BNC Adoption & Insights Portal

Faculty Training Guide

BNC ADOPTION & INSIGHTS

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

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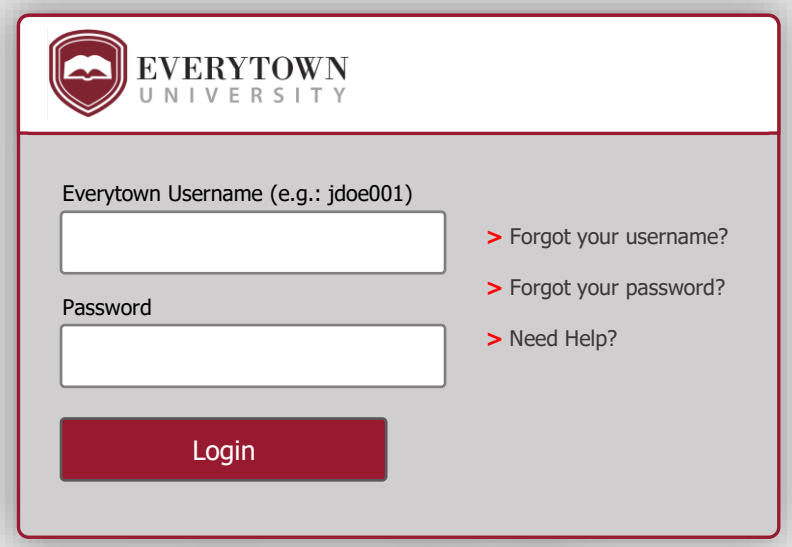
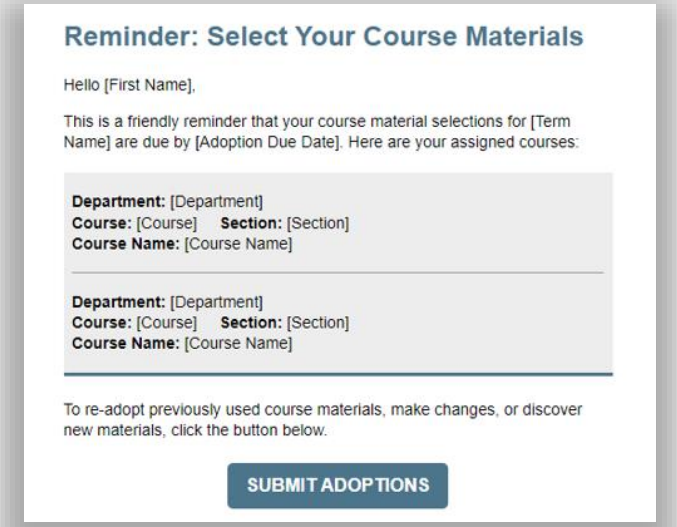
How do I log in?

- 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



Note: this is an example and only for illustrative purposes



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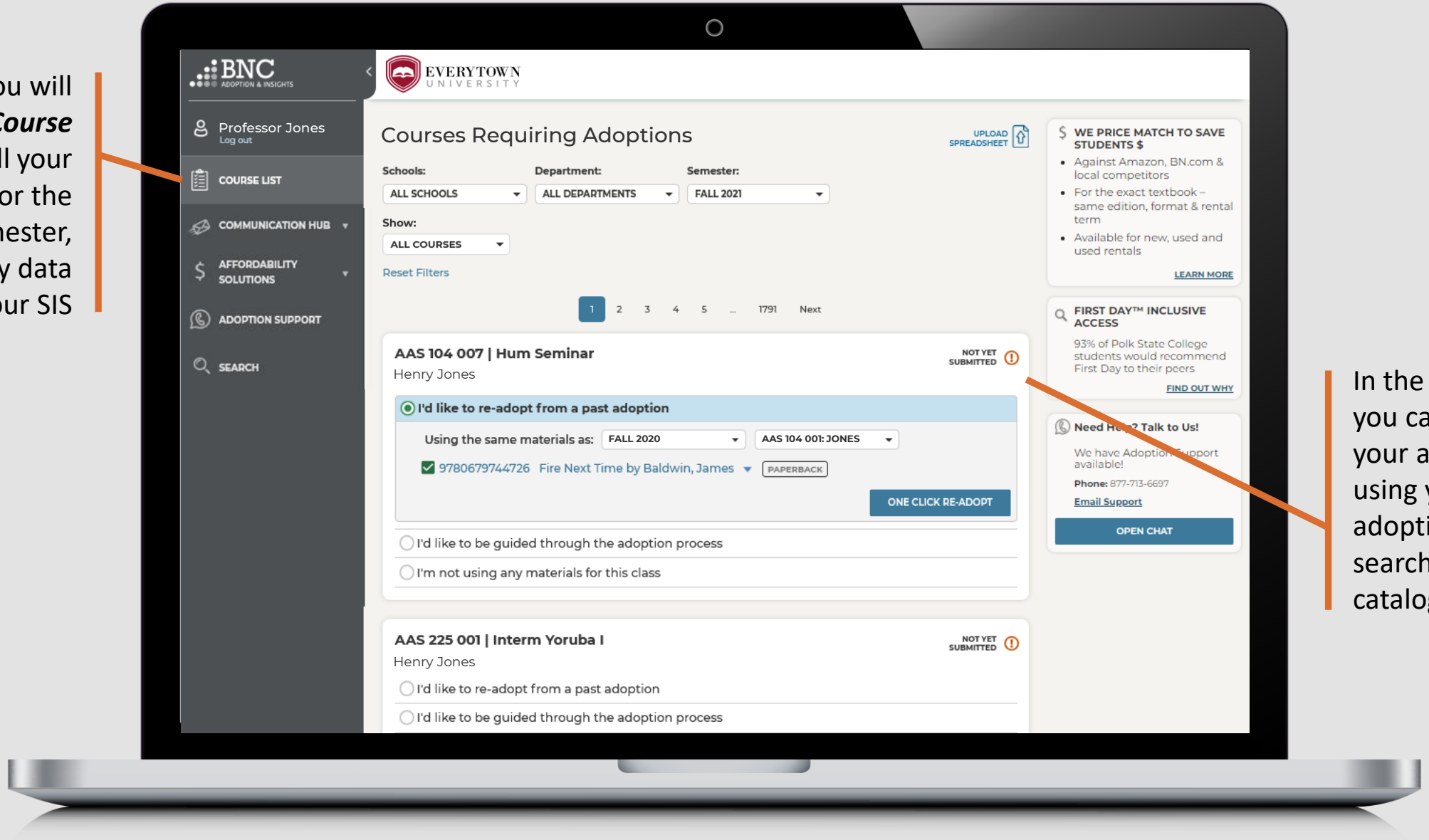
As faculty, you will land on the ***Course List*** and see all your courses for the term/semester, powered by data from your SIS



