



BNC Adoption & Insights Portal

Faculty 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.

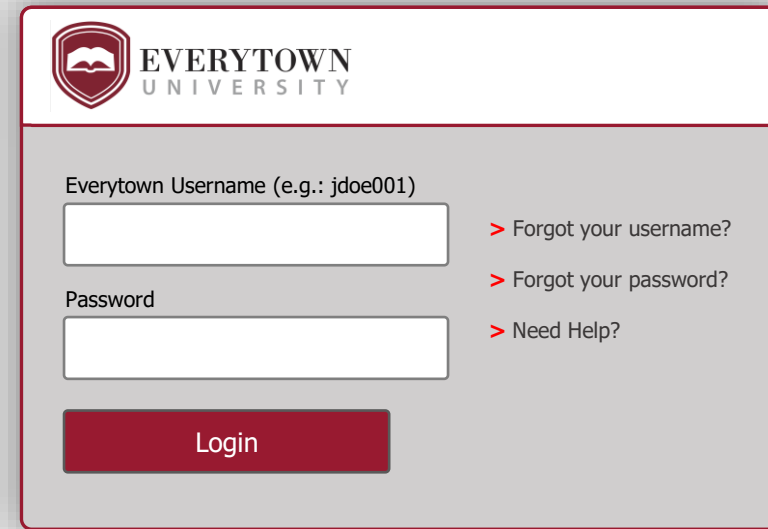
With AIP, faculty and staff can easily manage and submit course material adoptions each term.

Getting Started with AIP



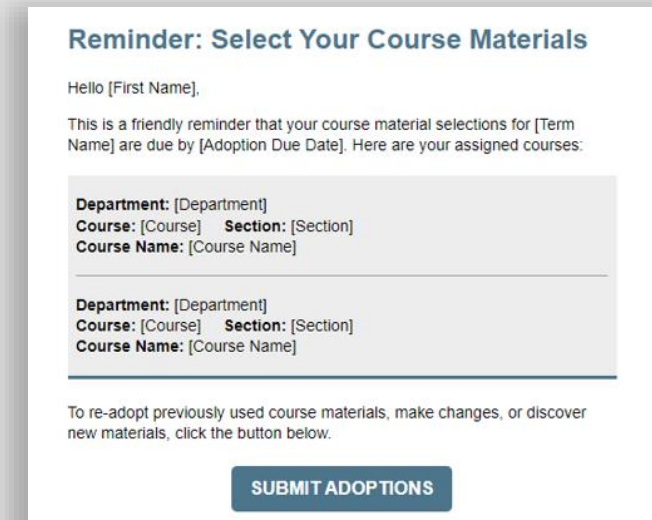
How do I log in?

- 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



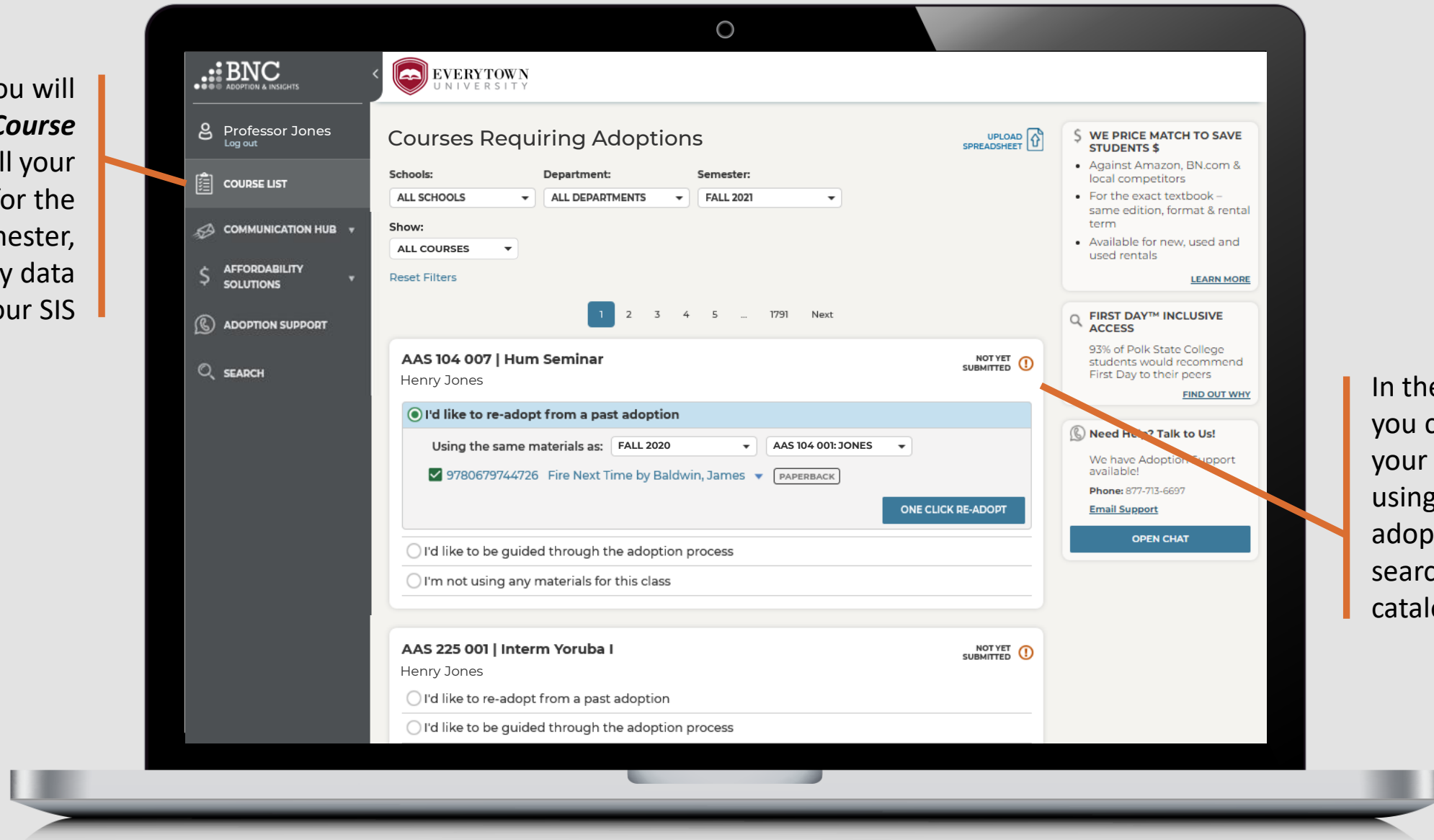
The login form for Everytown University features a header with the university's logo and name. Below this, there are two input fields: 'Everytown Username (e.g.: jdoe001)' and 'Password'. To the right of these fields are three links: '> Forgot your username?', '> Forgot your password?', and '> Need Help?'. A red 'Login' button is positioned below the password field.

Note: this is an example and only for illustrative purposes



The email template is titled 'Reminder: Select Your Course Materials'. It begins with a greeting 'Hello [First Name],'. The main body text states: 'This is a friendly reminder that your course material selections for [Term Name] are due by [Adoption Due Date]. Here are your assigned courses:'. Below this, there are two identical blocks of course information, each containing 'Department: [Department]', 'Course: [Course] Section: [Section]', and 'Course Name: [Course Name]'. At the bottom, a note says: 'To re-adopt previously used course materials, make changes, or discover new materials, click the button below.' A blue button labeled 'SUBMIT ADOPTIONS' is located at the bottom right.

As faculty, you will land on the **Course List** and see all your courses for the term/semester, powered by data from your SIS

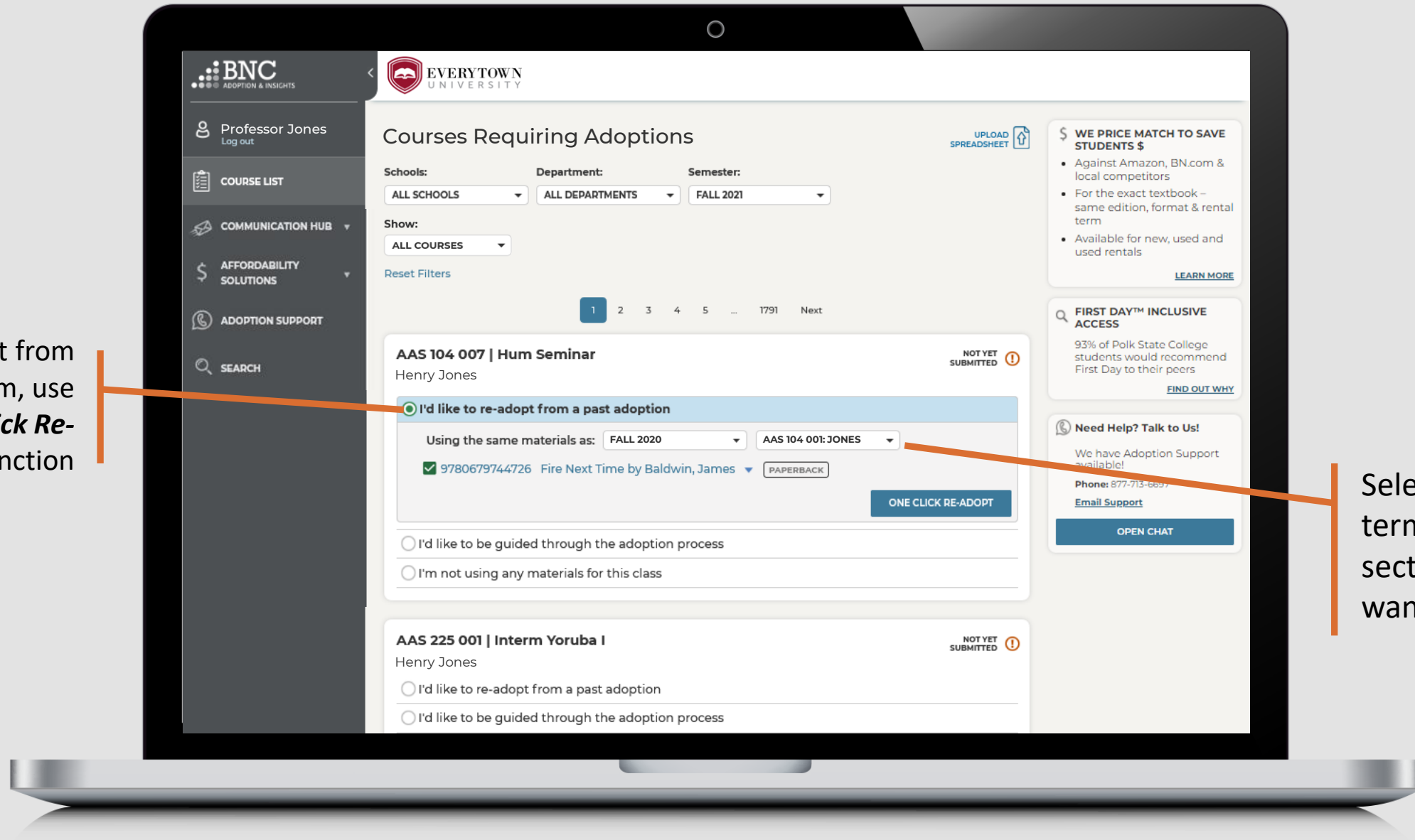


In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.

