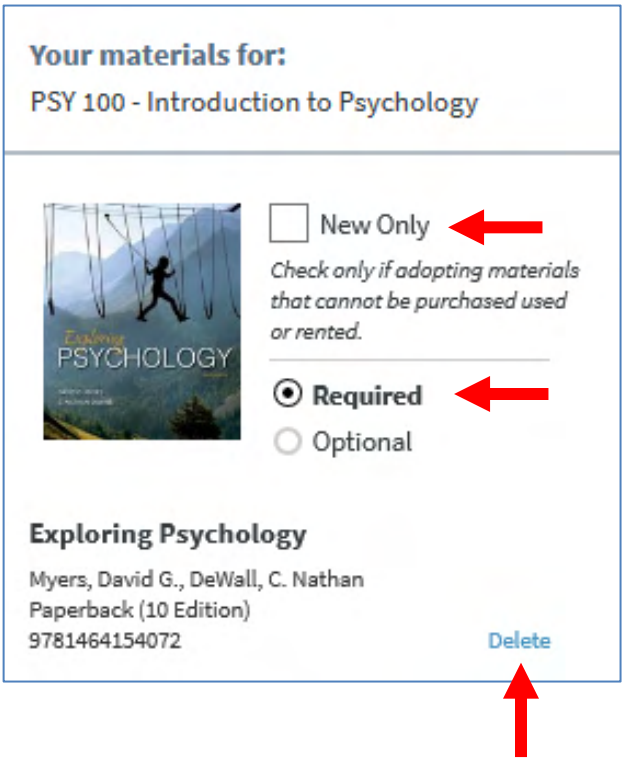


*If there is a new edition alert, you will see a comparison of the two editions.



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



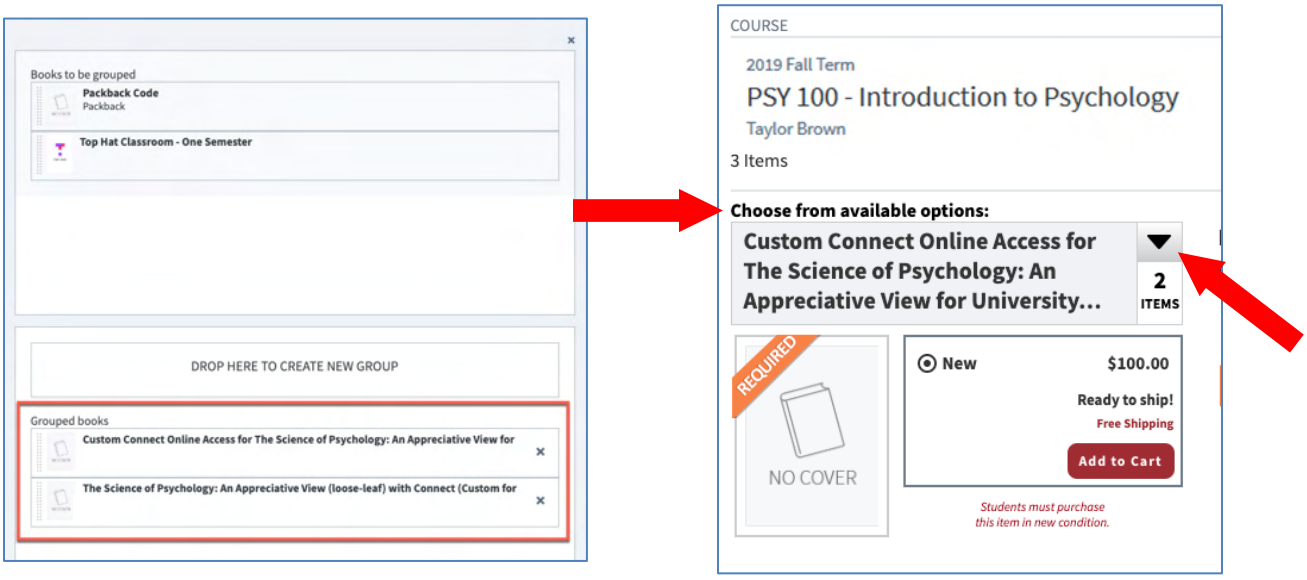
*** IMPORTANT:** “New Only” means that the bookstore will only list new versions of the textbook for students to buy because used, eBook, rental, & Marketplace options do not come with access cards or customization.