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

One Click Re-Adopt

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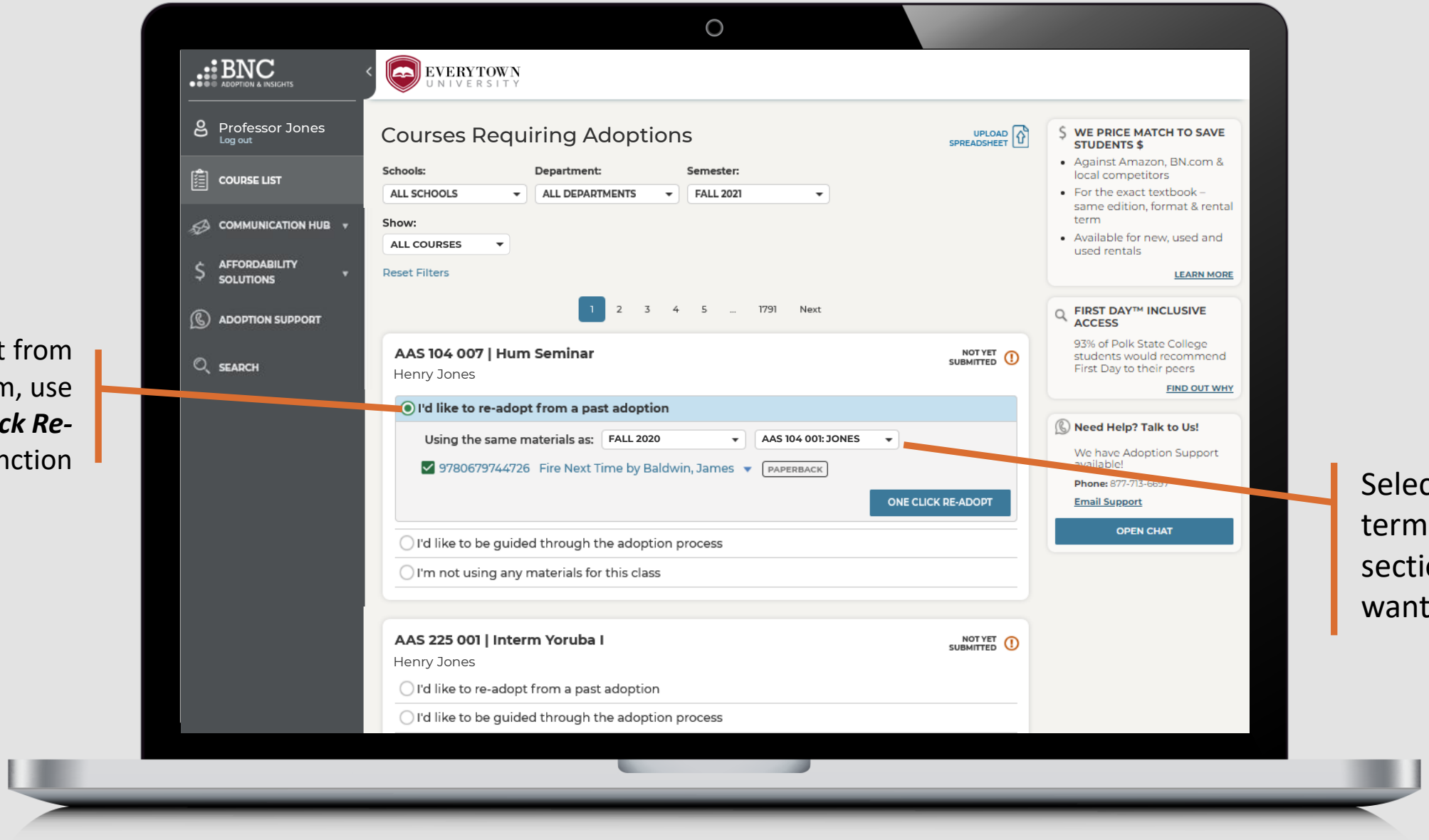
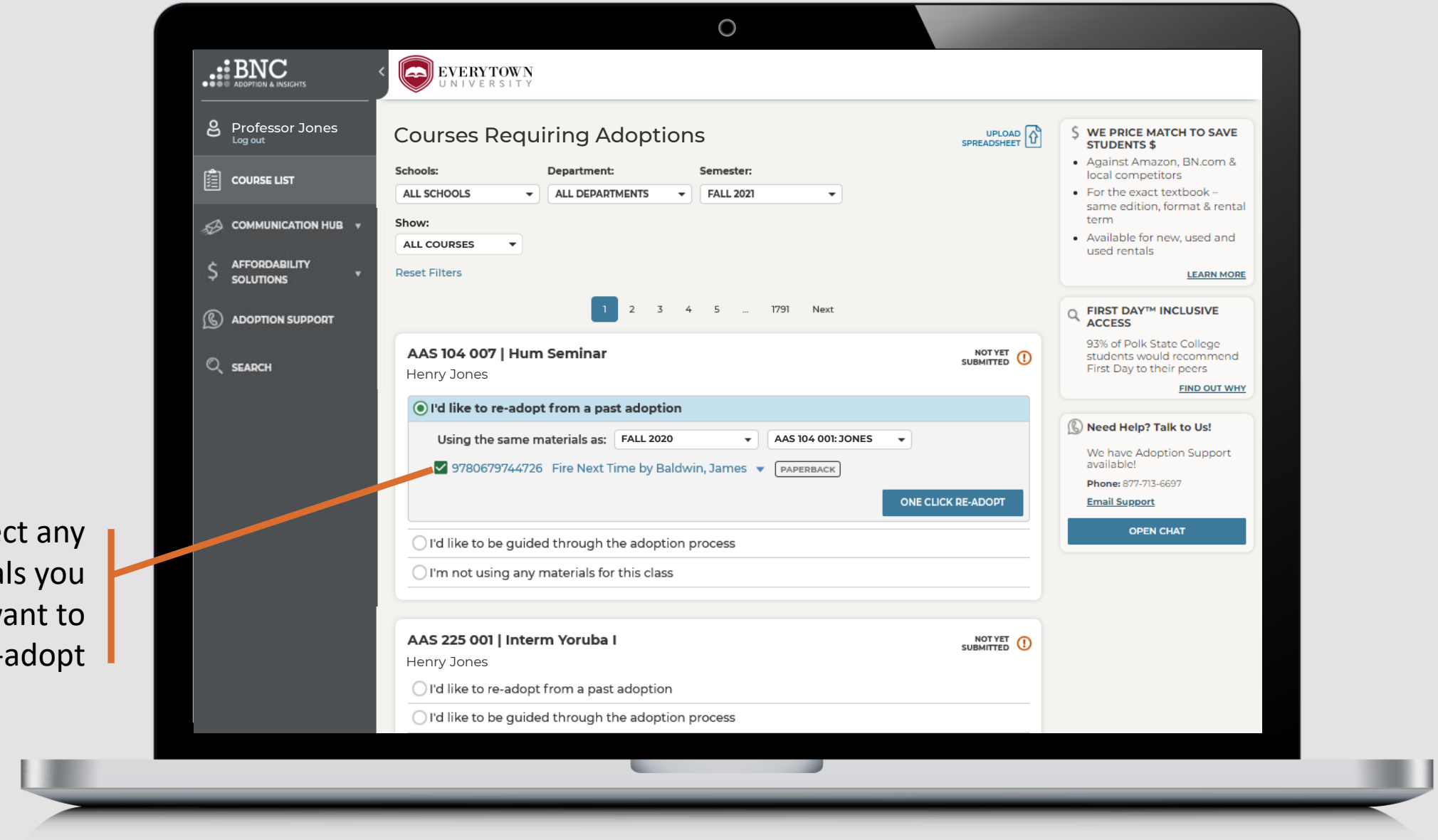
To Re-Adopt from a past term, use the ***One Click Re-Adopt*** function



