

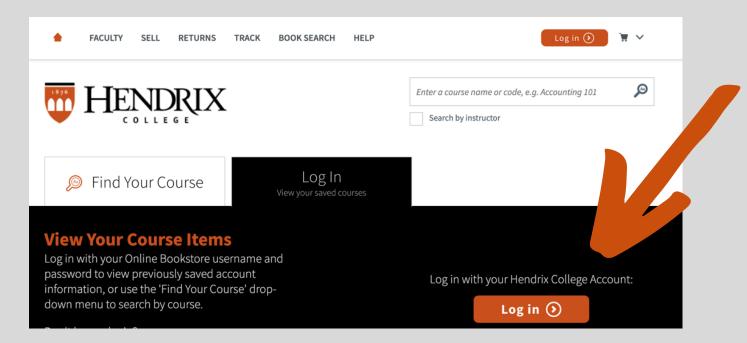
# **HENDRIX.TEXTBOOKX.COM**

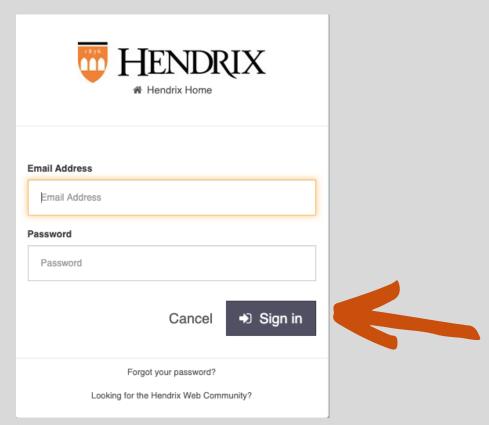
# Instructor & Administrator Course Materials Adoption Guide

The Adoptions & Analytics Portal is a software platform that makes the process of adopting textbooks/course materials easier and more efficient for the entire campus, as well as facilitating compliance with the HEOA.

#### 1. Visit the website:

Visit the Bookstore at Hendrix. Textbook X. com and log in with your Hendrix account to access the Adoption Portal.



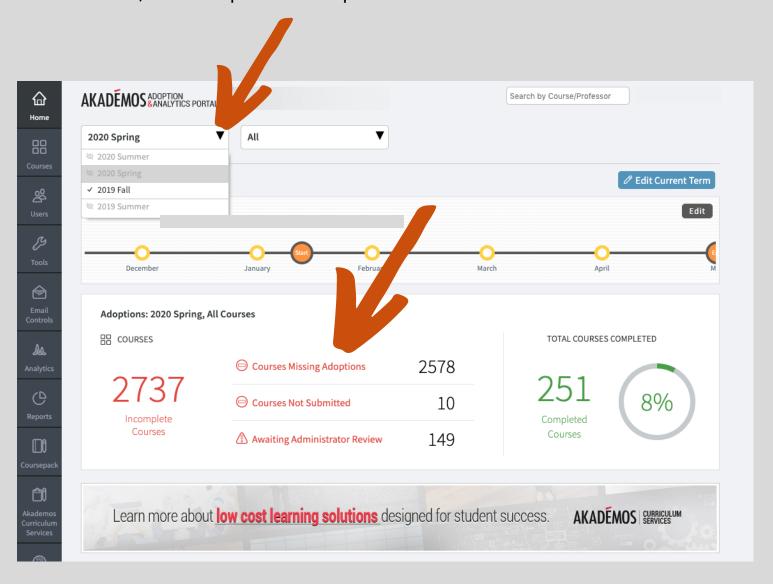


# 2. On the Home Page, review your assigned courses:

Once logged in, you will see a drop-down menu with the academic terms. Select the term you want to adopt for, and review the courses assigned to you for that term. All courses *Missing Adoptions* need to be completed.

\*The bookstore receives course information in real-time updates from your school. If you notice an error in what is listed, please let your Department Administrator know.

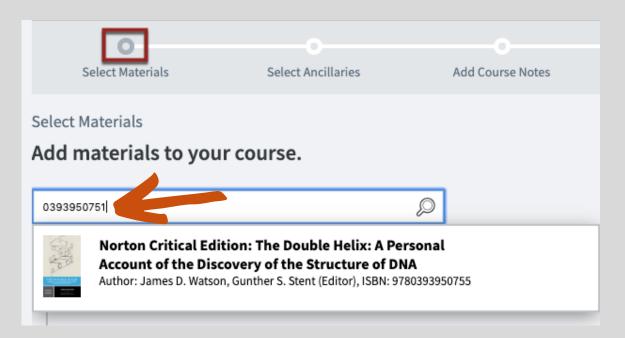
Once it is fixed, it will be updated in the portal within 24 hours.

