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 efficient 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 and interoffice memos
- Access to course history and a recommendation tool highlighting high-quality, low-cost options
- Transparency and clarity around course material pricing and process deadlines
- Enhanced reporting and analysis for administrators

In this document, we will review how to use the portal to streamline your textbook adoption process. Key features will be highlighted along the way.

How to Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal, visit the Online Bookstore website, powered by TextbookX, at MMC.TextbookX.com. Click the "Log in" button highlighted below.

Log in: Log in using your MyMMC account. Please contact your Akademos Account Manager if you are having any 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 user.

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 located just beneath the timeline.

Timeline:

The timeline is usually populated by your Akademos Account Manager and based on input from the school and lists all dates and milestones for the upcoming term. When you hover over the milestones listed, the specific date appears. Please be mindful of the key dates listed and submit your course materials for all classes prior to the booklist 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 no course materials are required for students to purchase.

*Note, the courses listed on the homepage will only be your "Missing Adoptions" and "Not Submitted" courses and may not reflect your full course load for the designated term.

Activity Log:
The activity log will track all updates and changes made to courses tied to your account. Click "See other activities" to expand your full activity log. When you view the full activity log you are also able to search by date range and/or user.

Adopt Your Course Materials

To get started with your adoptions, click the "Fix" button on one of your courses.
- Courses will be listed as "Missing Adoptions" if you have not yet started the adoption process
- Courses will be listed as "Not Submitted" if you have started, but not completed, the adoption process (at a minimum, you have added books or marked the course as "No Books Required")
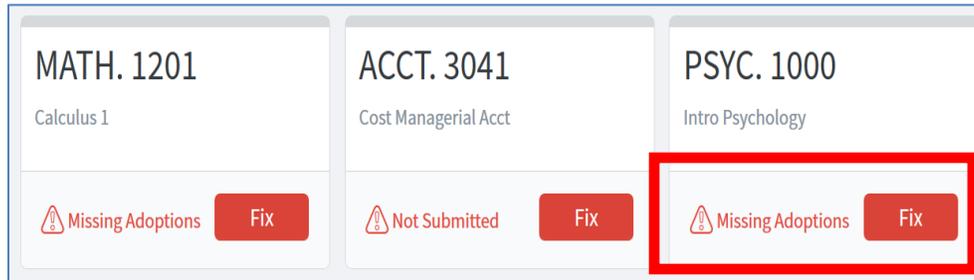
NOTE: all edits and updates will be saved to your account in real time. If you need to log off or leave your computer unexpectedly, you can continue where you left off the next time you log in. Adoptions are not considered final until you press "Submit."

On the course page you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.
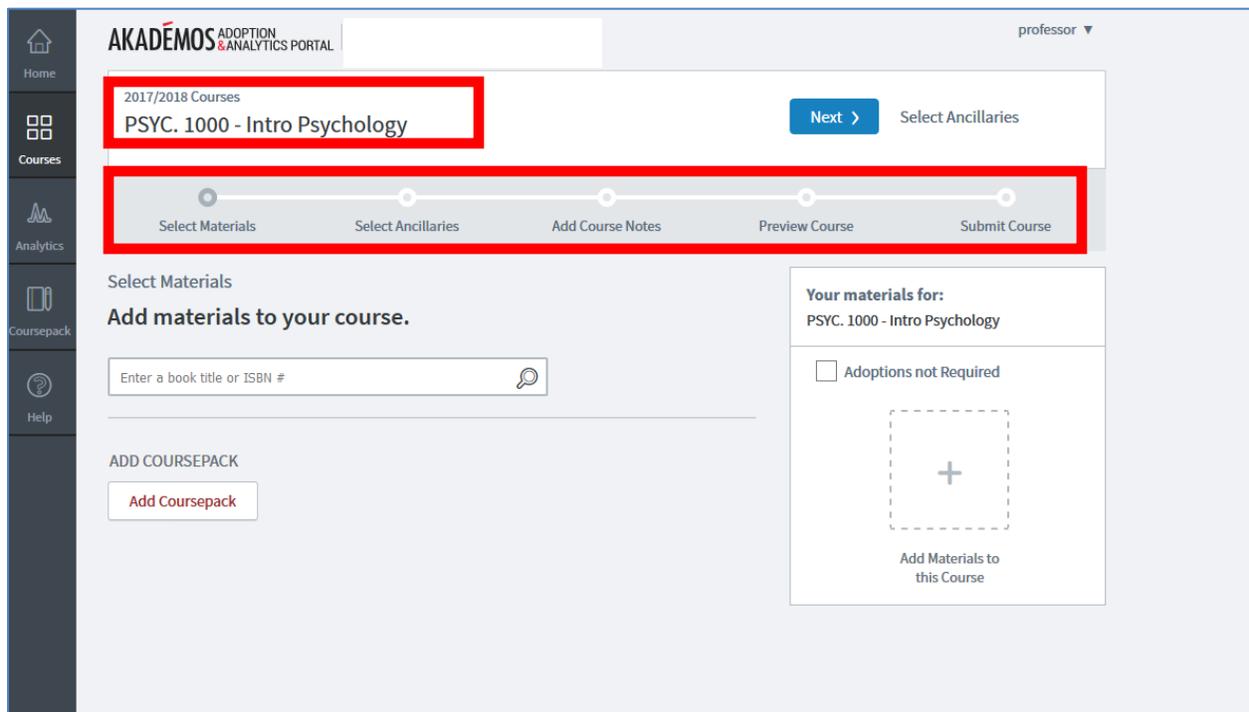
The steps of the Adoption process:

