

Textbook Adoptions

This document will walk you through how to add textbooks to your courses. As we approach due dates for your textbooks adoptions, you will also receive email reminders with reference to our How-To documents for your convenience. Please do not hesitate to reach out to the Campus Store if you have any questions that arise.

How can I add textbooks to my course?

1. Our textbook adoption tool, Follett Discover, allows you to find and adopt course materials and can be accessed through your Moodle account by clicking the link on the lower left side that says, “**Follett Discover-View/Order your textbooks**”. You can also find a “Follett Discover – My Library” guide with screenshots, if you are unfamiliar with the process, in Faculty resources. Or you can also watch a demo video for helpful information: <http://follett.com/Discover/Login.cfm>.
2. Adoptions include coursepacks. Whether new or previously used, please submit the coursepack order form found on the Faculty resource page for each semester. Any other course materials (i.e. lab glasses, notebooks, etc.) that you cannot locate in Follett Discover can be emailed directly to the Campus Store textbook contact. For more information about coursepacks visit: <https://calvin.edu/offices-services/provost/resources/copyright-compliance-procedures/>.
3. Even if you are using no materials for your course, please contact the Campus Store so that we can update your course information.
4. If you would prefer not to use Follett Discover, please feel free to email or call with your adoptions to the Campus Store contact, or set up a time to meet.

If you are teaching a course at all for an upcoming semester, **we need to hear from you!** The earlier we know your adoptions for a course, the better value we can offer your students for their textbooks. You are also obligated by law to make course materials information available *before* students register for classes during Academic Advising. We would prefer adoption information at least **1 week prior** so we can finalize everything before registration (1 week prior to Fall Academic Advising for Interim/Spring courses and 1 week prior to Spring Academic Advising for Summer/Fall courses).

Tips for using Follett Discover

1. The fastest way to locate a specific title is to use the search icon in upper right corner and search by the **13-digit ISBN**. Once you have found the title, you will be prompted to select the course(s) and the usage. Adding books to My Library will ensure you can easily find the book again in the future, and books added to My Library can be adopted directly to your course.
2. There are three options for the Material Usage:
 - a. Required: Indicates students must obtain book for the course
 - b. Recommended: The use of this book is encouraged or optional, but will not be required for completion of the course
 - c. Choice: Only select this option if you have two or more books and students will be asked to choose 1 (or more) from the list, but not all.
3. Once a title is in “Status: Pending” you have successfully submitted it and the system is waiting on the textbook lead to process it. You are done!

FAQ

Q: If I have no course materials, do I need to do anything?

A: Yes! Please contact the Campus Store contact to let them know you need no course materials. Students will then know for sure their course does not require any materials.

Q: I had a coursepack I used last semester that hasn't changed, do I need to submit a coursepack order form?

A: Yes! If there is no new content then you do not need to include it in your submission, but we need to receive the order form in order to stock your coursepack for the new term.

Q: I added a textbook using Follett Discover but I see two entries for the same title, what happened?

A: This typically means the textbook you added offers an eBook edition, you will see this noted with an "e" symbol to the left of the book. Although it appears as two separate entries to you, when students go to order the book, it will simply appear as a purchasing option for the textbook.

Q: How do I make sure my students have access to the best value for their textbooks?

A: Giving us your adoptions early allows us to have first pick of the used books from our vendors and ensures we have enough time to get hard to find copies in store before the term begins. Earlier is always better!

Q: How can I see what my students see when they are ordering textbooks?

A: If you follow this link, <https://www.bkstr.com/calvinstore/shop/textbooks-and-course-materials>, you can select your course and view the titles assigned to the course. If anything looks incorrect, please feel free to contact the Campus Store.

Q: If I have a continuation course (one that directly flows from the previous term), do I need to adopt textbooks?

A: Yes, you will want to adopt the necessary textbooks for the course. We can easily do this for you and make a note for students that they should already have these materials from the previous term. Please contact us so we can make sure students are aware of the needed materials!

Thank you for your help in providing our students with the best value for their textbooks. Please do not hesitate to reach out to the Campus Store Contact if you have any questions, we are happy to answer them at any time!