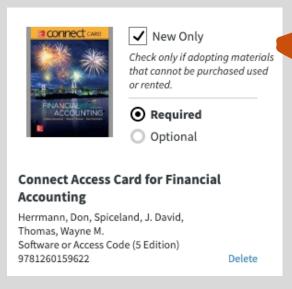


### 3. Add textbooks to your course:

Type in the ISBN you want to use, then select the item.

A pop-up will appear with full book details including pricing and edition alerts. Click "Adopt" to add it to your course.



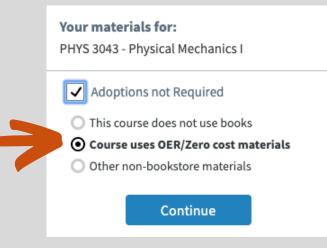


If your material must be purchased "new" (such as an access code or a consumable lab manual):

Select the check-box above the adoption that says "New Only".

If you do not require any material be purchased in your course, or if you use any free/open educational resources:

Select the check-box next to "Adoptions not Required," then select the reason why.



# 4. Coursepacks:

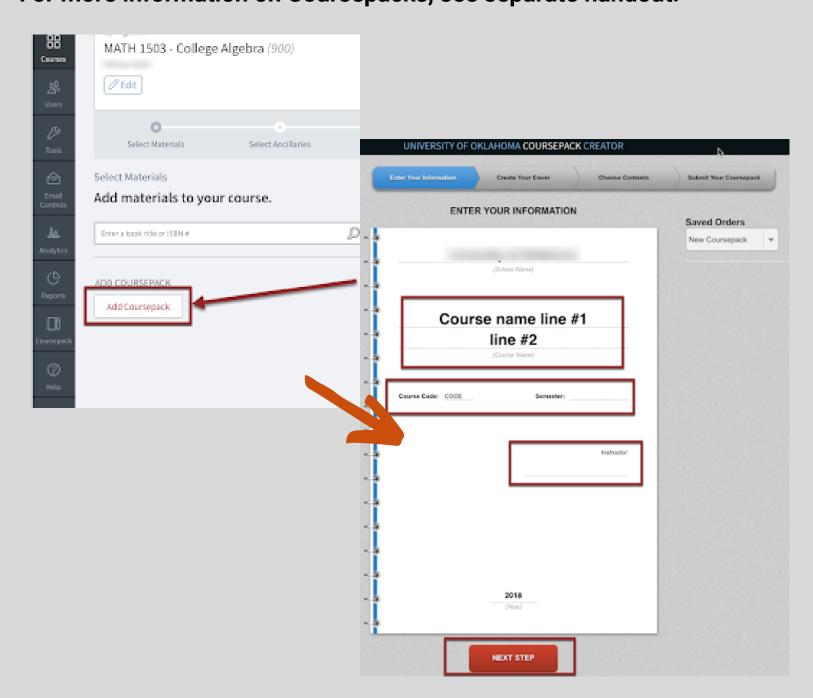
Akademos partners with CoursePacks etc. to create coursepacks.

Click the "Add Coursepack" button. You will be taken to the

CoursePack creation tool. Follow the on-screen process to create your

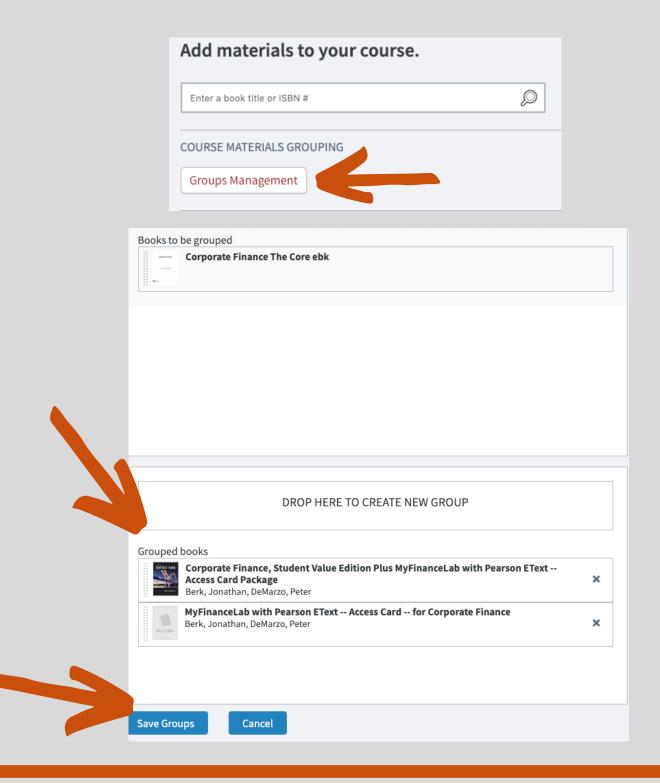
custom Coursepack and then add it to your course.

