



HENDRIX
COLLEGE

[HENDRIX.TEXTBOOKX.COM](https://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.TextbookX.com and log in with your Hendrix account to access the Adoption Portal.

FACULTY SELL RETURNS TRACK BOOK SEARCH HELP Log in

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Enter a course name or code, e.g. Accounting 101

Search by instructor

Find Your Course

Log In
View your saved courses

View Your Course Items
Log in with your Online Bookstore username and password to view previously saved account information, or use the 'Find Your Course' drop-down menu to search by course.

Log in with your Hendrix College Account:
Log in

HENDRIX
Hendrix Home

Email Address

Password

Cancel Sign in

Forgot your password?
Looking for the Hendrix Web Community?

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.

Adoptions: 2020 Spring, All Courses

COURSES	Count
2737 Incomplete Courses	2578 Courses Missing Adoptions
	10 Courses Not Submitted
	149 Awaiting Administrator Review

TOTAL COURSES COMPLETED

251
Completed Courses

8%

Learn more about **low cost learning solutions** designed for student success. **AKADÉMOS CURRICULUM SERVICES**

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.

Select Materials

Select Ancillaries

Add Course Notes

Select Materials

Add materials to your course.

0393950751

Norton Critical Edition: The Double Helix: A Personal Account of the Discovery of the Structure of DNA
Author: James D. Watson, Gunther S. Stent (Editor), ISBN: 9780393950755

New Only
Check only if adopting materials that cannot be purchased used or rented.

Required
 Optional

Connect Access Card for Financial Accounting
Herrmann, Don, Spiceland, J. David, Thomas, Wayne M.
Software or Access Code (5 Edition)
9781260159622

Delete

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.

Your materials for:
PHYS 3043 - Physical Mechanics I

Adoptions not Required
 This course does not use books
 Course uses OER/Zero cost materials
 Other non-bookstore materials

Continue

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.

The image shows a two-part screenshot of the CoursePack creation tool. The left part shows a course page for 'MATH 1503 - College Algebra (900)' with an 'Add Coursepack' button highlighted in a red box. A red arrow points from this button to the right part of the screenshot. The right part shows the 'UNIVERSITY OF OKLAHOMA COURSEPACK CREATOR' interface. It features a progress bar with four steps: 'Enter Your Information' (active), 'Create Your Cover', 'Choose Contents', and 'Submit Your Coursepack'. Below the progress bar is a form titled 'ENTER YOUR INFORMATION' with fields for 'School Name', 'Course name line #1 line #2' (with a red box around the text), 'Course Code: CODE' and 'Semester', 'Instructor', and '2018' (with a red box around the text). A 'NEXT STEP' button is at the bottom. On the right side, there is a 'Saved Orders' section with a 'New Coursepack' dropdown menu. A large orange arrow points from the 'Add Coursepack' button in the left screenshot to the 'ENTER YOUR INFORMATION' form in the right screenshot.


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.


Add materials to your course.



COURSE MATERIALS GROUPING



Groups Management 


Books to be grouped

 **Corporate Finance The Core ebk**

DROP HERE TO CREATE NEW GROUP

Grouped books

	Corporate Finance, Student Value Edition Plus MyFinanceLab with Pearson EText -- Access Card Package Berk, Jonathan, DeMarzo, Peter	×
	MyFinanceLab with Pearson EText -- Access Card -- for Corporate Finance Berk, Jonathan, DeMarzo, Peter	×

 **Save Groups** **Cancel**

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.

The screenshot shows a progress bar at the top with five steps: 'Select Materials', 'Select Ancillaries', 'Add Course Notes', 'Preview Course', and 'Submit Course'. The 'Add Course Notes' step is highlighted with a red box. Below the progress bar, the main heading is 'Add Course Notes' with the instruction 'Add course notes or files to your course.' There is a large empty text area for notes. Below the text area is a rich text editor toolbar with options for text size, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and link. A 'Saved' button is located at the bottom left. On the right side, there is a box titled 'Your materials for:' with the course name 'PHYS 3043 - Physical Mechanics I'. It contains three radio button options: 'Adoptions not Required' (checked), 'This course does not use books', and 'Course uses OER/Zero cost materials'. A 'Continue' button is at the bottom of this box.