If you decide that you no longer want to adopt that textbook, click “Delete.”

*To add another textbook to your course, repeat the process.
After adding all course materials, click “Next” at the top of the page.

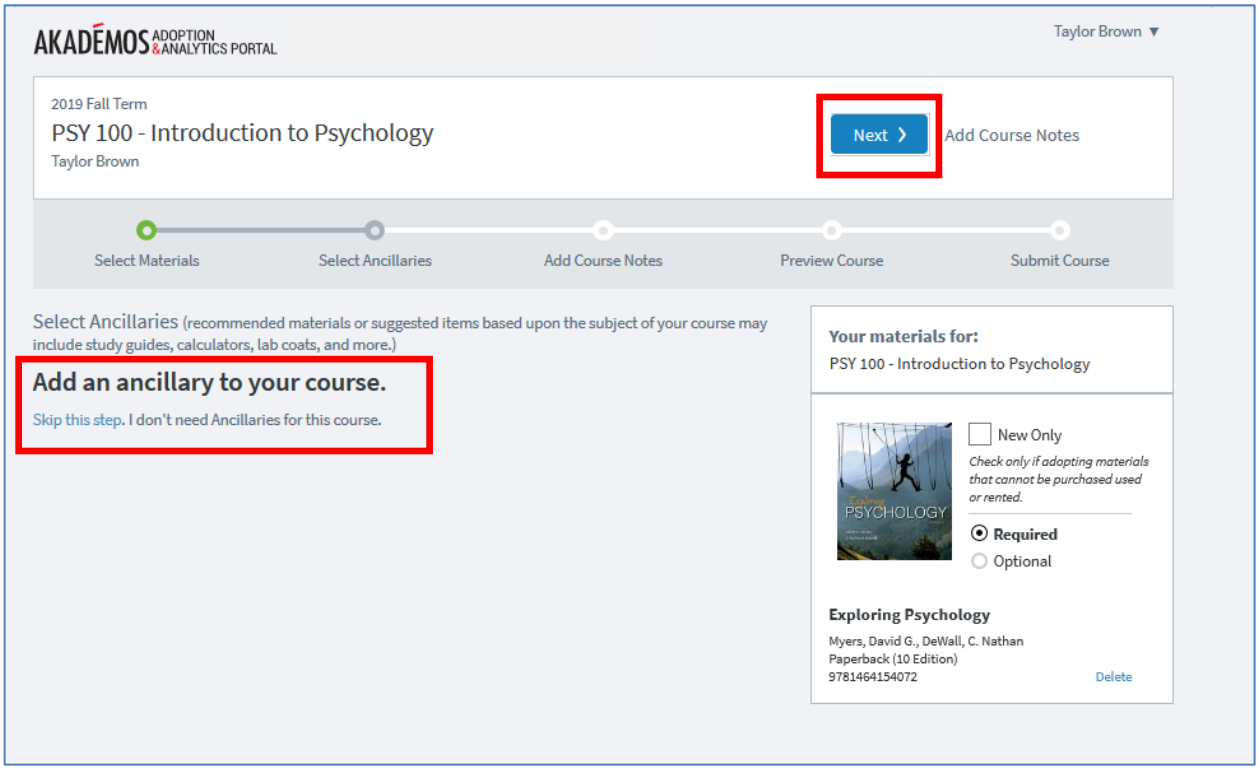
Course Materials Grouping:
If you offer multiple options for students to choose from, such as a textbook and Access Code with eBook Package, or Access Code with eBook stand-alone, use the "Course Materials Grouping" tool to combine the options together so that students known they only have to choose 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.



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 Client Success Manager.

