

AKADÉMOS

Adoption & Analytics Portal

The screenshot displays the AKADÉMOS Adoption & Analytics Portal. On the left is a dark sidebar with icons and labels for Home, Courses, Coursepack, and Help. The main content area is titled 'Home' and shows the user 'Zoe Franklin'. A horizontal timeline at the top tracks key dates from July to November: HEOA Deadline (July), Booklist Due (July), Booklist Review (August), Financial Aid Goes Live (August), Start (September), Today (September), Financial Aid Closes (October), and Review Sales (October). Below the timeline, the section 'Incomplete Courses for Winter 2015' is shown with a dropdown menu set to 'Winter 2015'. Three course cards are listed: ENGLISH 101 (Composition, Class nbr - 30114; Session: REG) with an 'Incomplete' status and a 'Fix' button; ENGLISH 98 (Composition, Class nbr - 40081; Session: MIN) with a 'Not Submitted' status and a 'Fix' button; and SOC 241 (Institutional Racism, Class nbr - 30035; Session: REG) with a 'Not Submitted' status and a 'Fix' button.

Home Zoe Franklin ▼

HEOA Deadline
Booklist Due
Booklist Review
Financial Aid Goes Live
Start Today
Financial Aid Closes
Review Sales

July August September October November

Incomplete Courses for Winter 2015 Winter 2015 ▼

Course	Status	Action
ENGLISH 101 Composition (Class nbr - 30114; Session: REG)	Incomplete	Fix
ENGLISH 98 Composition (Class nbr - 40081; Session: MIN)	Not Submitted	Fix
SOC 241 Institutional Racism (Class nbr - 30035; Session: REG)	Not Submitted	Fix

User Guide: Faculty

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Introduction

Welcome to the Akademos Adoption & Analytics Portal – a software platform that’s part of our Online Bookstore service designed to make the adoption of textbooks and course materials easier and more valuable for the entire campus community.

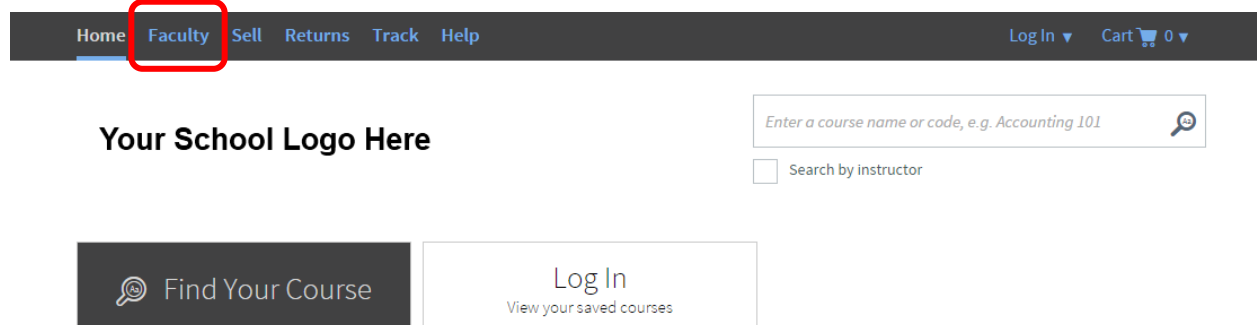
Key benefits include:

- Time savings and improved productivity for Faculty and Administrators
- Streamlined communication; as the portal replaces multiple email chains and interoffice memos
- Access to course history and a recommendation engine highlighting additional high-quality, low-cost options
- Transparency and clarity around course materials pricing and process deadlines
- Enhanced reporting and analysis for Administrators

In this document, we will review how the portal streamlines the textbook adoption process for Faculty. Key features will be highlighted along the way.

Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal simply go to your school’s Online Bookstore website, powered by TextbookX. Click the “Faculty” button in the header, and login using your Faculty username and password.