All steps of the adoption process will be listed on top of every page so you can track where you are.
- Step 1: Select Materials – adopt textbooks or choose "No Books Required"
- Step 2: Select Ancillaries – add supplemental materials to your course
- Step 3: Add Course Notes – 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 for administrator review
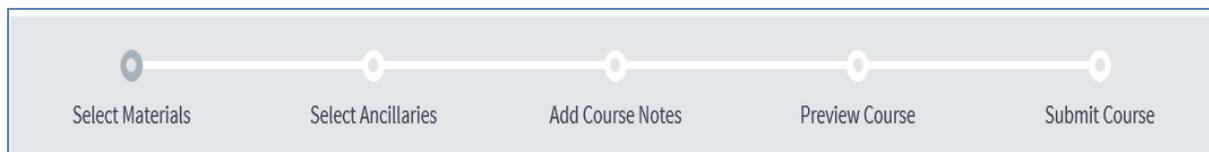

No Books Required

If your course does not require textbooks, check the box next to "Adoptions not Required" and select the reason why. Then, click "Continue" to finish submitting your course. When students visit the bookstore, they will see that they do not need to purchase materials for your course.

Step 1: Adopt a Textbook

If your course does require textbooks, you can use the (1) search box, (2) course history, or (3) recommendations engine to adopt or re-adopt a textbook. You can also choose to (4) create a custom Coursepack.
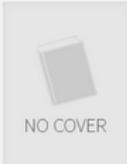
1. **Search Box**: Enter an ISBN or book title in the search box. As you type, a list of books will appear. If a book does not appear, please confirm the ISBN number is typed correctly. Contact your Account Manager if the ISBN needs to be added to our system.
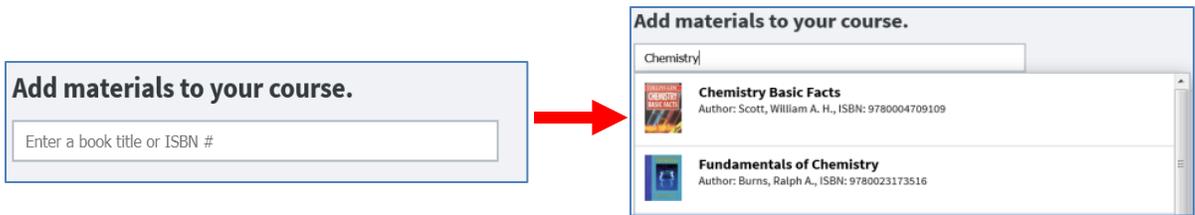
2. **History**: Books that you have selected for this course in previous terms will automatically appear. **Using the history option is the fastest way to re-adopt textbooks.** Click "View All History" to view all books you have assigned to this course in prior terms plus department history. Department history will show you adoptions made by other faculty for this same course.
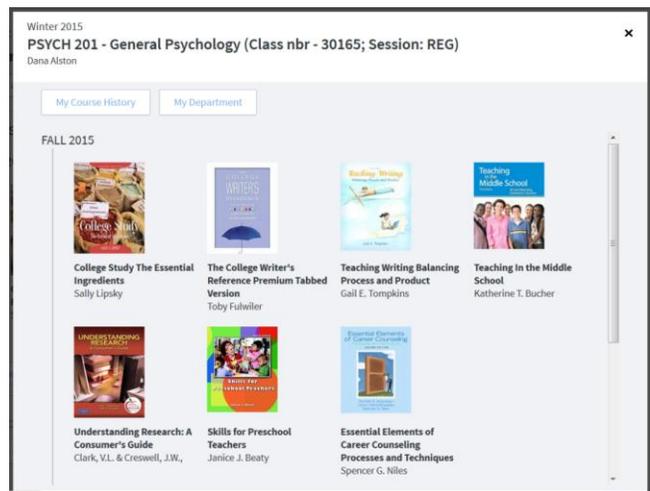

