



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.

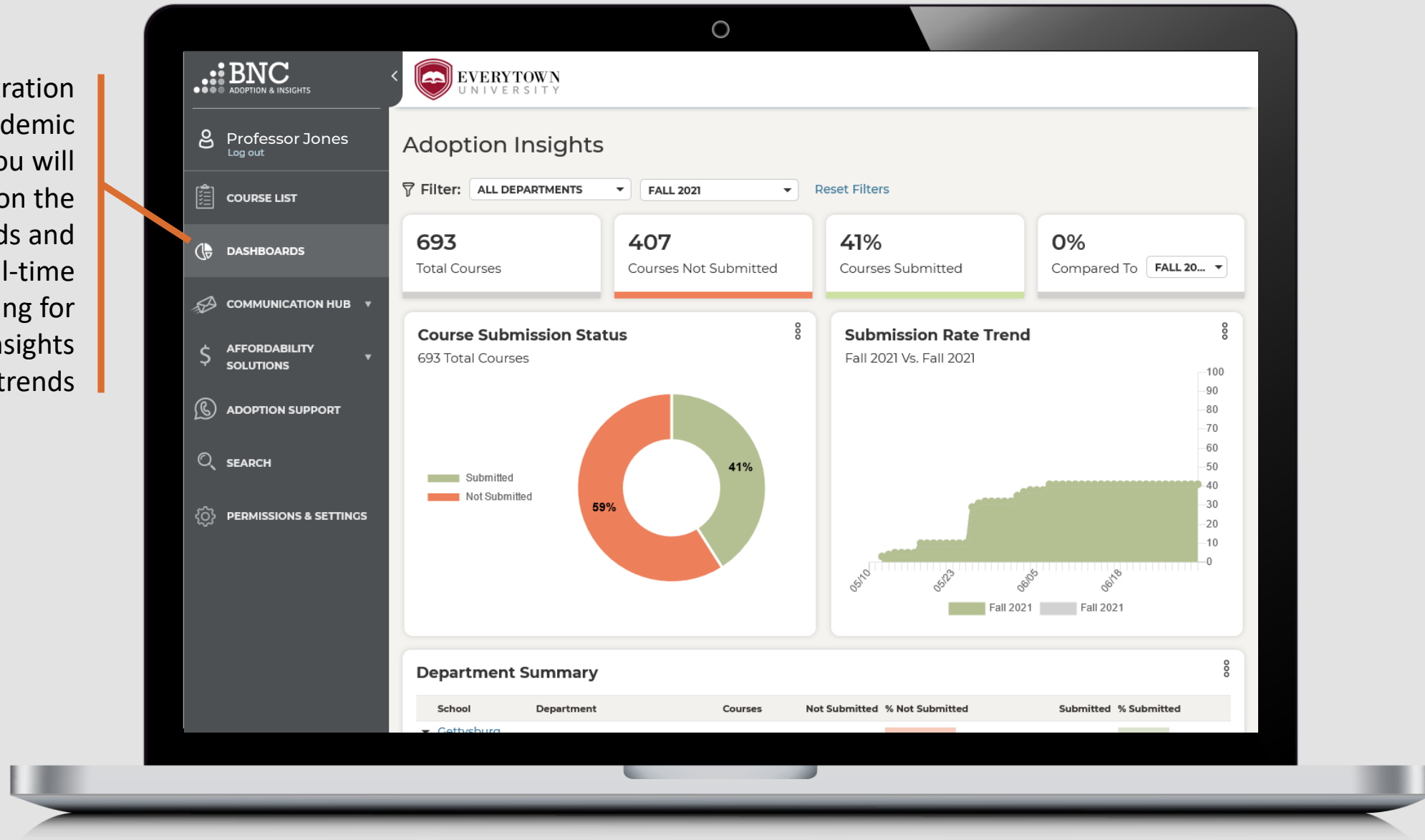
Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

With AIP, faculty and staff can easily manage and submit course material adoptions each term.

Getting Started with AIP

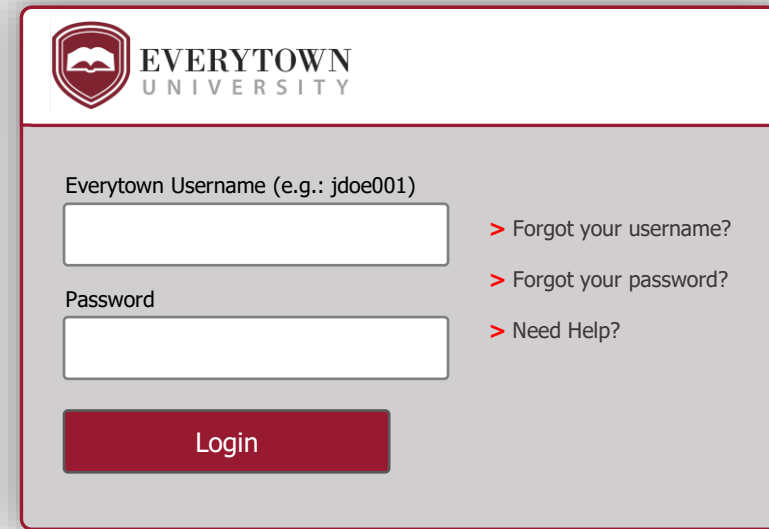


As administration and academic leadership, you will land on the Dashboards and see real-time reporting for adoption insights and trends



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



EVERYTOWN UNIVERSITY

Everytown Username (e.g.: jdoe001)

> Forgot your username?

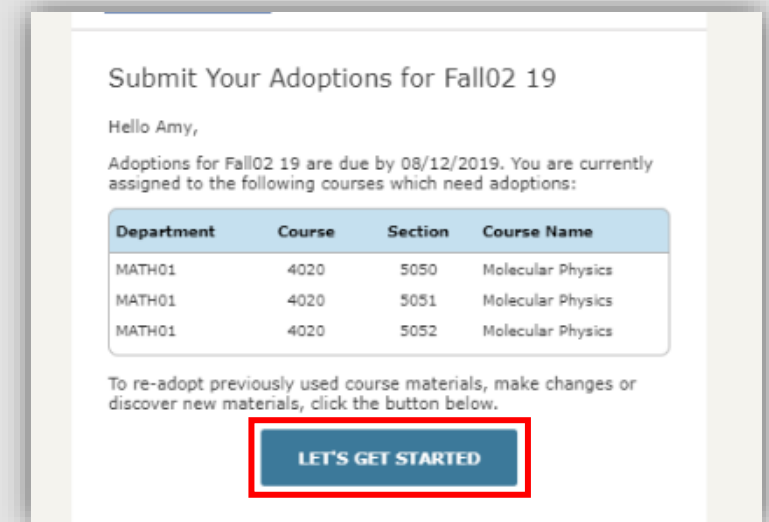
Password

> Forgot your password?

> Need Help?

Login

Note: this is an example and only for illustrative purposes



Submit Your Adoptions for Fall02 19

Hello Amy,

Adoptions for Fall02 19 are due by 08/12/2019. You are currently assigned to the following courses which need adoptions:

Department	Course	Section	Course Name
MATH01	4020	5050	Molecular Physics
MATH01	4020	5051	Molecular Physics
MATH01	4020	5052	Molecular Physics

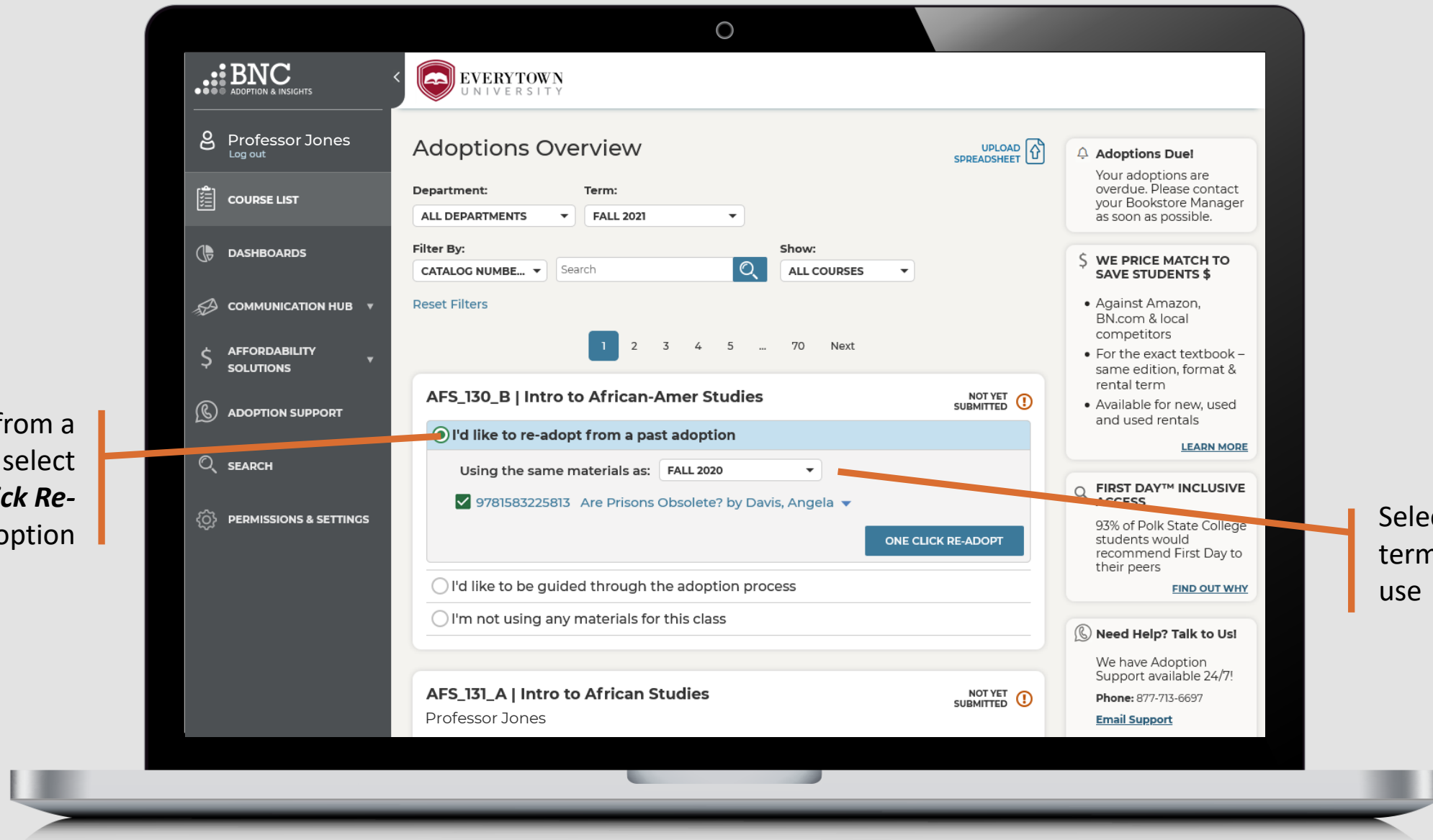
To re-adopt previously used course materials, make changes or discover new materials, click the button below.