The screenshot shows the top navigation bar of the Akademos Adoption & Analytics Portal. The navigation bar is dark gray with white text. It includes links for Home, Faculty (highlighted with a red box), Sell, Returns, Track, and Help. On the right side of the navigation bar, there are links for Log In and Cart (with a shopping cart icon and a 0). Below the navigation bar, the main content area is white. On the left, there is a placeholder for the school logo that says "Your School Logo Here". On the right, there is a search bar with the placeholder text "Enter a course name or code, e.g. Accounting 101" and a magnifying glass icon. Below the search bar, there is a checkbox labeled "Search by instructor". At the bottom of the main content area, there are two buttons: "Find Your Course" (with a magnifying glass icon) and "Log In" (with the text "View your saved courses" below it).

Having trouble logging in?

Log in using the same credentials you use to login to your school’s system.

Please contact your supervisor or Online Bookstore Account Manager if you are having any trouble.

Faculty will only have access to view and edit courses assigned to them. All alerts, notifications, and reports will be customized for that specific Faculty user.

Review Your Home Page

Once logged in, Faculty 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 on the left hand side of the page, just beneath the timeline.

The screenshot shows the 'Home' page for a user named Zoe Franklin. At the top, a timeline spans from July to November, with key dates marked: HEOA Deadline (July), Booklist Due (July), Booklist Review (August), Financial Aid Goes Live (August), Start (September), Today (September), Financial Aid Closes (October), Review Sales (October), and End (November). Below the timeline, a section titled 'Incomplete Courses for Winter 2015' features a dropdown menu currently set to 'Winter 2015'. This section lists two courses: SOC 241 (Institutional Racism) and SOC 201 (Intro To Study Of Society), both marked as 'Incomplete' with a 'Fix' button. Below the courses, a 'Notifications' section shows one notification from Zoe Franklin regarding course adoption status for Winter 2015, dated 'today'. An 'Activity Log' section follows, showing recent actions like 'created 9 courses, adopted 3 books, reviewed 9 books, updated 10 courses, submitted 3 books' and 'You adopted 3 books, submitted 6 books, updated 2 books', both dated 'Yesterday'. A sidebar on the left contains navigation links for Home, Courses, Coursepack, and Help.

The timeline on top of the page will list key dates and milestones for the upcoming term. Faculty should be mindful of the dates listed and should submit course materials for all classes prior to the booklist submission deadline. It is crucial that Faculty submit their booklist on time to ensure the inventory team has enough time to review and stock materials before the Online Bookstore opens to students.



All courses that need your attention will be listed below the timeline. Incomplete courses may include:

- Courses where you have added books, but have not yet submitted your adoption for review
- Courses where you have not added books, nor have you selected that the book does not require textbooks

Note, the courses listed on the homepage will only be your “Incomplete” courses, and may not reflect your full course load for the designated term.

Incomplete Courses for Winter 2015Winter 2015 ▼

SOC 241
Institutional Racism (Class nbr - 30035; Session: REG)
 Incomplete **Fix**

SOC 201
Intro To Study Of Society (Class nbr - 30173; Session: REG)
 Incomplete **Fix**

The notifications panel will include emails sent to you by your department chair or school administrator. Note, all these notifications should have also been sent to your school email account.

Notifications: 1See All »

Zoe Franklin
Your Course Adoption Status for Winter 2015 today

[See 1 other notifications »](#)

Click “See All” to view all your notifications, searchable by date range. To view a copy of the email, simply click on your name or the subject line.

NotificationsDisplay between 2015/08/25 and 2015/09/25

Zoe Franklin
Your Course Adoption Status for Winter 2015 today

Subject: Your Course Adoption Status for Winter 2015 Sent: today
From: gkatz@akademos.com
To: test@akademos.com

Below is an overview of the adoption status for your [“term”] courses. Visit the Adoption & Analytics Portal to submit your adoptions for any course listed as “Not Submitted” or “Incomplete.”