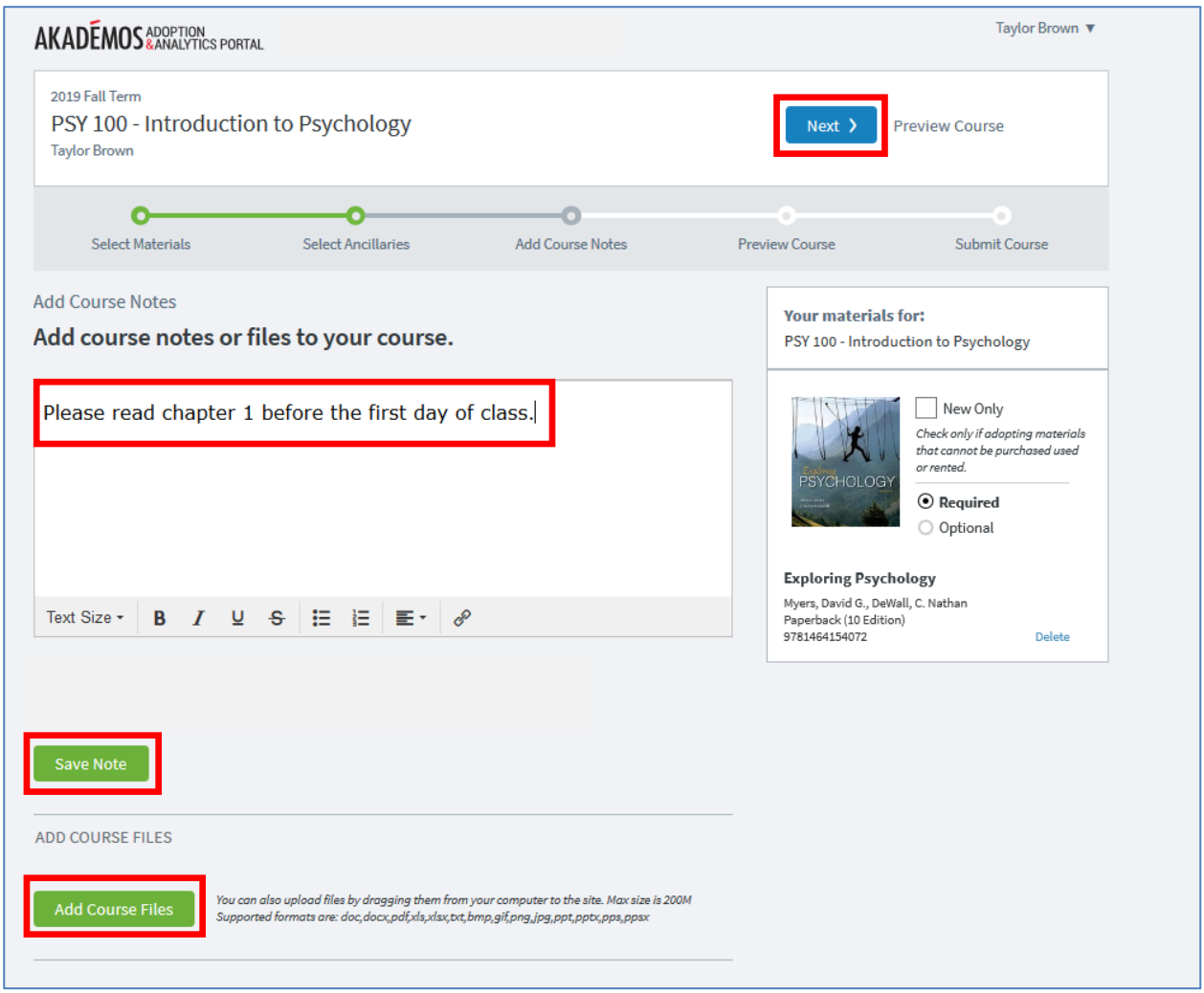


Step 3. Add Course Notes (Optional)

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.