For more information on Coursepacks, see separate handout.



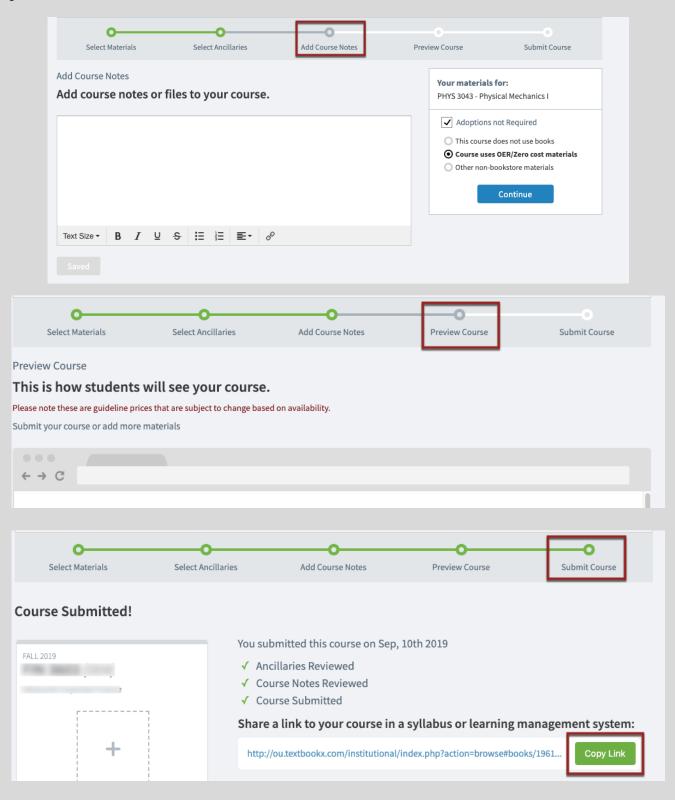
# **5. Group Different Options Together:**

If you would like to give students different options to purchase (for example: varying editions, or a book package vs. an access code with eBook), adopt the ISBNs, then select "Groups Management". In the popup window, drag and drop the books into groups and push "Save Groups". Students will be presented with a drop-down menu to choose from.



# 6. Add Course Notes, Preview, and Submit:

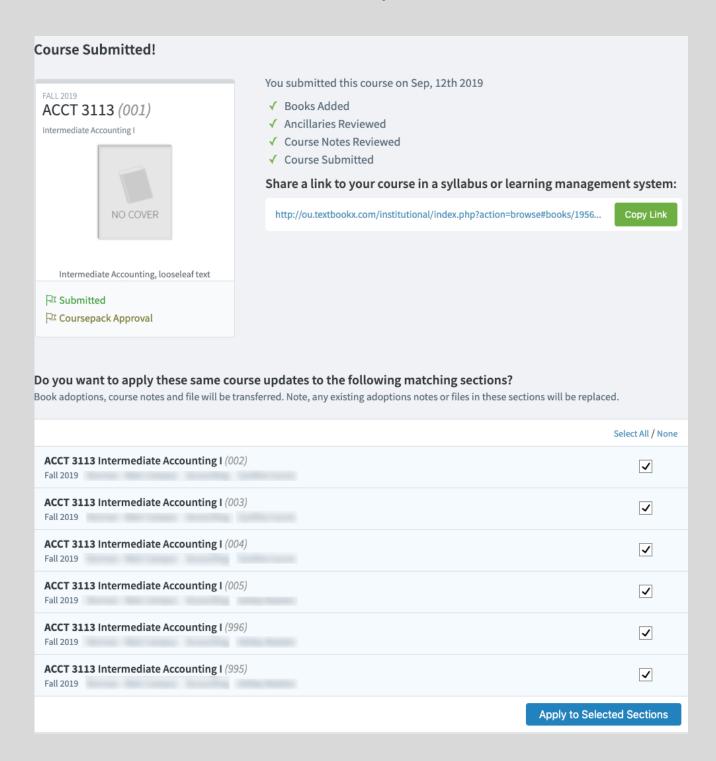
If you would like to add any notes for students to see, you can add them in "Course Notes" (don't forget to save), then "Preview" to see what students will see, then "Submit". Once it's submitted, you can copy the direct link to this course to share with students.