Select which term and section you want to use



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

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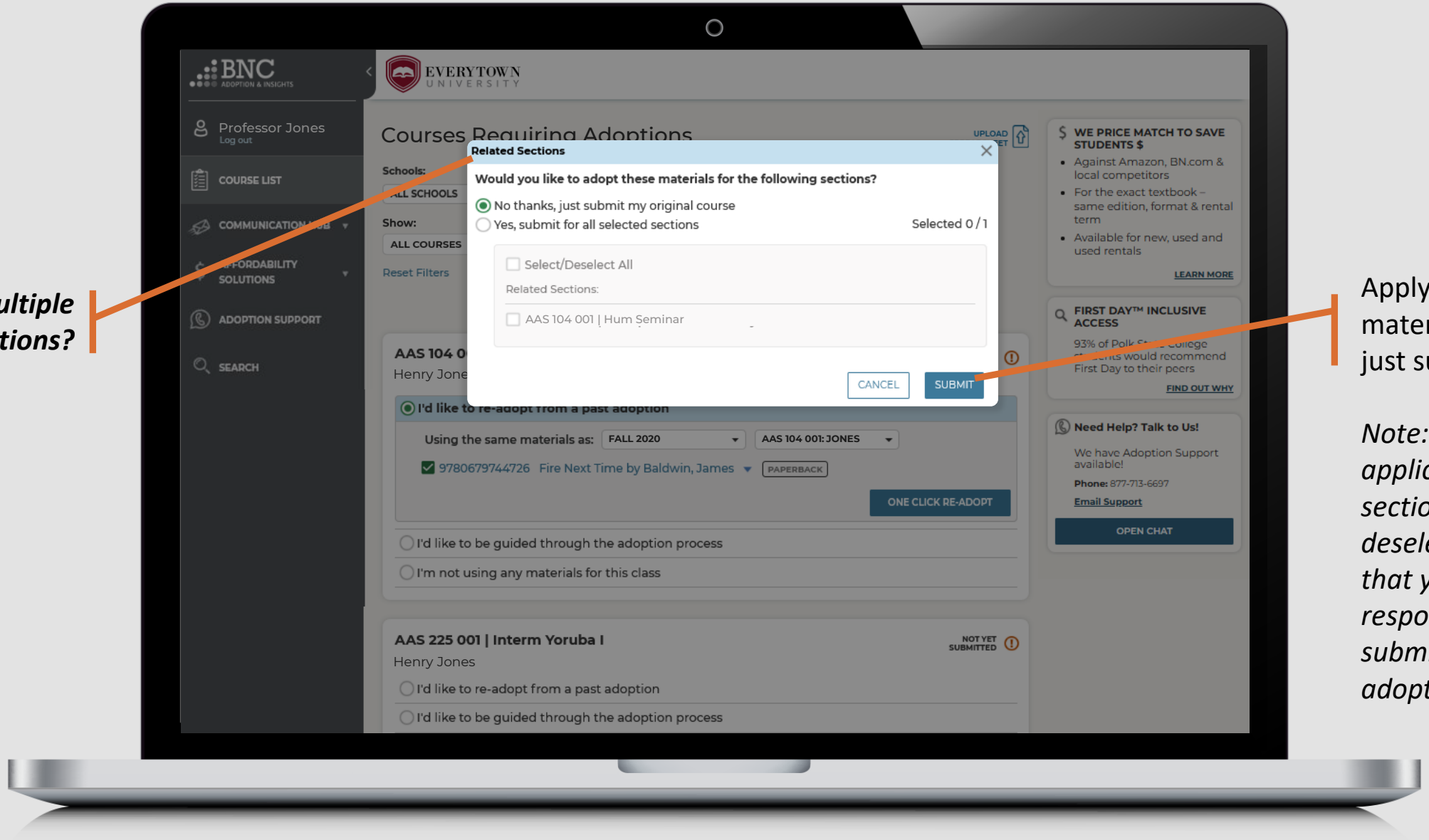
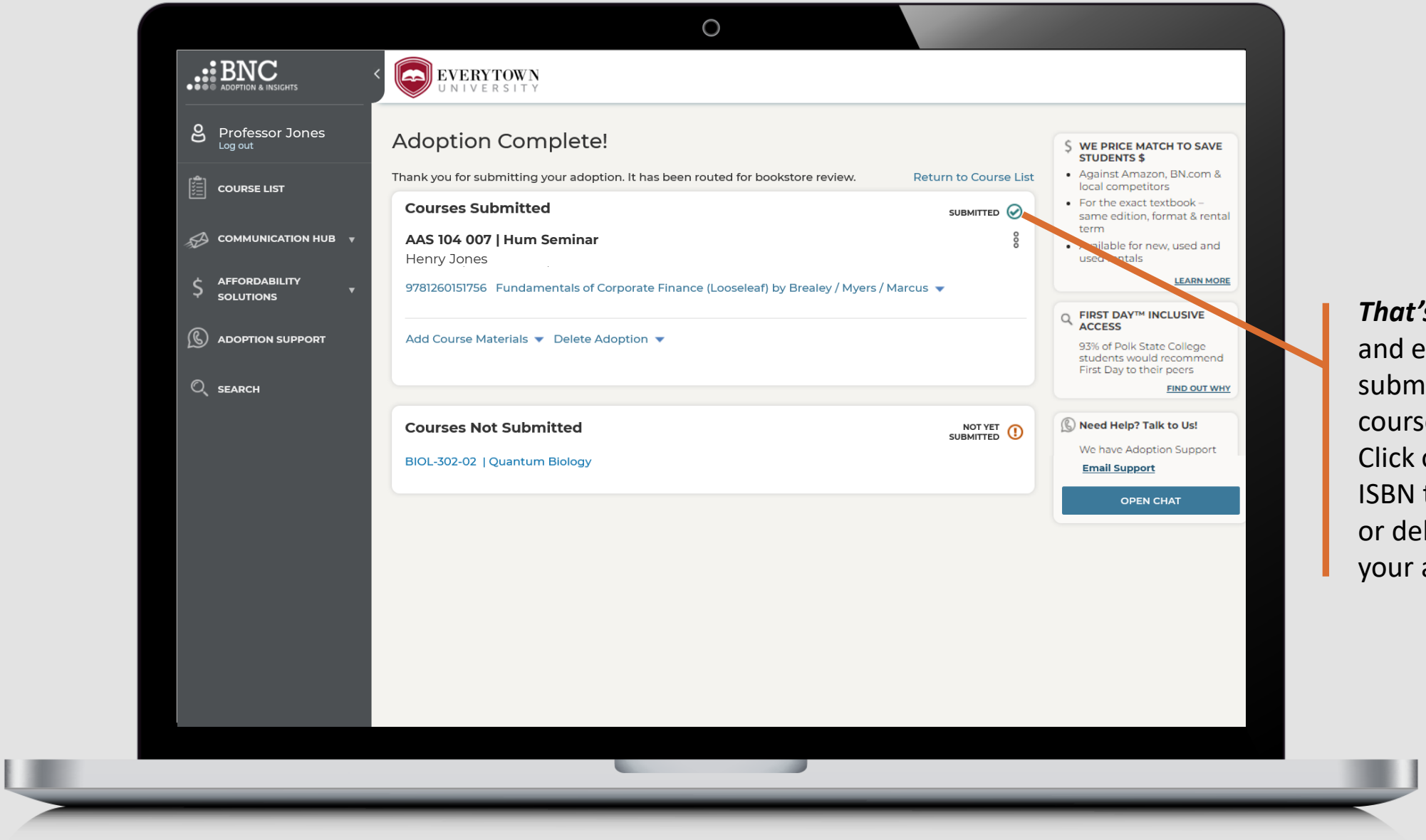
Teaching multiple sections?



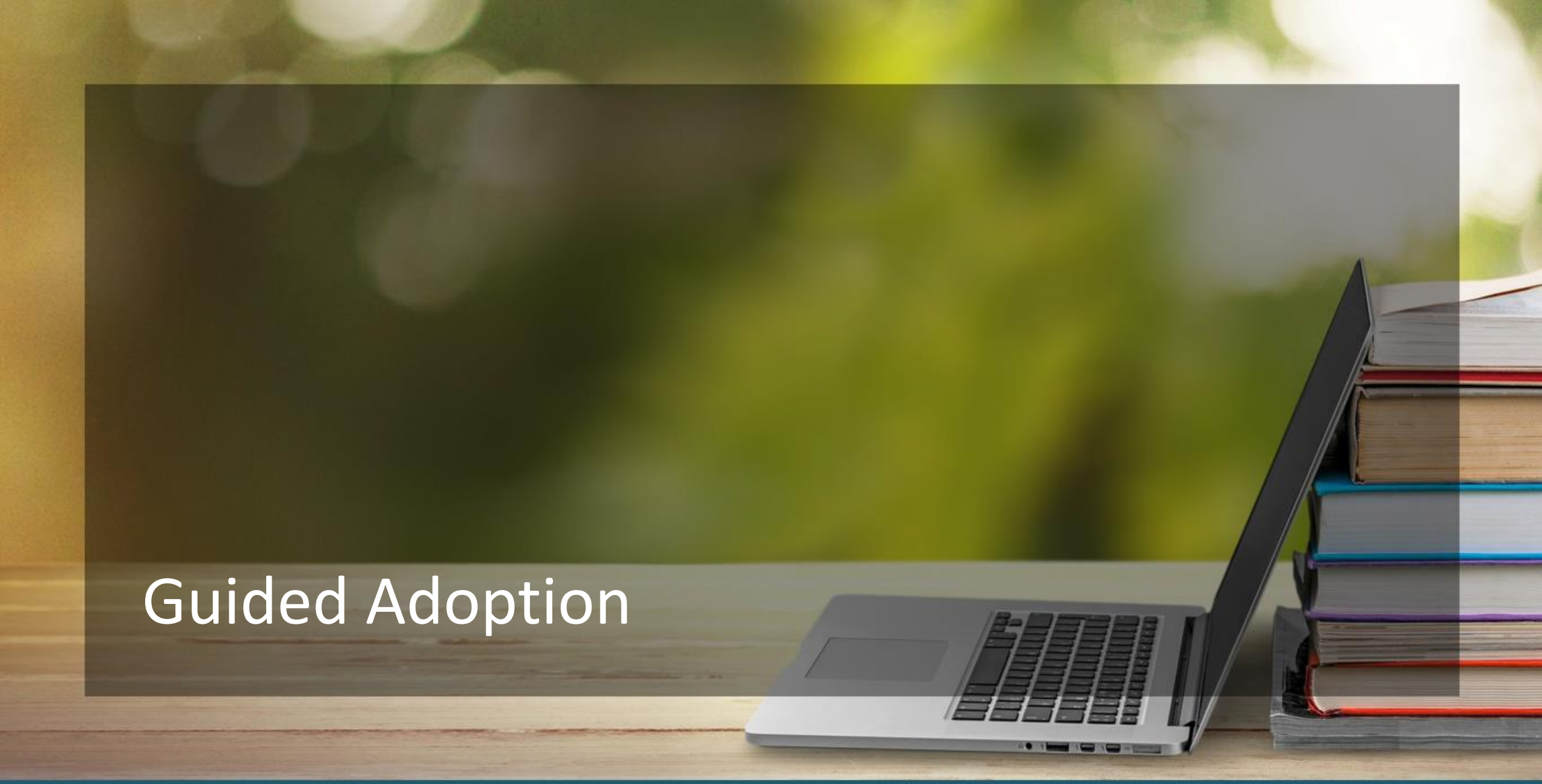
Apply your course materials to all or just submit one