One Click Re-Adopt



To Re-Adopt from a past term, use the **One Click Re-Adopt** function



Select which term and section you want to use

Deselect any
materials you
don't want to
Re-adopt

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Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

EVERYTOWN UNIVERSITY

Courses Requiring Adoptions

UPLOAD SPREADSHEET

Schools: ALL SCHOOLS **Department:** ALL DEPARTMENTS **Semester:** FALL 2021

Show: ALL COURSES

[Reset Filters](#)

1 2 3 4 5 ... 1791 Next

AAS 104 007 | Hum Seminar NOT YET SUBMITTED

Henry Jones

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

Using the same materials as: FALL 2020 AAS 104 001: JONES

☒ 9780679744726 Fire Next Time by Baldwin, James PAPERBACK

ONE CLICK RE-ADOPT

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

☐ I'm not using any materials for this class

AAS 225 001 | Interm Yoruba I NOT YET SUBMITTED

Henry Jones

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

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

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!

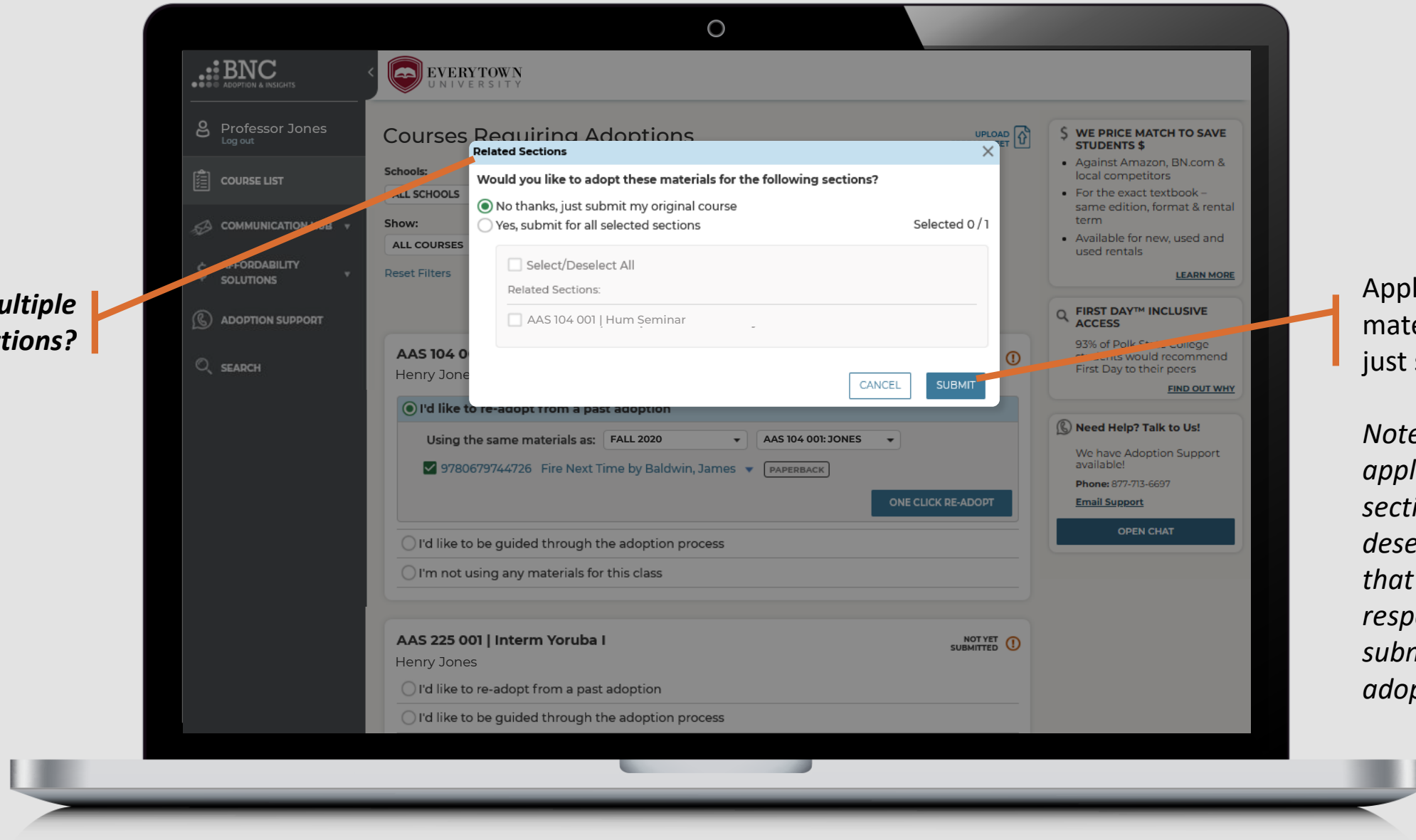
We have Adoption Support available!

Phone: 877-713-6697

[Email Support](#)

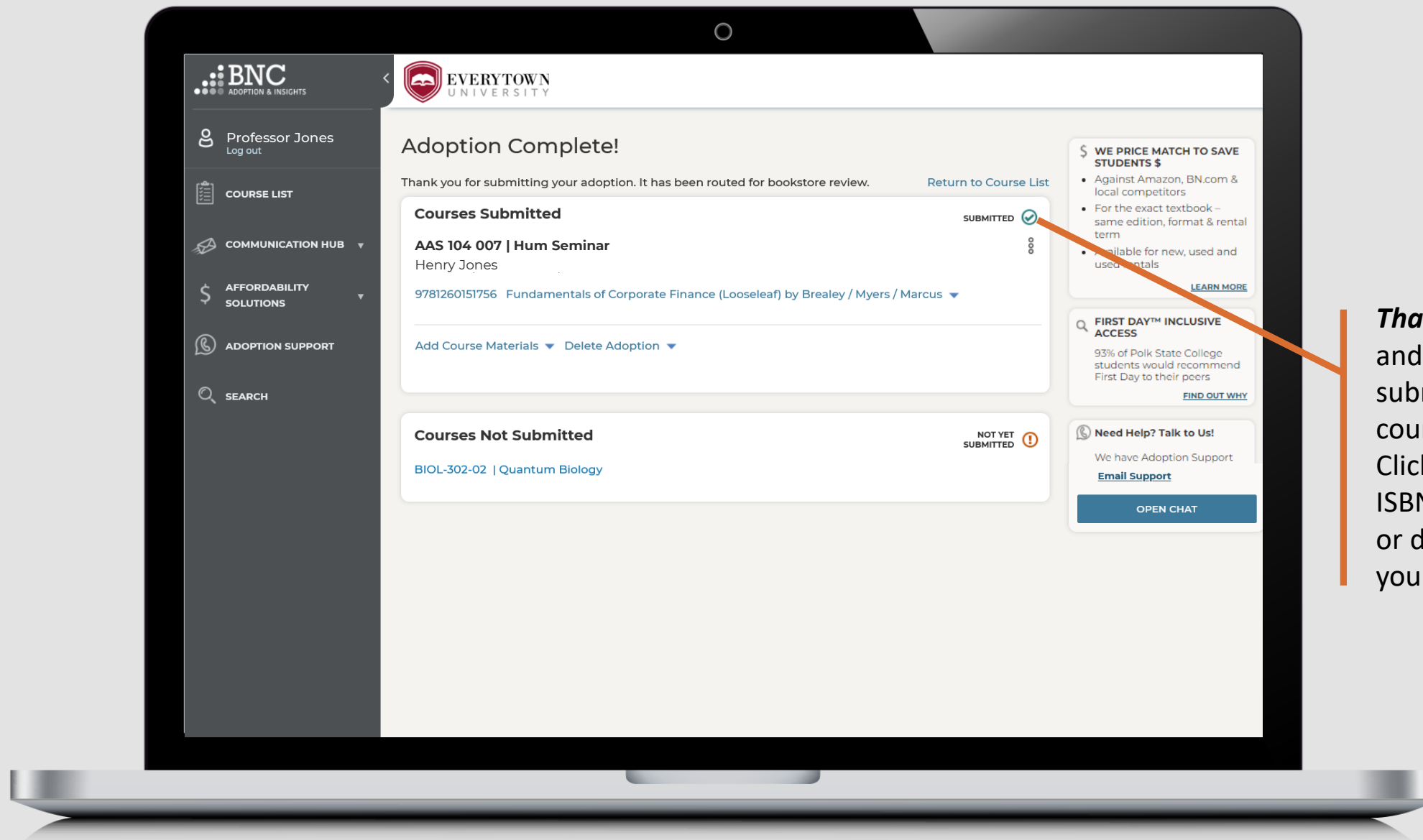
OPEN CHAT

Teaching multiple sections?