#### 7. Multi-Course Editor:

On the Submission Page, if you are teaching more than one section of a course (or if you have administrative access to the entire department), it will allow you to apply the same adoption to those courses.

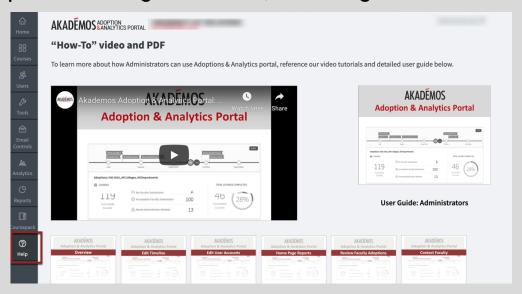
Books, course notes, and files will be updated.



# **Instructor & Admin Help:**

# **Help Videos:**

When you're logged in as a faculty, and click the "help" page, you'll find a wealth of help and training resources, including videos.



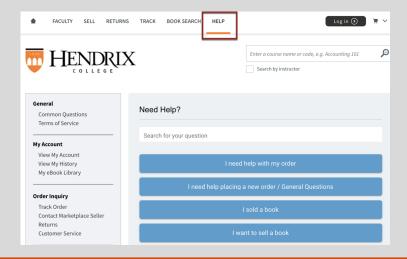
# **Contact your Akademos Account Manager:**

Britt McDermitt: bmcdermitt@akademos.com

# **Student Support Services:**

Students should not contact your account manager, but should be directed to our Help Page in the bookstore for personal assistance with our custom service team.

Customer Service is available to students 24/7 during textbook ordering seasons and can also be reached by phone at 800-887-6459.

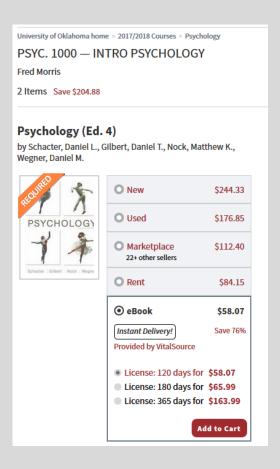


## **Bookstore Benefits for Students:**

- Students log in to see a personalized page showing only the courses they registered for and their corresponding course materials.
- Students can select from a variety of textbook formats including new, used, eBook, and rental.
- The online bookstore offers an integrated peer-to- peer marketplace, where students can save an average of 60% off list price.
- Buyback opportunities.
- Price Match Guarantee on all new books.
- Free shipping offers on most orders (not including Marketplace items).
- A dedicated customer service team (24/7 during peak ordering seasons).

# **Bookstore Benefits for Faculty:**

- Robust platform: The portal offers a search engine with over 14 million titles, real-time pricing, availability information, and new edition or reprint notifications.
- Course History: Previously used textbooks will display for easy re-selection.
- Easy selection for all sections of large courses: After submitting information for one section of a course, all course materials can be copied over to all other sections.
- No course materials/Open Educational Resources: If a course doesn't use textbooks, or uses OER materials, it can be marked as such in the portal and will display to students.
- Access to the portal: The adoption portal allows different levels of access to faculty, course coordinators, chairs, and support staff, depending on the needs of each school.
- Analytics (screenshot to the right): access to insight on students' course material purchases
- Coursepack services for faculty to create lowcost, highly-tailored course materials.



Course ↓	Enrolled	Purchasing	(As %)
CHEM 1315 002	299	104	35%
CHEM 1315 003	261	113	43%
CHEM 1315 004	140	63	45%
CHEM 1315 005	136	46	34%
CHEM 1315 011	24	10	42%
CHEM 1315 012	24	10	42%
CHEM 1315 013	23	8	35%
CHEM 1315 014	23	12	52%
CHEM 1315 015	25	12	48%