

# ADOPTIONS INSTRUCTIONS FOR FACULTY

Go to the bookstore website at [www.pittuniversitystore.com](http://www.pittuniversitystore.com) and click on **"Faculty Adoptions"** in the menu at the top of the page.

Enter your log in information (or select "Register Here" if it is your first time on the site - or select "Lost Your Password") if you need to recover your password). If you are registering for the first time, you will be asked for a department user name and password - contact the bookstore if you need this information.

Please enter your login information

### FACULTY LOG IN

#### I Have an Account

Email Address

Password

Lost Your Password?

Log In

#### Sign Up

Manage Account

Stop Being a User

Cancel Account

Create profile for existing and new users

Faculty

Create profile for adopting course materials

Bookstore Home » Faculty Adoptions

### Faculty Adoptions

#### Your Account

Welcome Rebecca Doerflinger

- Update your profile
- Department Information
- Your submitted adoptions
- Log out

#### Submit Your Adoptions

##### Step-by-Step Method

- Guided Adoption
- Limited to new course/section
- Cannot save partial adoption

##### Maintenance

- View Adoptions
- View submitted adoptions
- Search adoption history
- Edit Adoptions
- Copy an adoption
- Book List
- View your book list
- View your merchandise list

To get started, click "Guided Adoption" from the "Faculty Adoption" main menu (please do not use any of the other adoption type sections offered).

Bookstore Home » Faculty Adoption Home » Create Course

### Guided Adoption

Step 1: Create Course → Step 2 → Step 3 → Step 4

#### Department and Term

Term: [Select Term] Department: [Select Department] Add Department

#### Instructor Filter

Filter by Instructor: [Select Instructor]

#### Course Information

Course: [Select Course] Instructor: [Select Instructor]  
Section: [Select Section] Select Course Type  
☐ Evening ☐ Continuation ☐ Extension  
Materials: ☐ Check if Course does not require materials

#### Section Information

Estimated Enrollment: [ ] Pre-Enrollment: [ ]  
Confirm Cancel

Note: All fields marked with an asterisk (\*) are required.

## Step 1 - Select or Create Course

Use the course dropdown arrow to find an existing course. Select "Add Course" to create a new course.

To add a course, follow the guided instructions. Fill in the department and term, instructor, course information and section information.

Step 1: Create Course → Step 2 → Step 3 → Step 4

#### Department and Term

Term: [Spring 17] Department: [MATH] Add Department

#### Instructor Filter

Filter by Instructor: [Select Instructor]

#### Course Information

Course: [1902] Instructor: [DRELOD]  
Section: [1075] Select Course Type  
☐ Evening ☐ Continuation ☐ Extension  
Materials: ☐ Check if Course does not require materials

#### Section Information

Estimated Enrollment: [ ] Pre-Enrollment: [ ]  
Confirm Cancel

Note: All fields marked with an asterisk (\*) are required.

Bookstore Home » Faculty Adoption Home » Create Course

### Guided Adoption

Step 1: Create Course → Step 2 → Step 3 → Step 4

#### Department and Term

Term: [Select Term] Department: [Select Department] Add Department

#### Instructor Filter

Filter by Instructor: [Select Instructor]

#### Course Information

Course: [Select Course] Instructor: [Select Instructor]  
Section: [Select Section] Select Course Type  
☐ Evening ☐ Continuation ☐ Extension  
Materials: ☐ Check if Course does not require materials

#### Section Information

Estimated Enrollment: [ ] Pre-Enrollment: [ ]  
Confirm Cancel

Note: All fields marked with an asterisk (\*) are required.

Step 1: Create Course → Step 2 → Step 3 → Step 4

#### Department and Term

Term: [Spring 17] Department: [MATH] Add Department

#### Instructor Filter

Filter by Instructor: [Select Instructor]

#### Course Information

Course: [1902] Instructor: [DRELOD]  
Section: [1075] Select Course Type  
☐ Evening ☐ Continuation ☐ Extension  
Materials: ☐ Check if Course does not require materials

#### Section Information

Estimated Enrollment: [ ] Pre-Enrollment: [ ]  
Confirm Cancel

Note: All fields marked with an asterisk (\*) are required.