Click the “Fix” button to get started. Log in to the portal using your faculty username/password or the credentials provided to you by an administrator. Then follow the on-screen adoption process all the way through course submission. For detailed user guides and how-to videos, visit the Help page.

Thank you in advance for your cooperation. Please contact your supervisor with any questions.

Fall 2015

PSYCH 206
Business & Industrial Psych (Class nbr - 38439; Session: CDL)

Completed

PER DA 6001
Fitness Center (Class nbr - 40887; Session: D05)

Submitted

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.

The screenshot shows two versions of the 'Activity Log' interface. The top version is a summary view with two entries: 'created 9 courses, adopted 3 books, reviewed 9 books, updated 10 courses, submitted 3 books' and 'You adopted 3 books, submitted 6 books, updated 2 books', both dated 'Yesterday'. A red box highlights a link 'See 2 other activities >>' with an arrow pointing down to the bottom version. The bottom version is a detailed view with search filters: 'Search by User' and 'Between 2015/08/25 and 2015/09/25'. It displays the same two entries as the summary view.

Activity Log	
created 9 courses, adopted 3 books, reviewed 9 books, updated 10 courses, submitted 3 books	Yesterday
You adopted 3 books, submitted 6 books, updated 2 books	Yesterday

Activity Log	
<input type="text" value="Search by User"/>	Between <input type="text" value="2015/08/25"/> and <input type="text" value="2015/09/25"/>
created 9 courses, adopted 3 books, reviewed 9 books, updated 10 courses, submitted 3 books	Yesterday
You adopted 3 books, submitted 6 books, updated 2 books	Yesterday

Adopt Course Materials

To get started with your adoptions, simply click the “Fix” button next to the “Incomplete” or “Not Submitted” error in the course block.

- Courses will be listed as “Incomplete” 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 pick-up where you left off next time you log in. Adoptions are not considered final until you press “Submit” at the end of the adoption process.

The screenshot shows two course blocks. The left block is for 'SOC 241 Institutional Racism (Class nbr - 30035; Session: REG)' and shows a 'Not Submitted' status with a red 'Fix' button. The right block is for 'SOC 201 Intro To Study Of Society (Class nbr - 30173; Session: REG)' and shows an 'Incomplete' status with a red 'Fix' button.

SOC 241	SOC 201
Institutional Racism (Class nbr - 30035; Session: REG)	Intro To Study Of Society (Class nbr - 30173; Session: REG)
Not Submitted	Incomplete
<input type="button" value="Fix"/>	<input type="button" value="Fix"/>

If you click “Fix” to a “Not Submitted” error, you will be taken straight to the location you left off.

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.

Winter 2015

SOC 241 - Institutional Racism (Class nbr - 30035; Session: REG)

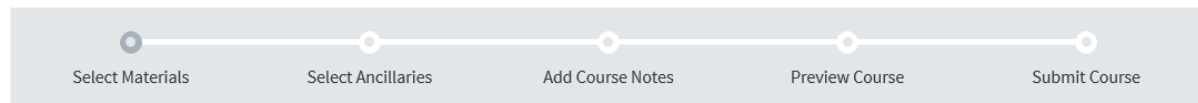
Zoe Franklin

Next >

Select Ancillaries

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 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 Book Required

If this course does not require textbooks, simply check the box next to “This course does not use textbooks” and click “Continue” to finish setting up the course.

Your materials for:
BUS - BUSINESS IN A BUS

☐ This course does not use textbooks



Add Materials to
this Course

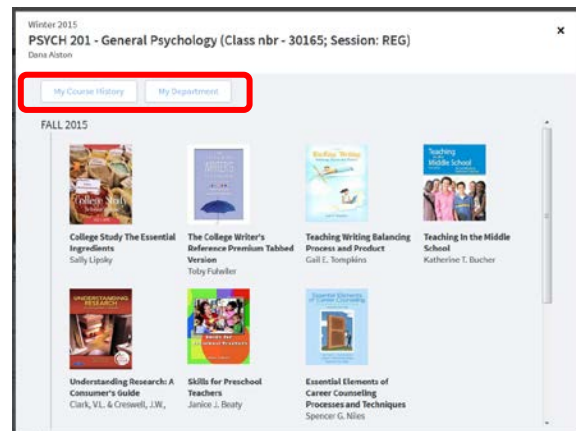
Adopt a Textbook

If the course does require textbooks, you can use the search box, course history, or recommendations to find the book you wish to adopt. Faculty can also choose to create a custom CoursePack.