3. **Recommendations**: Recommendations may be based on the subject category of the course, or may have been chosen by an Administrator at your school.
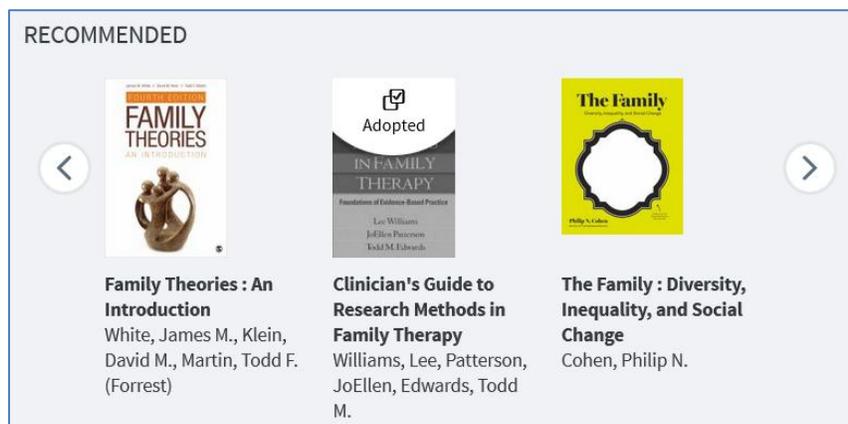
4. **Coursepack**: Coursepacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus and other handouts may be combined into one Coursepack. 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. Follow the on-screen 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 (when applicable). 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.

PSYC. 1000 - Intro Psychology
Fred Morris
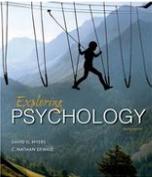
Exploring Psychology

ISBN-13:	9781464154072
ISBN-10:	1464154074
Author:	Myers, David G., DeWall, C. Nathan
Binding:	Paperback
Edition:	10

Adopt this Material for:
PSYC. 1000 - Intro Psychology

Adopt

Adoptions

Description

Student Preface Time Management: Or, How to Be a Good Student and Still Have a Life 1. Thinking Critically With Psychological Science2. The Biology of Behavior3. Consciousness and the Two-Track Mind4. Developing Through the Life Span5. Sex, Gender, and Sexuality6. Sensation and Perception 7. Learning8. Memory9. Thinking, Language, and Intelligence10. Motivation and Emotion11. Stress, Health, and Human Flourishing12. Social Psychology 13. Personality14. Psychological Disorders15. TherapyAppendix A. Statistical Reasoning in Everyday LifeAppendix B. Psychology at WorkAppendix C. Subfields of PsychologyAppendix D. Complete Chapter ReviewsAppendix E. Answers to Experience the Testing Effect Questions

What Students Pay

publisher list price	$178.99	—
used	$109.26	Students Save 39%
ebook	$39.59	Students Save 78%
marketplace	$52.56	Students Save 71%

After reviewing details, click "Adopt" and it will be added to your course. By default, the book will be listed as "Required" and all available textbook 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 our 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 book, 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.

Your materials for:
PSYC. 1000 - Intro Psychology
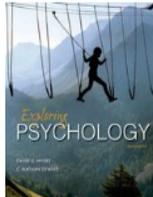
☐ New Only

Check only if adopting materials that cannot be purchased used or rented.

⦿ Required
◯ Optional

Exploring Psychology
Myers, David G., DeWall, C. Nathan
Paperback (10 Edition)
9781464154072

Delete

Step 2: Add Ancillary Materials (Optional)

Ancillary materials such as study guides or other materials related to the book 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. If you have ancillary materials that you would like to add, contact your Account Manager.