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

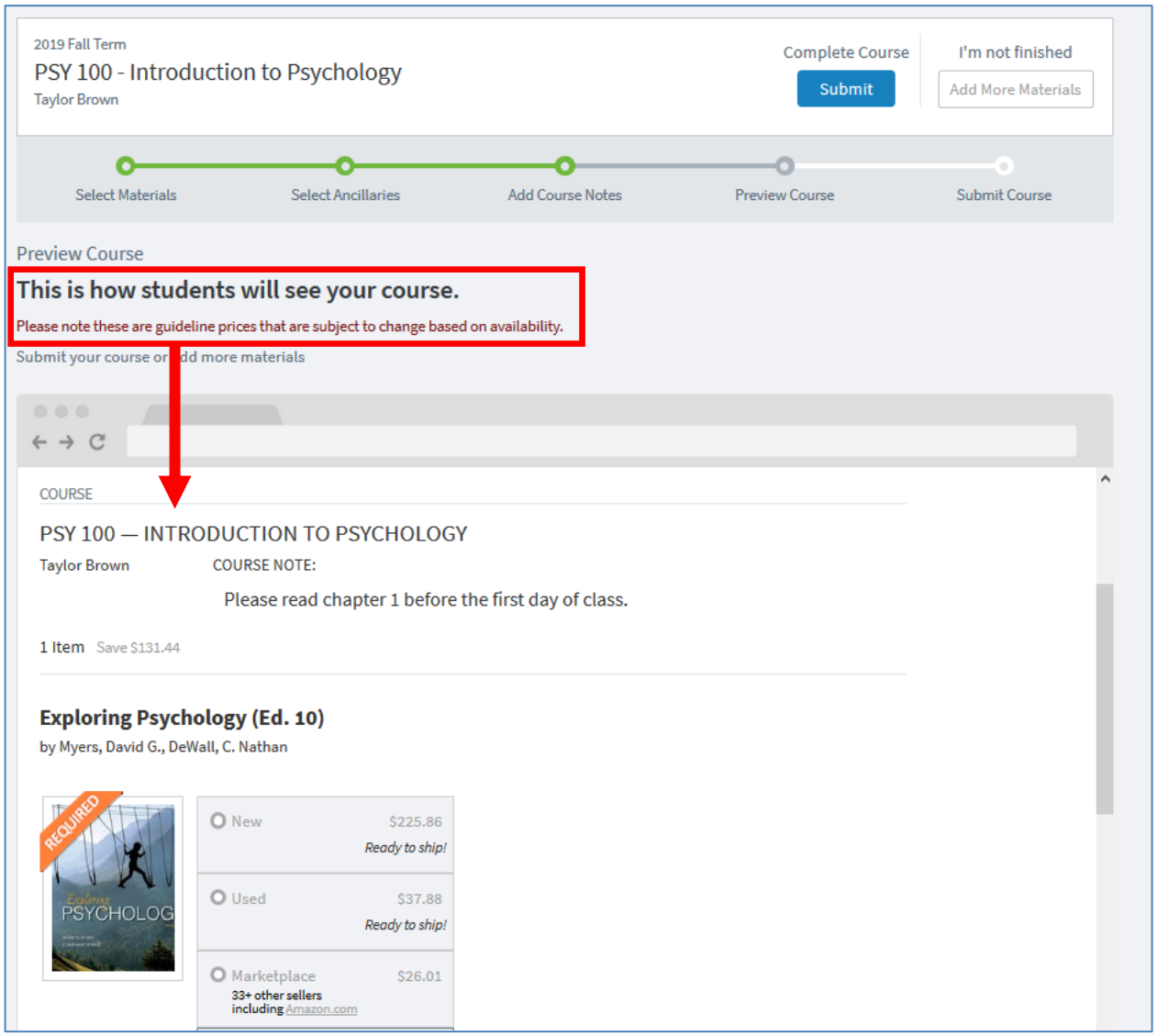
If you want to add course files like a syllabus, PPT slides, or handouts, click “Add Course Files” to select the file from your computer. Click the pencil next to the file name to edit how the file is displayed to students.

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

Step 4. Preview Course

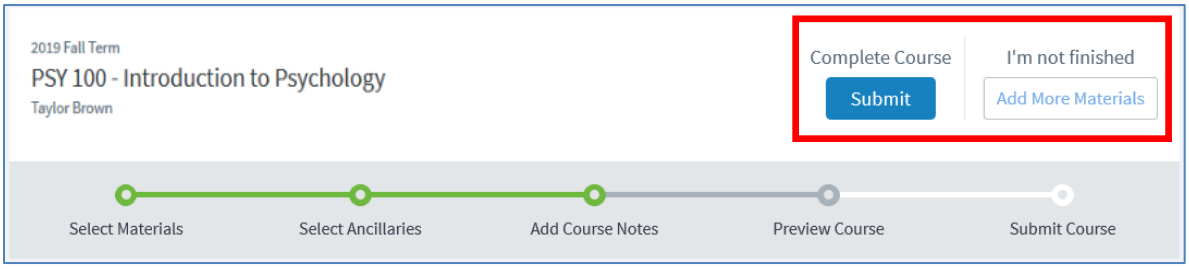
The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

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.