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



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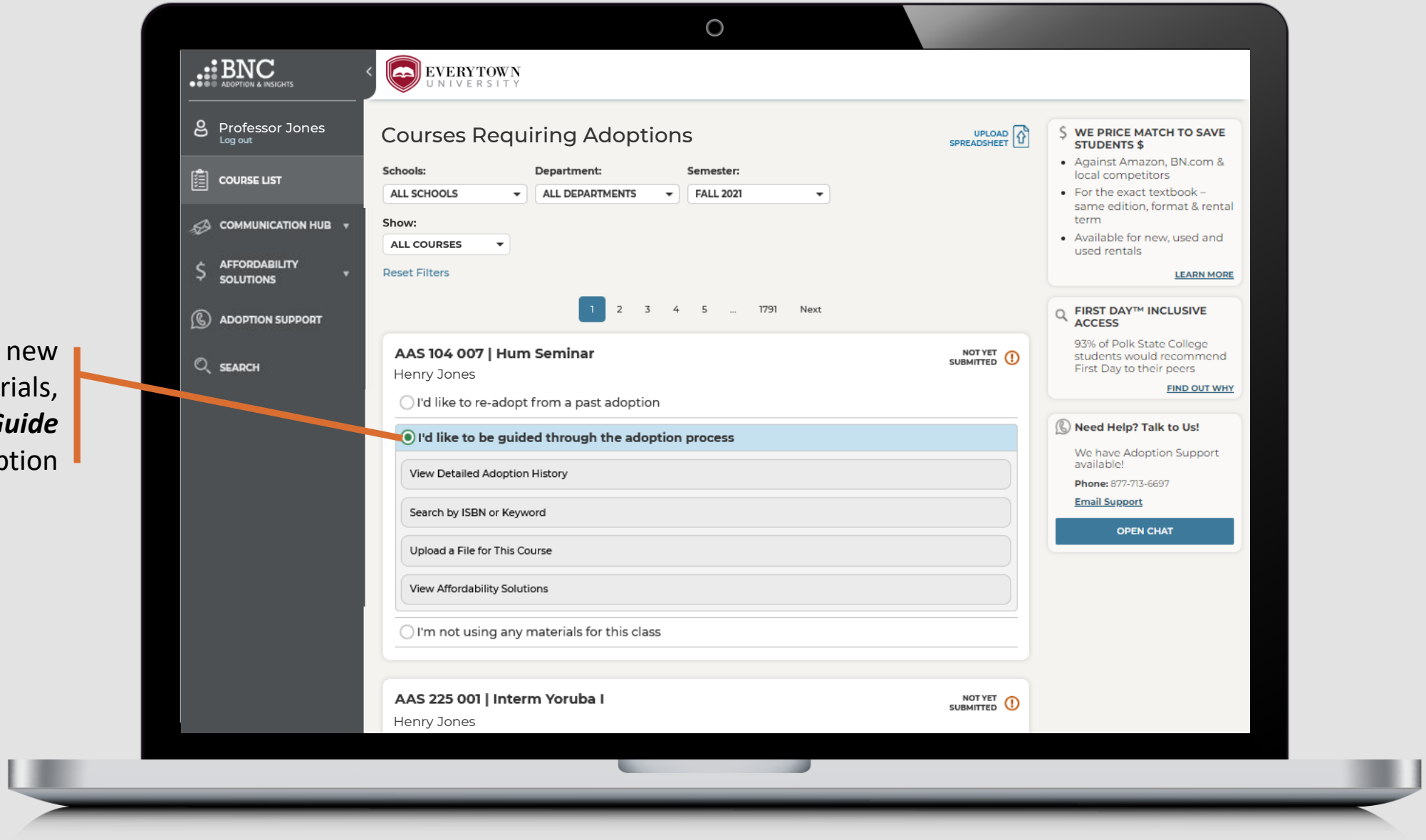
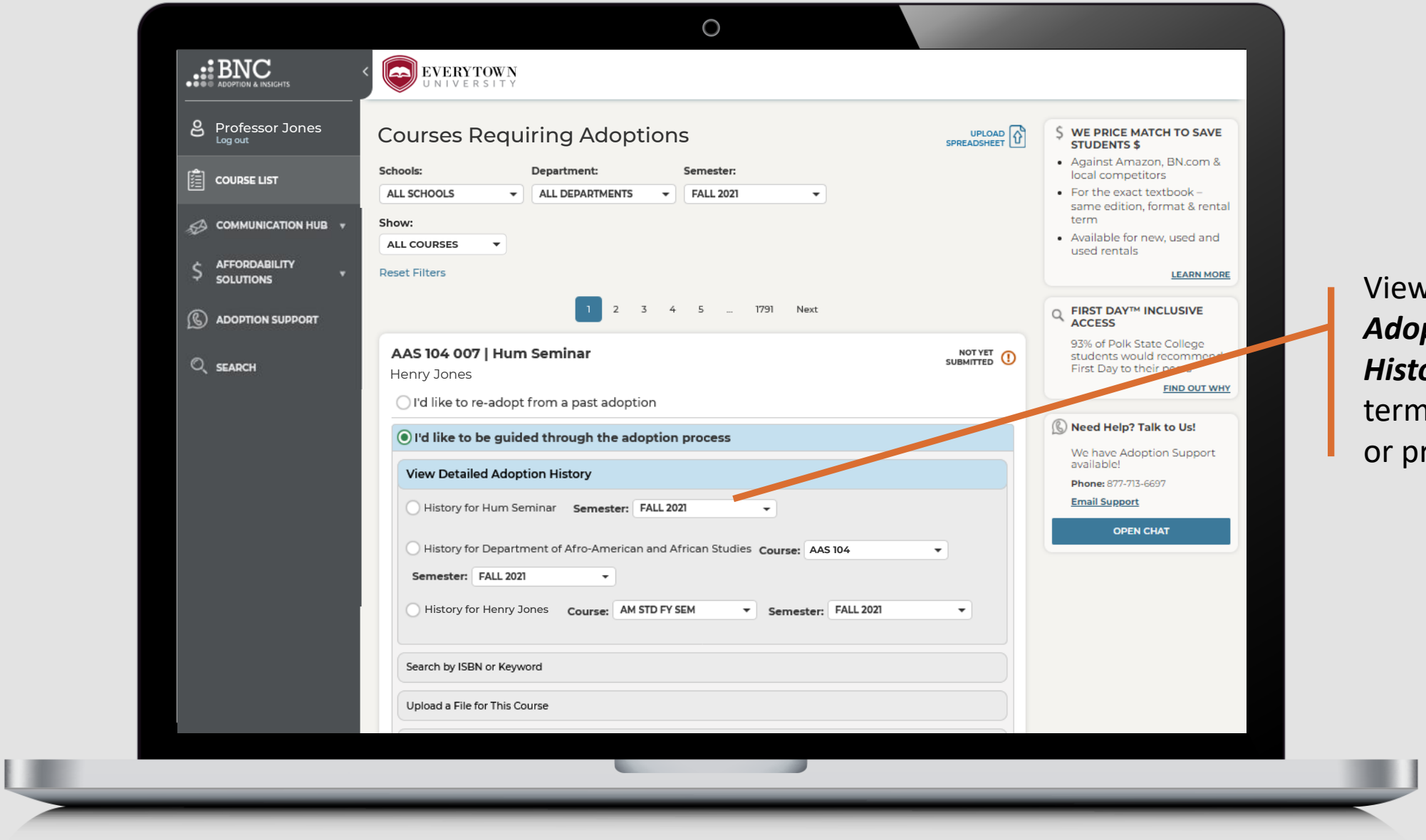
To find new course materials, select the ***Guide Me*** option