2017/2018 Courses

PSYC. 1000 - Intro Psychology
Fred Morris

Edit

Next ❭   Add Course Notes

Select Materials —— Select Ancillaries —— Add Course Notes —— Preview Course —— Submit Course

Select Ancillaries (recommended materials or suggested items based upon the subject of your course may include study guides, calculators, lab coats, and more.)

Add an ancillary to your course.

Skip this step. I don't need Ancillaries for this course.

Your materials for:
PSYC. 1000 - Intro Psychology
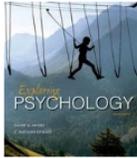
☐ New Only
Check only if adopting materials that cannot be purchased used or rented.

🔘 Required
⚪ Optional

Exploring Psychology
Myers, David G., DeWall, C. Nathan
Paperback (10 Edition)
9781464154072

Delete

Step 3: Add Course Notes

Notes and files can be added to your course during the adoption process. Any note or file that is added here will be displayed to students when they are viewing your course at the Online Bookstore.

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

If you want to add course files, such as 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 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.

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

PSYC. 1000 — INTRO PSYCHOLOGY

Fred Morris

1 Item   Save $139.40

Exploring Psychology (Ed. 10)

by Myers, David G., DeWall, C. Nathan

REQUIRED
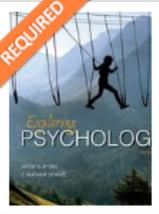
○ New	$201.35
○ Used	$109.26
○ Marketplace 13+ other sellers	$52.56
⊙ eBook	$39.59

Instant Delivery!   Save 78%

Provided by VitalSource

● License: 120 days for **$39.59**
○ License: 180 days for **$44.99**
○ License: 365 days for **$121.99**

Step 5: Submit Course

To add additional textbooks or make changes, click "Add More Materials" to return to Step 1. Or, click "Submit" to complete your adoption. If applicable, it will be sent to your administrator for review.

Fall 2018
PSYCH 201 - General Psychology (Class nbr - 30165; Session: REG)

✐ Edit
Dana Alston

| Complete Course | I'm not finished |
| Submit | Add More Materials |

Select Materials —— Select Ancillaries —— Add Course Notes —— Preview Course —— Submit Course

A confirmation page appears after you 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.

Course Submitted!

2017/2018 COURSES
PSYC. 1000
Intro Psychology

Exploring Psychology

▸⊏ Submitted
▸⊏ Awaiting Manager Approval

You submitted this course on Aug, 25th 2018

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

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

http://ou.textbookx.com/institutional/index.php?action=browse#books,...   **Copy Link**

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

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

PSYC. 1000 Intro Psychology
2017/2018 Courses Psychology Fred Morris

Warning: This course contains 2 other adoptions which will be overwritten if selected.   ☑

Apply to Selected Sections

View All Your Courses

If you want to see a list of all courses assigned to you for a designated term, click on the "Courses" tab, found in the left hand navigation bar. This page will show you the adoption status for every course, not just the missing adoptions courses 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 course adoption:

- **Reviewed:** You have submitted adoptions for this course and they have been approved by an administrator (only if applicable at your school) and are visible to students when they visit the Online Bookstore
- **Not Submitted:** You have added books to your course, but you have not completed the adoption process**. Students will still see these course materials for this course when they visit the Online Bookstore**
- **Missing Adoptions:** You have not yet added any materials to your course nor have you designated that the course does not require textbooks.
- **Pending Review:** You have submitted your adoptions but your administrator has not yet reviewed them (if applicable at your school). Students will still see your course materials when they visit the Online Bookstore if your course is listed as pending review.

Click the "Fix" button to view the course page and continue with the adoption process at any time.

Help Page

Visit the Help page in the portal to view our how-to materials and FAQs or to contact your Account Manager if you have additional questions.

Faculty Help:
Website: MMM.TextbookX.com (click "Faculty" at the top of the page)
Log in: Log in with your faculty email username and password
Click the "Help" button on the left side of the page and scroll down to send an email to your Account Manager through the Portal.

Student Help Page:
Website: MMM.TextbookX.com/help. Students can access their personalized page logging in with their email username and password and will interact with the TextbookX platform/Customer Service Team.
Phone: 1-800-887-6459
Email: Customerservice@textbookx.com