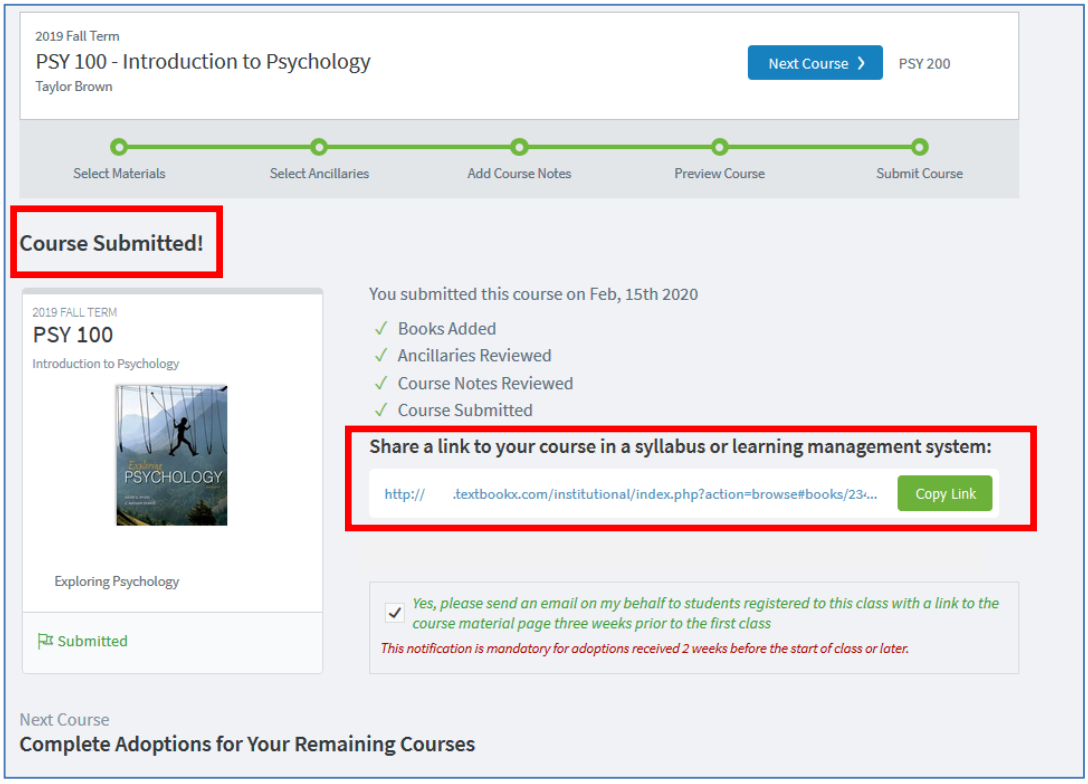


Step 5. Submit Course

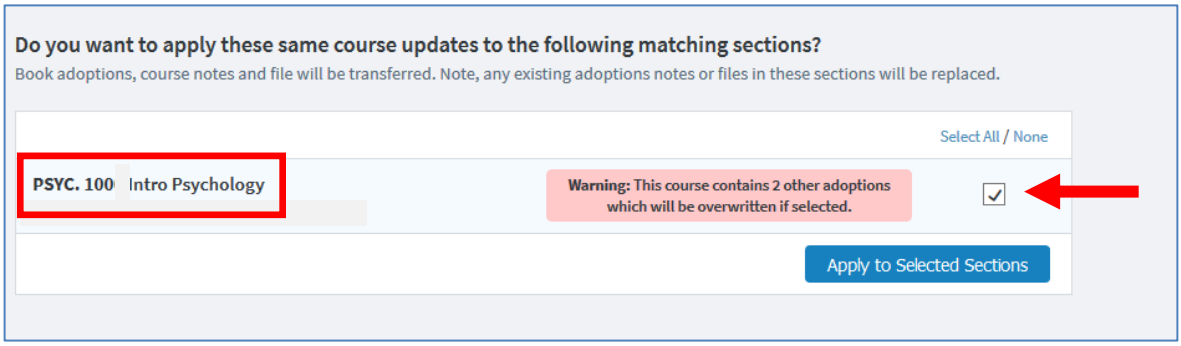
If you need to add another textbook to your course, click “Add More Materials” to return to the first step. Once you have added all of your course materials, click “Submit” to complete your adoption for this course. If applicable, it will be sent to your school administrator for review.