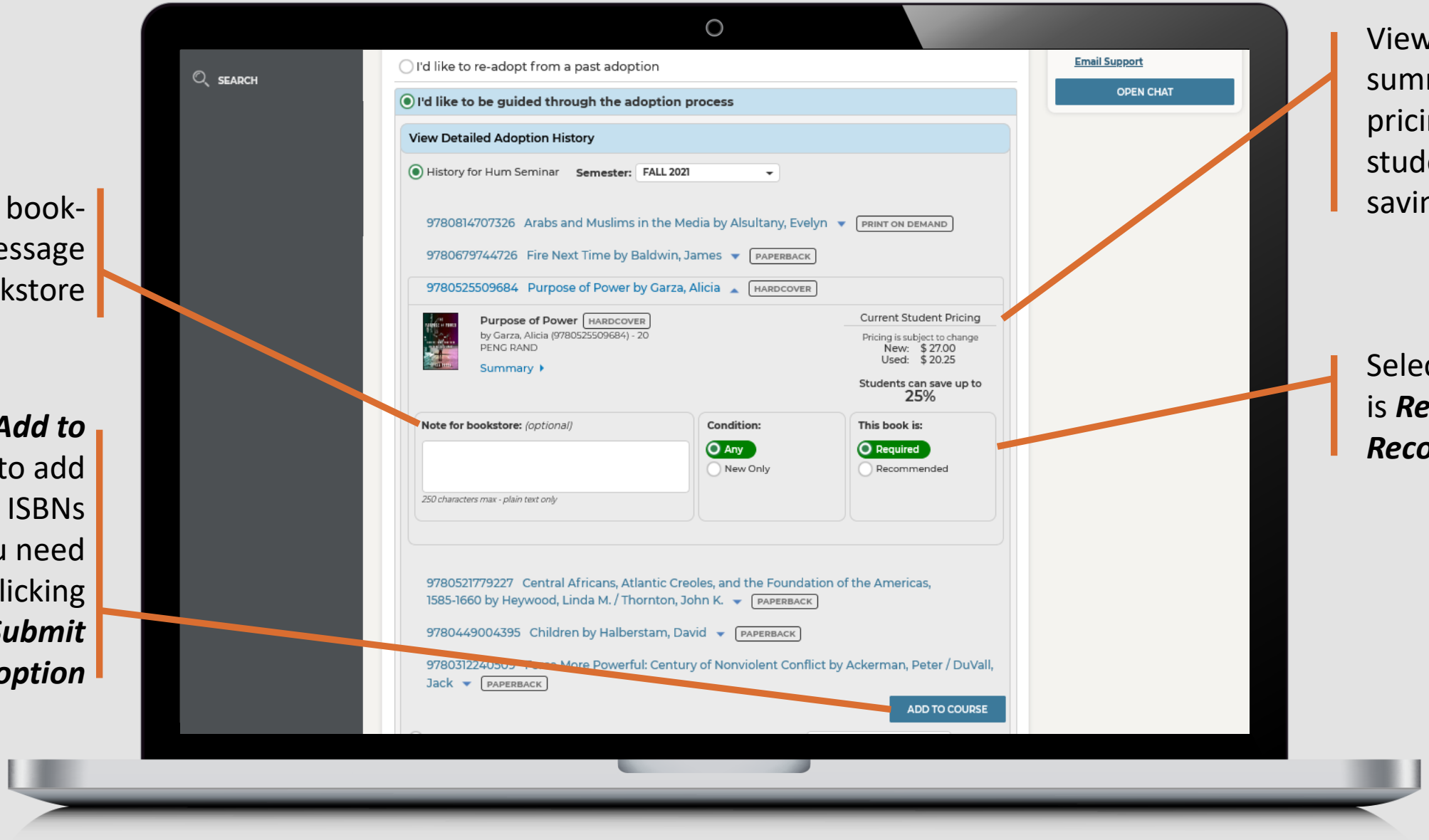




View ***Detailed Adoption History*** by term, course, or professor

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***

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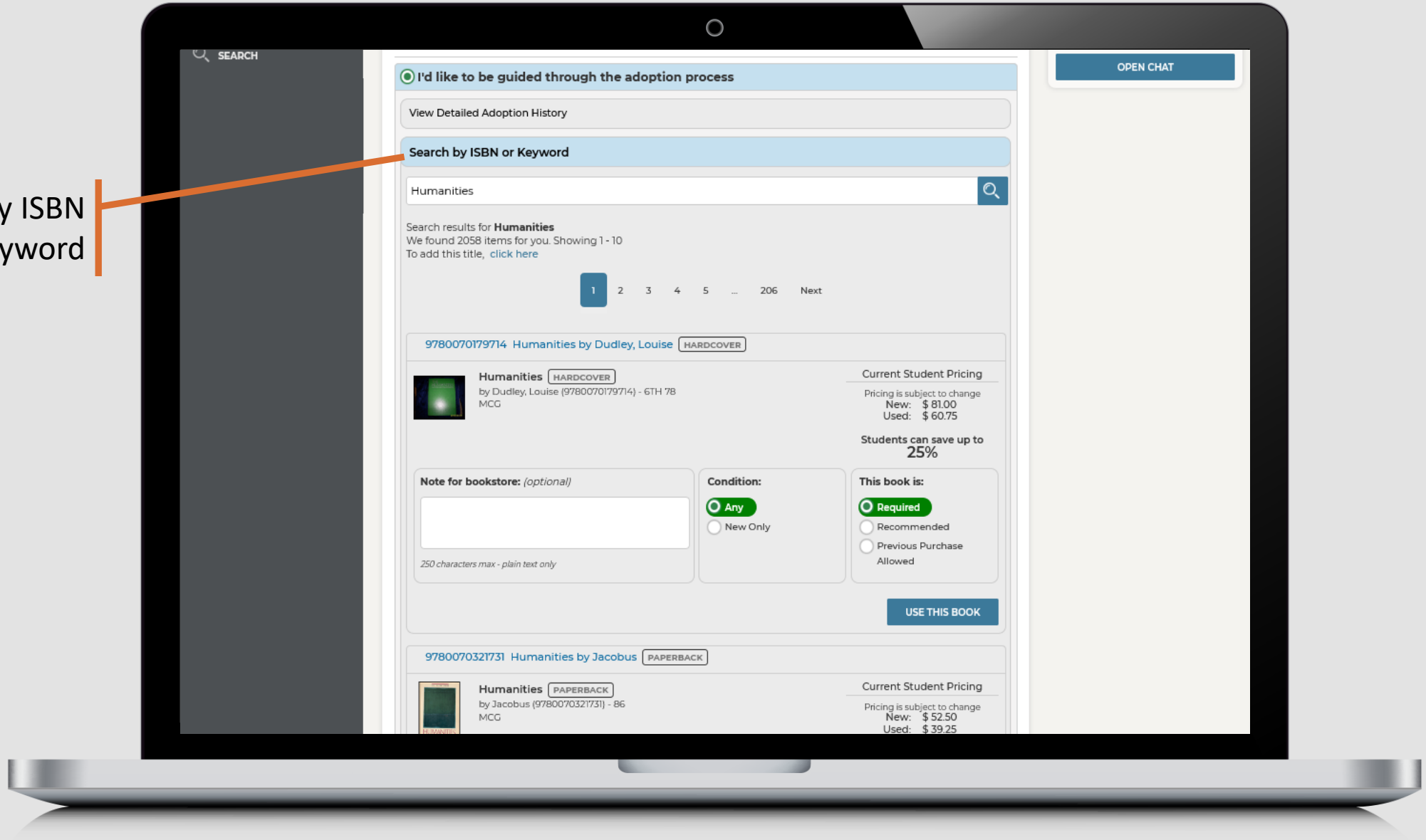
Search by ISBN or Keyword