Apply your course materials to all or just submit one

Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions

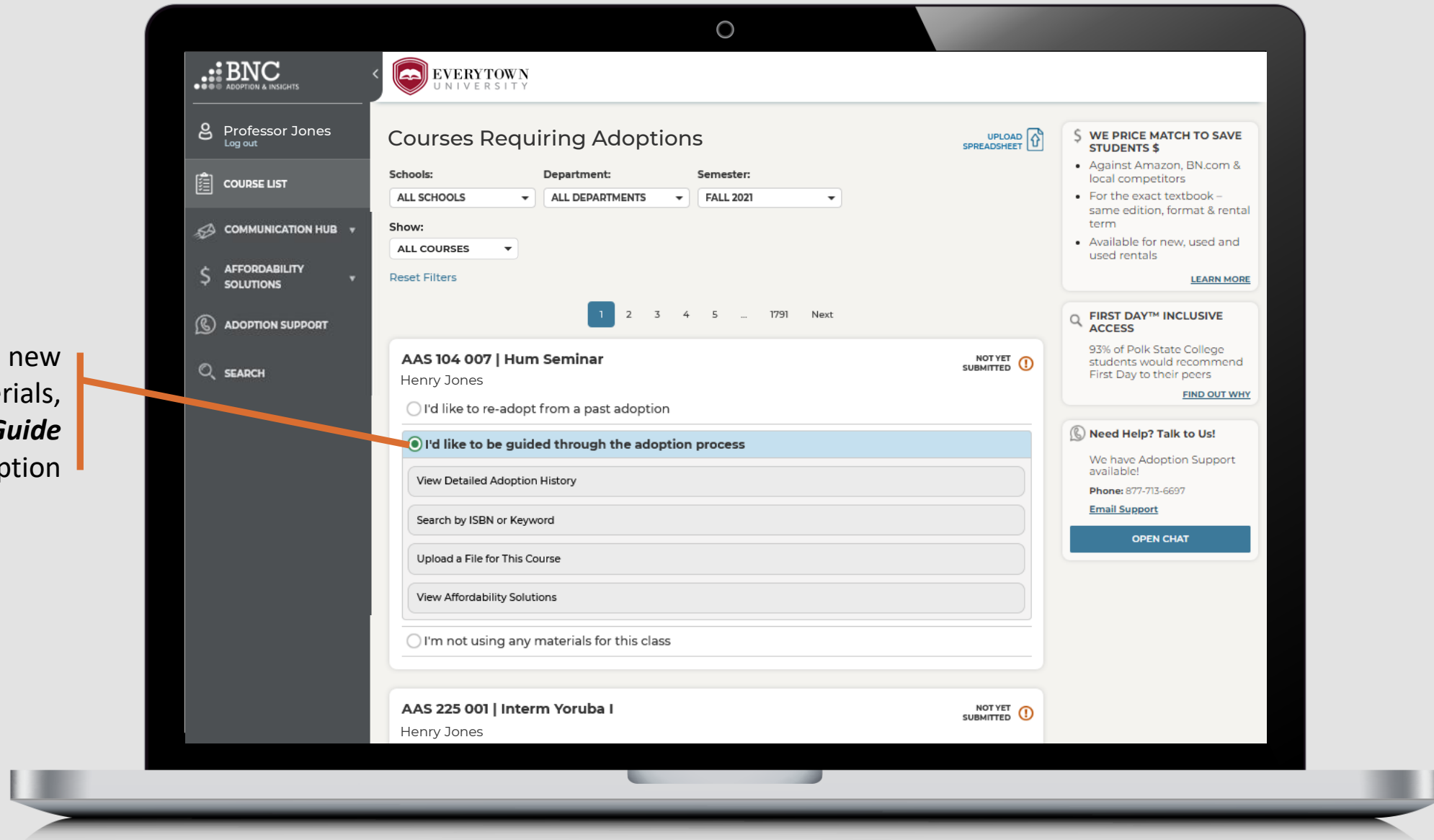


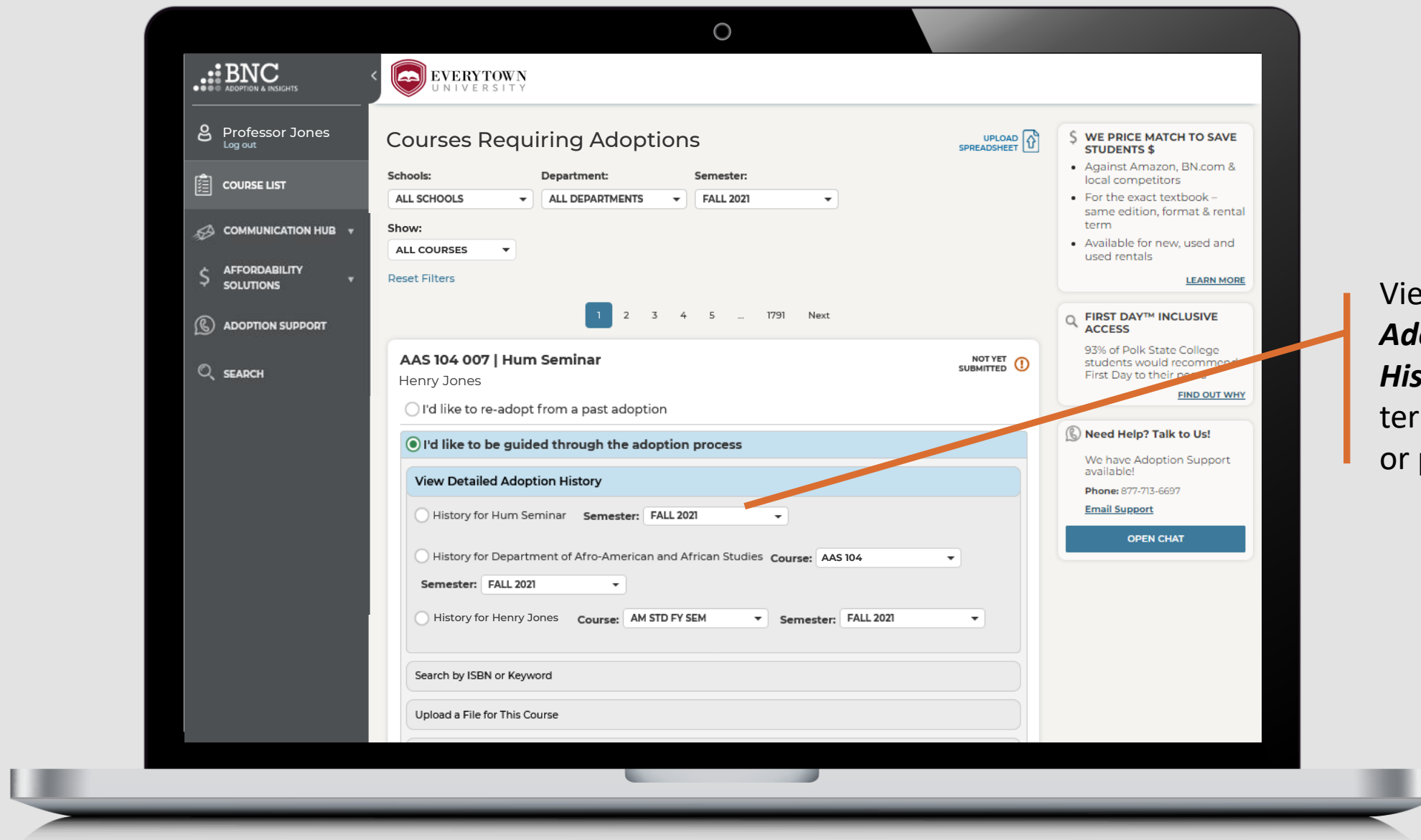
That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

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 to the bookstore

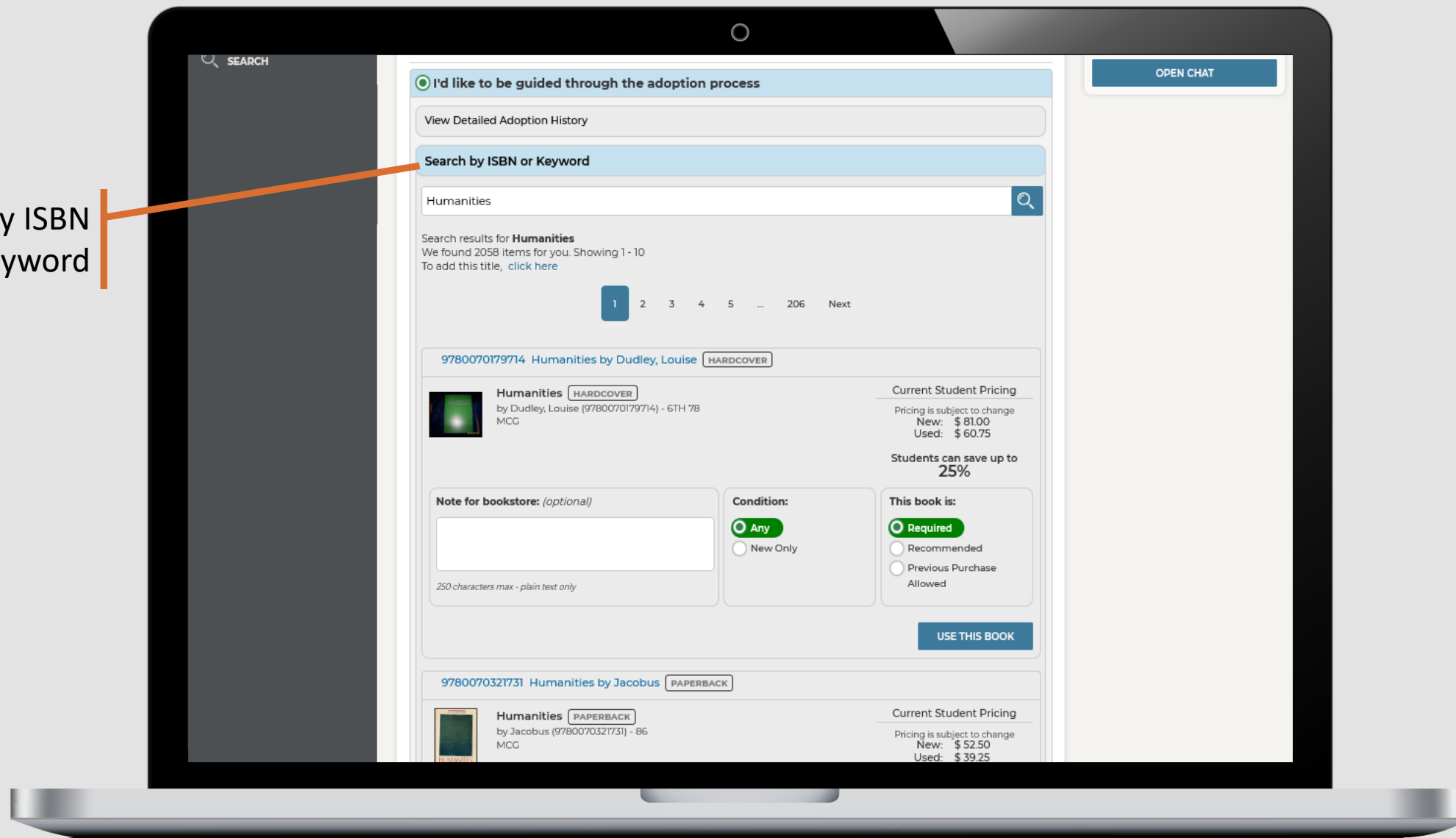
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