LET'S GET STARTED

One Click Re-Adopt

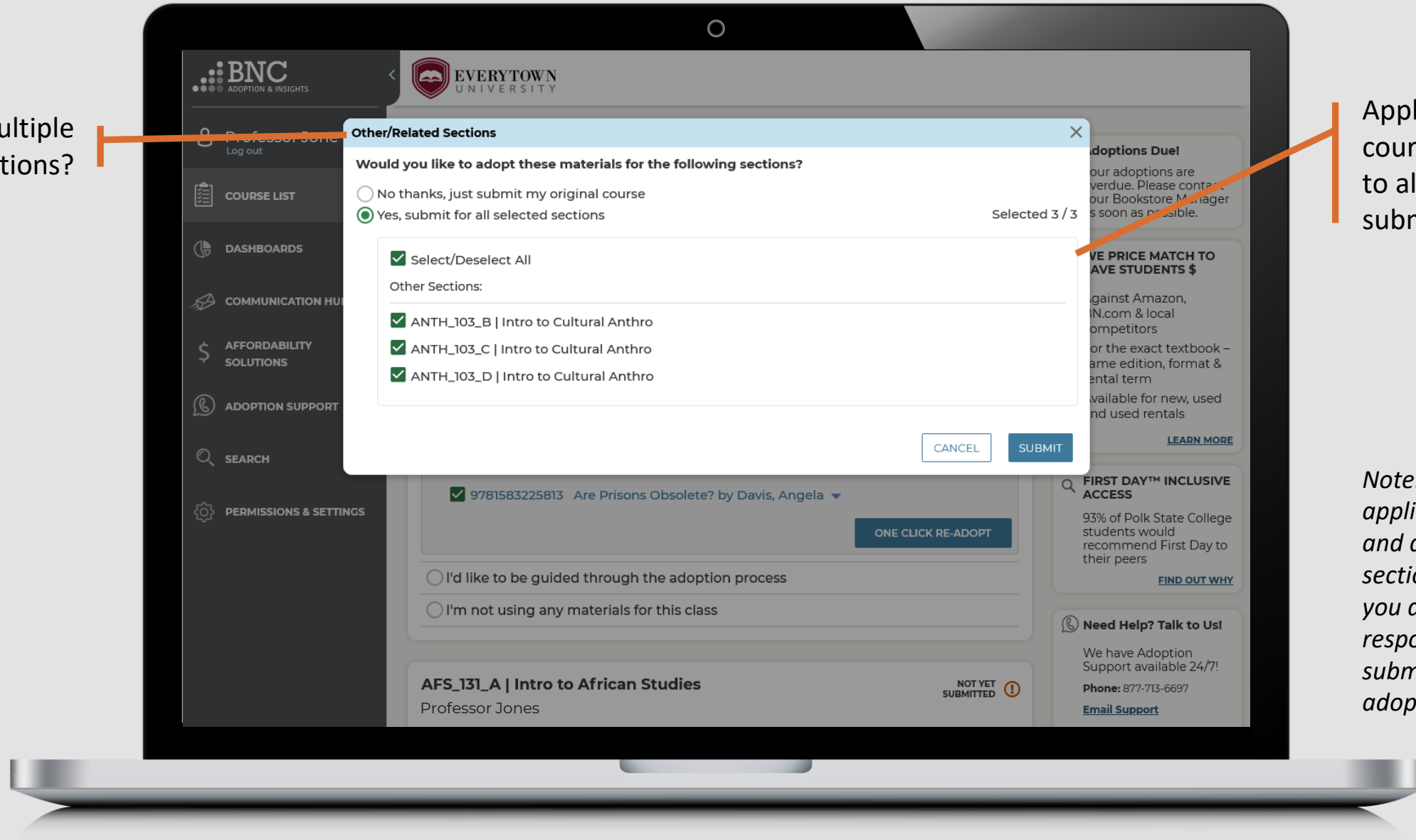


To Re-Adopt from a past term, select the **One Click Re-Adopt** option



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

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

☐ I'm not using any materials for this class

AFS_132_A | Intro to Caribbean Studies NOT YET SUBMITTED ⓘ

Professor Jones

☐ I'd like to re-adopt from a past adoption

☒ I'd like to be guided through the adoption process

☐ I'm not using any materials for this class

AFS_250_A | Topics in Africana Studies NOT YET SUBMITTED ⓘ

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

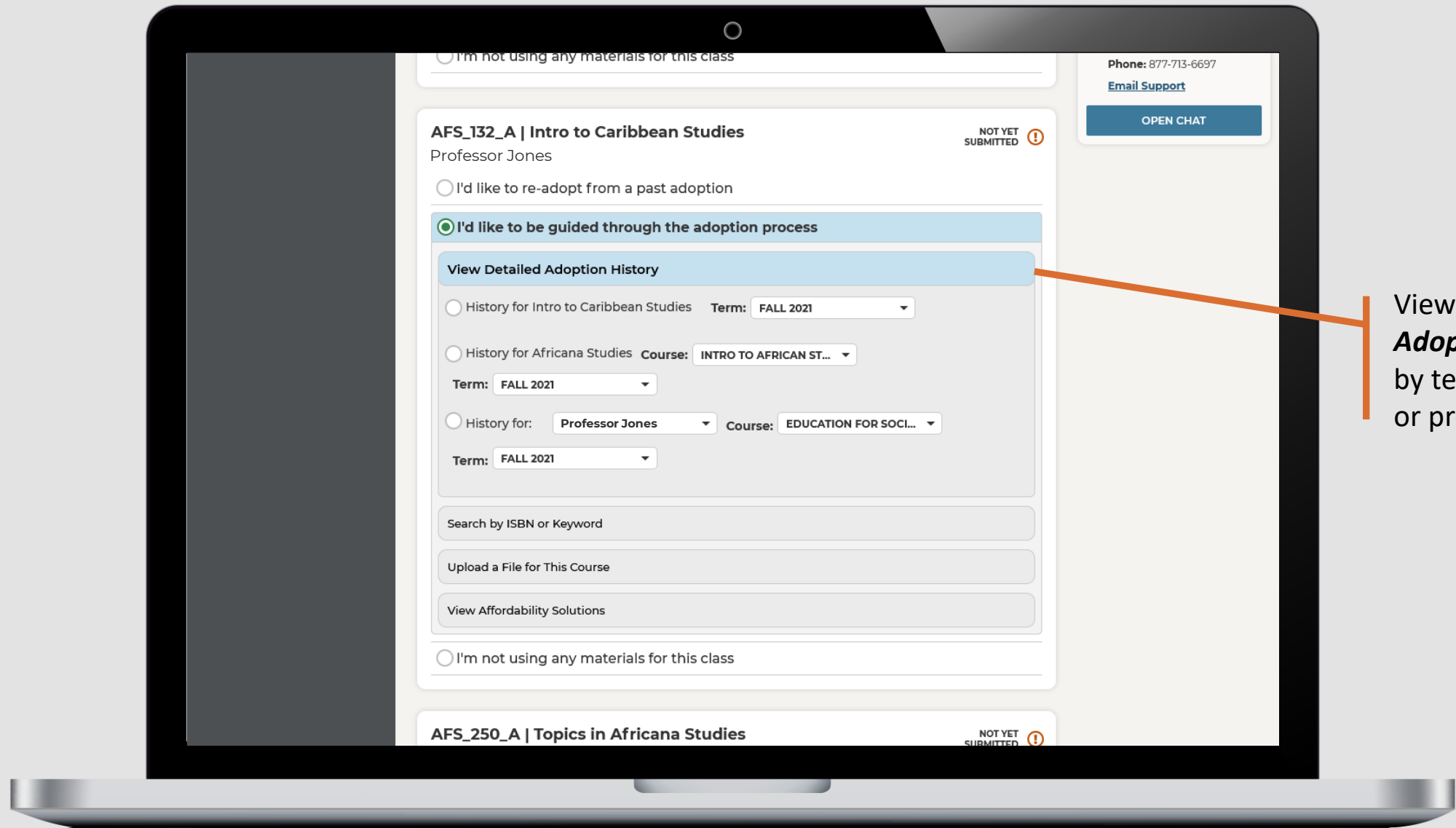
☐ I'm not using any materials for this class

Need Help? Talk to Us!

We have Adoption Support available 24/7!

Phone: 877-713-6697

[Email Support](#)



View ***Detailed Adoption History*** by term, course, or professor

Write a book-specific message for the bookstore

The screenshot displays the BNC Adoption & Insights web application. The main header shows the course 'AFS_132_A | Intro to Caribbean Studies' by Professor Jones, with a 'NOT YET SUBMITTED' status and an 'OPEN CHAT' button. Below the header, there are two radio button options: 'I'd like to re-adopt from a past adoption' and 'I'd like to be guided through the adoption process' (which is selected). A 'View Detailed Adoption History' section follows, showing a history for 'Intro to Caribbean Studies' for the 'FALL 2021' term. The main content area features a book entry for 'Traveller's History of Caribbean by Ferguson, James' (ISBN 9781566566902), a paperback edition. It includes a book cover, a 'Summary' link, and a table of 'Current Student Pricing' (New: \$14.95, Used: \$11.20, Rent,new: \$13.25, Rent,used: \$6.30). A note states 'Students can save up to 58%'. Below the book entry is a 'Note for bookstore: (optional)' text box (250 characters max) and a 'This book is:' section with 'Required' (selected) and 'Recommended' options. At the bottom, there is an 'ADD TO COURSE' button and a section for 'History for Africana Studies' with a course dropdown set to 'INTRO TO AFRICAN ST...'. An orange arrow points from the 'Write a book-specific message for the bookstore' text to the 'Note for bookstore' text box. Another orange arrow points from the 'View textbook summary, pricing for students, and savings' text to the book entry section. A third orange arrow points from the 'Select if book is Required or Recommended' text to the 'This book is:' section. A fourth orange arrow points from the 'Click Add to Course to add as many ISBNs as you need before clicking Submit Adoption' text to the 'ADD TO COURSE' button.

AFS_132_A | Intro to Caribbean Studies
Professor Jones

☐ I'd like to re-adopt from a past adoption

☒ I'd like to be guided through the adoption process

View Detailed Adoption History

☒ History for Intro to Caribbean Studies Term: FALL 2021

9781566566902 Traveller's History of Caribbean by Ferguson, James

Traveller's History of Caribbean PAPERBACK by Ferguson, James (9781566566902) - 2ND 08

Summary

Current Student Pricing

Pricing is subject to change

New:	\$ 14.95
Used:	\$ 11.20
Rent,new:	\$ 13.25
Rent,used:	\$ 6.30

Students can save up to 58%

Note for bookstore: (optional)

250 characters max - plain text only

This book is:

☒ Required

☐ Recommended

9781400034291 Dew Breaker by Danticat, Edwidge

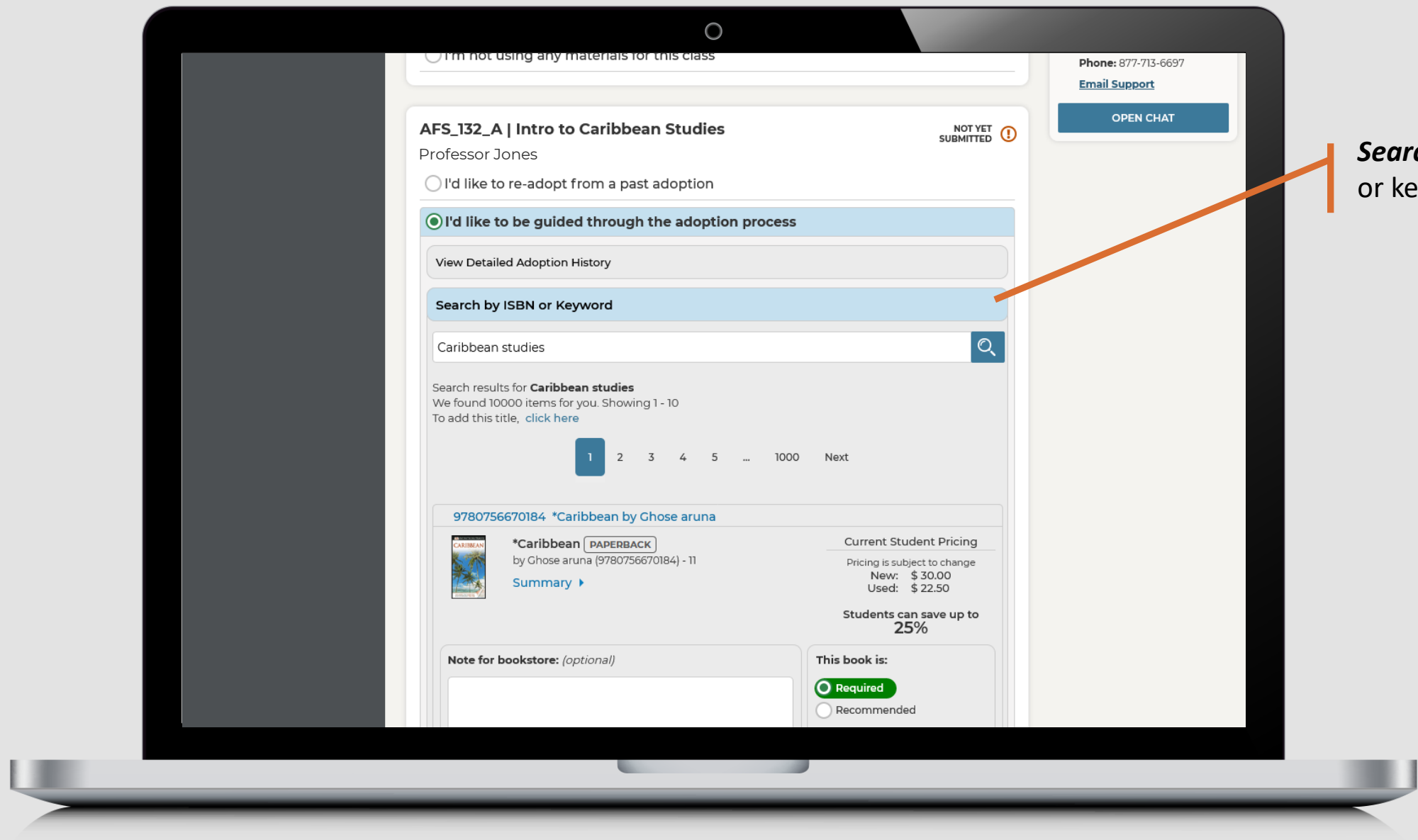
ADD TO COURSE

☐ History for Africana Studies Course: INTRO TO AFRICAN ST...

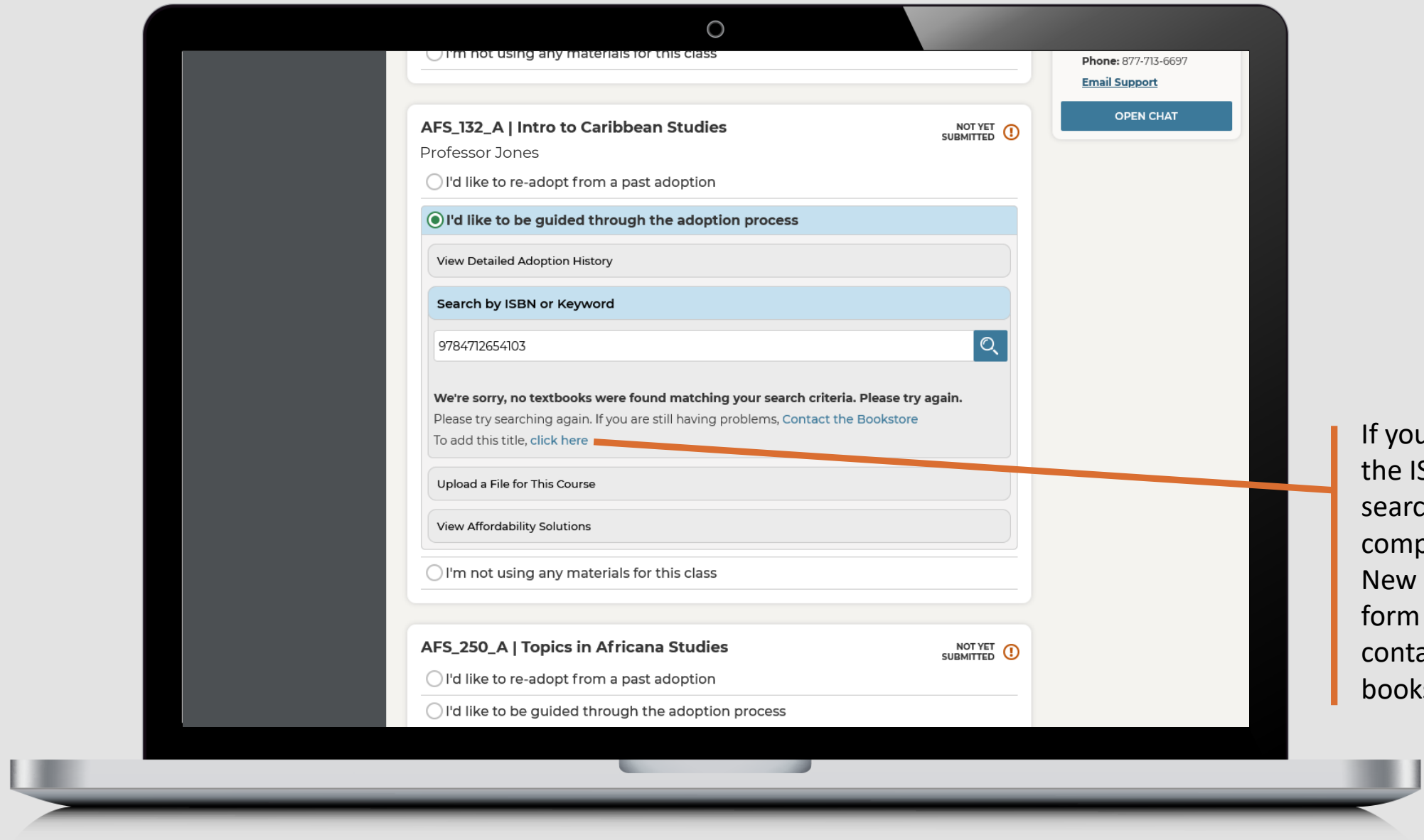
View textbook summary, pricing for students, and savings