The screenshot shows the 'Preview Course' step, which is highlighted with a red box in the progress bar. The heading is 'Preview Course' with the instruction 'This is how students will see your course.' Below this, there is a note: 'Please note these are guideline prices that are subject to change based on availability.' and the text 'Submit your course or add more materials'. A browser window mockup is shown below, displaying a search bar and navigation icons.

The screenshot shows the 'Course Submitted!' confirmation screen. The progress bar at the top has five steps: 'Select Materials', 'Select Ancillaries', 'Add Course Notes', 'Preview Course', and 'Submit Course'. The 'Submit Course' step is highlighted with a red box. The main heading is 'Course Submitted!' with the text 'You submitted this course on Sep, 10th 2019'. Below this, there are three green checkmarks indicating: 'Ancillaries Reviewed', 'Course Notes Reviewed', and 'Course Submitted'. The instruction 'Share a link to your course in a syllabus or learning management system:' is followed by a text input field containing the URL 'http://ou.textbookx.com/institutional/index.php?action=browse#books/1961...' and a 'Copy Link' button, which is highlighted with a red box. On the left, there is a preview window showing a course page for 'FALL 2019' with a dashed box and a plus sign indicating where to add more content.


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.

Course Submitted!

FALL 2019
ACCT 3113 (001)
Intermediate Accounting I



Intermediate Accounting, looseleaf text

Submitted
 Coursepack Approval

You submitted this course on Sep, 12th 2019

- ✓ Books Added
- ✓ Ancillaries Reviewed
- ✓ Course Notes Reviewed
- ✓ Course Submitted

Share a link to your course in a syllabus or learning management system:

<http://ou.textbookx.com/institutional/index.php?action=browse#books/1956...> Copy Link

Do you want to apply these same course updates to the following matching sections?
Book adoptions, course notes and file will be transferred. Note, any existing adoptions notes or files in these sections will be replaced.

Select All / None

ACCT 3113 Intermediate Accounting I (002) Fall 2019	<input checked="" type="checkbox"/>
ACCT 3113 Intermediate Accounting I (003) Fall 2019	<input checked="" type="checkbox"/>
ACCT 3113 Intermediate Accounting I (004) Fall 2019	<input checked="" type="checkbox"/>
ACCT 3113 Intermediate Accounting I (005) Fall 2019	<input checked="" type="checkbox"/>
ACCT 3113 Intermediate Accounting I (996) Fall 2019	<input checked="" type="checkbox"/>
ACCT 3113 Intermediate Accounting I (995) Fall 2019	<input checked="" type="checkbox"/>

Apply to Selected Sections

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.

The screenshot shows the Akademos Adoption & Analytics Portal interface. On the left is a vertical navigation menu with icons for Home, Courses, Users, Tools, Email Controls, Analytics, Reports, Coursepack, and Help (which is highlighted with a red box). The main content area is titled "How-To" video and PDF. It includes a video player for "Akademos Adoption & Analytics Portal: Adoption & Analytics Portal" and a PDF titled "User Guide: Administrators". Below these are several summary cards for various portal features like Overview, Edit Timeline, Edit User Accounts, Home Page Reports, Review Faculty Adoptions, and Contact Faculty.

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.

The screenshot shows the Hendrix College bookstore website. The top navigation bar includes links for Faculty, Sell, Returns, Track, Book Search, and Help (highlighted with a red box). Below the navigation is the Hendrix College logo and a search bar. The main content area is titled "Need Help?" and features a search input field and four blue buttons: "I need help with my order", "I need help placing a new order / General Questions", "I sold a book", and "I want to sell a book". A sidebar on the left lists categories like General, My Account, and Order Inquiry with sub-links.

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).

University of Oklahoma home > 2017/2018 Courses > Psychology

PSYC. 1000 — INTRO PSYCHOLOGY

Fred Morris

2 Items Save \$204.88

Psychology (Ed. 4)
by Schacter, Daniel L., Gilbert, Daniel T., Nock, Matthew K., Wegner, Daniel M.

- New \$244.33
- Used \$176.85
- Marketplace \$112.40
22+ other sellers
- Rent \$84.15

eBook \$58.07

Instant Delivery! Save 76%

Provided by VitalSource

- License: 120 days for **\$58.07**
- License: 180 days for **\$65.99**
- License: 365 days for **\$163.99**

[Add to Cart](#)

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 low-cost, highly-tailored course materials.

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