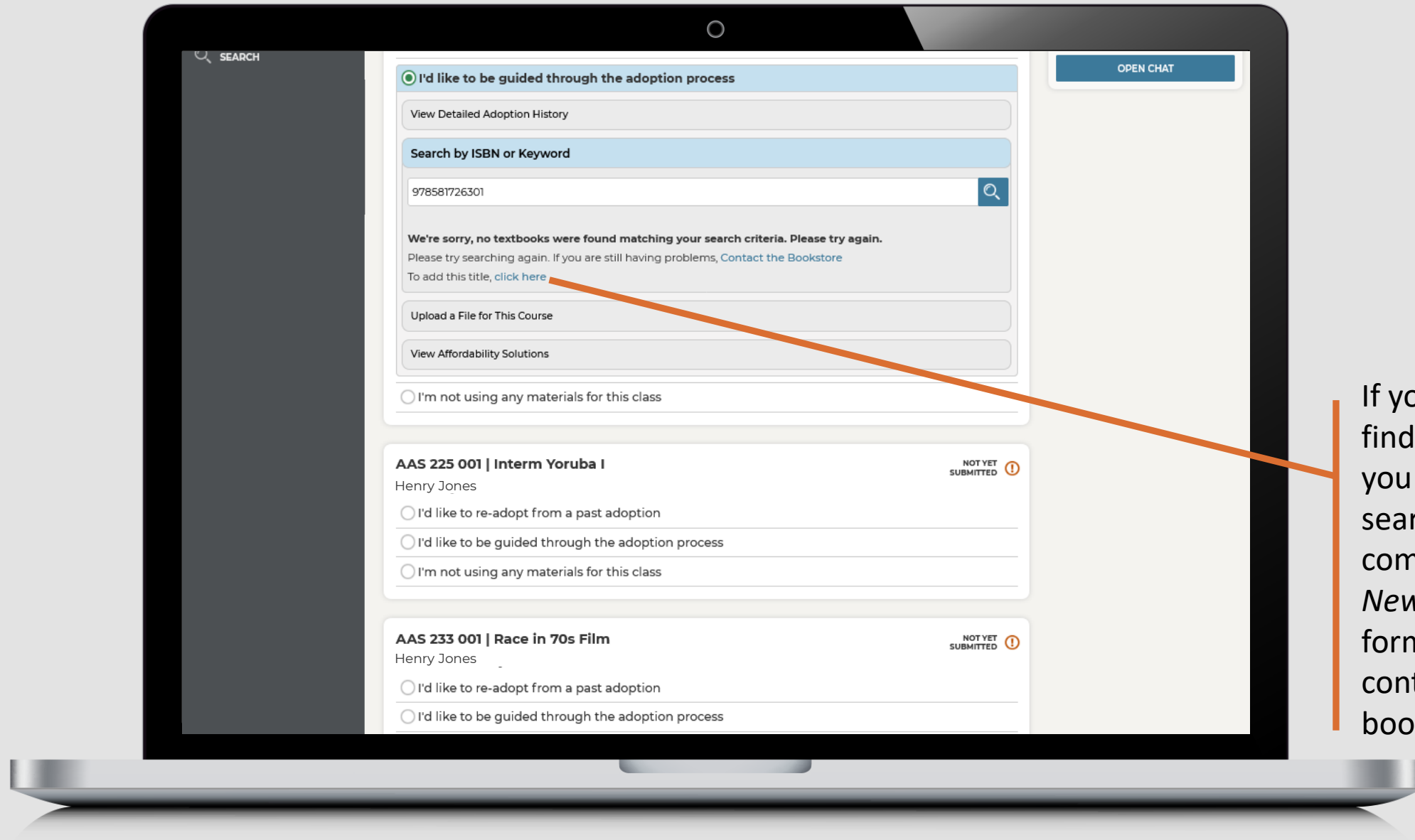
View textbook summary, pricing for students, and savings

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

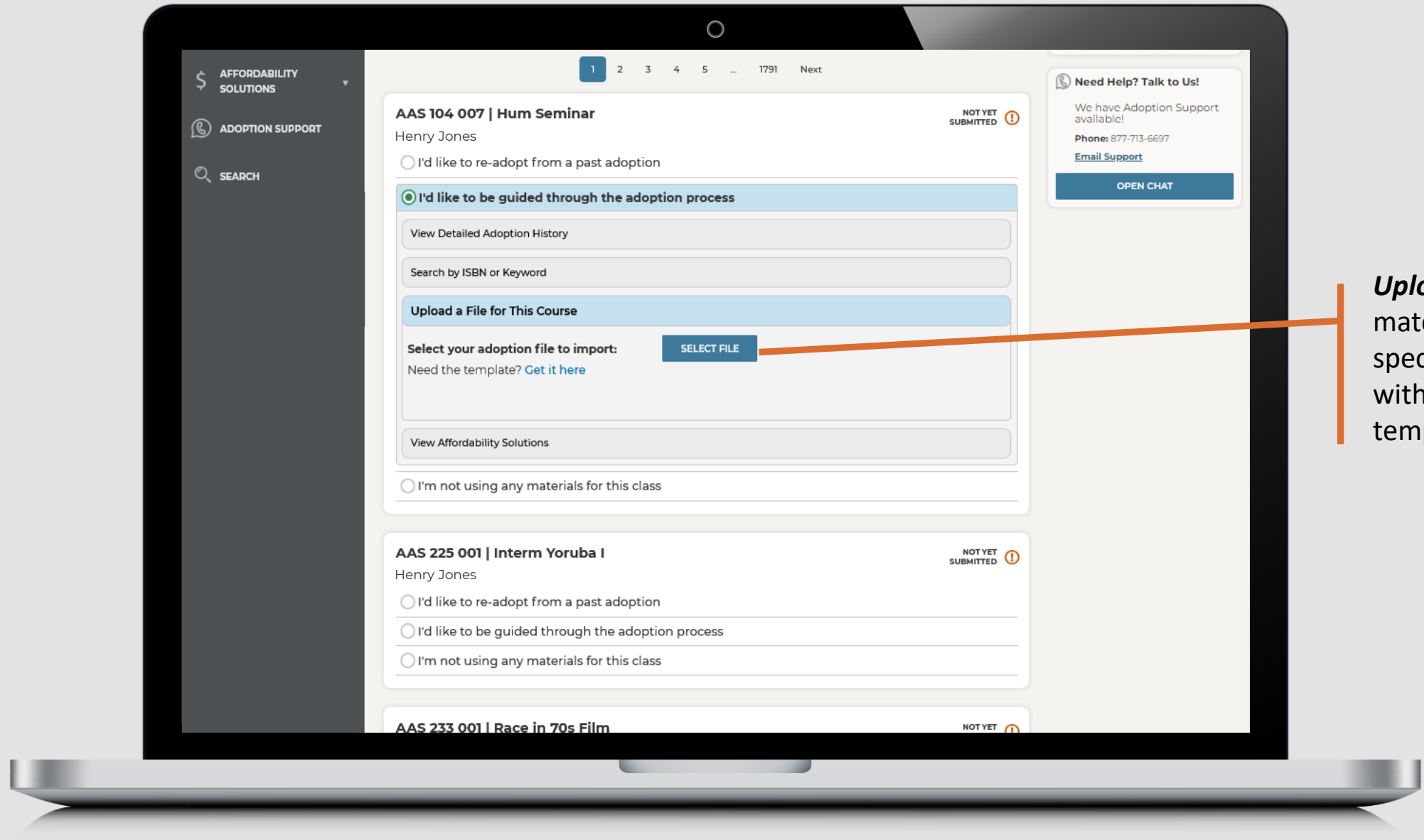
The screenshot displays the BNC Adoption & Insights website interface. At the top, there are two radio buttons: "I'd like to re-adopt from a past adoption" and "I'd like to be guided through the adoption process", with the latter selected. Below this is a section titled "View Detailed Adoption History" with a dropdown menu set to "FALL 2021". A list of books is shown, including "Arabs and Muslims in the Media by Alsultany, Evelyn", "Fire Next Time by Baldwin, James", and "Purpose of Power by Garza, Alicia". The "Purpose of Power" book is highlighted, showing its cover, title, author, and a "Summary" link. To the right of this book, the "Current Student Pricing" is displayed: "Pricing is subject to change", "New: \$27.00", "Used: \$20.25", and "Students can save up to 25%". Below the book list, there are three input fields: "Note for bookstore: (optional)" with a 250-character limit, "Condition:" with radio buttons for "Any" (selected) and "New Only", and "This book is:" with radio buttons for "Required" (selected) and "Recommended". At the bottom right, there is a blue button labeled "ADD TO COURSE". In the top right corner, there is a link for "Email Support" and a button for "OPEN CHAT".