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

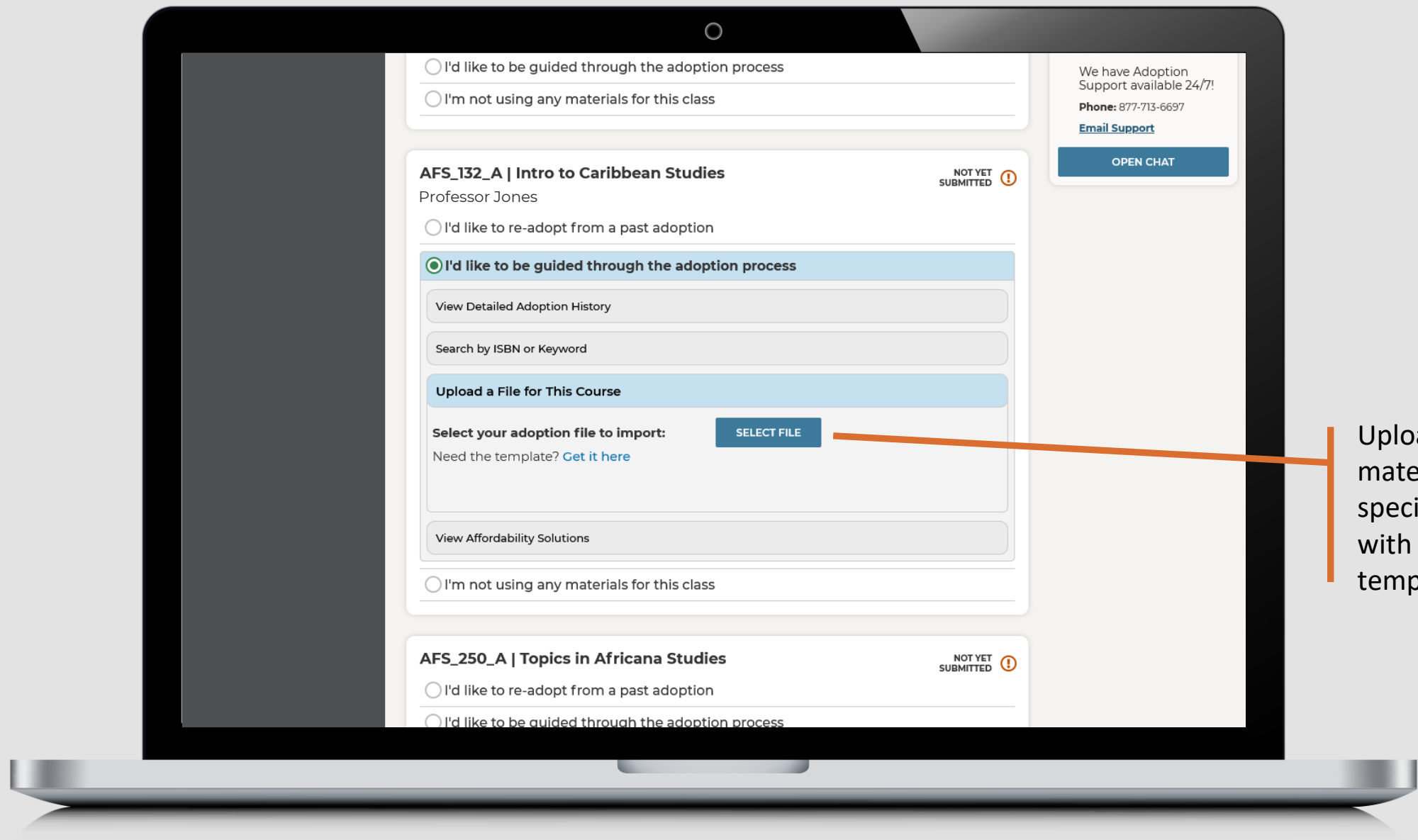
Click Add to Course to add as many ISBNs as you need before clicking **Submit Adoption**



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



☐ I'd like to be guided through the adoption process

☐ I'm not using any materials for this class

We have Adoption
Support available 24/7!

Phone: 877-713-6697

[Email Support](#)

OPEN CHAT

AFS_132_A | Intro to Caribbean Studies

NOT YET
SUBMITTED

Professor Jones

☐ I'd like to re-adopt from a past adoption

☒ I'd like to be guided through the adoption process

View Detailed Adoption History

Search by ISBN or Keyword

Upload a File for This Course

Select your adoption file to import:

SELECT FILE

Need the template? [Get it here](#)

View Affordability Solutions

☐ I'm not using any materials for this class

AFS_250_A | Topics in Africana Studies

NOT YET
SUBMITTED

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

Upload adoption
materials for this
specific section
with an easy
template

Discover
**Affordability
Solutions** specific
to your course
topic

☐ I'm not using any materials for this class

AFS_132_A | Intro to Caribbean Studies NOT YET SUBMITTED

Professor Jones

☐ I'd like to re-adopt from a past adoption

☒ I'd like to be guided through the adoption process

View Detailed Adoption History

Search by ISBN or Keyword

Upload a File for This Course

View Affordability Solutions

1 2 3 Next

9781988365312 American Literature I Full - Access Card (OER) by Tophat

IMAGE NOT AVAILABLE	ACCESS CARD	Current Student Pricing
	American Literature I Full - Access Card (OER) by Tophat (9781988365312) - 17	Pricing is subject to change
		New: \$ 68.00 Used: \$ 51.00

Note for bookstore: (optional)

250 characters max - plain text only

This book is:

☒ Required

☐ Recommended

Phone: 877-713-6697

Email Support

OPEN CHAT

In-Line Affordability Solutions

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.

Not using
traditional
materials? Let us
know if you are
using an **OER**

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

☐ I'm not using any materials for this class

AFS_132_A | Intro to Caribbean Studies NOT YET SUBMITTED ⓘ

Professor Jones

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

☒ I'm not using any materials for this class

Are you using Open Education Resources (OER)? ☐ NO

SUBMIT ADOPTION

AFS_250_A | Topics in Africana Studies NOT YET SUBMITTED ⓘ

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

☐ I'm not using any materials for this class

AFS_251_A | Topics in Musicology:Global NOT YET SUBMITTED ⓘ

☐ I'd like to re-adopt from a past adoption

☐ I'd like to be guided through the adoption process

Need Help? Talk to Us!

We have Adoption Support available 24/7!

Phone: 877-713-6697

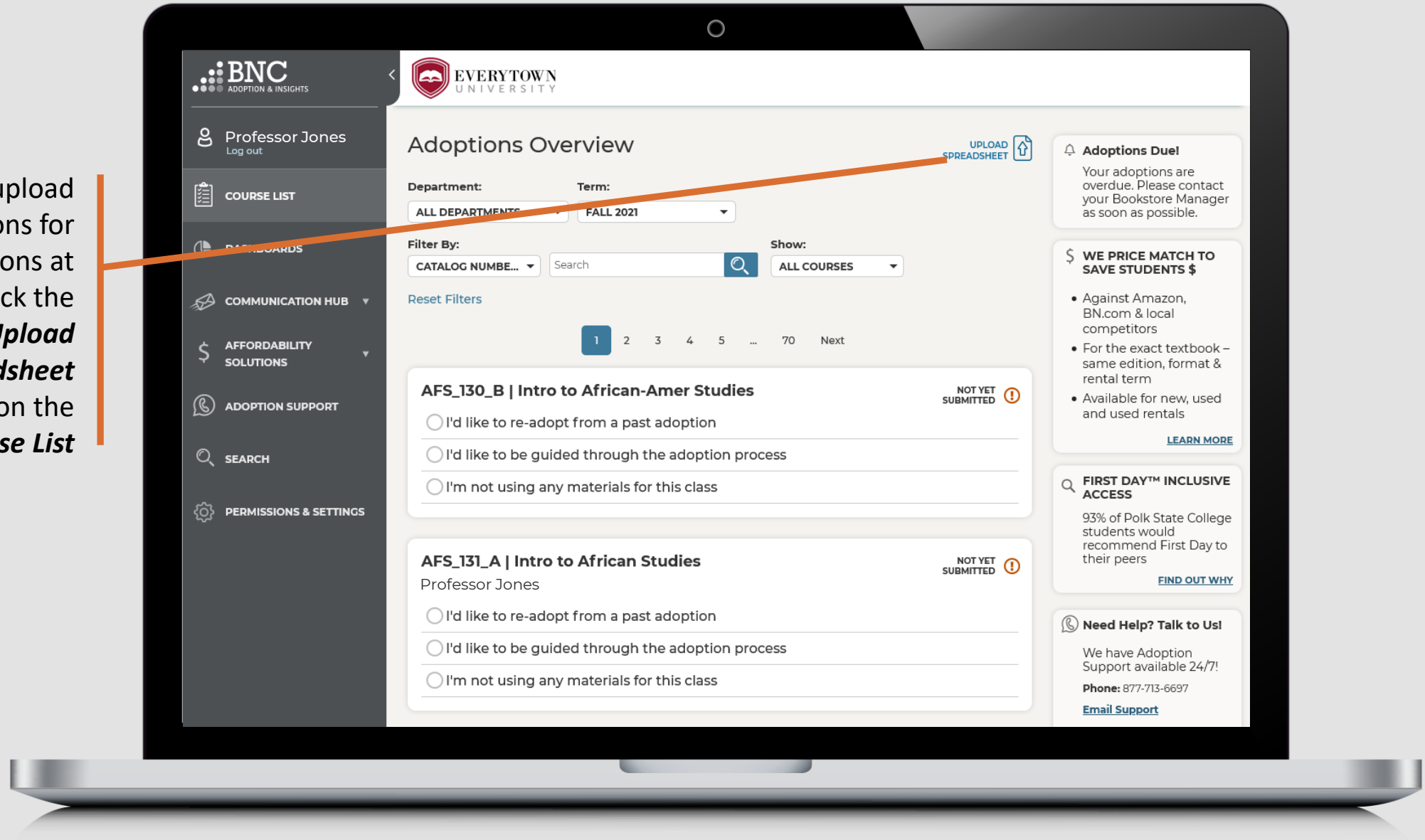
[Email Support](#)

OPEN CHAT

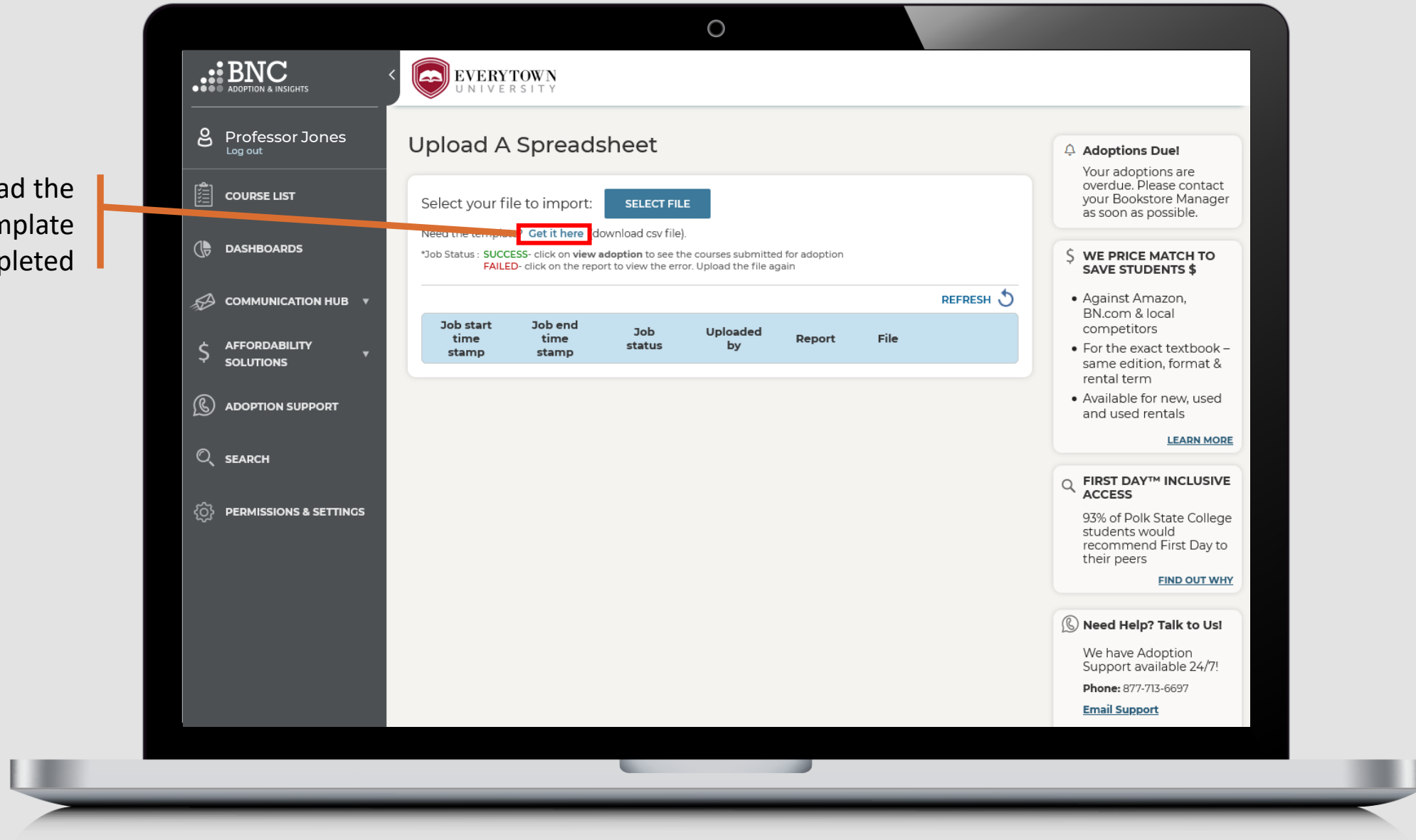
Bulk Upload



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

	A	B	C	D	E	F	G	H
1	TermTitle	SectionCode	ISBN	SKU-First D	AdoptionCondition	AdoptionType	Notes	NoMaterials (No
2	Fall 2021	CHEM-113-01	9787002716252		Any	Required	Only use 10th edition	N
3	Fall 2021	CHEM-113-01	9784012664321		Any	Recommended		N
4	Fall 2021	CHEM-200-01	9784400281726		Any	Required		N
5	Fall 2021	CHEM-200-02	9787066938175		Any	Required		N
6	Fall 2021	CHEM-400						Y
7								
8								
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24								

