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**Introduction & Accessing the Portal**

**Introduction:** The Akademos Adoption & Analytics Portal is a software platform designed to make the process of adopting 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: the Portal replaces multiple email chains
- Access to course history for individual and departmental adoptions
- Transparency and clarity around course material pricing and deadlines
- Enhanced reporting and analysis for Administrators

This guide details how to adopt and submit course materials and textbooks through the Akademos Portal for the courses you are assigned to teach or oversee in upcoming terms.

To access the Textbook Portal, visit the website at ucsc.textbookx.com.

Log in: You can either click "Faculty" at the top of the page or "Log in" to access your account. Then, log in using your CruzID.

Each faculty member will have access to view and edit the courses they are assigned to teach and/or oversee. If you have questions, contact your Akademos Client Success Manager (CSM).

*If you have administrative rights to the Portal and are also a faculty member, you will be asked to select which account you want to log into.*
1. **Homepage:** Once logged in, you will see an overview of the upcoming term. *Note, courses listed here only include those that need your attention.*

2. **Timeline:** The timeline lists dates and milestones for the upcoming term and is usually populated by your CSM and based on input from the school. Please be mindful of the key dates listed and submit your course materials for all classes prior to the deadline so that Akademos has enough time to review and stock materials before the textbook website opens to students.

3. **Term Drop-down Menu:** If you want to view past or upcoming terms, use the term drop-down menu located on the right.

4. **Missing Adoptions and Not Submitted Courses:** All courses that need your attention will be listed below the timeline. These may include:
   - Courses where you have not added any textbooks or course materials
   - Courses where items have been added, but the course was not submitted
   - Courses where you have not yet indicated that materials are not required

5. **Notifications and Activity Log:** Notifications appear when there are edition alerts on an adopted text. The activity log tracks all changes made to courses tied to your account. Click to expand the full activity log. Click "View more" at the bottom of the page to search by ISBN, course, or user.
THE STEPS OF THE ADOPTION PROCESS

All steps of the adoption process appear at the top of every page so you can track your progress.

- Step 1: Select Materials – adopt textbooks or select an alternate adoption setting
- Step 2: Select Ancillaries (optional) – add supplemental materials
- Step 3: Add Course Notes (optional) – add course notes and/or attach files
- Step 4: Preview Course – view what your course will look like to students
- Step 5: Submit Course – submit your course material adoptions to the Portal

To get started, click the “Fix” button on one of your listed courses.

“Not Submitted” means you have started, but did not finish, the adoption process for this course.

“Missing Adoptions” means you have not yet started the adoption process for this course.

NOTE: all changes will be saved to your account in real time. If you need to log off or leave your computer, you can continue where you left off the next time you log in. Adoptions are not considered final until you click “Submit Course” in Step 5.

Once you click on a course you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.
**STEP 1: SELECT COURSE MATERIALS**

If your course uses textbooks, select materials using one of the three options below. If your course requires alternate settings (OER or does not use textbooks), see page 9.

**Search box**

Search for a text by typing in the ISBN or title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your CSM so they can add it to the Portal. You can check the box "Show only OER and Low Cost Items" if you would like to limit results to materials within those categories.

*If you enter an eISBN (electronic version of a text) the Portal will show the physical ISBN. The physical ISBN is the correct version to adopt. This is because Akademos uses VitalSource as its eBook provider and because publishers do not sell their etexts to textbook providers.

**Course History**

Items that you have added to the course in prior terms will show in the course history. Click "View All History" to see all items you assigned to the course in prior terms. Click "My Department" to view adoptions made by other faculty for the same course.

*Using the course history option is the fastest way to re-adopt materials.

**Add Coursepack**

Coursepacks are a great way to build custom materials and save your students money. Selections from books and articles, as well as course notes, PowerPoint slides, course syllabus, and other handouts may be combined into a coursepack. Click the "Add Coursepack" button to go to the Coursepack creation tool.

*To assign a coursepack to a specific course, you MUST assign it from that specific course's page, rather than from your homepage. For more information, see the Coursepack guide.
Review Details: Once you select a textbook, you will see a detailed page with pricing details, bibliographic information, and edition alerts. The pricing section offers real-time information, which is subject to change based on availability and sourcing.

New Editions: If there is a new edition alert, you will see a comparison of the two editions. You can choose to adopt the new edition or stay with the older edition. While Akademos is often able to source older editions of textbooks, CSMs may contact faculty if a text is out of print or if there may be sourcing difficulties.

Previous Adoption Settings: If you entered textbook adoptions into the Portal in the past and are adopting the same text, you will be offered the option to "Use previous book settings."

Courseware: When you adopt an ISBN with courseware, you MUST set up a course link with your publisher's representative in order for your students to gain access to the class' courseware platform. Some common courseware products include Connect, MyLabs, Revel, MindTap, and WileyPlus. *Please note, even if you don't utilize courseware, you still need to set up the courseware platform so that students who purchase an eBook can access it.

Cengage Unlimited: This is a digital subscription offered by the publisher Cengage, which grants users access to the entire active Cengage digital catalog for one low price (not including custom). Akademos partners with Cengage to sell this subscription through the website. If a student has more than one Cengage title assigned to their courses, they will see a banner letting them know about the option to buy CU instead of buying titles separately.