Search by ISBN
or Keyword

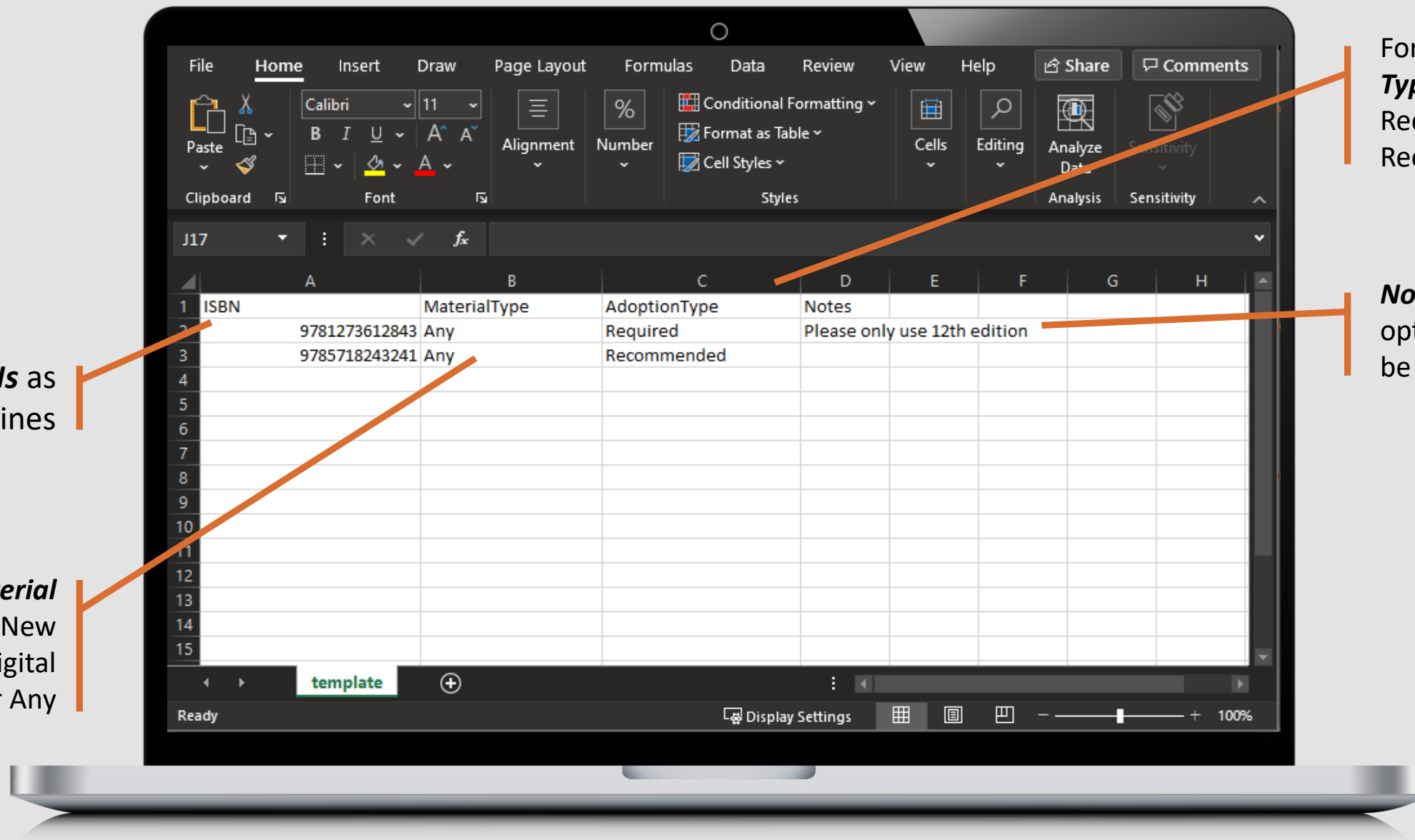




If you can't find the ISBN you are searching for, complete the *New Title Add* form here or contact the bookstore



Upload adoption materials for this specific section with an easy template



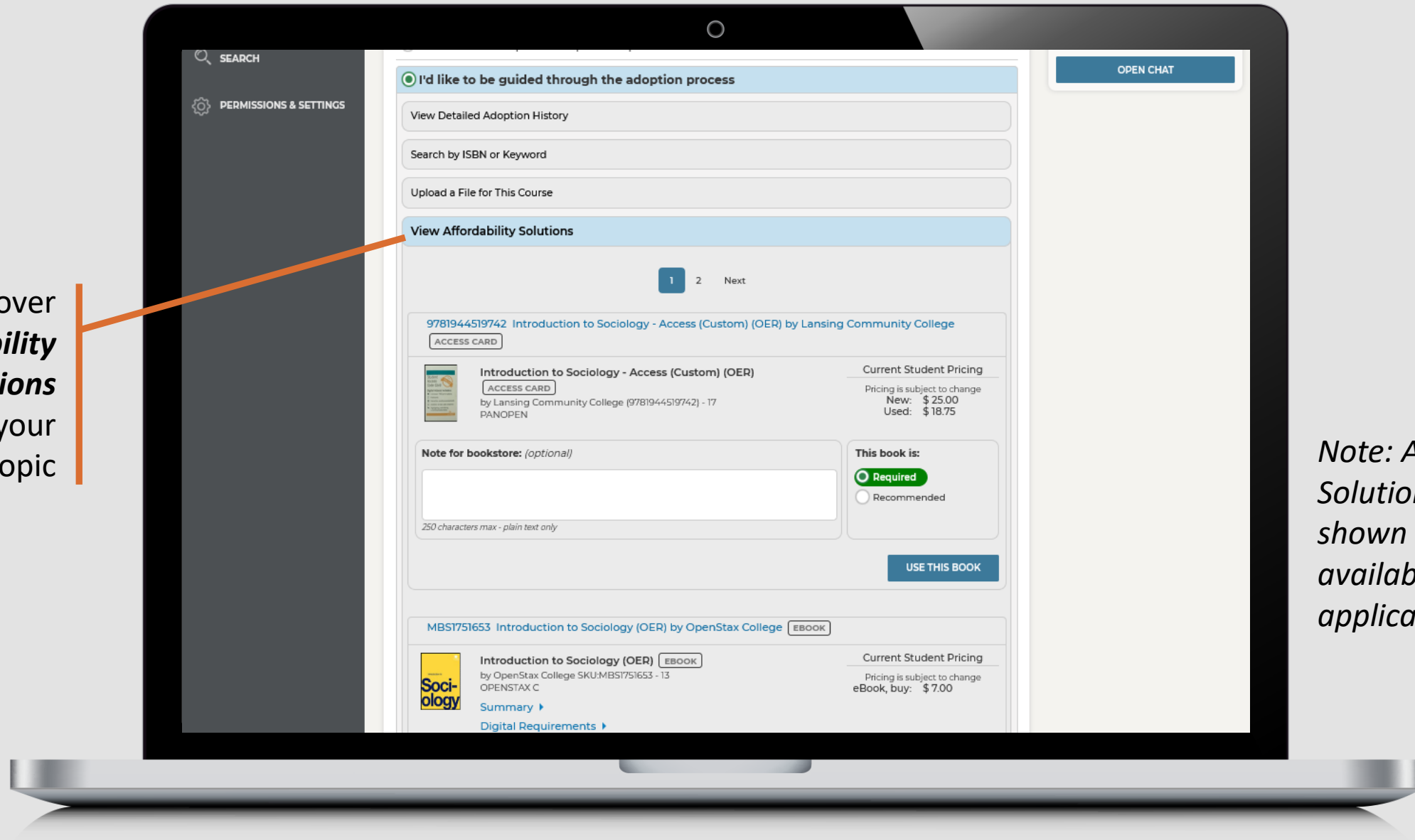
Enter **ISBNs** as separate lines

For **Material Type**, enter New Only, Digital Only, or Any

For **Adoption Type**, enter Required or Recommended

Notes are optional and can be left blank

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



*Note: Affordability
Solutions are
shown based on
availability and
applicable subjects*

If you do not wish to use any materials, click the **No Materials** option

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Professor Jones
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

EVERYTOWN UNIVERSITY

Courses Requiring Adoptions

UPLOAD SPREADSHEET

Schools: ALL SCHOOLS **Department:** ALL DEPARTMENTS **Semester:** FALL 2021

Show: ALL COURSES

[Reset Filters](#)

1 2 3 4 5 ... 1791 Next

AAS 104 007 | Hum Seminar NOT YET SUBMITTED

Henry 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](#)

AAS 225 001 | Interm Yoruba I NOT YET SUBMITTED

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[FIND OUT WHY](#)

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Email Support

[OPEN CHAT](#)

If you are using an **OER**, let us know by clicking on the toggle

Editing an Adoption



On the *Course List* page, navigate to your *Submitted Courses*

BNC
ADOPTION & INSIGHTS

EVERYTOWN UNIVERSITY

Courses Requiring Adoptions

[UPLOAD SPREADSHEET](#)

Schools: ALL SCHOOLS **Department:** ALL DEPARTMENTS **Semester:** FALL 2021

Show: SUBMITTED COURSES [Reset Filters](#)