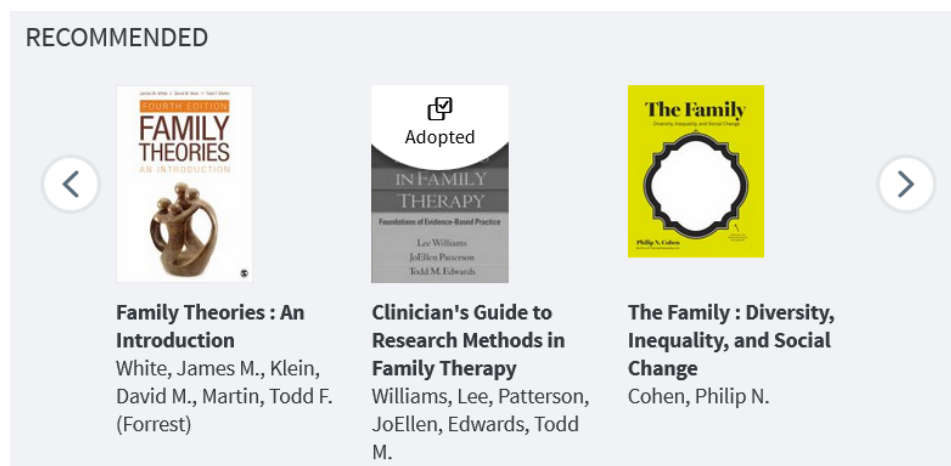
1. **Search Box:** Enter a book title or ISBN in the search box. As you begin typing, a list of books will appear – continue typing to narrow the results. If no books appear, please confirm the ISBN number is typed correctly. Notify your supervisor or account manager if the ISBN needs to be added to our system.



2. **History:** Review books that have been assigned to this course previously. Books that you have assigned to this course in previous terms will automatically appear. Click “View Course History” to view your full course history (all books you have assigned to this course in prior terms). Click “View Department History” to see all adoptions made by other Faculty at your school for this same course.



3. **Recommendations:** Review all recommended materials. Recommendations may be based on the subject category of the course, or may have chosen by an Administrator at your school.



4. **CoursePack:** Create a custom CoursePack for the course. 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 add it to your course.

The image shows a diagram of the CoursePack creation process. At the top, a box labeled "ADD COURSEPACK" contains a button labeled "Add Coursepack". An arrow points from this button to a larger screenshot of the "ENTER YOUR INFORMATION" form. The form has a navigation bar at the top with five buttons: "Back to Admin Mode", "Enter Your Information" (highlighted with a red box), "Create Your Cover", "Choose Contents", and "Submit Your Coursepack". The main content area of the form is a preview of a CoursePack cover. It includes the following text: "CCC Test" (with "(School Name)" below it), "Course name line #1" and "line #2" (with "(Course Name)" below "line #2"), "Course Code: CODE..." and "Semester: " followed by a red-outlined input box, "Instructor: Zoe Franklin", and "2015" (with "(Year)" below it). At the bottom of the form is a red button labeled "NEXT STEP". On the right side of the form, there is a "Saved Orders" section with a "New Coursepack" button and a dropdown arrow.


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.

Click “Back to Admin Mode” to return back to the Adoption & Analytics Portal.

Once you click on a book, you will be taken to the book detail page complete with bibliographic information, pricing details, and edition alerts (when applicable).