Continued on next page...

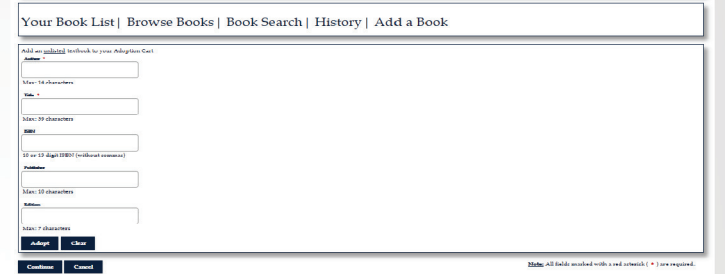
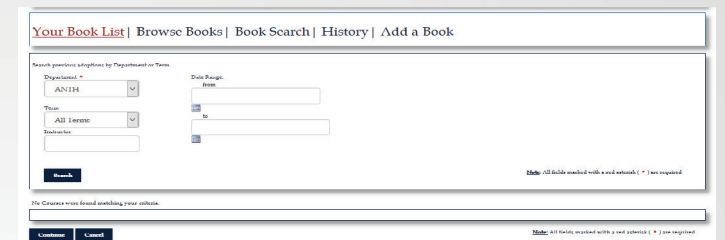
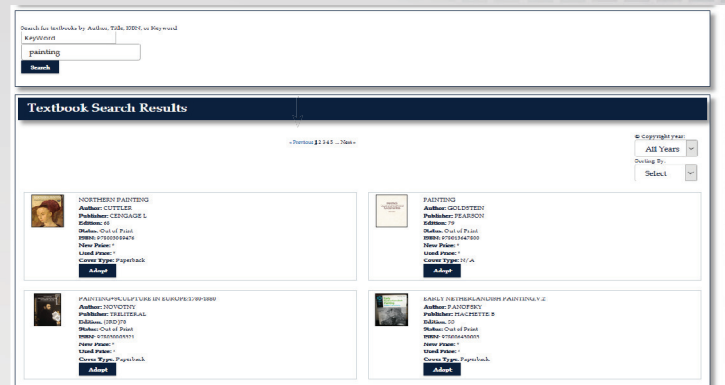
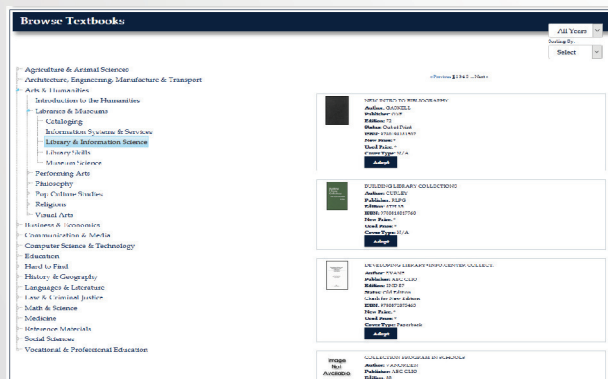
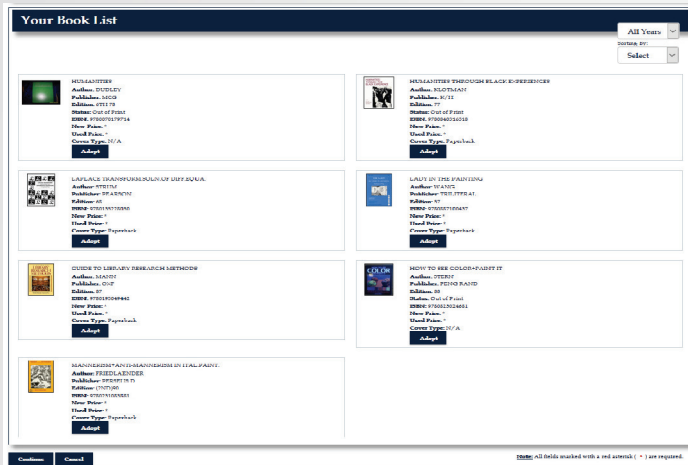
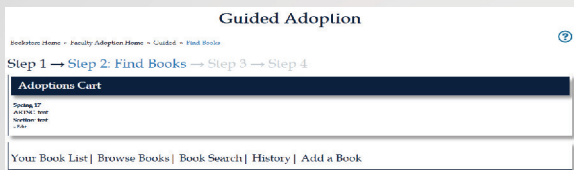
# ADOPTIONS INSTRUCTIONS FOR FACULTY