1 2 3 4 5 ... 478 Next

AAS 103 001 | Soc Sci Sem SUBMITTED ✓

Henry Jones

9781588269256 Women, Islam, and Resistance in the Arab World by Holt, Maria / Jawad, Haifaa [HARDCOVER](#)

[Add Course Materials](#) [Delete Adoption](#)

AAS 103 002 | Soc Sci Sem SUBMITTED ✓

Henry Jones

9781588269256 Women, Islam, and Resistance in the Arab World by Holt, Maria / Jawad, Haifaa [HARDCOVER](#)

[Add Course Materials](#) [Delete Adoption](#)

AAS 103 003 | Soc Sci Sem SUBMITTED ✓

Henry Jones

9781588269256 Women, Islam, and Resistance in the Arab World by Holt, Maria / Jawad, Haifaa [HARDCOVER](#)

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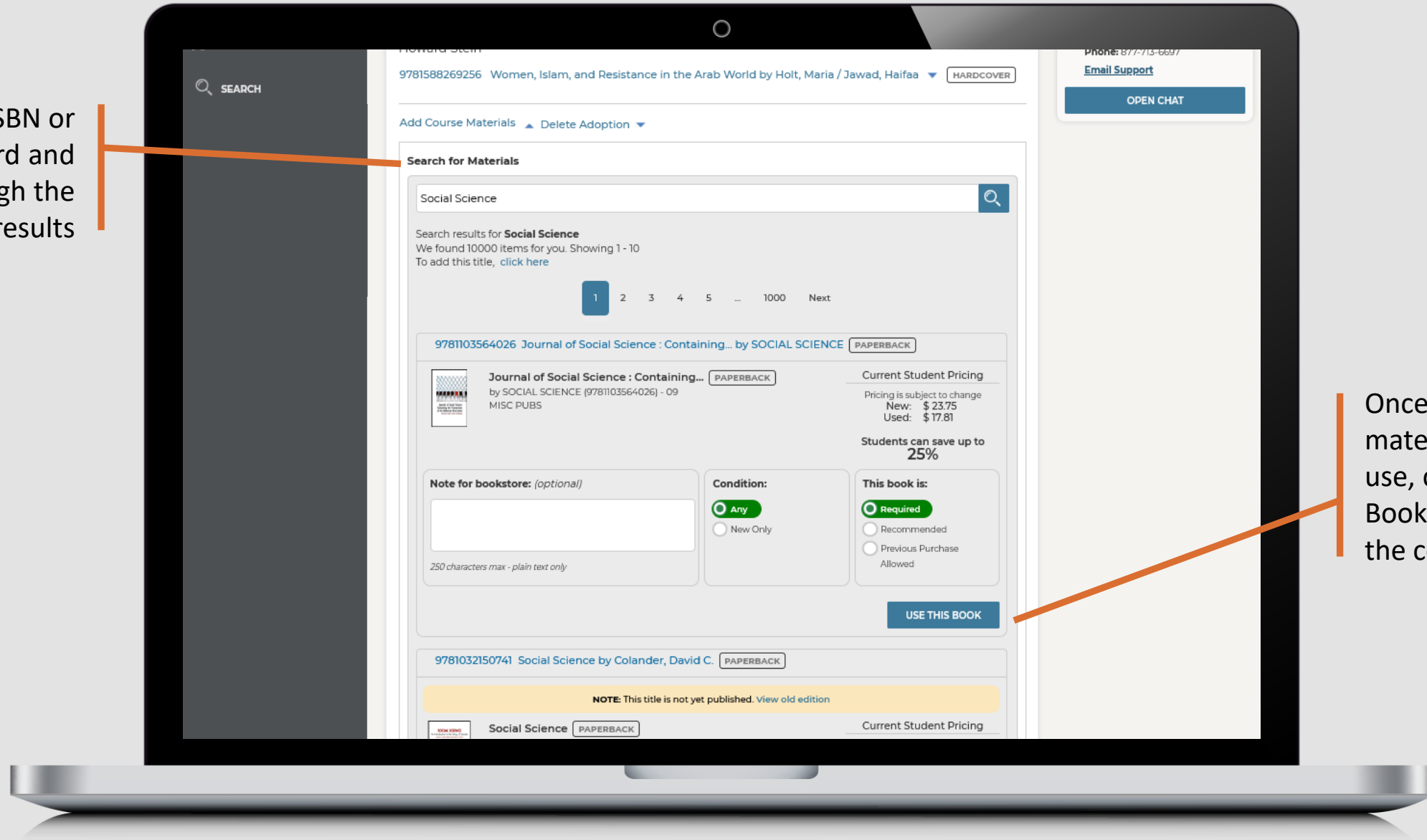
Phone: 877-713-6697

[Email Support](#)

[OPEN CHAT](#)

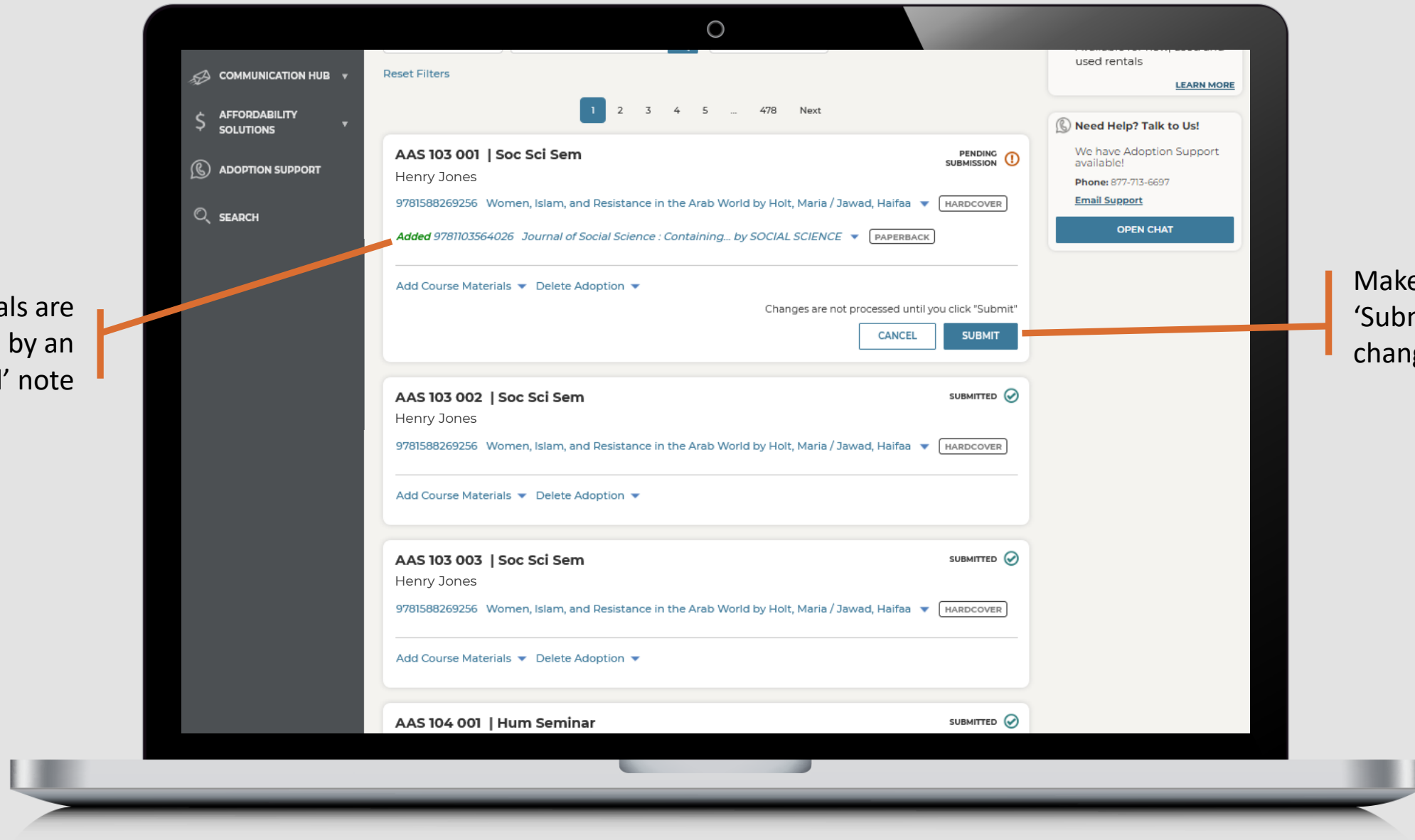
On a submitted course, click *Add Course Materials* to add additional materials to the already submitted course