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.



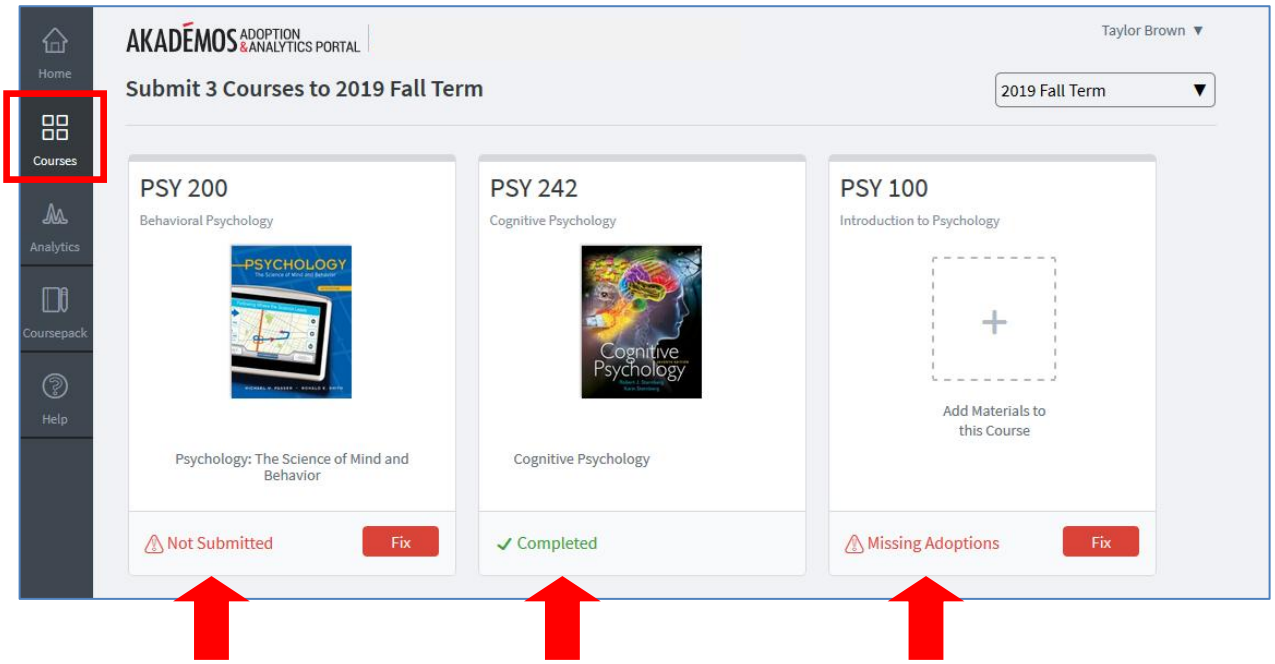
Multicourse Editor: The Portal will check if you are teaching more than one section of a course to allow you to apply the same adoption to them. Books, course notes, and files will be updated.



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.



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.

