INTRODUCING THE NEW

BNC ADOPTION & INSIGHTS PORTAL

Faculty
Introducing the Adoption & Insights Portal (AIP)

AIP was developed by Barnes & Noble College to solve challenges faced by our higher education partners in the areas of discovering, selecting, and monitoring course material adoptions.

Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

With AIP, faculty and staff can easily manage and submit course material adoptions each term.
Getting Started with AIP
How do I log in?

The Adoption & Insights Portal lets you log in with your institution credentials via 3 methods:

1. myWSU
   a. My Homepage
   b. Staff and Faculty Quick Links
   c. Bookie Adoption and Insights Portal
2. through the link in your Adoption Reminder emails
3. through the link to AIP in your SIS / Learning Management System (LMS)

Note: this is an example and only for illustrative purposes
As faculty, you will land on the **Course List** and see all your courses for the term/semester, powered by data from your SIS.

In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.
Course List
One Click Re-Adopt
To Re-Adopt from a past term, use the new **One Click Re-Adopt** function.
Select which term you want to use
Deselect any materials you don't want to Re-Adopt.
Teaching multiple sections?

Apply your course materials to all or just submit one

Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions.
That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption.
Course List
Guided Adoption
To find new course materials, select the **Guide Me** option.
View Detailed Adoption History by term, course, or professor.
Write a book-specific message to students

Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

View textbook summary, pricing for students, and savings

Select if book is **Required** or **Recommended**

You may use a previous edition if you already have it.
Search by ISBN or Keyword
If you can't find the ISBN you are searching for, complete the New Title Add form here or contact the bookstore.
Upload adoption materials for this specific section with an easy template.
Discover **Affordability Solutions** specific to your course topic.
Not using traditional materials? Let us know if you are using an OER.
Course List
Editing an Adoption
On the Course List page, navigate to your Submitted Courses.

On a submitted course, click Add Course Materials to add additional materials to the already submitted course.
Once you’ve found a material you’d like to use, click ‘Use This Book’ to add it to the course.

Search by ISBN or Keyword and browse through the search results.
EDITING AN ADOPTION

New materials are identified by an ‘Added’ note

Make sure to click ‘Submit’ to save changes
If you want to select new materials for this course, select ‘Yes, I’ll Choose Them Later’

If you want to use no materials, select ‘No Materials Required’

To Delete an adoption or start over, click ‘Delete Adoption’ below the submitted course
Hello Professor Jones,

This email is to confirm a change in the course materials submitted for Winter 2020 Semester. Below is a summary of the current adoptions for the following course:

**Section(s): FIN - FINANCIAL HISTORY OF THE US - 419-V1**

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Edition</th>
<th>Required?</th>
</tr>
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<tr>
<td>History of the American Economy (Cloth)</td>
<td>97811111822927</td>
<td>12TH 14</td>
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<td>1 SUBJECT NOTEBOOK</td>
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<td>9780976481614</td>
<td>05</td>
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If there are any questions about your submission, your Bookstore Manager, Stephanie Wink, will be in touch with you. If you would like to contact the bookstore manager, please visit the Contact the Bookstore page within the Adoption & Insights Portal.

Thank you,

This email was sent to: asurble@ycmail.com.

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Communication Hub
Easily Contact the Bookstore with any questions

Specify the topic of your message or question using the drop down

Contact by Phone: 555-555-5555
Email: mravenwood@everytown.edu
Store Hours:
Mon-Fri 8am – 9pm
Sat-Sun Closed

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I'd like to contact the bookstore regarding:
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- Message:

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Technical Support

For support with technical issues, please call Adoption Support or send an email via the Contact the Bookstore page

Adoption Support: 877-713-6697
Monday – Friday 8:00am – 5:00pm (CST)*
Email: AIPsupport@bnccservices.com

*Please note: Adoption Support hours have been temporarily adjusted due to COVID-19 protocols. If you require assistance outside of these support hours, please refer to the Frequently Asked Questions.