Faculty Textbook Adoptions

OCCC Bookstore
MBS Faculty Textbook Adoptions

1. Enter bookstore.occc.edu into your browser address bar to reach the OCCC Bookstore Home Page.

2. **Click** the Faculty Adoptions link in the Information For: navigation pane.

3. The Faculty Log In page appears.

4. Enter your OCCC email address, press the Tab key and enter your Password.

5. **Click** the Log In button.

If you have either forgotten your password or need to register for the first time, **Click** the links to the left.
6. The Textbook Adoption Welcome page loads.

7. Select the drop down list under Adoption Textbooks Search.

8. Select the primary search criteria (i.e., Author).

9. Type specific search criteria into the Search text box field.

10. **Click** Search (i.e., Boone).
11. The Adoption Textbook Search page loads to provide a list of materials matching the search criteria.

12. Scroll through the list to locate the correct materials.

13. Click the materials title to the right of the image (or Image Not Available).

14. After reviewing the information,

15. Click the button to return to the Adoption Textbooks Welcome screen. You may click the Adopt button below the information to add this item to your Course Material List.

16. Under Adoptions > Step-by-step Adoption Method, Click the link Guided Adoption.
The Adoption process is graphically displayed at the top of the form to identify where you are in the four step process.

**STEP 1 of 4: Create Course**

17. Select the appropriate **Term** from the drop down under **Department and Term**.

18. Select **Department** from the drop down right of **Term**. If your department is not listed you may **Add New Department**.
19. Under **Course Information** select the **Course** from the drop down menu or **Add Course**.

20. Select the **Section** from the drop down menu or **Add Section**.

In the event the following message appears:

```
An error for this term and course has already been submitted by another user. Please contact the bookstore personnel for this course.
Johnny Allen, Coordinator of Technology Training
Johnny Allen
Department and Term:
```

**Contact your Division or the Bookstore.**
18. In the **Instructor** text field, type “Instructor”, by request of the Bookstore.

19. If it applies, check **Course does not require materials**

20. **Click the Add Course button.**

1. **Click Add New Department if your department is not available in the drop down list.**

2. Select the department from the drop down list.

3. **Click the Add Department button.**
To add a Course or Section
Click either
A. Add Course
Or
B. Add Section

1. Enter the Course Number and/or Section Number
2. Click Add Course

STEP 2 of 4: Find Books

Find Textbooks begins with a Select an option: dialog box. Select from six options by Clicking the corresponding radio button. In most cases, “View and select previously adopted textbooks by Term and Department is the preferred option.

Click OK
The Adoption Search History tab opens including the selected Department with optional Term; Instructor; and Date Range fields.

Click Search

A Search Results list populates below the search criteria.

Locate the appropriate Course and Click View.

The Adoption View page opens with the selected Course Information and Course Material List.

1. Check the check box to the left of the course material title.
2. Click Add to Adoption Request
3. Do you want to adopt more books for this course? Select Yes to add more books or materials or No, if you are finished.

**STEP 3 of 4: Select Usage**
The Select Usage Window opens.

You have the option of typing a Message to Book Store.

**Click** the Select Usage drop down and select from usage type from the menu (*Most are REQUIRED*).

**Click** Review Adoption
STEP 4 of 4
Review & Submit

Click Submit Adoption

Your adoption has been submitted.
Print Adoption
Create New adoption
Copy Adoption to New Course
Faculty Adoption Home

You may Click My Submitted Adoptions directly under View & Edit Adoptions at any time to review your adoptions.
The Submitted Adoptions page provides a full listing of your adopted materials by Status, Instructor, Term Department, Course, and Section.

Click the Faculty Adoptions Cookie Crumb to return to the Home page.

Click Log out or close the browser window to exit the application.

Additional training is available through the Office of Professional Development. Video is training can be found on the Professional Development Technology webpage at www.occc.edu.

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You may, also, contact Brenda Reinke, Director of the OCCC Bookstore at extension 7242.