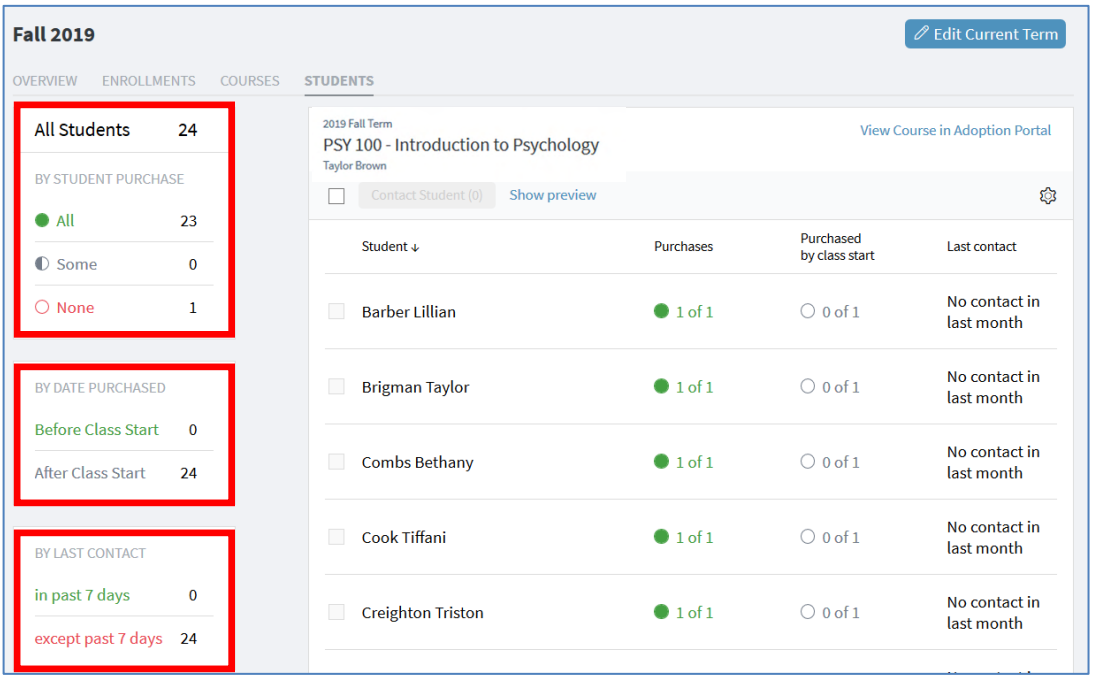
- **Missing Adoptions:** You have not yet added any course materials to your course nor have you indicated that the course does not require textbooks. *When the bookstore is live, students visiting the website will see this course along with a note that course materials are unknown.

- **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

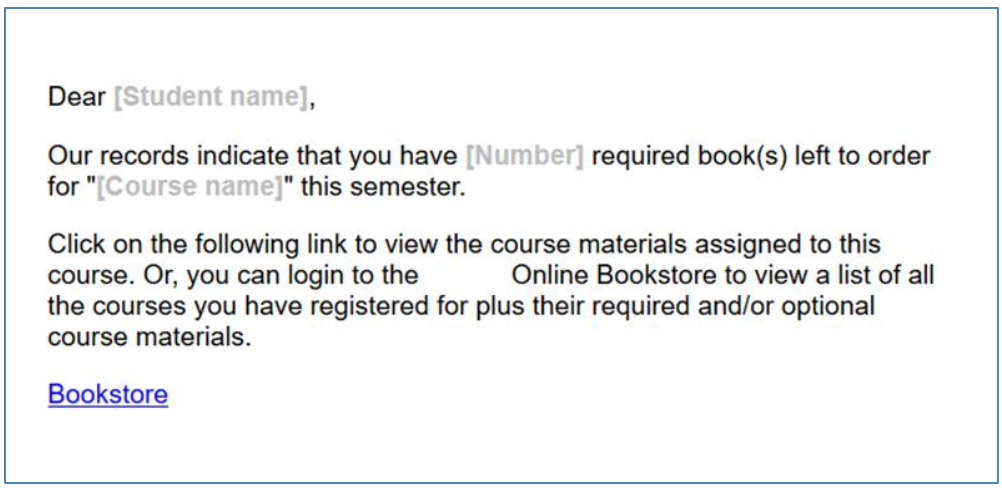
To review student utilization of the Online Bookstore for your courses, use the Analytics feature.
1. Click on "Analytics" on the left-hand navigation.
2. Select the semester from the drop-down menu.
3. An overview of your courses will appear. Click on one to review details.

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.