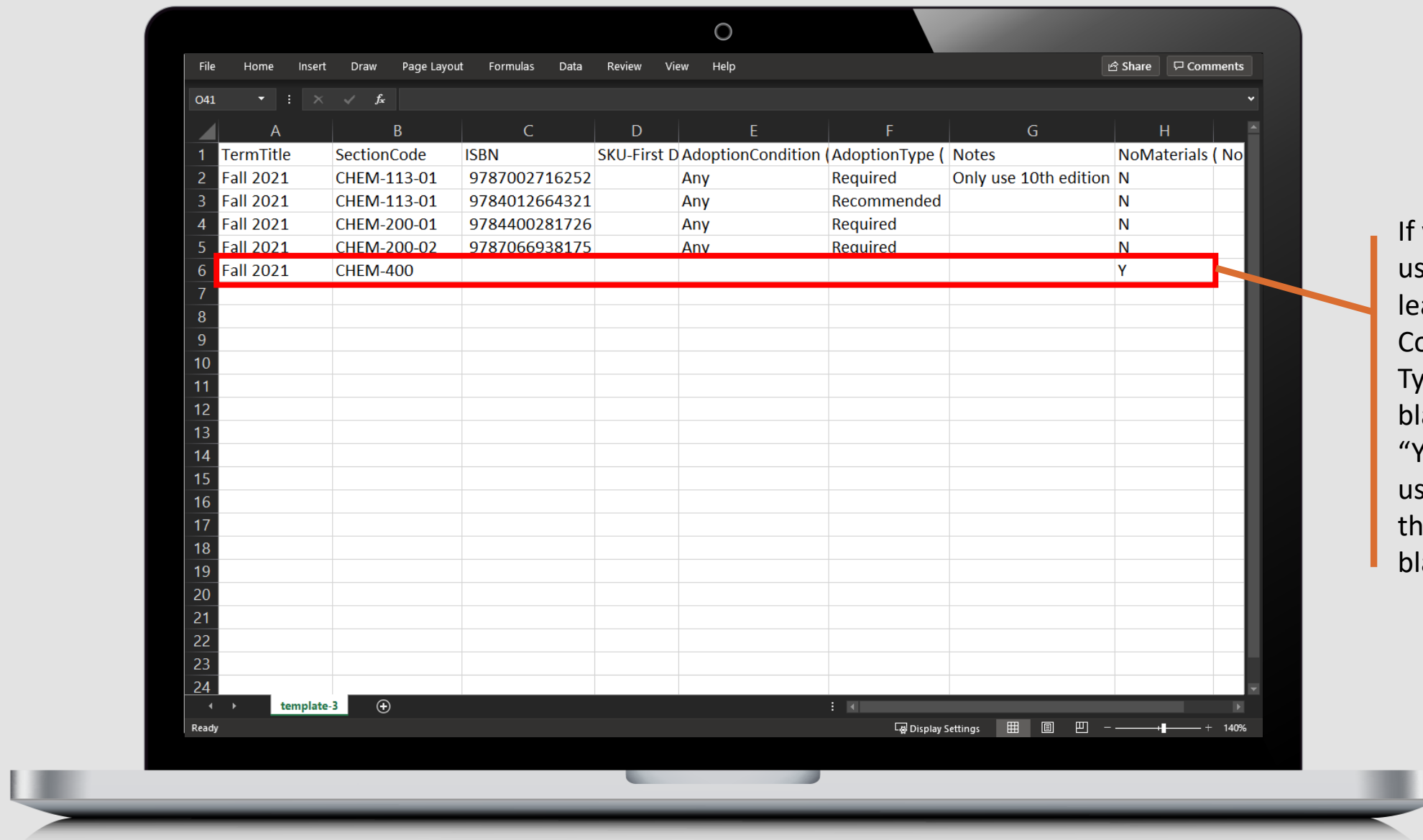
Note: If your institution has multiple campuses, there will be a "CampusName" column, input the Campus Names exactly how they appear in AIP.

If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID

	A	B	C	D	E	F	G	H
1	TermTitle	SectionCode	ISBN	SKU-First D	AdoptionCondition	AdoptionType	Notes	NoMaterials (No
2	Fall 2021	CHEM-113-01	9787002716252		Any	Required	Only use 10th edition	N
3	Fall 2021	CHEM-113-01	9784012664321		Any	Recommended		N
4	Fall 2021	CHEM-200-01	9784400281726		Any	Required		N
5	Fall 2021	CHEM-200-02	9787066938175		Any	Required		N
6	Fall 2021	CHEM-400						Y
7								
8								
9								
10								
11								
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24								

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

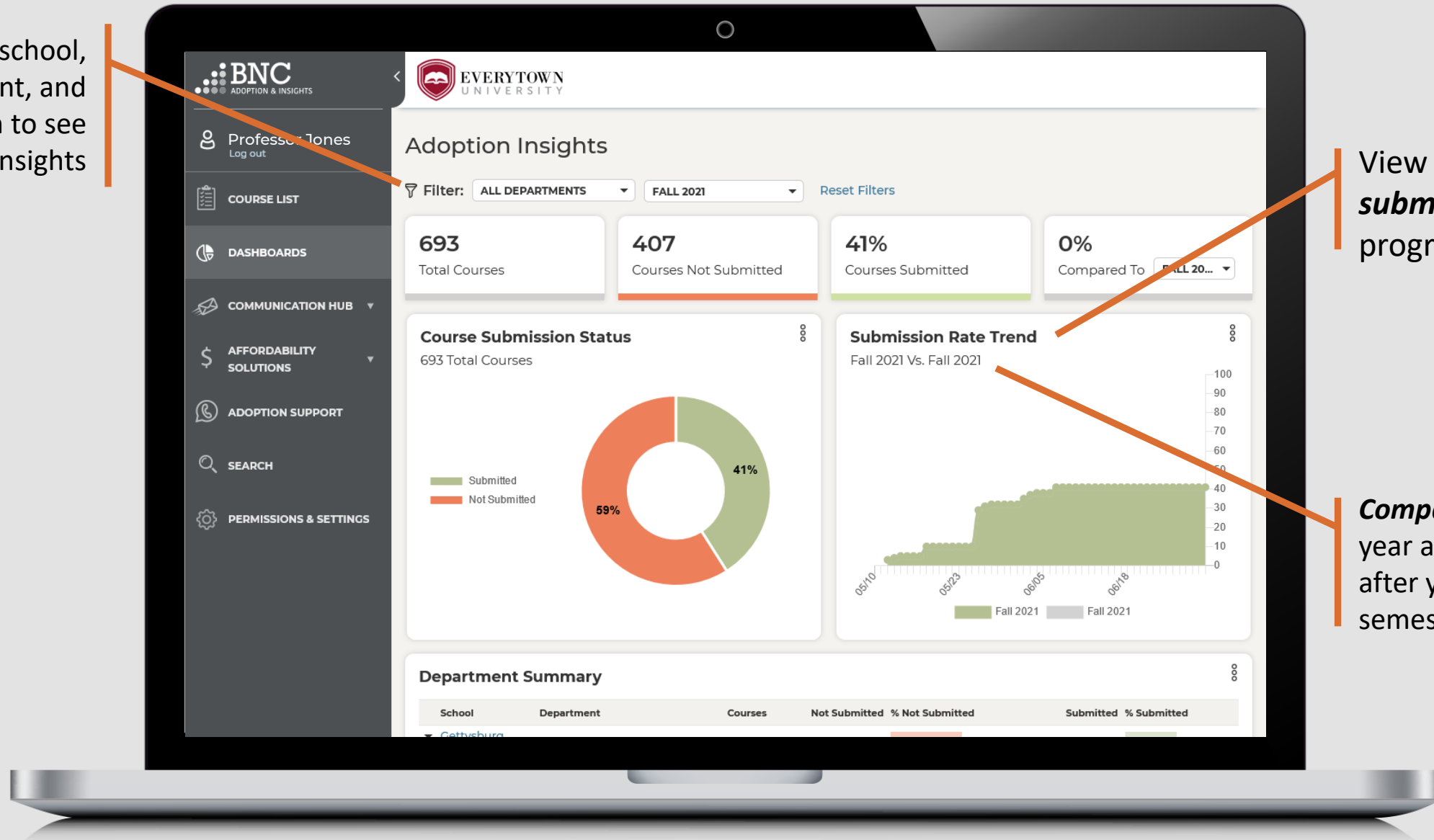
Under **NoMaterials**, enter **N** for any courses that ARE using materials



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

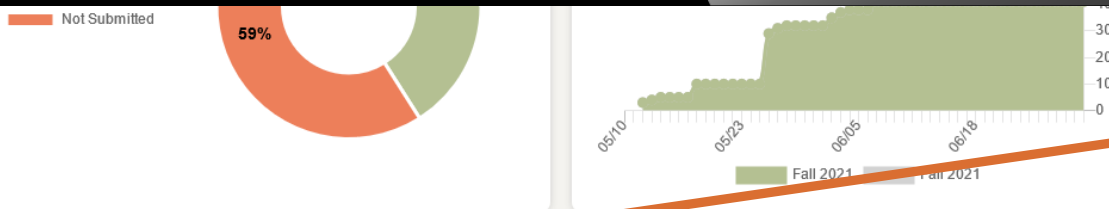
Dashboards

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



Department Summary

School	Department	Courses	Not Submitted	% Not Submitted	Submitted	% Submitted
▲ Everytown University		693	407	59%	286	41%
▼	Administrative	12	12	100%	0	0%
▼	Africana Studies	9	7	78%	2	22%
▼	Anthropology	15	15	100%	0	0%
▼	Art and Art History	19	19	100%	0	0%
▼	Asian Studies	10	4	40%	6	60%
▼	Biology	42	11	26%	31	74%
▼	Chemistry	40	13	32%	27	68%
▼	Cinema and Media Studies	6	5	83%	1	17%
▼	Civil War Era Studies	5	3	60%	2	40%
▼	Classics	10	10	100%	0	0%
▼	Computer Science	11	8	73%	3	27%
▼	Economics	61	30	49%	31	51%
▼	Education	14	9	64%	5	36%
▼	English	41	28	68%	13	32%
▼	Environmental Studies	20	9	45%	11	55%

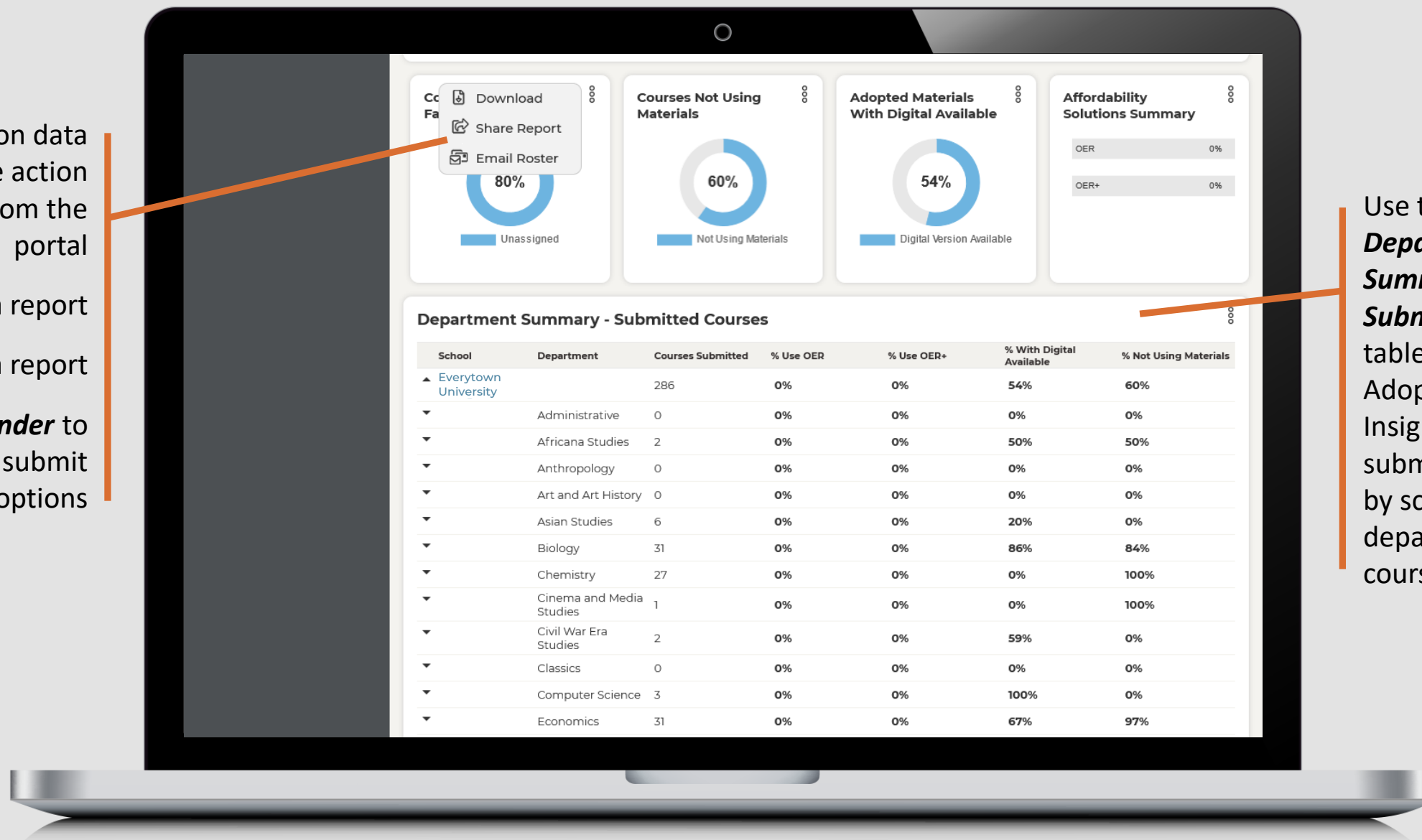
Expand the **Department Summary Table** to see specific adoption data down to course and instructor level

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**

BNC
ADOPTION & INSIGHTS

Professor Jones
Log out

COURSE LIST

DASHBOARDS

COMMUNICATION HUB ▾

- T & T** Timing & Triggers
- OD On Demand
- SM Site Messaging
- CB Contact The Bookstore

AFFORDABILITY SOLUTIONS ▾

ADOPTION SUPPORT

SEARCH

PERMISSIONS & SETTINGS

EVERYTOWN UNIVERSITY

Timing & Triggers

Adoption Email Communications

Review the email communications sent to your instructors and staff during the adoption collection process. Emails will be sent for each adoption period unless deactivated here. Click on a message to review send details, a message preview and to toggle OFF, if desired.