## Step 2 - Find Books

You are prompted for the method you would like to use to find. These methods are:

- Browse your own list of titles
- Browse by subject
- Search by keyword, author, title or ISBN
- Use history from previous terms
- Enter an unlisted title

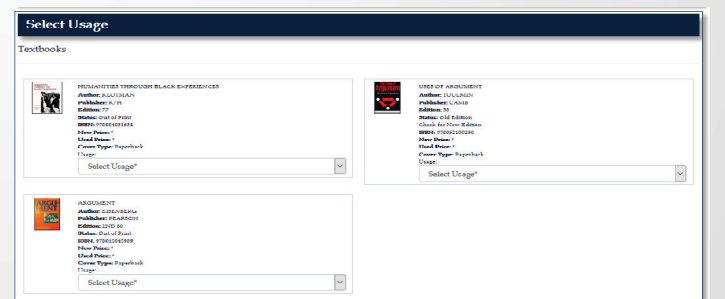
Add books to your course using the Adopt button. As you adopt each book you are prompted to add more books. You can keep track of what you've added using the floating course list on the right of the screen.



## Step 3 - Select Usage

Once you have selected all your books for adoption, click on the "usage" dropdown arrow for each title to define its usage for the course.

Utilize the message box below for any specific instructions for the bookstore. Click "Review Adoptions" when ready.



Continued on next page...

# ADOPTIONS INSTRUCTIONS FOR FACULTY

**Select Usage**

Textbooks

SELECT USAGE\*

Required

Recommended

Message to Book Store

Submit

## Step 4 - Review and Submit

Review your adoption information to ensure it is correct. You may use any of the steps across the top of the section to go back and make edits if necessary. When your adoption information is correct, click "Submit Adoptions."

**Guided Adoption**

Bookstore Home - Faculty Adoption Home - Guided - Submit Complete

Step 1 → Step 2 → Step 3 → **Step 4: Adoption Review**

**Adoption Review (Adoptions are not final until you click Submit below)**

Adoption Review: Overlapper

Term: Spring 17 Instructor: Overlapper

Department: APPE Pre-Enrollment: 0

Course: not Pre-Enrollment: 0

Section: not

Bookstore Home

Submit

**Submitted Adoption**

Bookstore Home - Faculty Adoption Home - Submit Complete

**Submit Complete**

Submit Complete

Adoption Review

Adoption Review: Overlapper

Term: Spring 17 Instructor: Overlapper

Department: APPE Pre-Enrollment: 0

Course: not Pre-Enrollment: 0

Section: not

Bookstore Home

Submit

Bookstore Home - Faculty Adoption Home - Submitted Adoptions Home

**View Submitted Adoptions**

Show All Terms

Term	Department	Course	Section	Instructor	Enrollment	Status	Options
Spring 17	ENED	edf	edf	Overlapper	0/0	Reserved	Edit Copy Remove Print View
Spring 17	ENED	edf	edf	Overlapper	0/0	Reserved	Edit Copy Remove Print View
Spring 17	ENED	tyui	algh	Overlapper	0/0	Open/Reserved	Copy Print View
Spring 17	ENED	tyui	algh	Overlapper	0/0	Open/Reserved	Copy Print View
Spring 17	ABTC	net	net	Overlapper	0/0	Submitted	Copy Remove Print View

That's it. Your adoption is complete.

On the confirmation page you will have the option to:

- Printing the adoption
- Creating a new adoption
- Copying the adoption to a new course