

Online Course Adoptions - Faculty Guide

The Online Course Adoption application enables faculty to select the textbooks which they require for their courses and notify the bookstore of their selection through the bookstore's website. As it is web-based, Online Course Adoptions can be accessed from anywhere, enabling professors and instructors to order their books for a new term without having to come into the store or even onto campus.

In addition to adding new books to a course, the textbooks which were used for the course in previous semesters are listed by the Online Course Adoptions application, making it easy to adopt the same materials again.

Accessing the Online Course Adoptions

To access the Online Course Adoptions application, go to the Course Adoption section of your bookstore's website -

<http://ufv.bookware3000.ca/eSolution/adoption/>

You will be prompted for a user name and password. Your password is typically your last name (all caps) and the password can be provided by your Department Assistant or the Bookstore Supervisor.

Sign in

<http://ufv.bookware3000.ca>

Your connection to this site is not private

Username

Password

Sign in

Cancel

Both the user name and password are case sensitive.

When the user name and password have been correctly entered, the *Choose your Campus* page will appear.



On each Course Adoption page there is a **Help** button in the top right corner. Click the **Help** button for more information about each page.

1. Accessing the Courses

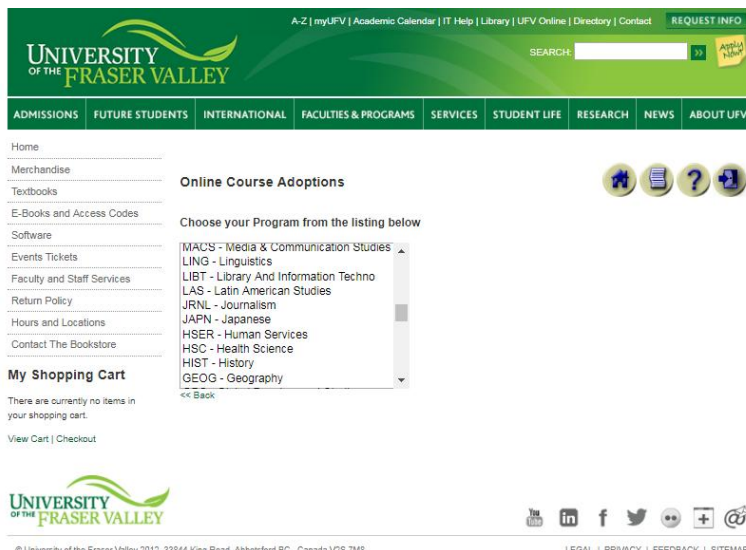
Once the *Choose your Campus* page has loaded, select your campus. The *Semester* page will appear; select the appropriate semester/term for the course. The *Department* page will appear next; again select the appropriate department for the course.

After these three selections have been made, a page will appear which lists all courses for that campus, semester and department.

2. Selecting a Course

If the course you want is displayed on the page, select it by clicking on the course code. The *Course Details* page will appear.

The *Course Details* page allows you to adopt the books for your courses. See below for further instructions.



3. Adding a Course



If the course you want is not displayed on the page, create the course by clicking the **Add New Course** button.

When you click **Add New Course**, the **Add a Course** dialog box will appear.

Enter the course code, course description, professor/teacher name and estimated enrollment for the new course. All boxes, with the exception of the **Teacher** box, must be completed for the course to be added.

Click **Add Course** to create the course. To clear the boxes, click **Reset Fields**. To clear the boxes and close the dialog box, click **Cancel**.

Once the course has been added, the new course information will appear on the webpage.

To add textbooks/items to the new course, click the course code link to display the *Course Details* page.

The *Course Details* page allows you to adopt the books for your courses.

A screenshot of the 'Add Course' dialog box. It has a title bar with 'Add Course' and a close button (X). The main area contains the text 'Enter the course code, course description, instructor, & estimated enrollment.' followed by four input fields: 'Course Code:', 'Course Description:', 'Instructor:', and 'Estimated Enrollment:'. At the bottom, there are three buttons: 'Add Course', 'Reset Fields', and 'Cancel'.

Adopting Books

On the *Course Details* page, the course information (campus, semester, department) will be displayed at the top of the page. By clicking on the campus, semester or department links at the top of the page you can change the campus, semester or department you are working with.

The table beneath the course header lists all the items which have already been adopted for that course.

The textbooks and items which were used when that course was taught previously will appear in additional tables which are displayed beneath the first table.

From the Course Details page you can add books to, and remove books from, the course.