Term: FALL 2021 ▾

- WEEK** Adoption Flash Report ▾
- 10 May** Adoption Open Notice ▾
- 20 May** Adoptions Due Reminder #1 ▾
- 05 Jun** Adoptions Due Reminder #2 ▾
- 18 Jun** Adoptions Due Reminder #3 ▾
- 01 Jul** Adoptions Due Today Notice ▾
- 05 Jul** Adoptions Due Tomorrow Notice ▾

Adoptions Due!
Your adoptions are overdue. Please contact your Bookstore Manager as soon as possible.

\$ WE PRICE MATCH TO SAVE STUDENTS \$

- Against Amazon, BN.com & local competitors
- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

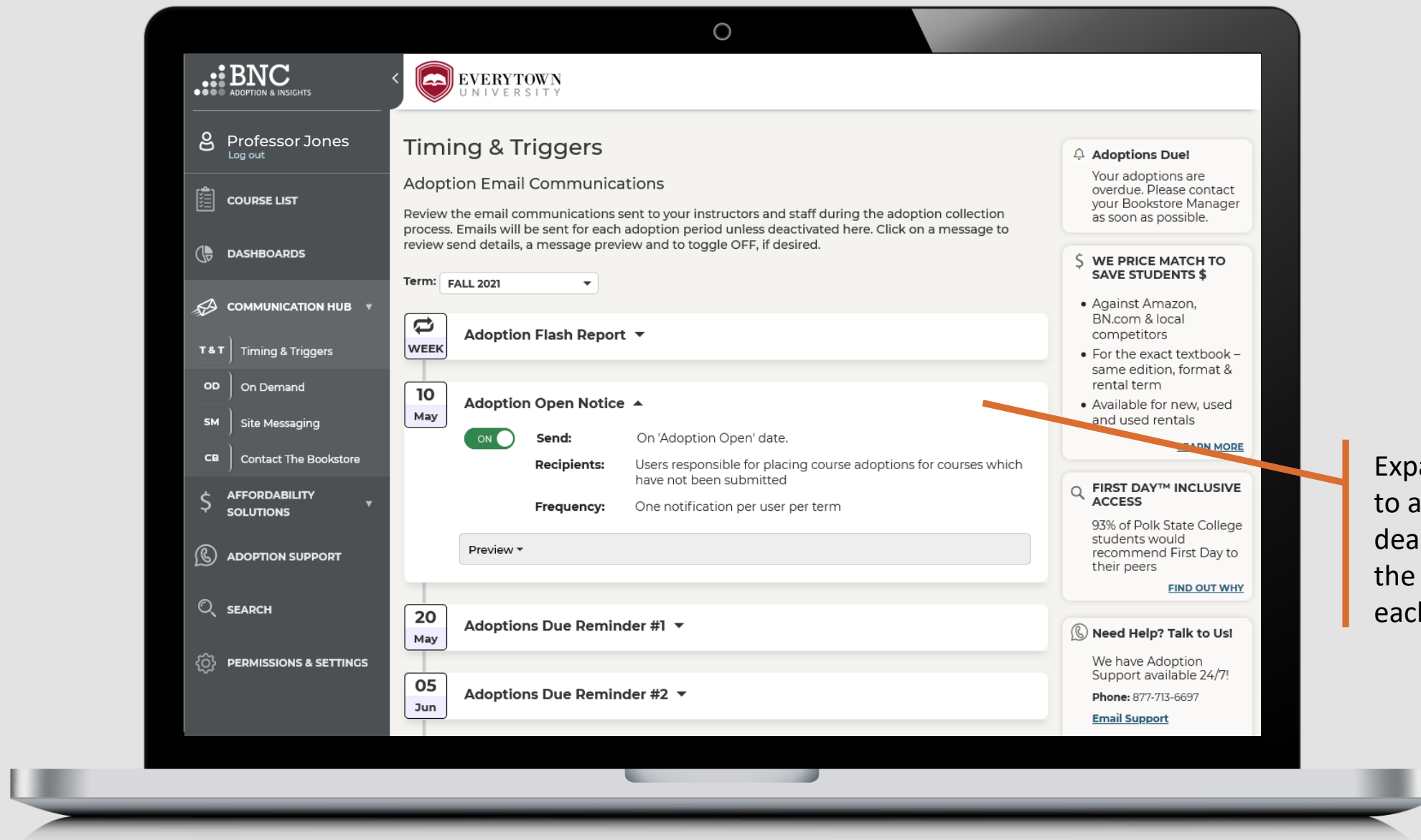
[LEARN MORE](#)

FIRST DAY™ INCLUSIVE ACCESS
93% of Polk State College students would recommend First Day to their peers
[FIND OUT WHY](#)

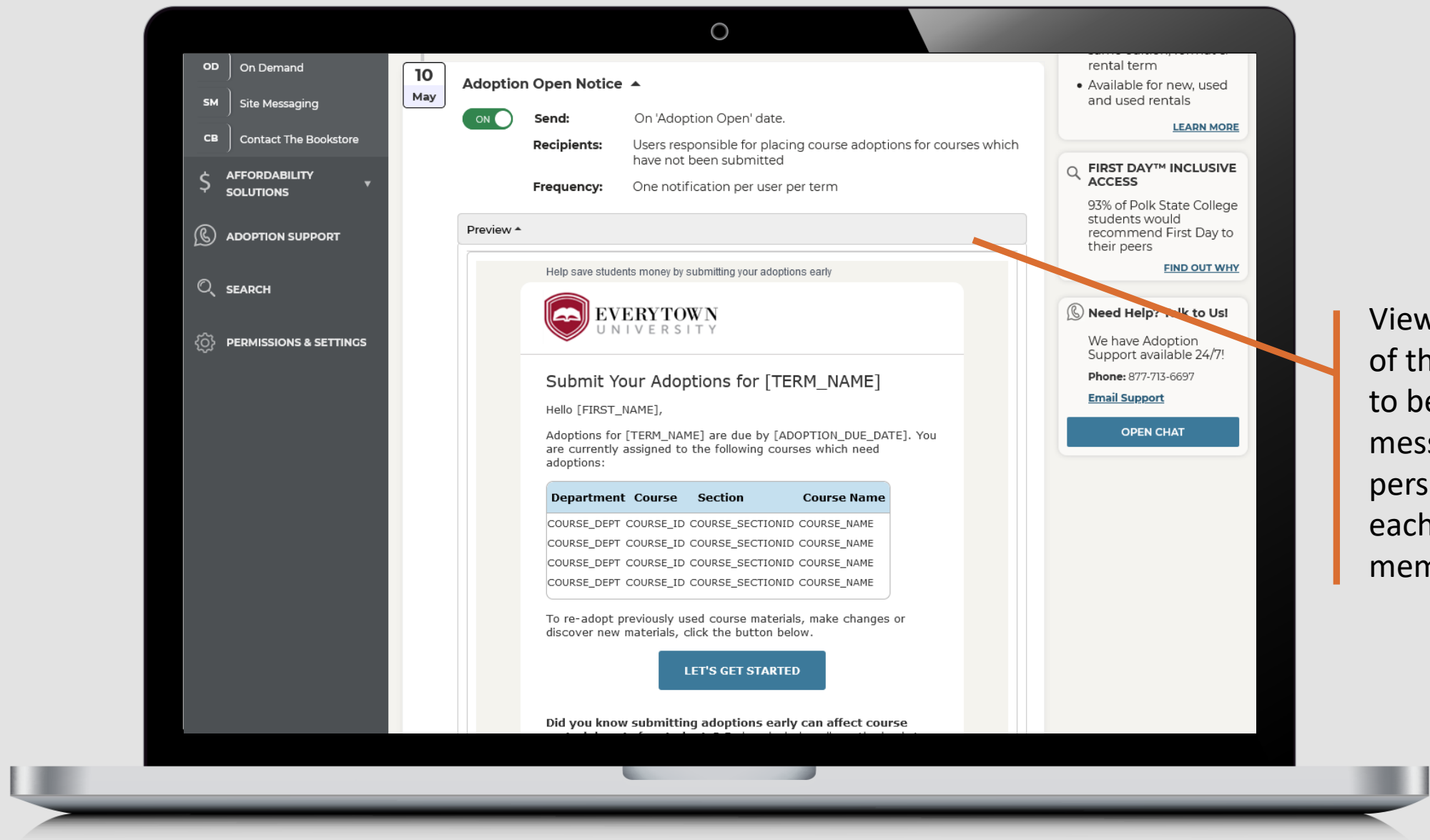
Need Help? Talk to Us!
We have Adoption Support available 24/7!
Phone: 877-713-6697
[Email Support](#)

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

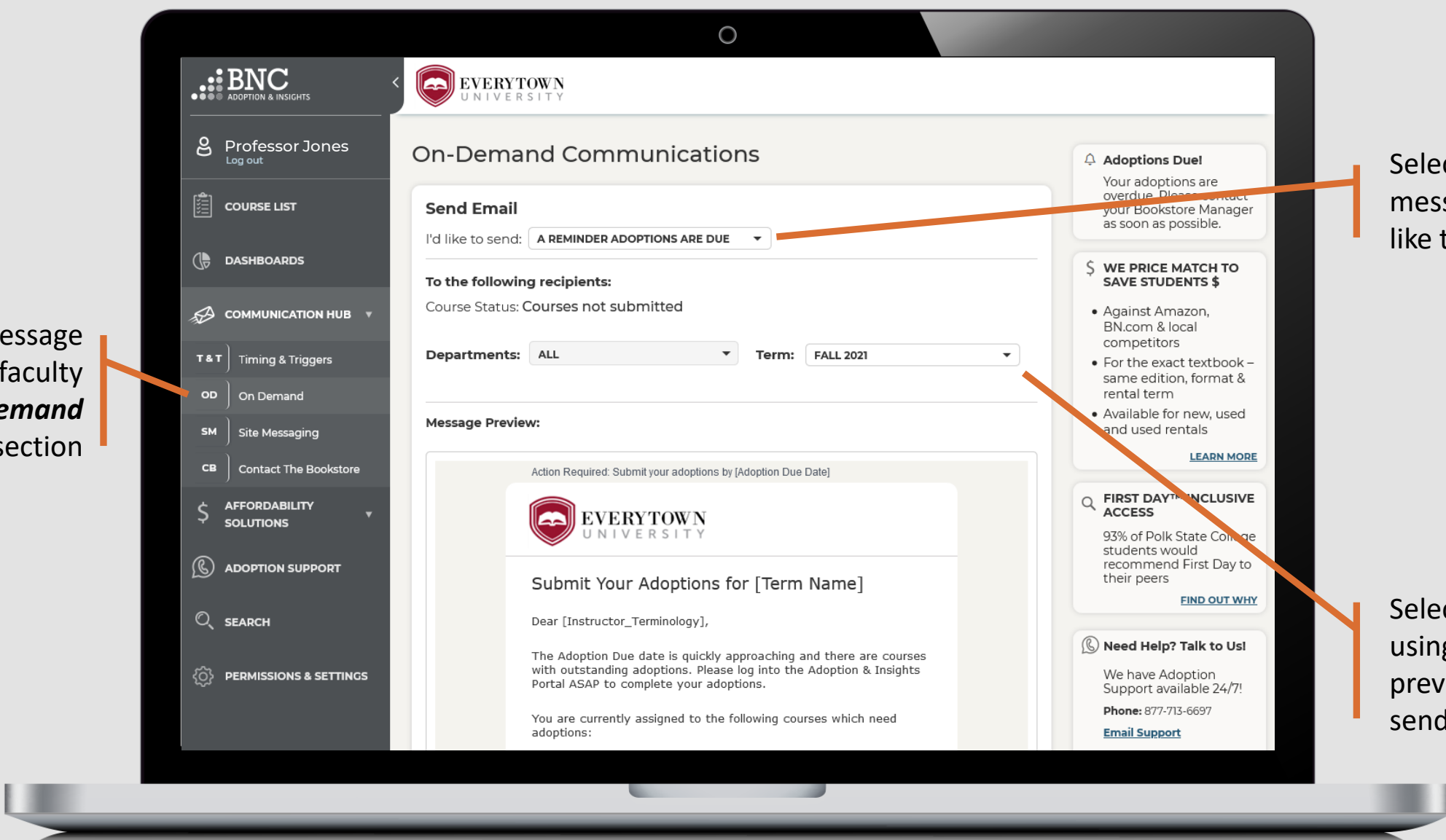


Expand a message to activate/deactivate. View the recipients of each message.