After review, click "Adopt." To add another text to the course, repeat this process.
STEP 1: ADD SPECIAL ADOPTION SETTINGS

Once you click "Adopt" the item will be added to your course. By default, the textbook will be listed as "Required" and all available formats will be listed for students to buy (new, used, eBook, rental, and Marketplace).

**Required vs. Optional:** If students are not required to have the text for your class, you can list it as "Optional" instead.

**New Only:** Select "New Only" when:
- You created a custom book, bundle, lab manual, or workbook
- The item requires an access card

**IMPORTANT:** "New Only" means that the textbook website will only list new versions of the textbook for sale because used, eBook, and rental options do not come with access cards or customization.

If you decide that you no longer want to adopt that item, click “Delete.”

**Grouping ISBNs:** If you offer multiple options for students to choose from (textbook and Access Code with eBook Package, or Access Code with eBook standalone), use the "Course Materials Grouping" tool to combine options so students know they only have to buy ONE.

To group materials, click "Course Materials Grouping," located under the search engine box. The textbooks that were already added to the course will appear. You can then drag and drop those materials into a group. When students visit the textbook website, they will see a drop-down arrow that shows them their different choices.

**What students see when they visit the website**

When students visit the textbook website, they will see a drop-down arrow that shows them their different choices.
STEP 1: ALTERNATE ADOPTION SETTINGS

Alternate Adoption Settings:
If your course does not use traditional textbooks or course materials, check the box, "Alternate Adoption Settings" and then select one of the listed reasons.

Once you select an alternate setting, click "Continue" to submit it to the Portal. This marks the course as complete.

When students visit the website, they will see messaging saying that they do not need to make a purchase. You can add a course note in Step 3 with further information if you like. For example, if you are using Open Educational Resources, like OpenStax, you can choose the alternate setting "Course uses OER/Zero cost materials" and then add a link to the materials in your course note.

Alternate Adoption Settings Options:

- **Course does not use books**: Select for courses like internships, music, or dance.

- **OER/Zero cost**: Select for courses where materials are provided to students for free (e.g. OpenStax).

- **Other non-bookstore materials**: Select for courses where supplies are purchased from a specialty store like art supplies or special computer software.

After adding course materials and adjusting for special settings (or selecting alternate adoption settings) click “Next” at the top of the page to continue the adoption process.
**ADD COURSE NOTES**

You can add notes and attach files to your course, which your students will see when they visit the website.

**Example:** if you want students to read the syllabus before the first day of class, add that as a course note and then attach the syllabus file.

After typing a note, click “Save Note” to add it to your course.

To attach files to the course, click “Add Course Files” and then locate and select the file from your computer.

Once all notes and files are added, click “Next” at the top of the page.
STEP 4: PREVIEW COURSE

The course preview page will show you what the course will look like to students when they are shopping at the textbook website.

Note: If you recently adopted a text to the Portal, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing materials. Pricing and availability of course materials are subject to change.

STEP 5: SUBMIT COURSE

If you need to add additional materials to your course, click “Add More Materials” to return to the first step.

Once you have completed adding materials to your course, click “Submit” to complete your adoption for this course. If applicable, the course will be sent to your school administrator for review.
A confirmation page will appear after you submit, which includes a direct link to your course as it appears on the textbook website. We encourage you to share the link when you communicate to your students.

You will also receive an email confirming your submission.

Multicourse Editor: The Portal will recognize if you are teaching more than one section of the same course and will allow you to apply the same settings to them. Textbook adoptions, course notes, and files will be added to those courses when you click "Apply to Selected Sections."
To review student utilization of your course materials in the Portal, view Analytics:
1. Click "Analytics" on the left-hand navigation bar. Select the term from the drop-down menu.
2. An overview of your courses will appear. Click on one to review details.
3. Once you select a course to review, information on how many students ordered, if they ordered before the term began, and when they were last contacted will display.
4. You can send an email to registered students who have not yet ordered textbooks by clicking "Contact Students." A personalized email will be sent to them with a link to the website.
RESOURCES & HELP

**Faculty Help:** Visit the website and log in with your school account. Click "Help" on the left-hand navigation bar to view instructional videos and FAQs or to send an email directly to your Client Success Manager.

**Client Success Manager (CSM):** Hattie Linam: hlinam@akademos.com

**Student Help:** Students interact with the TextbookX Customer Experience team. They also log into the website with their school account to view a personalized page.

**Student Help Page:** ucsc.textbookx.com/help

**Tip:** Desk copies must be requested directly from the publisher. Links to request copies are usually found on the publisher’s site on the product page or help page. You can also request ebook access through VitalSource here.

**Tip:** If faculty members would like to purchase an item on the website, they can do so by creating a TextbookX account or by checking out as a guest. Purchases cannot be made through faculty and administration accounts.

**How to submit your adoptions**

Follow the on-screen adoption process to add books, coursepacks, ancillaries, course notes, and attach media files to your course. In the final stage before submitting your adoption, you will be able to preview what the course will look like to students.

1. Choose a course from the Courses page
2. Select your textbooks and other course materials
3. Submit your course adoption for review

**“How-To” video and PDF**

To learn more about the Adoptions & Analytics portal, reference our video tutorial and detailed user guide below.