BNC Adoption & Insights Portal

Admin Training Guide
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
As administration and academic leadership, you will land on the Dashboards and see real-time reporting for adoption insights and trends.
How do I log in?

• The Adoption & Insights Portal lets you log in with your institution credentials via a link to AIP in your SIS or Learning Management System (LMS)

• You can also access AIP through the link in your Adoption Reminder emails
One Click Re-Adopt
To Re-Adopt from a past term, select the **One Click Re-Adopt** option.

Select which term you want to use.
Teaching multiple sections?

Apply your course materials to all or just submit one

Note: Only submit applicable sections and de-select any sections for which you are NOT responsible for submitting adoptions
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 for the bookstore

View textbook summary, pricing for students, and savings

Select if book is Required or Recommended

Click Add to Course to add as many ISBNs as you need before clicking Submit Adoption
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.
The "View Affordability Solutions" feature populates at the course/section level depending on course history. The feature will display if there is course adoption history for terms and an appropriate affordability option that maps to that course adoption history. If this isn't available, users can utilize the "Search" functionality for affordable option materials in the catalog.
Professor Jones

Not using traditional materials? Let us know if you are using an OER.
Bulk Upload
To upload adoptions for multiple sections at once, click the **Upload Spreadsheet** button on the **Course List**.
Download the provided template to be completed.
Input **Term Title** and **Section Code:**
This is a unique value used to identify the section available in your Student Information System data.

Input **ISBN** as a 13-digit number

Input **Adoption Condition:** Enter Any

Input **Adoption Type:** Enter Required or Recommended

Note: If your institution has multiple campuses, there will be a “CampusName” column, input the Campus Names exactly how they appear in AIP.
If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID.

<table>
<thead>
<tr>
<th>Term/Title</th>
<th>SectionCode</th>
<th>ISBN</th>
<th>SKU-First D AdoptionCondition</th>
<th>AdoptionType</th>
<th>Notes</th>
<th>NoMaterials</th>
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<tbody>
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<td>N</td>
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<tr>
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<td>Any</td>
<td>Required</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Fall 2021</td>
<td>CHEM-400</td>
<td></td>
<td>Any</td>
<td>Required</td>
<td></td>
<td>Y</td>
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</tbody>
</table>

**Notes**: This is to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field.

Under **NoMaterials**, enter *N* for any courses that ARE using materials.
<table>
<thead>
<tr>
<th>Term</th>
<th>Title</th>
<th>Section Code</th>
<th>ISBN</th>
<th>SKU-First D</th>
<th>Adoption Condition</th>
<th>Adoption Type (Required/Recommended)</th>
<th>Notes</th>
<th>No Materials (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2021</td>
<td>CHEM-113-01</td>
<td>97870002716252</td>
<td>Any</td>
<td>Required</td>
<td>Only use 10th edition N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Fall</td>
<td>2021</td>
<td>CHEM-113-01</td>
<td>9784012564321</td>
<td>Any</td>
<td>Recommended</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
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<td>CHEM-200-01</td>
<td>97844000281776</td>
<td>Any</td>
<td>Required</td>
<td></td>
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<td>9787066938175</td>
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<tr>
<td>Fall</td>
<td>2021</td>
<td>CHEM-400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

If you are **not** using materials, leave the ISBN, Condition, and Type columns blank, and enter “Y”. If you **are** using materials, this can be left blank.
Dashboards
Filter by school, department, and term to see detailed insights.

View adoption submission progress.

Compare year over year adoption trends after your first semester using AIP.
Expand the **Department Summary Table** to see specific adoption data down to course and instructor level.
See adoption data and take action directly from the portal.

**Download** a report

**Share** a report

**Send a Reminder** to faculty to submit missing adoptions.

Use the **Department Summary – Submitted Courses** table to view Adopted Material Insights for submitted courses by school, department, and course.
Communication Hub
Automated Email Messages can be activated and deactivated from the **Timing & Triggers** Page.

- Only leadership and select users can access certain features and pages within the Communication Hub.
- View **Send Dates** of automated email messages by term using the drop down.
Expand a message to activate/deactivate. View the recipients of each message.
View a preview of the message to be sent. The message will be personalized to each faculty member.
Select the topic of message you’d like to send.