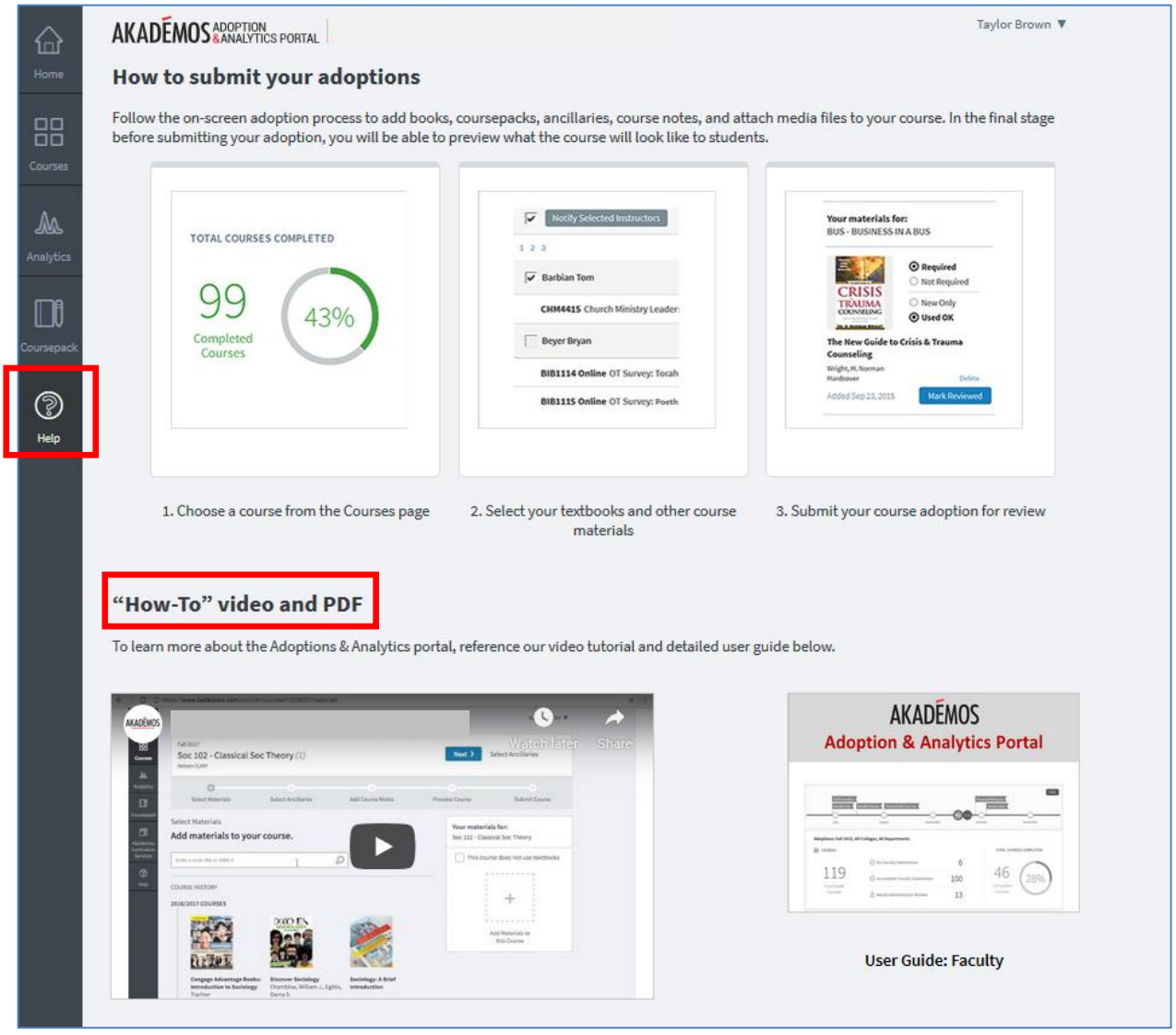
You can send an email to students registered for that course that have not yet ordered textbooks by clicking on "Contact Students." A personalized email addressed from you will be sent.

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



Help Page

Faculty Help:
Visit the Help page to view instructional videos and FAQs. Or contact your Client Success Manager if you have additional questions. Sean Keane: skeane@akademos.com.

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 Client Success Manager.

Student Help Page:
Website: Students access their personalized page by logging in with their school account username and password and interact with the TextbookX platform/Customer Experience Team.
Help Page: Goshen.TextbookX.com/help
Email: Customerservice@textbookx.com