View a *preview* of the message to be sent. The message will be personalized to each faculty member

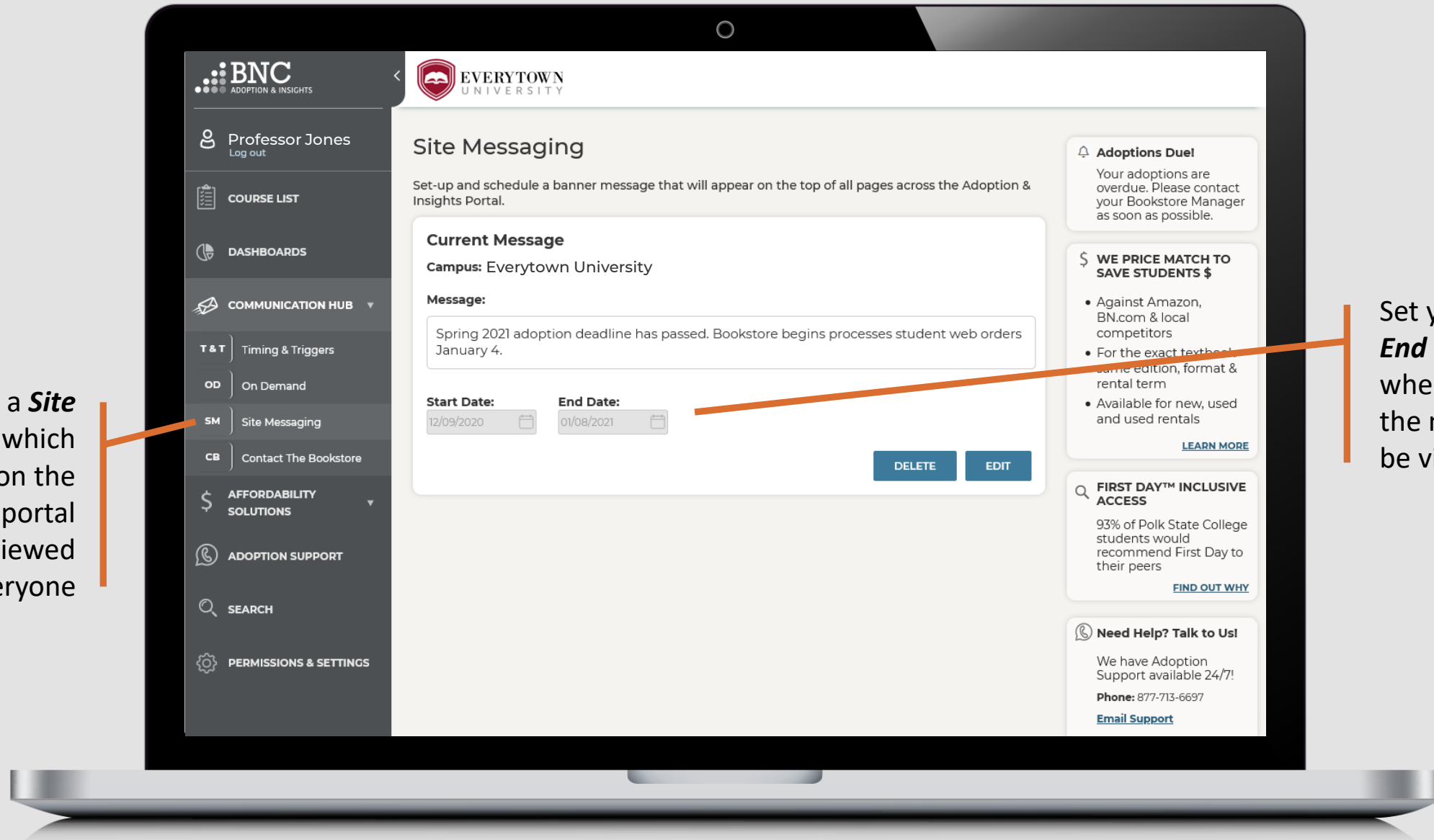
Send a message directly to faculty with the **On-Demand** section



Select the **topic** of message you'd like to send

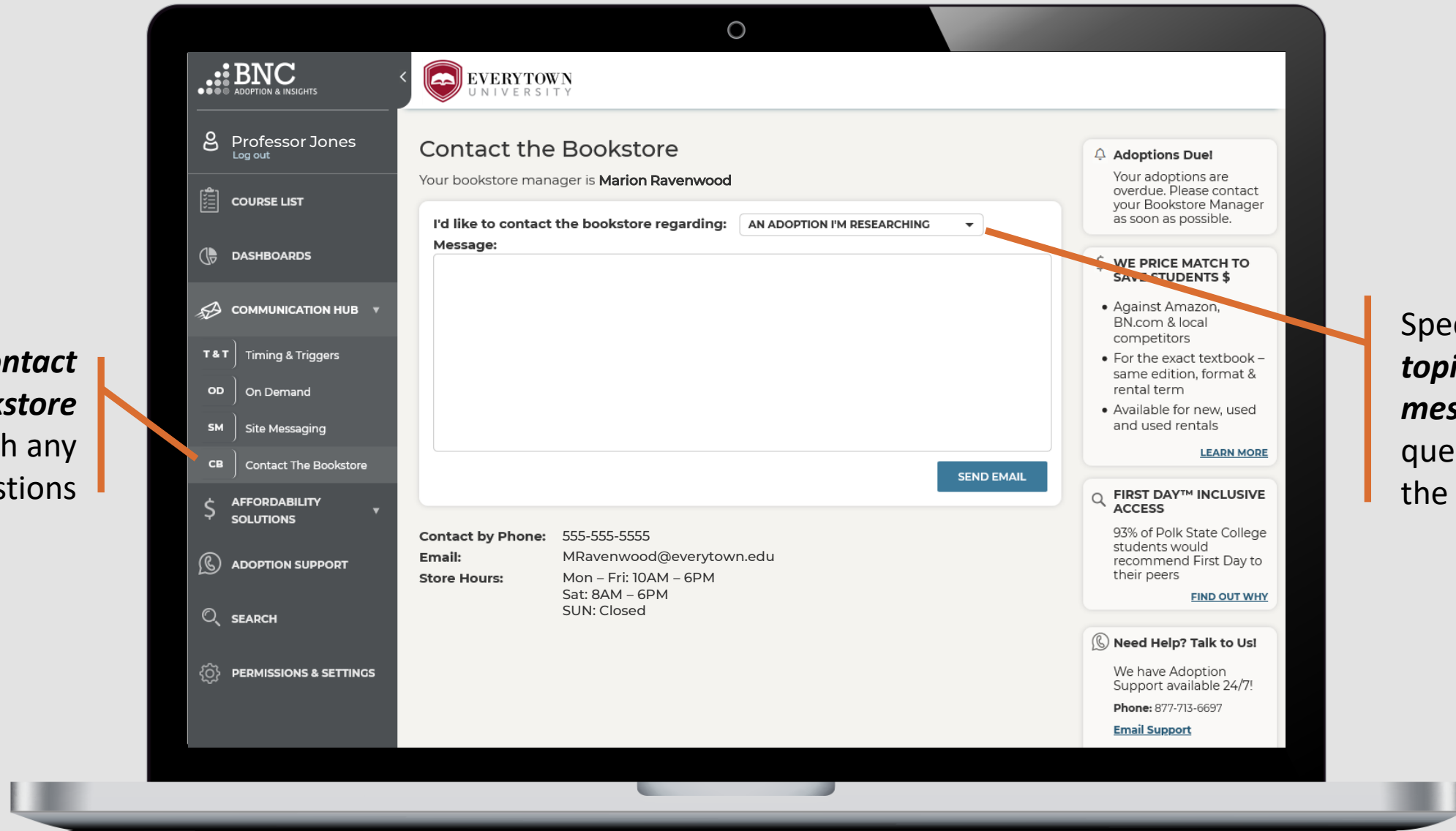
Select **audience** using the filters, preview and send message