WINTER 2015 / HAROLD WASHINGTON COLLEGE / PSYCHOLOGY
PSYCH 201 - General Psychology (Class nbr - 30165; Session: REG)
Dana Alston

⚠ There's a new edition of this book [View](#)



College Study The Essential Ingredients
ISBN-13: 9780131585249
ISBN-10: 013158524X
Author: Sally Lipsky
Binding: Paperback

Adopt this Material for:
PSYCH 201 - General Psychology
(Class nbr - 30165; Session: REG)
[Adopt](#)

[Adoptions](#) [Editions](#)

Description
1. Creating Academic Success. 2. Managing Your Time. 3. Controlling Your Study Environment. 4. Active Listening and Note Taking. 5. Reading and Studying Textbooks. 6. Enhancing Your Memory. 7. Success with Tests. 8. Continuing Your Academic Success: A Review. References.

What Students Pay

used	\$10.68	Students Save 68%
ebook	\$15.94	Students Save 52%

Prices are illustrative and are subject to change. Note that availability can change rapidly based on the submission of your adoption in this process.

The pricing section offers a real-time snapshot of student pricing and is subject to change based on availability and inventory sourcing.

If there is a new edition alert, click “view” to see a comparison table of the two editions.


After reviewing all book details, click “Adopt” and the book will be added to the course. Once a book is added, it will appear on the right hand side of the screen. By default, the book will be listed as “Required” and “Used Ok.”

- If the book is optional, you will need to change it from “Required”
- If you have a custom bundle, or a book that requires an access card, you should update your “Used OK” selection to “New Only”

If you decide that you no longer want to adopt that book, you can click “Delete” at anytime.

After adding all the textbooks and/or CoursePacks you want to assign to the course, click the “Next” button at the top of the page.

Your materials for:
PSYCH 201 - General Psychology (Class
nbr - 30165; Session: REG)



☒ **Required**
☐ Not Required
☐ New Only
☒ **Used OK**

College Study The Essential Ingredients
Sally Lipsky
Paperback (2 Edition)
[Delete](#)

Add Ancillary Materials

Ancillary materials can be added to your course during step 2 of the adoption process. Recommendations may include items related to the books you have adopted (study guides, supplements, etc.) to the course or may be materials selected by an Administrator.

Select Ancillaries


Add ancillary to your course.

[Skip this step.](#) I don't need Ancillaries for this course.

ADD COURSEPACK

[Add Coursepack](#)

Your materials for:
PSYCH 201 - General Psychology (Class
nbr - 30165; Session: REG)



☒ **Required**

☐ Not Required

☐ New Only

☒ **Used OK**

College Study The Essential Ingredients
Sally Lipsky
Paperback (2 Edition) [Delete](#)

If you want to create a CoursePack of handouts, course syllabus or other related items, you have the option to do so again here.

Click “Skip this Step” if no ancillaries need to be added to the course.

Add Course Notes

Notes and files can be added to your course during step 3 of 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.

Add Course Notes

Add notes, files and coursepacks to your course.

Please bring all course materials with you on the first day of class.
I look forward to successful term together!

Normal

B

I

U

Save Note

ADD COURSE FILES

Course Syllabus

Add Course Files

You can also upload files by dragging them from your computer to the site.
Supported formats are: doc, docx, pdf, xls, xlsx, txt, bmp, gif, png, jpg, ppt, pptx, pps, ppsx

Your materials for:
PSYCH 201 - General Psychology (Class
nbr - 30165; Session: REG)

☒ Required

☐ Not Required

☐ New Only

☒ Used OK

College Study The Essential Ingredients
Sally Lipsky
Paperback (2 Edition)
[Delete](#)

After typing a course note, and editing the font type, click “Save” to add it to your course.

If you want to add course files, such as a syllabus, PPT slides, or handouts, you can drag and drop the file from your computer, or click “Add Course Files” to select the file location 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.

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.

Pricing and availability are subject to change. For example, if you just 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 see your course.