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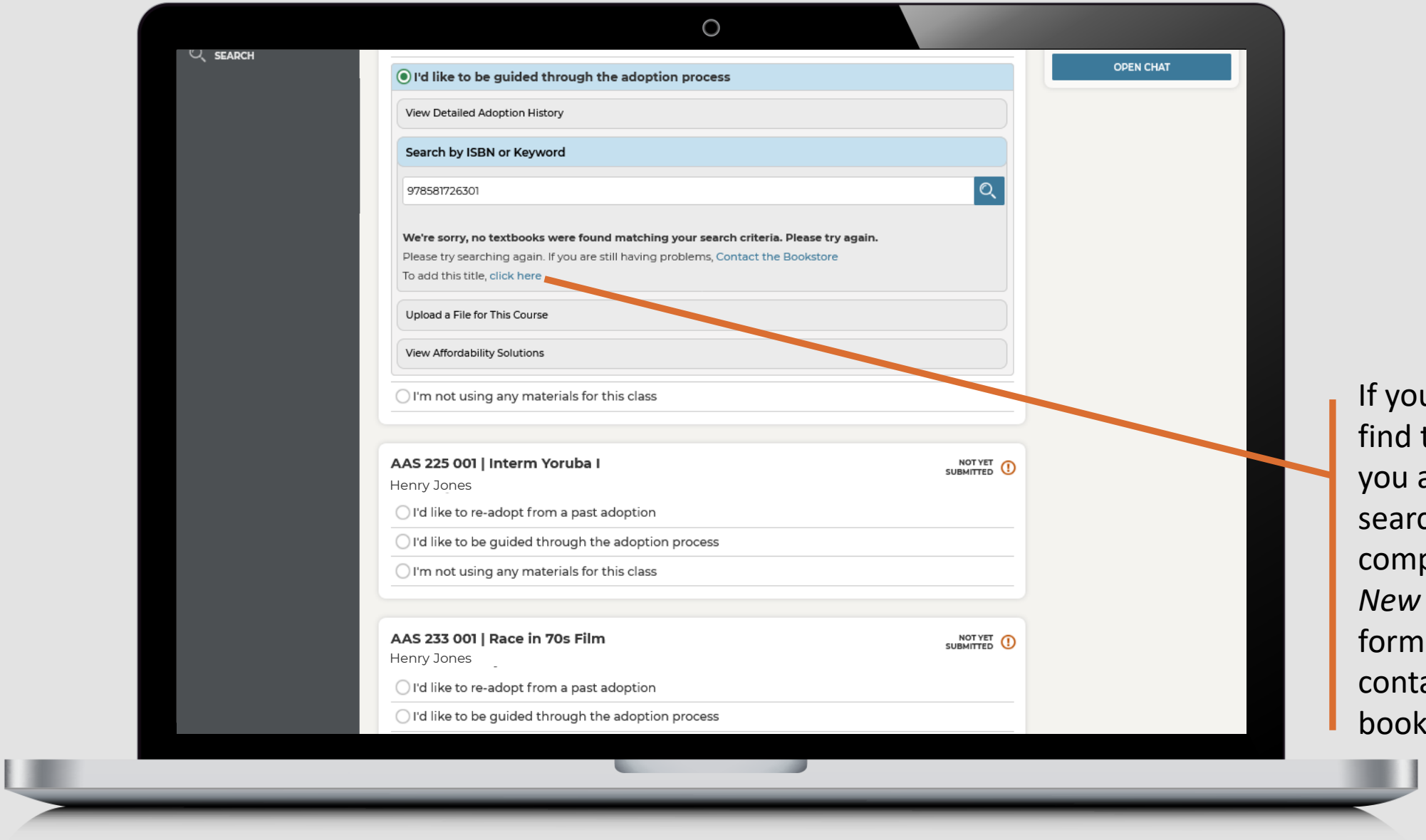

If you can't find the ISBN you are searching for, complete the *New Title Add* form here or contact the bookstore

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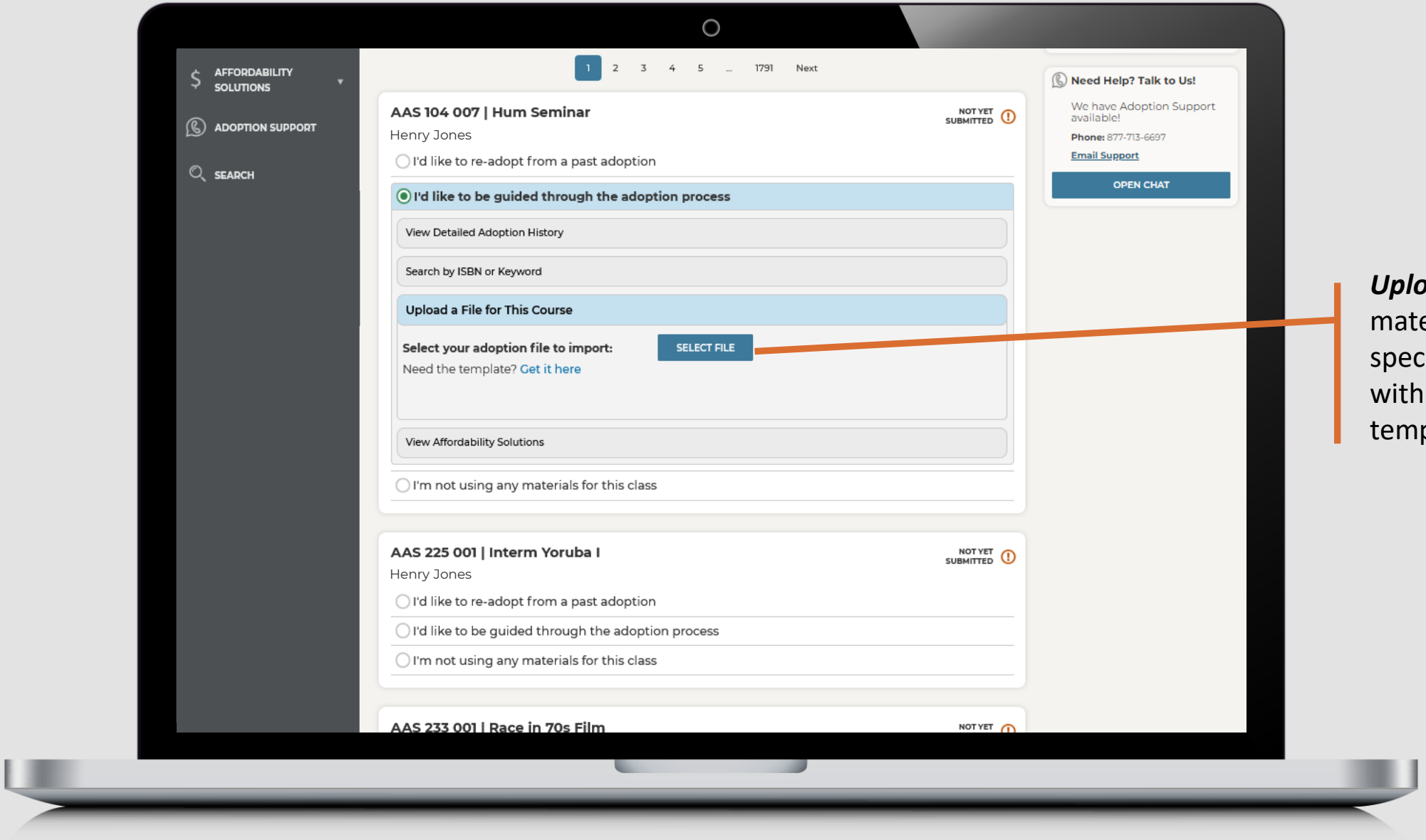

Upload adoption materials for this specific section with an easy template

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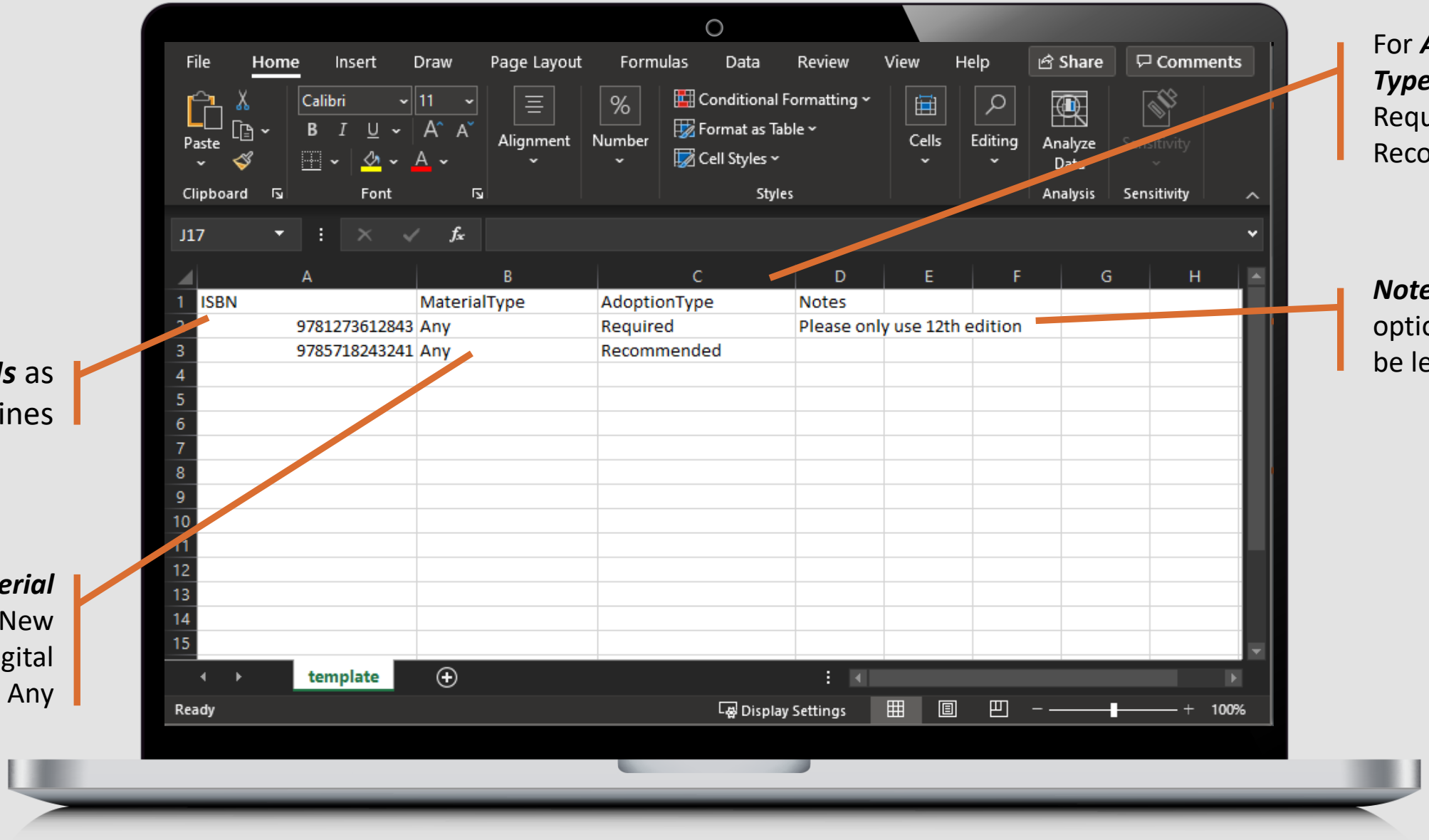
Enter ***ISBNs*** as separate lines