Search by ISBN or
Keyword and
browse through the
search results



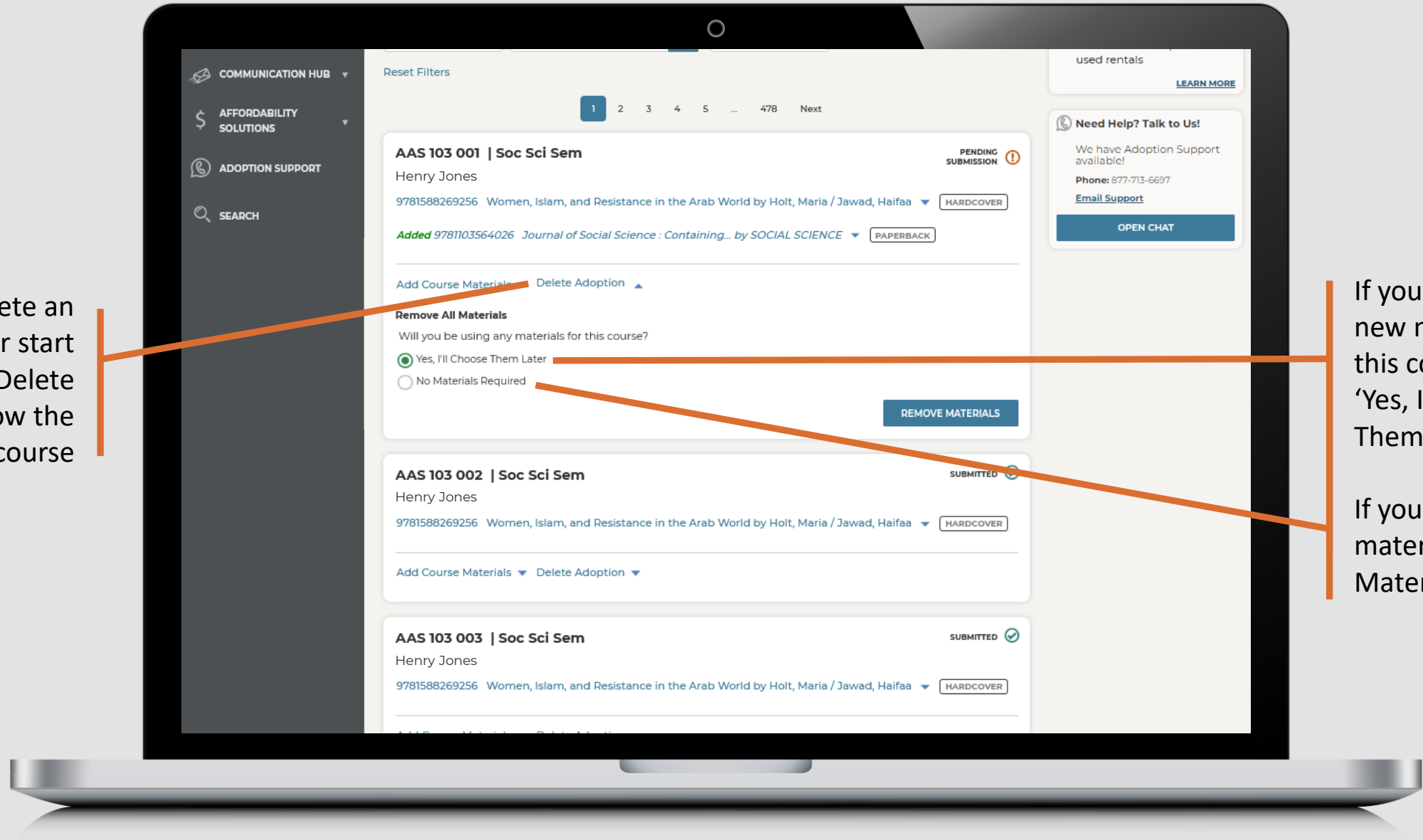
Once you've found a
material you'd like to
use, click 'Use This
Book' to add it to
the course

New materials are identified by an 'Added' note



Make sure to click 'Submit' to save changes

To Delete an adoption or start over, click 'Delete Adoption' below the submitted course



If you want to select new materials for this course, select 'Yes, I'll Choose Them Later'

If you want to use no materials, select 'No Materials Required'

After you've made
your updates, you
will receive a
confirmation email

You've Edited A Previously Submitted Adoption

Hello Henry,

This email is to confirm a change in the course materials submitted for Spring 2022.
Below is a summary of the current adoptions for the following courses:

Section(s):

BIOL – Quantum Biology- 302-2

BIOL – Quantum Biology- 302-3

BIOL – Quantum Biology- 302-1

Title: Fundamentals of Biology (Looseleaf)

ISBN: 9785432164581. **Edition:** 9TH 19.

Material: RECOMMENDED


Title: Biology of Life

ISBN: 9781853946785. **Edition:** 2ND.

Material: REQUIRED

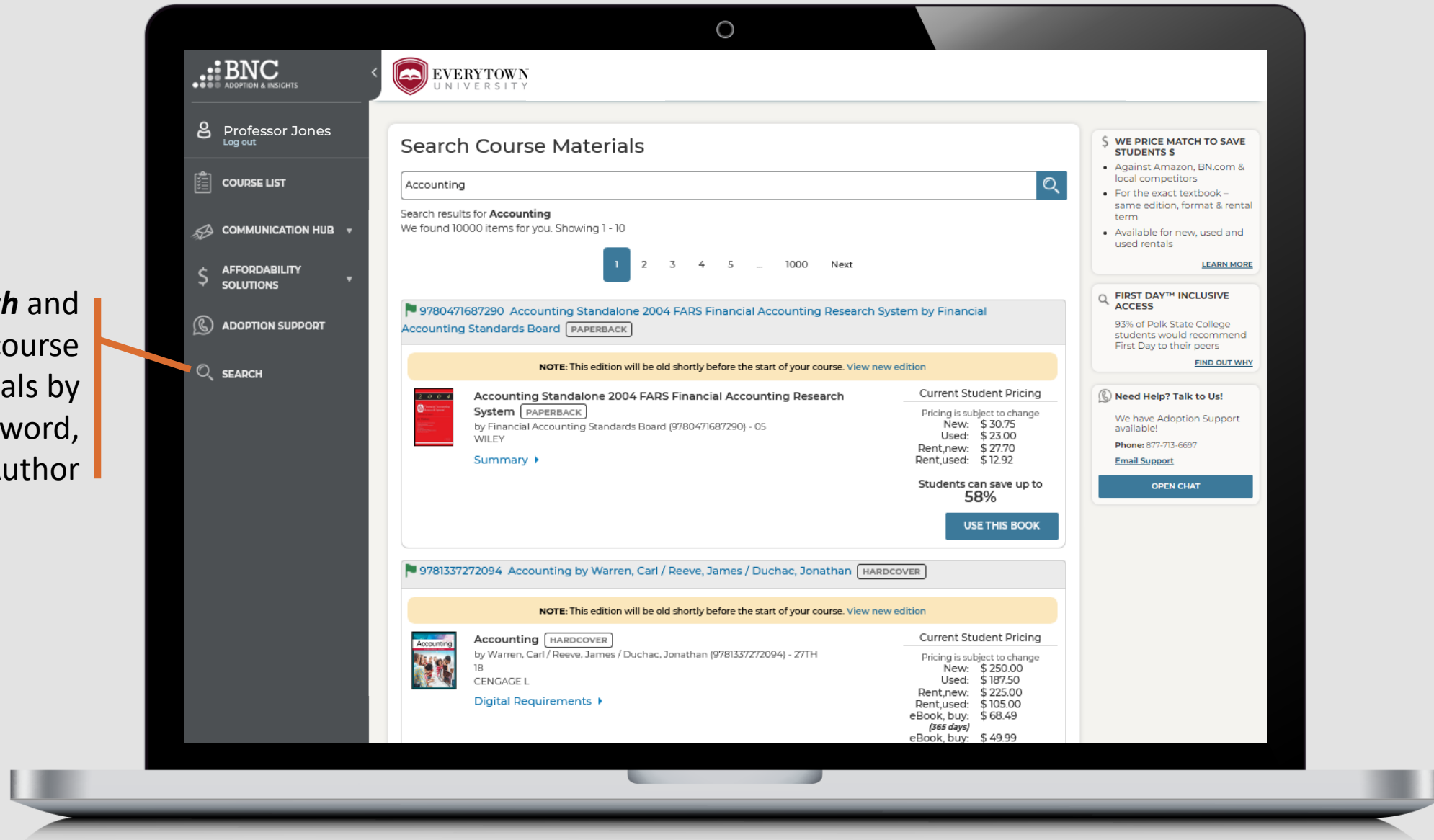
If there are any questions about your submission, your Bookstore Manager, Marion, will be in contact with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.

Thank you,
Everytown University Bookstore

A photograph of a silver laptop and a stack of five books on a light-colored wooden desk. The background is a soft-focus green, suggesting foliage. A semi-transparent dark grey rectangle is overlaid on the left side of the image, containing the word 'Search' in white text.

Search

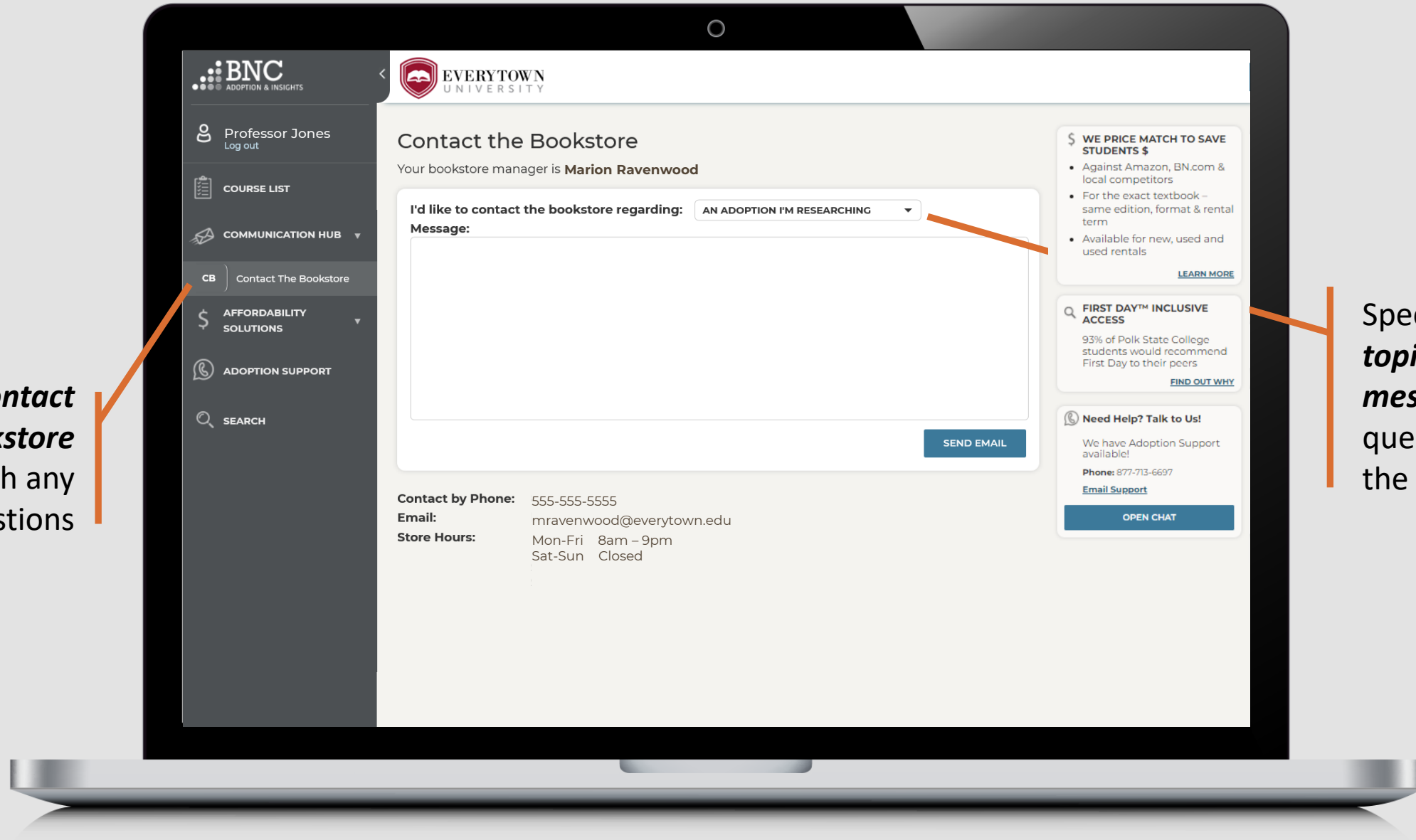
Search and
Research course
materials by
ISBN, Keyword,
or Author



