How to create a profile to adopt textbooks on the bookstore's website

First, you'll want to navigate to the bookstore's homepage, at
http://bookstore.deltacollege.edu

There are two ways to access the Faculty Page

You may choose the "Faculty" link on the top menu

OR the "Faculty Adoption Information" icon on the front page

DELTA COLLEGE BOOKSTORE

Home   Textbooks   Buyback   Merchandise   About Us   Store Policies   Delta College

Faculty Adoption Information

Welcome to Delta College Bookstore's online Faculty Adoption Resource page.

Click the button below for Faculty Adoptions

Continue to Faculty Adoptions

DELTA COLLEGE BOOKSTORE

Home   Textbooks   Buyback   Merchandise   About Us   Store Policies   Delta College   Search

Log In

Email Address:	
Password:	

- Lost Your Password?
- Register Here

Log In

Choose "Register Here" to register for an account on the bookstore website

Choose "Create profile for Faculty Adoptions"

Select Registration Option

Make a Selection:	Create profile for Ordering Textbooks
	Create profile for Faculty Adoptions

I.1.A

SUBMITTING YOUR TEXTBOOK ADOPTIONS ONLINE

Fill out the required fields.

Passwords are between 7 and 20 characters, without spaces. The characters are case sensitive. Each password entry must contain at least one letter and one numeral.

You may enter any preferred phone number on the phone number field. Area code needs to be included. Dashes are optional.

DELTA COLLEGE BOOKSTORE

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Faculty Registration

* = Required

* First Name:
Middle Initial:
* Last Name:
* Email Address:
* Confirm Email Address:
* Password:
* Confirm Password:
Faculty ID:

> Select which department you will be submitting adoptions for from this dropdown. You can add more later if needed

Department Access

* Department: Please Select

* Campus/Office phone number:
Ext.

E-Mail Options
☐ I want to receive email particular to my school.
☐ Notify me when textbooks I have adopted are being bought back.

Security Form

WFMYO   Generate New Image

[🔊] Get Audio Code

[   ]
Type code from image

[Submit Faculty Registration]

Creating an adoption on the bookstore website

📖 Faculty Adoptions

Bookstore Home » Faculty Adoptions ❓

👤 Your Account

Welcome Alva Donato

» Update your profile
» Department Information
» View submitted adoptions

» Log out

Thank you for using the online Faculty Adoptions

Click here to add more departments to your profile

Click here to view adoptions you have already submitted for this term

📖 Submit Your Adoptions

1-2-3 Step-by-Step Method

» Guided Adoption

- Limited to one 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

Click here to search past term's adoptions

Click here to copy an adoption from the current or previous

Click here to use the guided adoption method to adopt your books

Click here to view a list of books you have adopted previously. You can add all books you'd like to adopt to your book list before starting the adoption process if you prefer, which will make those books more easily accessible

Guided Adoption Process
STEP 1: Create Course

Select the term, department and course information on this page. If you do not see the department you need to adopt from on the dropdown menu for departments, choose the "Add Department" link to add more departments to your profile.

Filter by instructor, this displays only the courses and section numbers associated with that instructor) choose the instructor's name from the dropdown menu. This will pre-fill the Instructor field. Then select your course and section using the dropdown menus.

If you do not see your name or section, please contact the Bokstore, adonato@deltacollege.edu

STEP 2: Find Books

There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the courses to find books.

Your Book List

Your Book List is a listing of any books you have previously adopted, or books you have added to your booklist from the Faculty Adoptions home page.

Select "Adopt" on all books you would like to adopt for your course (adopted books are listed in the Adoptions Cart on the right of the screen).

<u>Browse Books</u>

Use the browse books function to search for books by subject matter. Each subject matter is broken down further into more specialized subjects. The books will display to the right of the subject list.

Please be aware of "out of print" or "old edition" books. We may not be able to accept the adoption if the book is not available for us to order.

Textbook Adoption forms (AP6900.1) will still be required for any books adopted that have not been used on campus before. Please contact the bookstore if you need the form.

Search for Books

To search for a book by Title, Author, ISBN or Keyword, select what you'd like to search by from the dropdown menu on the left and type your search terms into the box. Your results will display below.

History

You can also search for books adopted in previous terms. If you're looking for a specific term, choose it from the "Term" dropdown.

STEP 3: Select Usage

In this step, you will need to select whether the book is required, recommended or required choose one.

***Required choose one – select this option for multiple books if you would like the students to choose either options. Examples: Textbook only or Textbook with code; Code only or Textbook with code.

Message to Book Store, this is a good spot to include a message about any textbooks that are unlisted. Example: SJDC packets/course materials printed on campus that is not listed on your current booklist.

STEP 4: Adoption Review

You can review your adoption before it is submitted in this step. Please make sure that all information is correct. If you need to correct course or book information, click on the step number in the heading to go back to that step. You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member. **There is no need to list your own email address; you will automatically get a copy of your adoption by email.**

If everything looks correct, choose the "Submit" button to submit your adoption.

Submission Complete

📖 Submitted Adoption

Bookstore Home » Faculty Adoption Home » Submit Complete ?

✔ Submit Complete

Success! Your adoption has been submitted.

Go to...
Print adoption
Create new adoption
Copy adoption to new course
Faculty Adoption home

Adoption Review

Adopter: Shannon Linn

Term: J-TERM 14	Instructor: Dunn Mary
Department: AMGT	Est. Enrollment: 0
Course: 441	Pre-Enrollment: 0
Section: 01	

Your Message:
This is a test so that I can make the PDF for your guide! Do not approve!

Textbooks:

MANAGEMENT+THE ARTS
Author: BYRNES
Publisher: TAYLOR
Edition: 4TH 09
ISBN: 9780240810041
New Price: $49.95
Used Price: $37.50
Cover Type: 1
Usage: REQUIRED

You should see this page if you have entered all necessary information. Your adoption will be sent to the bookstore within 20 minutes, and after that time, you will be able to edit the adoption if necessary. Once the bookstore has accepted your adoption, you can no longer make any changes.

From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.