Send a message directly to faculty with the On-Demand section.

Select audience using the filters, preview and send message.
Craft a **Site Message** which will live on the top of the portal and be viewed by everyone.

Set your **Start** and **End Dates** for when you want the message to be visible.
Easily Contact the Bookstore with any questions.

Specify the topic of your message or question using the drop down menu.
Affordability Solutions
Learn about **Affordable Course Material Solutions** to save students money.

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**Open Educational Resources (OER)**

Open educational resources (OER) are free or low-cost teaching, learning, and research resources that are openly licensed for you to use in your courses.

If you are using no cost or low-cost content, like YouTube videos, online lectures, or activity guides, you may already be using OER in your class.

**Advantages of OER:**

1. **Empowering Instructors**
   - With OER, you can adapt and customize learning materials to meet the needs of your students and your course’s learning objectives.

2. **Save Money**
   - OER allows students to save money, as OER textbooks and companion products are more affordable than traditional course materials.

3. **Keep Content Relevant and High Quality**
   - The open licenses of OER allow for sharing and continuous updates, to ensure the maintenance of quality and relevance of materials.

4. **Flexibility and Choice**
   - OER can be used as supplemental materials, but many instructors are increasingly using OER as their core course materials.

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Learn more about OER by exploring these solutions:

- [openstax](https://openstax.org)
- [MERLOT](https://merlot.org)
- [OER Commons](https://commons.oercommons.org)
Adoption Support
Search and Research course materials by ISBN, Keyword, or Author
Permissions & Settings
**Set Adoption Dates:** this drives the visibility of the term in other areas of the platform. Click **Remove** to remove the term from view.

Click the toggle to enable **Adoption Cutoff**. After the adoption deadline, no adoptions will be accepted by AIP.

Use the dropdown to view historical terms and choose which to enable for re-adoption.

Use the check boxes to designate terms as available for re-adoption.
Set Email Settings
Friendly From: ‘from’ sender name which will be used for the automated email reminders. It will also be used as the sign-off within those emails.

Flash Report Recipients - specify who should receive the automated flash report by adding email addresses here.

Set School-Specific Terminology to configure AIP for your institution.
### Bookstore Manager Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Marion Ravenwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Bookstore Manager</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:MRavenwood@Everytown.edu">MRavenwood@Everytown.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>555-555-5555</td>
</tr>
</tbody>
</table>

#### Institution Information

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Everytown University</th>
</tr>
</thead>
</table>

#### Active Affirmation

Turn on this feature to document the intent of the course instructor or academic department to use all items adopted for a course and section. Statement can be edited as needed.

#### Change Justification

Turn on this feature to collect a justification for an adoption submission or change to an adoption after the Adoption Deadline. Display message and dropdown options can be edited or added as needed.

Enable justifications on the right to review options.
Some states have requirements for professors to affirm that all materials they adopt will be used in their course.

The toggle is located on the Site Information tab.

Click Edit to customize the message to your state and institution.

Turn on the toggle to enable Active Affirmation for your institution.
Institutions can now implement a Change Justification to require users to provide a reason for editing their adoptions after the adoption deadline.
On the **Permissions & Settings** page, Bookstore Managers & Tier 3 users can access the **User Permissions** tab.

From the **User Permissions** tab, institutions can now move all users between different permission levels to control their access.
Here, Tier 3 users can view and edit the permissions of all users in AIP. Search and sort the results to find specific users.

Select the desired permissions level for each user with the dropdown menu.
By clicking **ASSIGN**, Tier 2 & 3 users can be limited to view only relevant campuses, schools, or departments for that user.

All non-student users at the institution can access AIP with their institutional credentials, even if those users are not listed in the roster data provided by the institution.

Note: AIP will always default to the information provided in the SIS roster data provided by the institution.
Now, tier 3 users can assign Read Only access to any user, limiting their access to only see and monitor adoptions, without the ability to submit or edit adoptions.

Check the box on the User Permissions tab to designate users as Read Only.
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.