Submit your course or add more materials

The screenshot shows a web browser window displaying the City Colleges of Chicago Online Bookstore. The page header features the college's logo and name. Below the header, the course information is displayed: 'COURSE Winter 2015 > Harold Washington College > Psychology PSYCH 201 E — GENERAL PSYCHOLOGY (CLASS NBR - 30165; SESSION: REG) Dana Alston'. A section titled '1 Item' shows a book titled 'College Study The Essential...' by Sally Lipsky. The book is marked as 'REQUIRED' and is available for purchase at a 'Marketplace' price of '\$10.68', which is a 'Save 68%' from the original price. The book cover image shows a stack of books with a red 'REQUIRED' banner.

CITY COLLEGES
of CHICAGO
Education that Works

COURSE

Winter 2015 > Harold Washington College > Psychology

PSYCH 201 E — GENERAL PSYCHOLOGY (CLASS NBR - 30165; SESSION: REG)

Dana Alston

1 Item [Save \\$22.32](#)

[CCC Adoption and Analytics...](#)

College Study The Essential...
by Sally Lipsky

REQUIRED

Marketplace **\$10.68**
[Save 68%](#)

University of Missouri, UBS, MO

Submit Course

If you need to make any changes to your course, click the “Add More Materials” button at the top of the screen to return to Step 1, or click the relevant step in the adoption process.

Click “Submit” found at the top of the page to complete your adoption. Upon submission, your course will be sent to your Administrator for review.

Winter 2015
PSYCH 201 - General Psychology (Class nbr - 30165; Session: REG)
[Edit](#)
Dana Alston

Complete Course
[Submit](#)

I'm not finished
[Add More Materials](#)

Select Materials

Select Ancillaries

Add Course Notes

Preview Course

Submit Course

A confirmation page will appear after you click “Submit.” Notice a direct link to your course is listed – we encourage faculty to include this link in the course syllabus and in all other outreach to students.

Winter 2015
PSYCH 201 - General Psychology (Class nbr - 30165; Session: REG)
[Edit](#)
Dana Alston

[Next Course >](#) HISTORY 247

Select Materials

Select Ancillaries

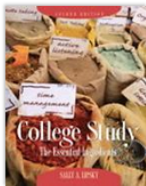
Add Course Notes

Preview Course


Submit Course

Course Submitted!

WINTER 2015
PSYCH 201
General Psychology (Class nbr - 30165;
Session: REG)



College Study The Essential Ingredients

1 new materials
 Submitted

You submitted this course on June 14th, 2015

- ✓ Books Added
- ✓ Ancillaries Reviewed
- ✓ Course Notes Reviewed

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

<http://ccctest.textbookx.com/institutional/index.php?action=browse#b...> [Copy Link](#)

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 incomplete courses that are featured on your Home page.

To view a different term, use the drop-down menu on the left hand side of the screen.

Courses

Zoe Franklin ▼

Submit 4 Courses to Winter 2015

Winter 2015 ▼

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

SOC 241
Institutional Racism (Class nbr - 30035; Session: REG)

SOC 201
Intro To Study Of Society (Class nbr - 30173; Session: REG)

Government by the People, Brief

Government by the People, Brief

Government by the People, Brief

Add Materials to this Course

✓ Reviewed

⚠ Not Submitted

Fix

⚠ Incomplete

Fix

There are multiple adoption statuses that describe the state of your course adoption:

- **Not Submitted:** This means you have added books to your course, or selected no books required, but you have not yet completed the adoption process or submitted your course for approval
- **Incomplete:** This means you have not yet added any materials to your course nor have you designated that the course does not require textbooks
- **Pending Review / Submitted:** This means you have submitted your adoptions but an Administrator has not yet reviewed them
- **Reviewed:** This means you have submitted adoptions for this course and they have been approved by an Administrator

Click on the course name or “Fix” button to view the course page and continue with the adoption process at any time.

Questions?

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