A photograph of a silver laptop and a stack of five books with colorful spines (red, blue, purple, orange, and grey) resting on a light-colored wooden desk. The background is a soft-focus green, suggesting foliage. A semi-transparent dark grey rectangle is overlaid on the left side of the image, containing the text 'Contact the Bookstore' in white.

Contact the Bookstore

Easily **Contact
the Bookstore**
with any
questions

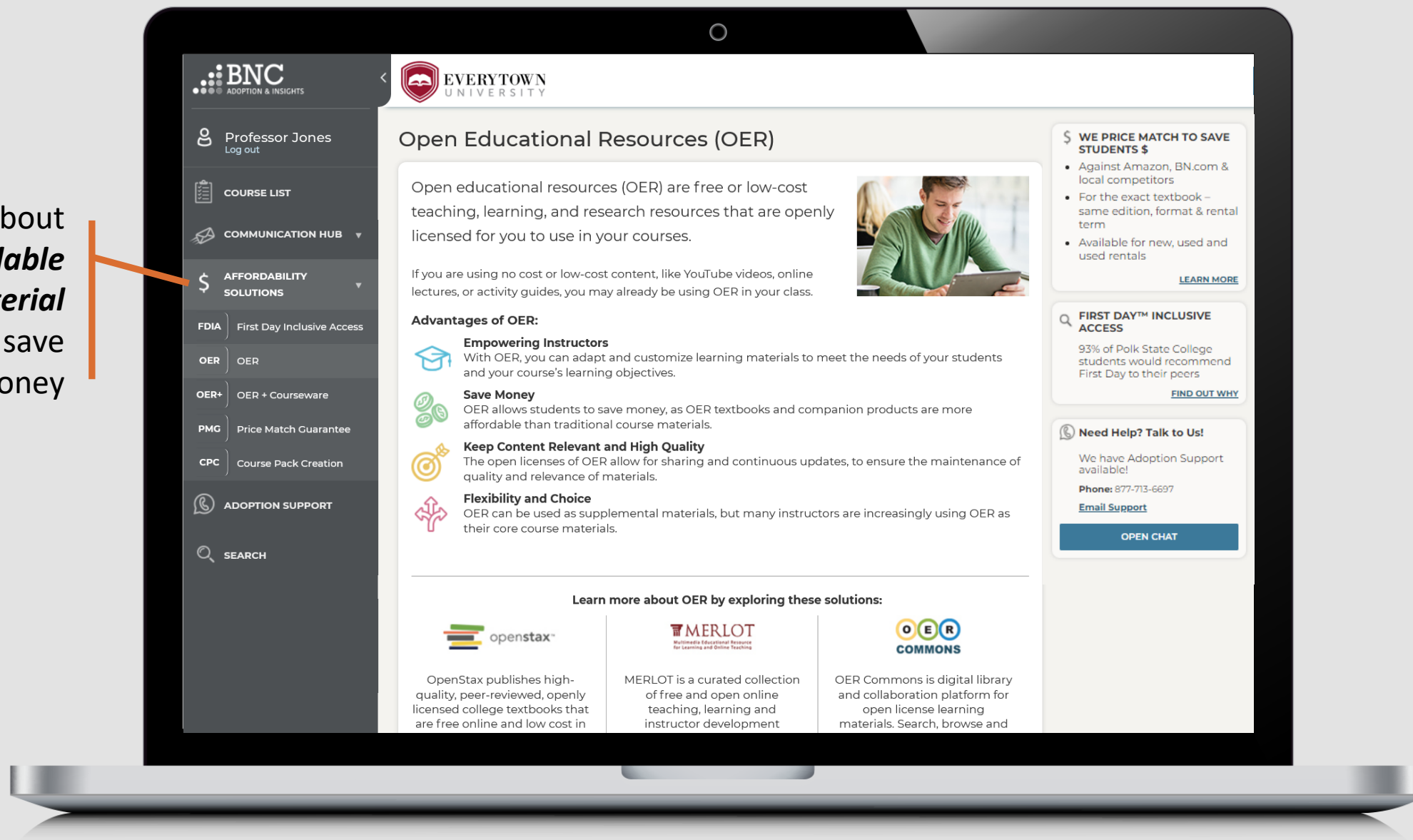


Specify the
**topic of your
message** or
question using
the drop down

Affordability Solutions

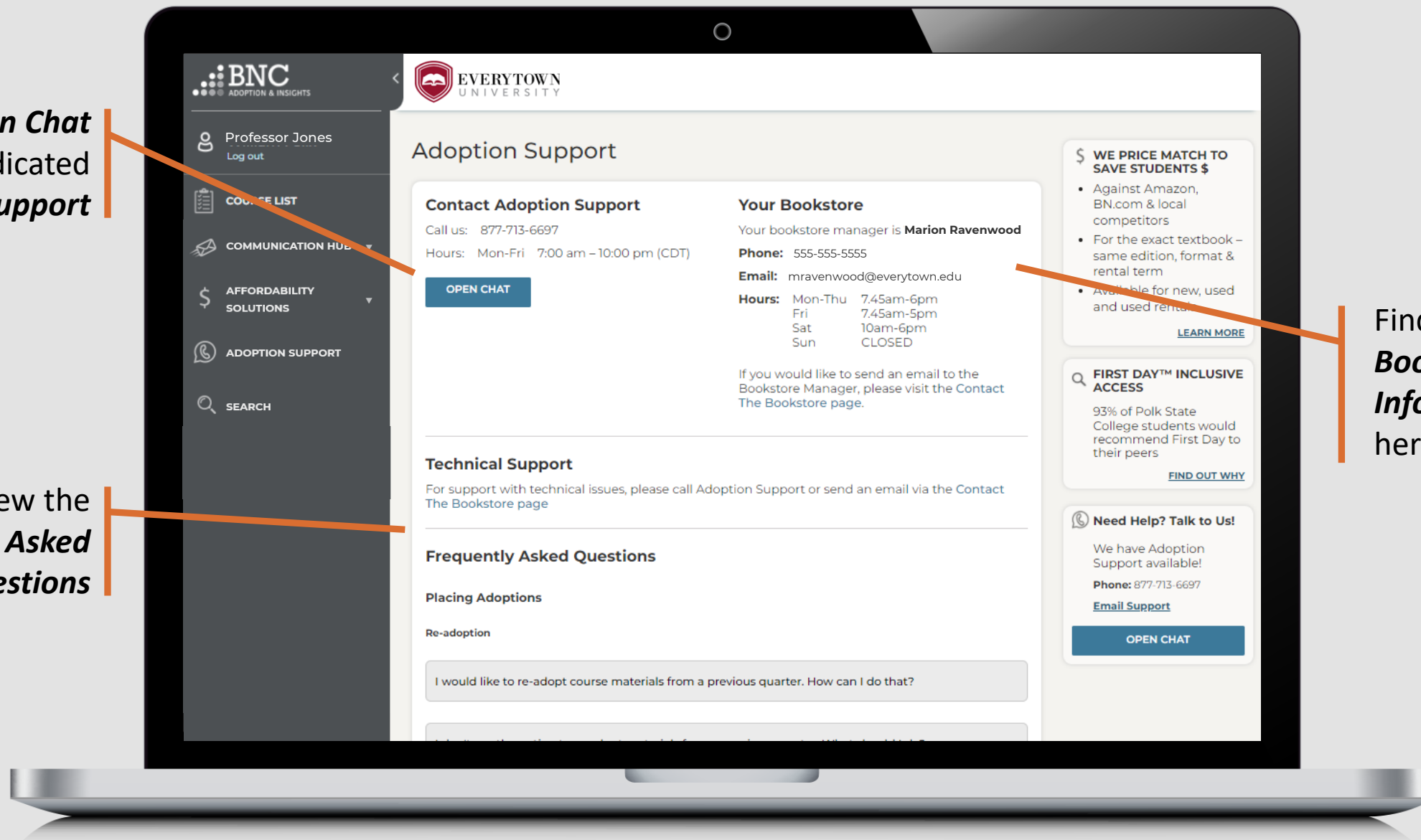


Learn about
**Affordable
Course Material
Solutions** to save
students money



Adoption Support





Click **Open Chat**
for dedicated
Adoption Support

View the
**Frequently Asked
Questions**

Find your
**Bookstore
Information**
here

Technical Support

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 7:00am – 10:00pm (CDT)*

Email: ALPsupport@bncservices.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.*