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

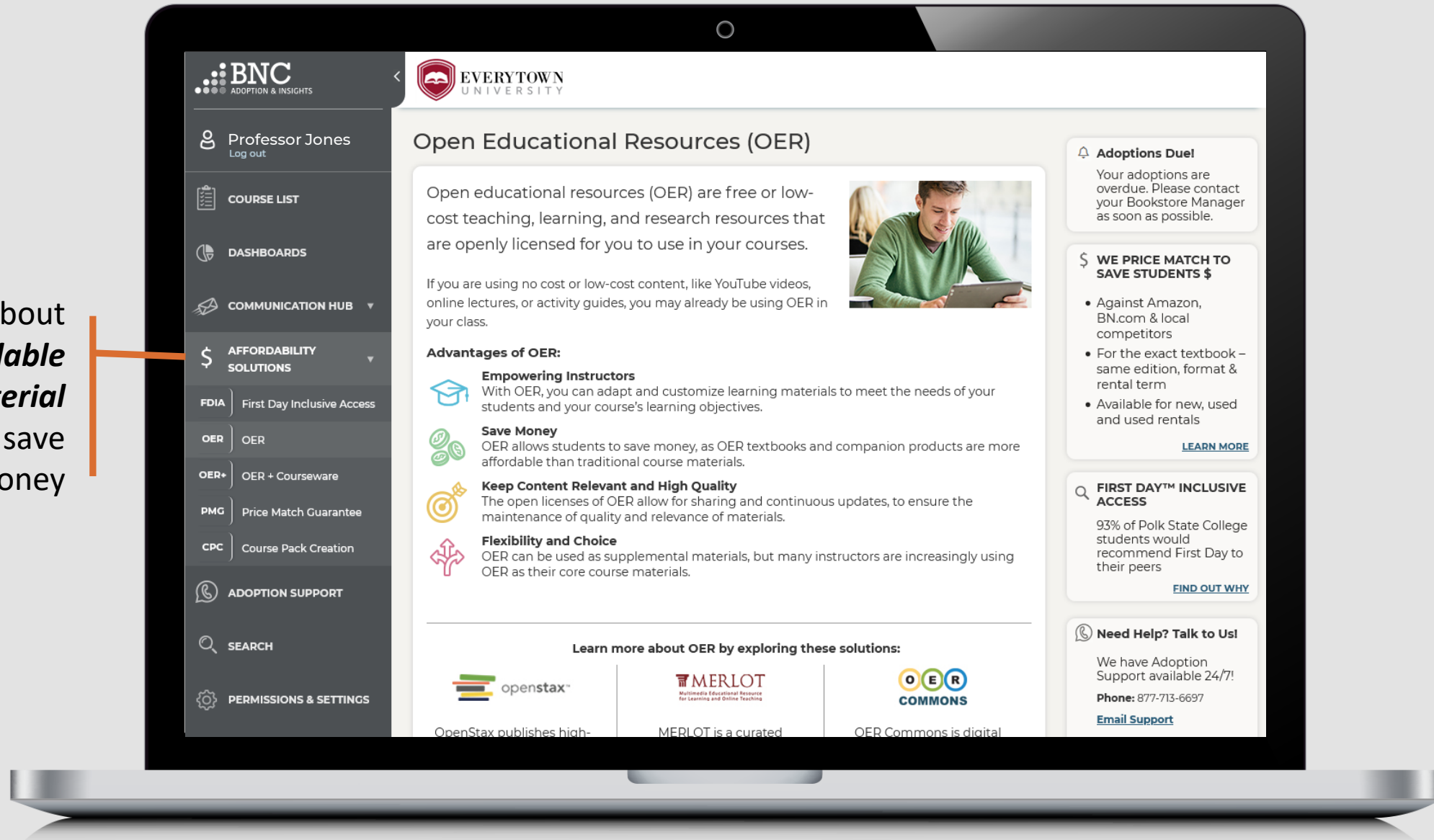


Specify the **topic of your message** or question using the drop down

Affordability Solutions



Learn about
**Affordable
Course Material
Solutions** to save
students money

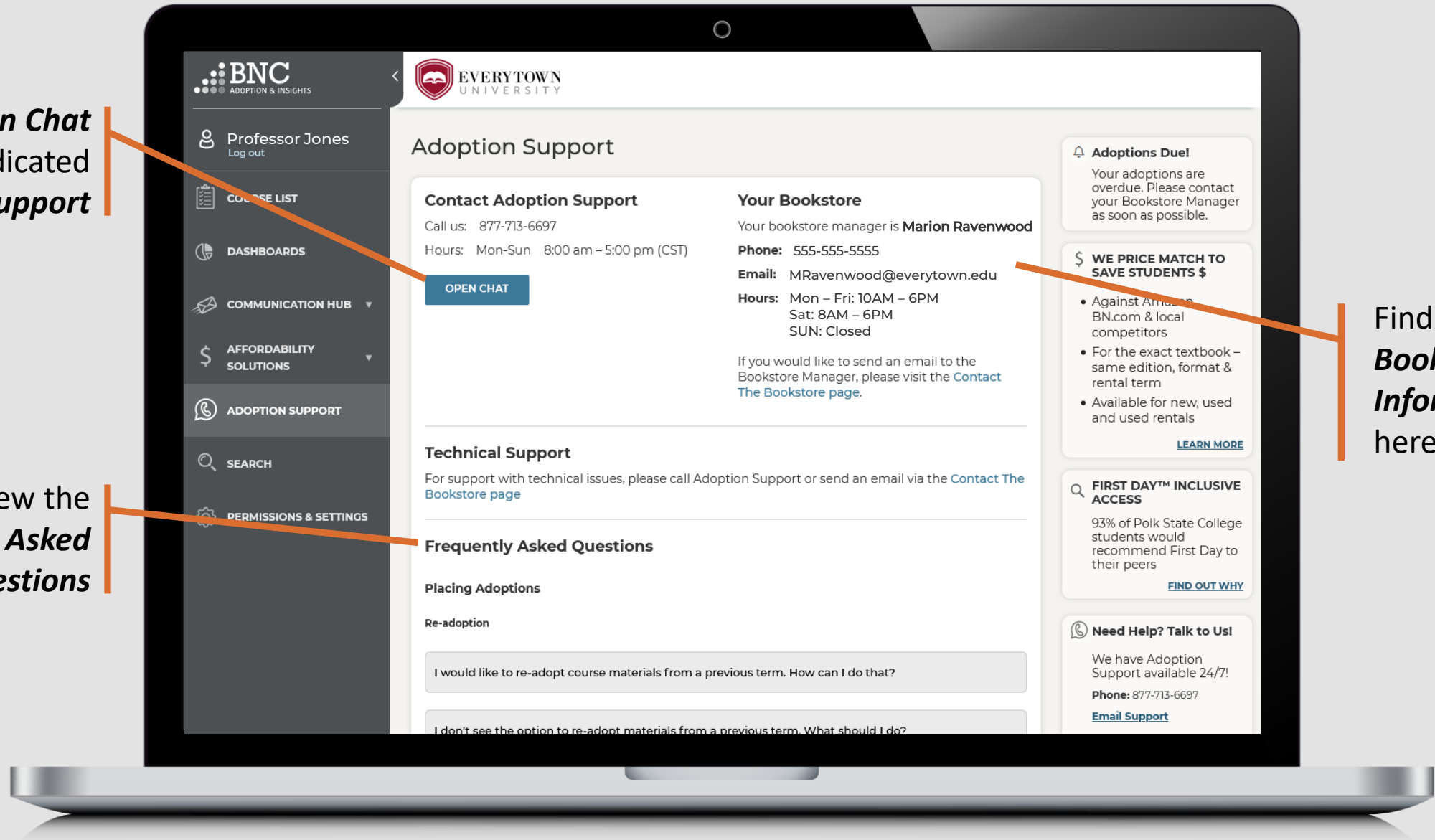


Adoption Support



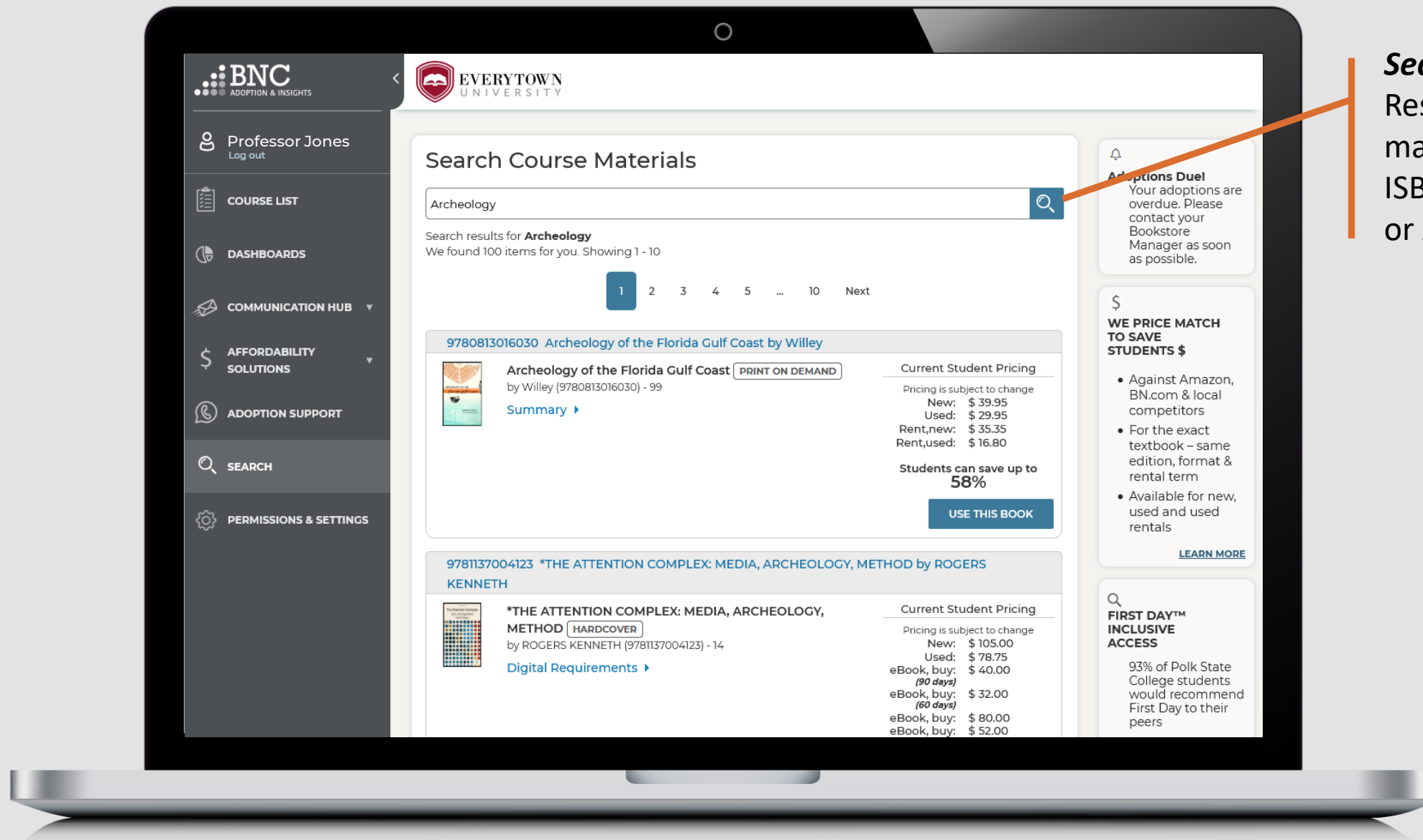
Click **Open Chat**
for dedicated
Adoption Support

View the
**Frequently Asked
Questions**



Find your
**Bookstore
Information**
here

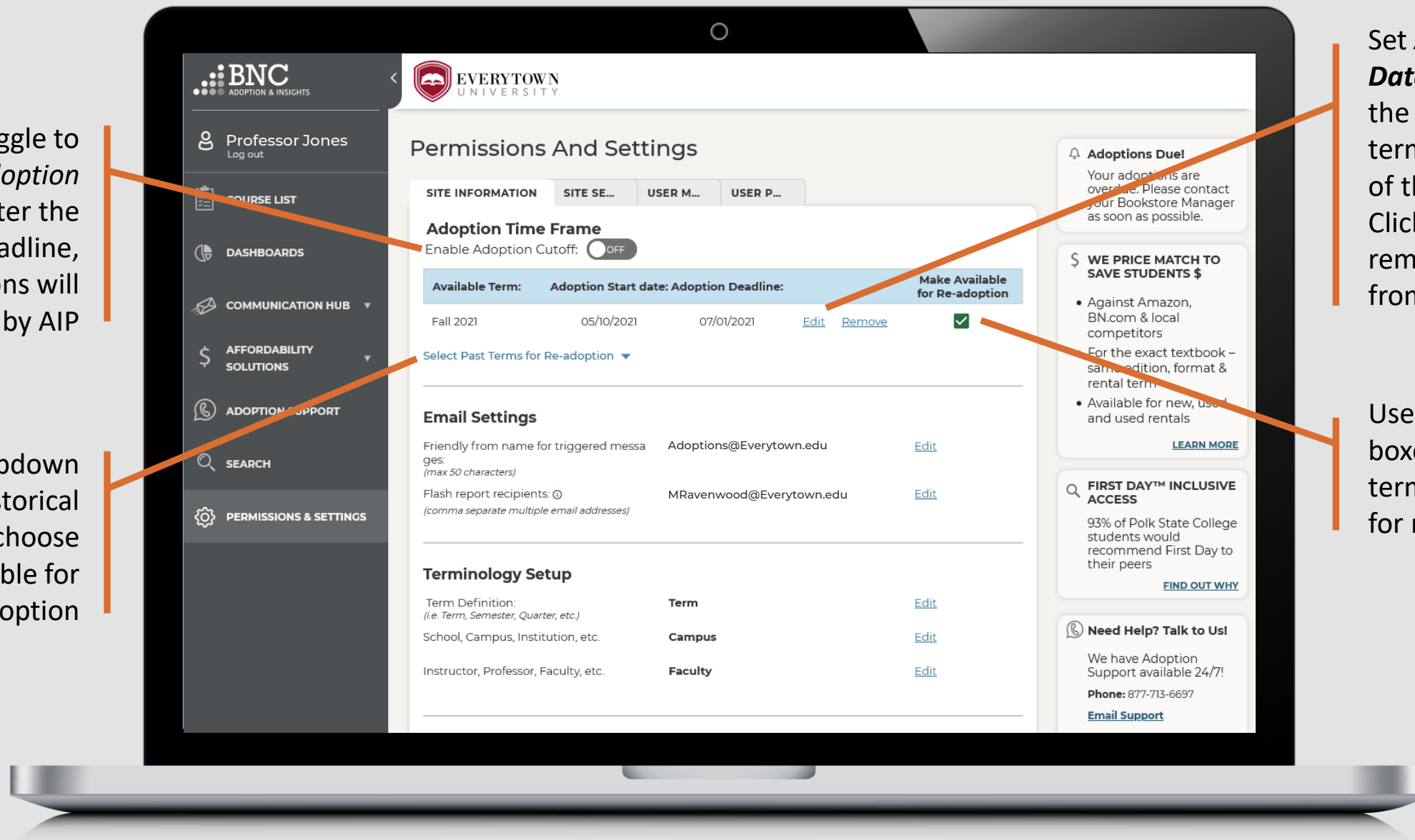
Search



Search and
Research course
materials by
ISBN, Keyword,
or Author

Permissions & Settings



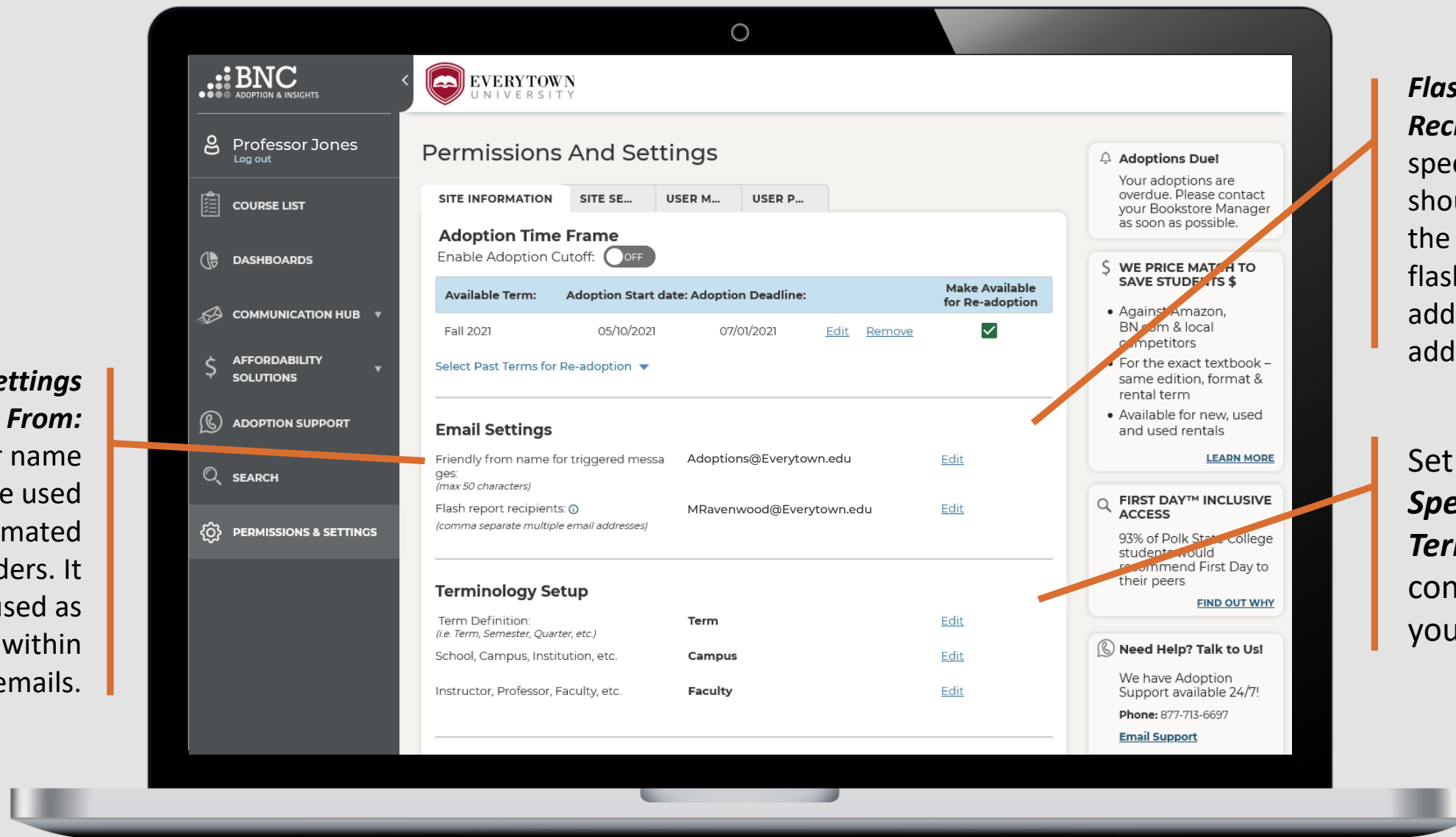


Click the toggle to enable *Adoption Cutoff*. After the adoption deadline, no adoptions will be accepted by AIP

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

Set *Adoption Dates*: this drives the visibility of the term in other areas of the platform. Click *Remove* to remove the term from view

Use the check boxes to designate terms as available for re-adoption

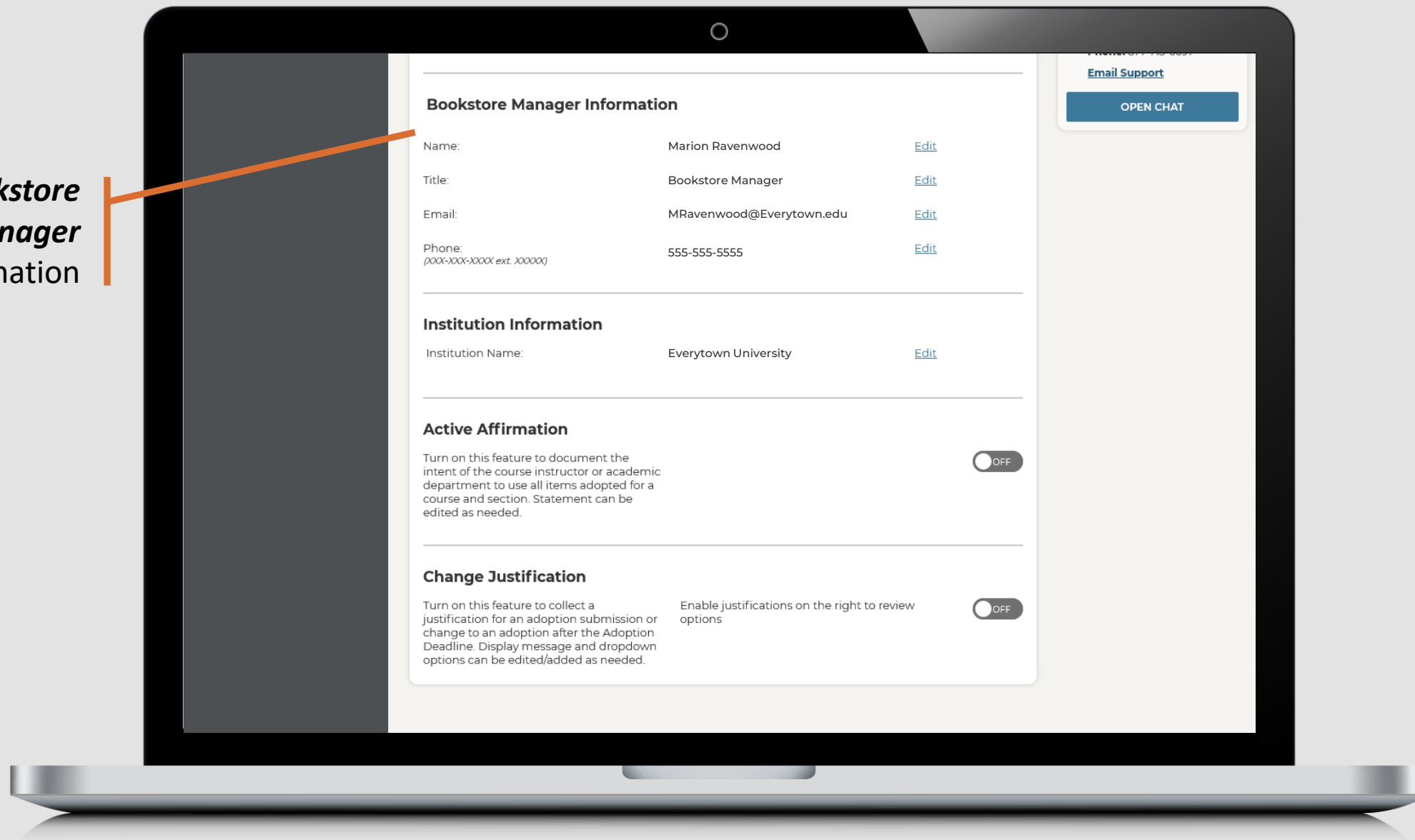


Set **Email Settings**
Friendly From:
'from' sender name
which will be used
for the automated
email reminders. It
will also be used as
the sign-off within
those emails.