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



	A	B	C	D
1	ISBN	MaterialType	AdoptionType	Notes
2	9781273612843	Any	Required	Please only use 12th edition
3	9785718243241	Any	Recommended	

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

Notes are optional and can be left blank

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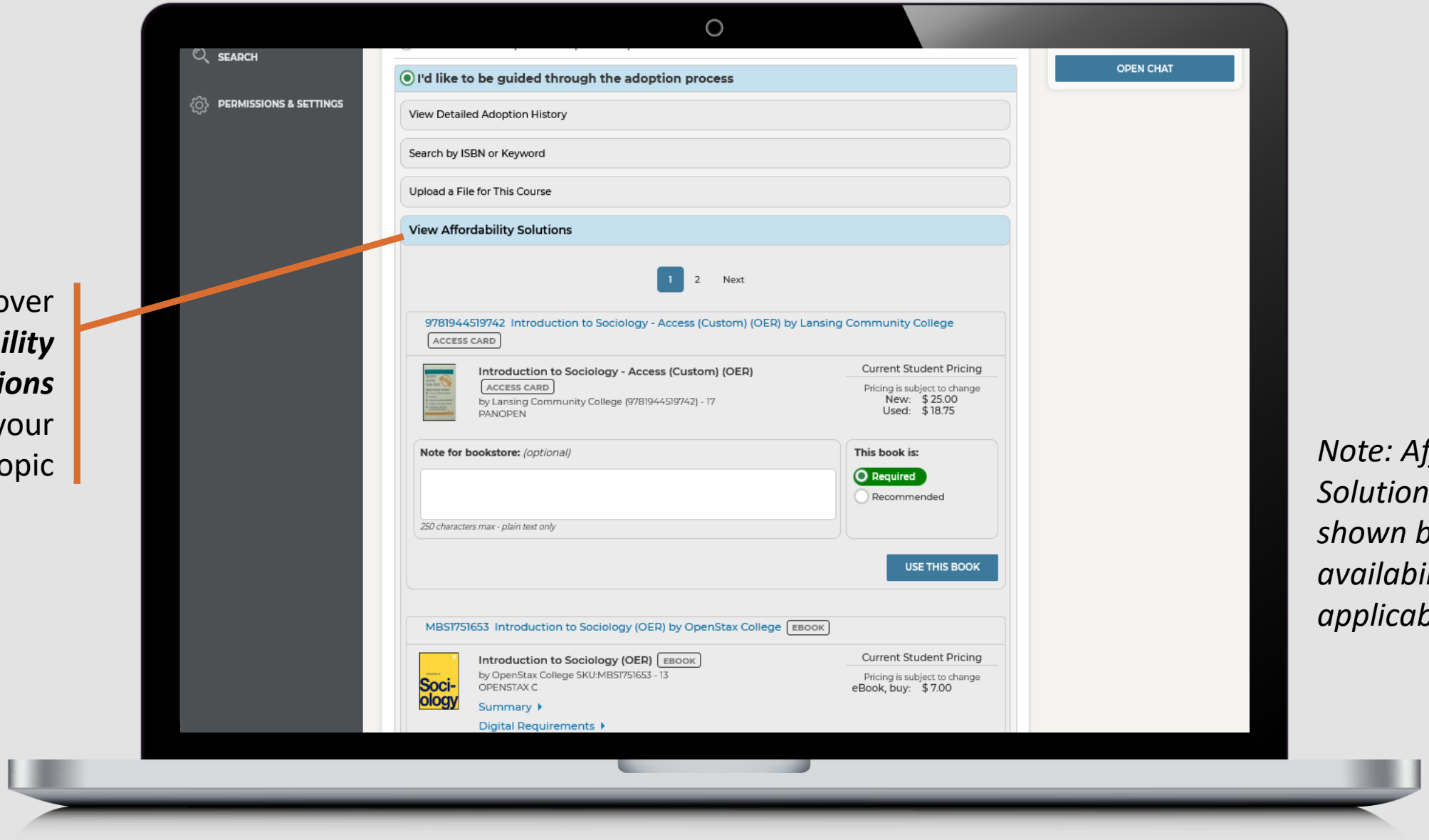
Discover ***Affordability Solutions*** specific to your course topic



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

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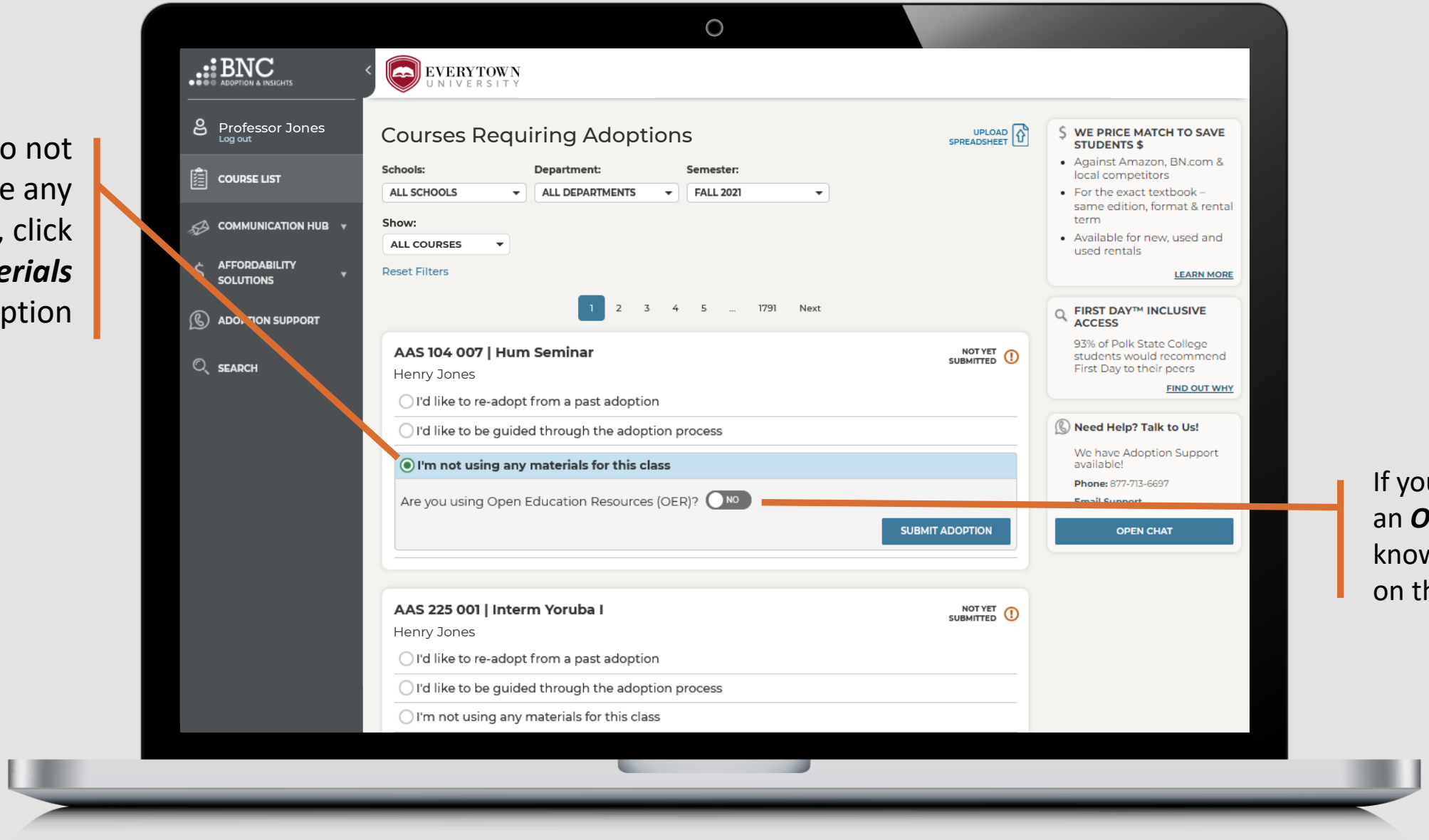
If you do not wish to use any materials , click the ***No Materials*** option