Location: ABBOTS • FALL18 • HIST • HIST101AB2

Online Course Adoptions



Submit Changes

HIST101AB2 -- Fall Semester 2018

Add New Item

Campus: ABBOTS Program: HIST
Instructor: Ian Rocksborough-Smith Enrollment: 36

No Book Required

ISBN #	Title	Ed.	Cv.	Author	Publisher	Req/ Sug	Status
9780195309348	Mohawk Saint		Paperback (BC)	Greer, Allan	Oxford University Press	Req	<input checked="" type="checkbox"/>
9780199020256	Interpreting Canada's Past: Pre-Confederation Reader	5	Paperback (BC)	Ducharme	Oxford Univ Press-Trade/Coll	Req	<input checked="" type="checkbox"/>

HIST101AB2 -- Fall Semester 2017

Instructor: Robin Anderson Enrollment: 36

ISBN #	Title	Ed.	Cv.	Author	Publisher	Req/ Sug	Add
0802078168	The People Of New France		Paperback (BC)			Req	<input type="checkbox"/>
88900005031	Cp: Hist 101 Canada Before Confederation	F18	Paperback (BC)	Anderson	JFV Printing	Req	<input type="checkbox"/>

Add

1. Adding a Book Which You Have Previously Used

If the textbook you want to add to a course was used in a previous course, click the check box for the item in the Add column.

Note: Books can be selected only from one previous semester at a time.

Add New Item

Campus: ABBOTS Program: HIST
Instructor: Ian Rocksborough-Smith Enrollment: 36

No Book Required

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88900005031	Cp: Hist 101 Canada Before Confederation	F18	Paperback (BC)	Anderson	JFV Printing	Req	<input type="checkbox"/>

Add

After all items (from a single semester) which you want to add have been selected, click **Add to Course**. If an item you selected has already been adopted for the course, a second one will not be added.

2. Adding a New Book



If the textbook you want to add to a course has not been used previously for that course, click the **Add New Item** button.

The **Add/Update Item** dialog box will appear. Enter the item's ISBN, edition (if available), title, author, and publisher.

Choose the cover type from the pull-down menu, and select whether the item is required or suggested for the course.

You may also add an additional note to the item, if needed. Boxes marked by an asterisk (*) must be completed.

To add the book to the course, click Add/Update Item. To clear the boxes, click Reset Fields. To clear the boxes and close the dialog box, click Cancel Add Item.

3. Cancelling a Book

To cancel a textbook which has been adopted for a course, click the blue check mark button in the Status column. The button will change to a red X which indicates that the item has been cancelled and will not be listed for the course. Click the button a second time to change the button back to a blue check mark.

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HIST101AB2 - - Fall Semester 2018

Add New Item

Campus: ABBOTS

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HIST101AB2 - - Fall Semester 2017

Instructor: Robin Anderson

Enrollment: 36

ISBN #	Title	Ed.	Cv.	Author	Publisher	Req/ Sug	Add
0802078108	The People Of New France		Paperback (BC)			Req	
88900005031	Cp: Hist 101 Canada Before Confederation	F18	Paperback (BC)	Anderson	UFV Printing	Req	

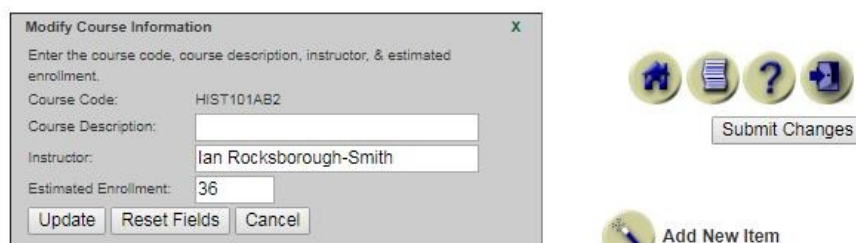
Add

4. Editing Book Information

If any of the information entered about a textbook is incorrect, you can change the information by clicking on the title of the item. The Add/Update Item dialog box will appear. Change the necessary boxes and click Add/Update Item. To reset the boxes to their original information, click Reset Fields. To reset the boxes and close the dialog box, click Cancel Add Item.



5. Modifying Course Information

If the professor/instructor name or enrollment number for the course is incorrect, you can change the information by clicking the professor name or enrollment number which is just above the table of textbook adoptions.



When you click “Instructor” or “Enrollment”, the Modify Course Information dialog box will appear. Change the necessary information and click Update.

To reset the boxes to their original information, click Reset Fields. To reset the boxes and close the dialog box, click Cancel.

Campus: ARBOTS		Program: HIST		No Book Required			
Instructor: Ian Rocksborough-Smith		Enrollment: 36					
ISBN #	Title	Ed.	Cv.	Author	Publisher	Req/ Sug	Status
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HIST101AB2 - - Fall Semester 2017

Choosing Another Course

Once you are satisfied with the books listed for the course, you can choose another course in your department by clicking the department link at the top of the page. If you would like to choose a course in another department, click the semester link and then choose the department you want. You can also click the campus link to choose a course in a different semester.

Viewing and Printing an Adoptions Report

Once your course adoptions are complete, you can view and print a list of all the books you have added and changes you have made.



Click the **Report** button at the top of the page to open the **Adoption Report** dialog box.

Choose the period of time for which you would like to see the adoption additions and changes. The current date will be selected by default. Click **Submit Query** to see the list of additions and changes for that period of time. As this report is based on your user name, you will only see the additions or changes which you have made.

To print the Adoption Report, click **Click Here to view a printable version**. The report will be displayed in a format which is more easily printed.

Choose **Print** from your web browser's **File** menu or click **Control+P** to print the report.