**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

Edit **Bookstore
Manager**
information



Bookstore Manager Information

Name:	Marion Ravenwood	Edit
Title:	Bookstore Manager	Edit
Email:	MRavenwood@Everytown.edu	Edit
Phone: <small>(XXX-XXX-XXXX ext. XXXXX)</small>	555-555-5555	Edit

Institution Information

Institution Name:	Everytown University	Edit
-------------------	----------------------	----------------------

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.

☐ OFF

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/added as needed.

Enable justifications on the right to review options ☐ OFF

[Email Support](#)

[OPEN CHAT](#)

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

Bookstore Manager Information

Name:	Marion Ravenwood	Edit
Title:	Bookstore Manager	Edit
Email:	MRavenwood@Everytown.edu	Edit
Phone: <small>(XXX-XXX-XXXX ext. XXXXX)</small>	555-555-5555	Edit

Institution Information

Institution Name:	Everytown University	Edit
-------------------	----------------------	----------------------

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.

I confirm that all the course materials being adopted are intended to be used (particularly each item sold as part of a bundled package) for each selected course section. [Edit](#)

☒ ON

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/added as needed.

Enable justifications on the right to review options ☐ OFF

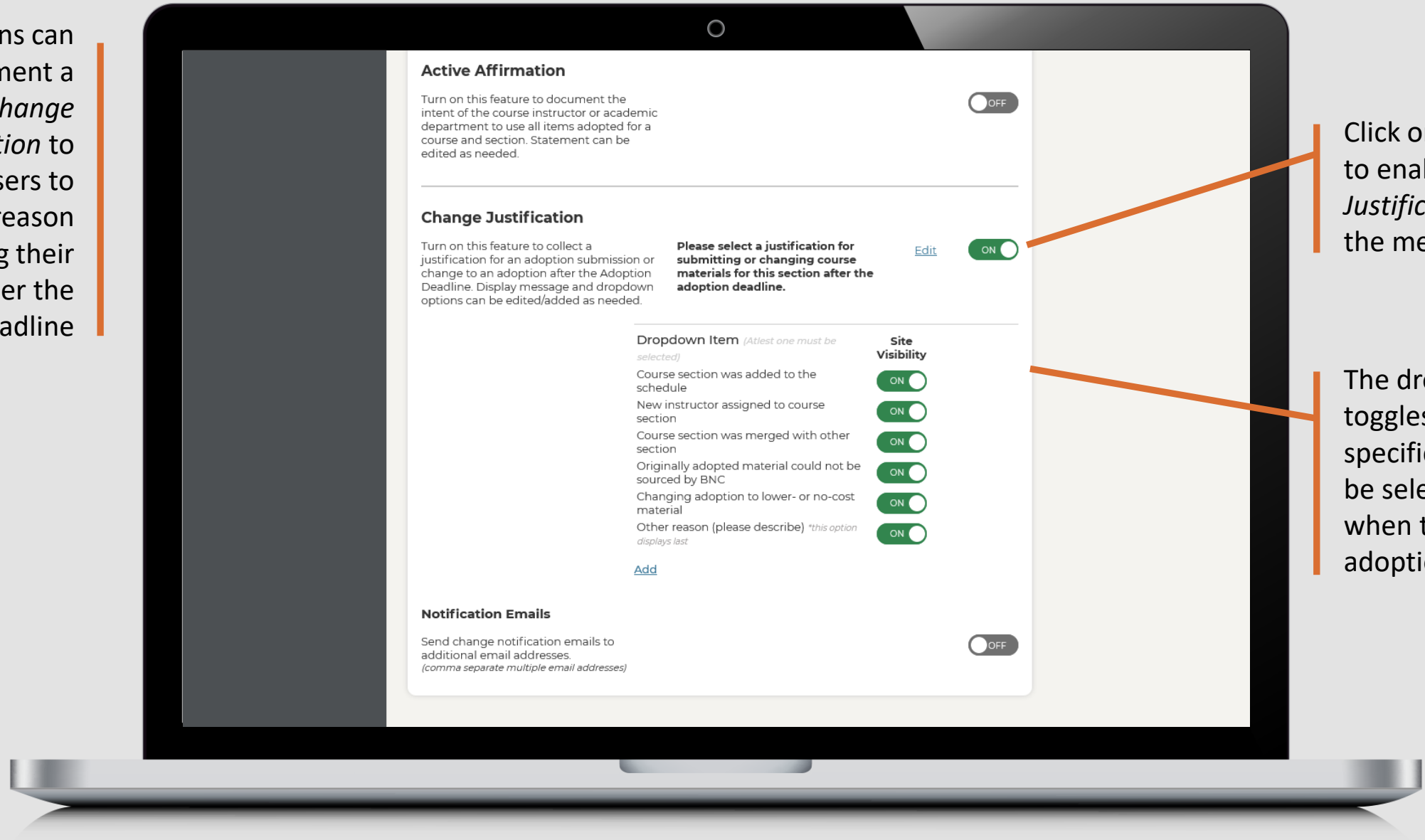
[Email Support](#)

[OPEN CHAT](#)

Click Edit to customize the message to your state and institution

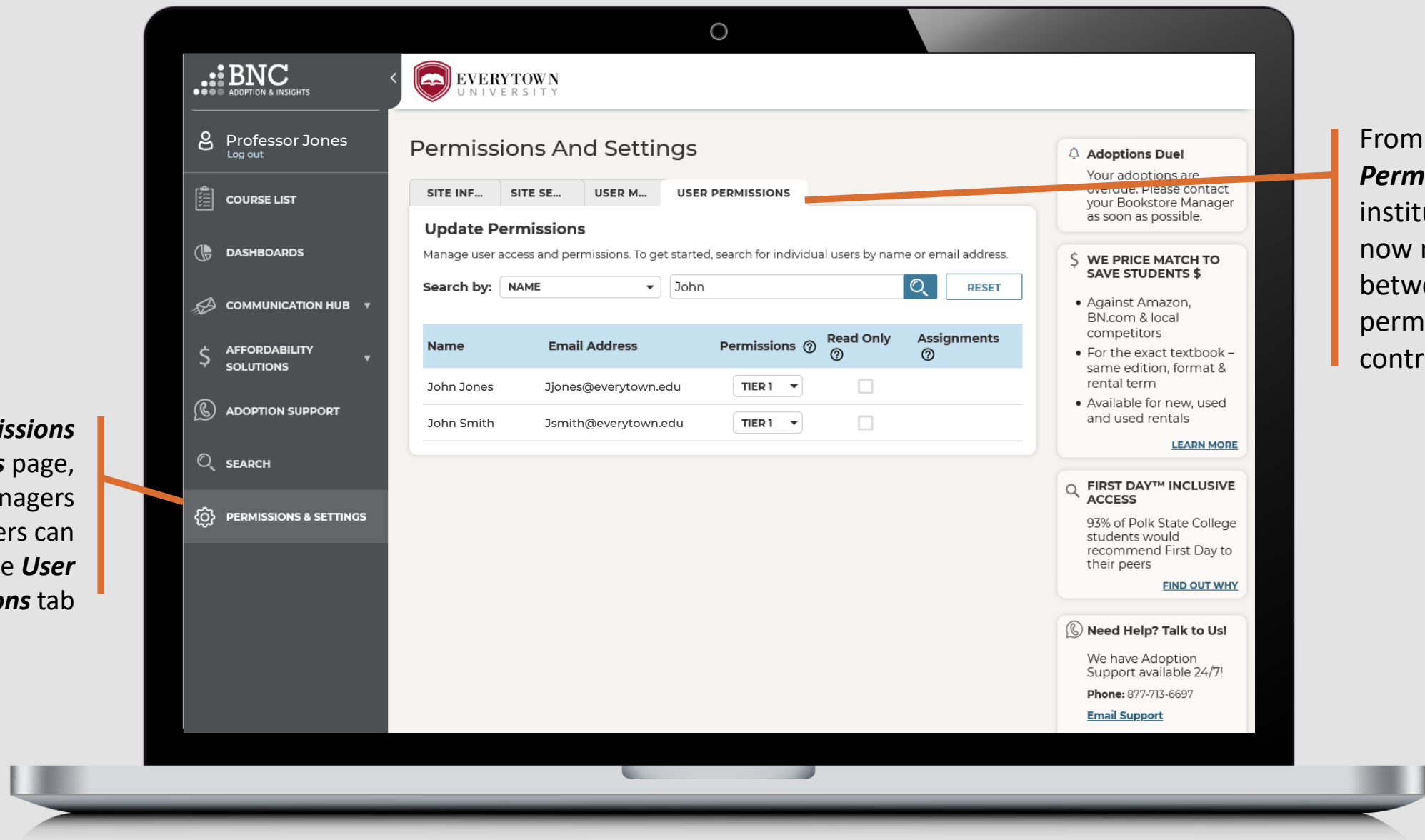
Turn on the toggle to enable Active Affirmation for your institution

Institutions can now implement a *Change Justification* to require users to provide a reason for editing their adoptions after the adoption deadline



Click on the toggle to enable *Change Justification* and edit the message

The dropdown toggles will enable specific responses to be selected by users when they edit adoptions



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

BNC ADOPTION & INSIGHTS

EVERYTOWN UNIVERSITY

Permissions And Settings

Update Permissions
Manage user access and permissions. To get started, search for individual users by name or email address.

Search by: NAME John [RESET]

Name	Email Address	Permissions ?	Read Only ?	Assignments ?
John Jones	Jjones@everytown.edu	TIER 1	<input type="checkbox"/>	
John Smith	Jsmith@everytown.edu	TIER 1	<input type="checkbox"/>	

Adoptions Due!
Your adoptions are overdue. Please contact your Bookstore Manager as soon as possible.

WE PRICE MATCH TO SAVE STUDENTS \$

- Against Amazon, BN.com & local competitors
- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

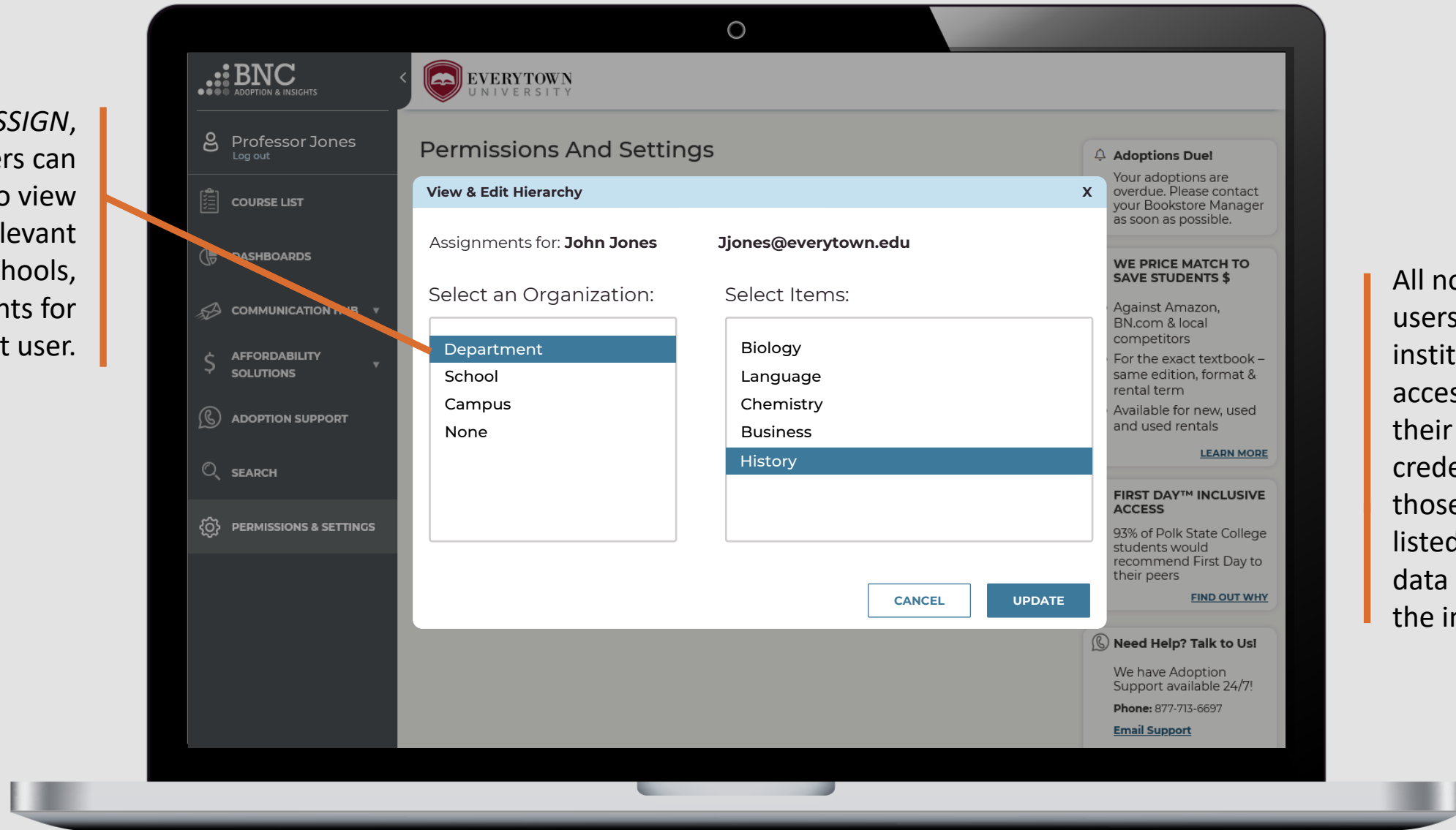
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Select the desired permissions level for each user with the dropdown menu

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.

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EVERYTOWN UNIVERSITY

Permissions And Settings

SITE INF... SITE SE... USER M... USER PERMISSIONS

Update Permissions

Manage user access and permissions. To get started, search for individual users by name or email address.

Search by: NAME John [RESET]

Name	Email Address	Permissions	Read Only	Assignments
John Jones	Jjones@everytown.edu	TIER 1	<input checked="" type="checkbox"/>	
John Smith	Jsmith@everytown.edu	TIER 1	<input type="checkbox"/>	

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

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