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

Editing an Adoption

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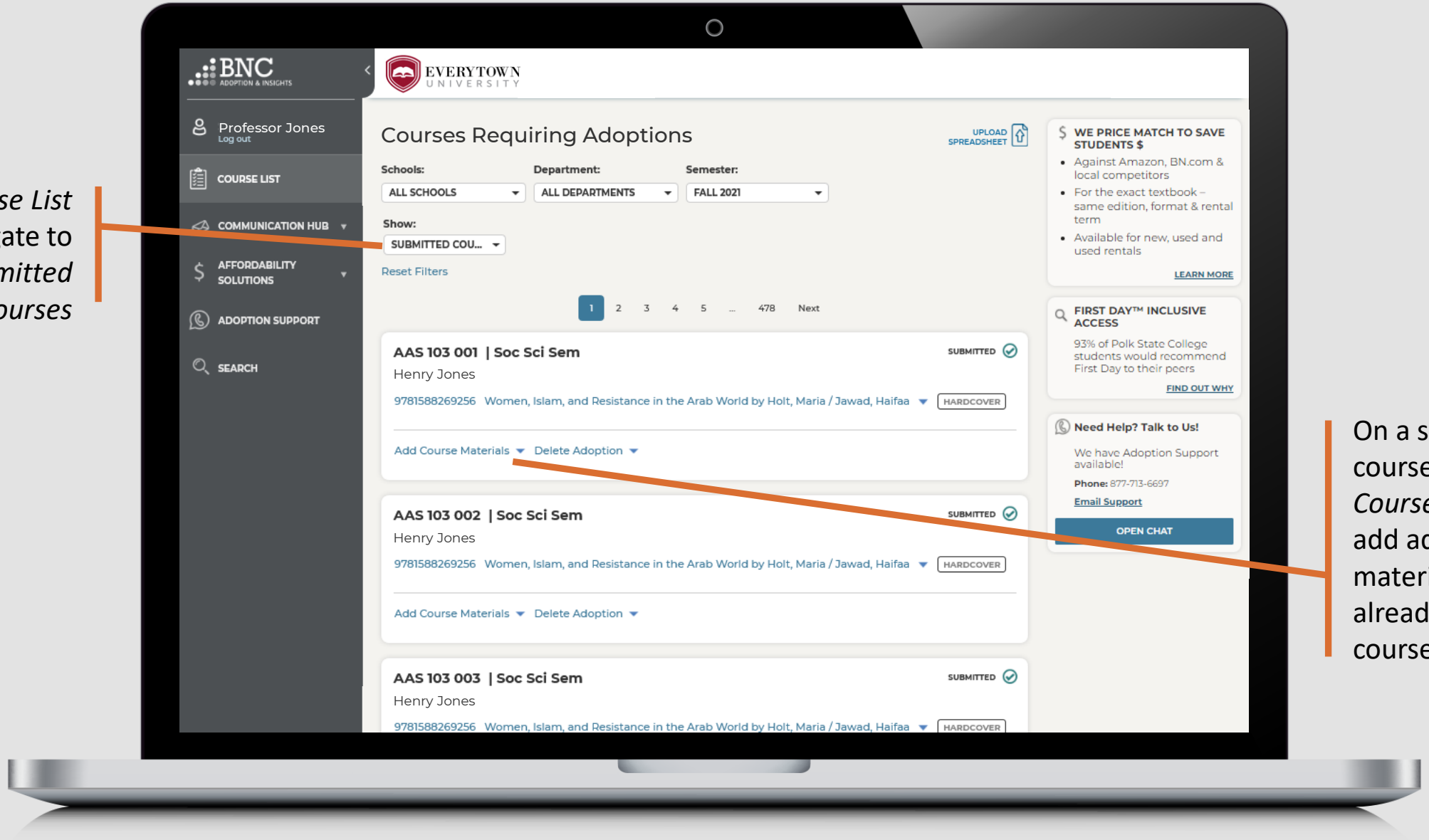
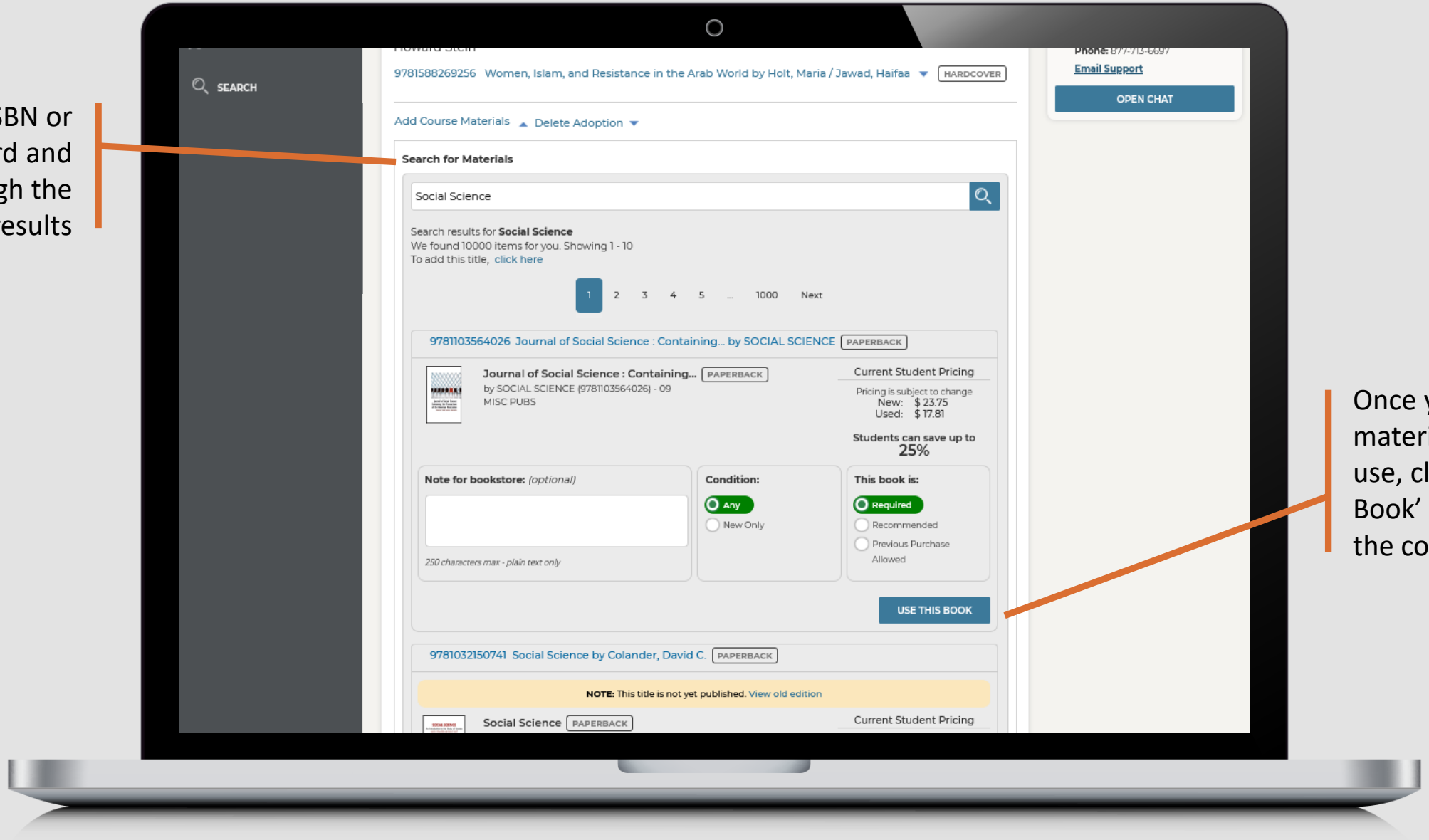
On the *Course List* page, navigate to your *Submitted Courses*



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

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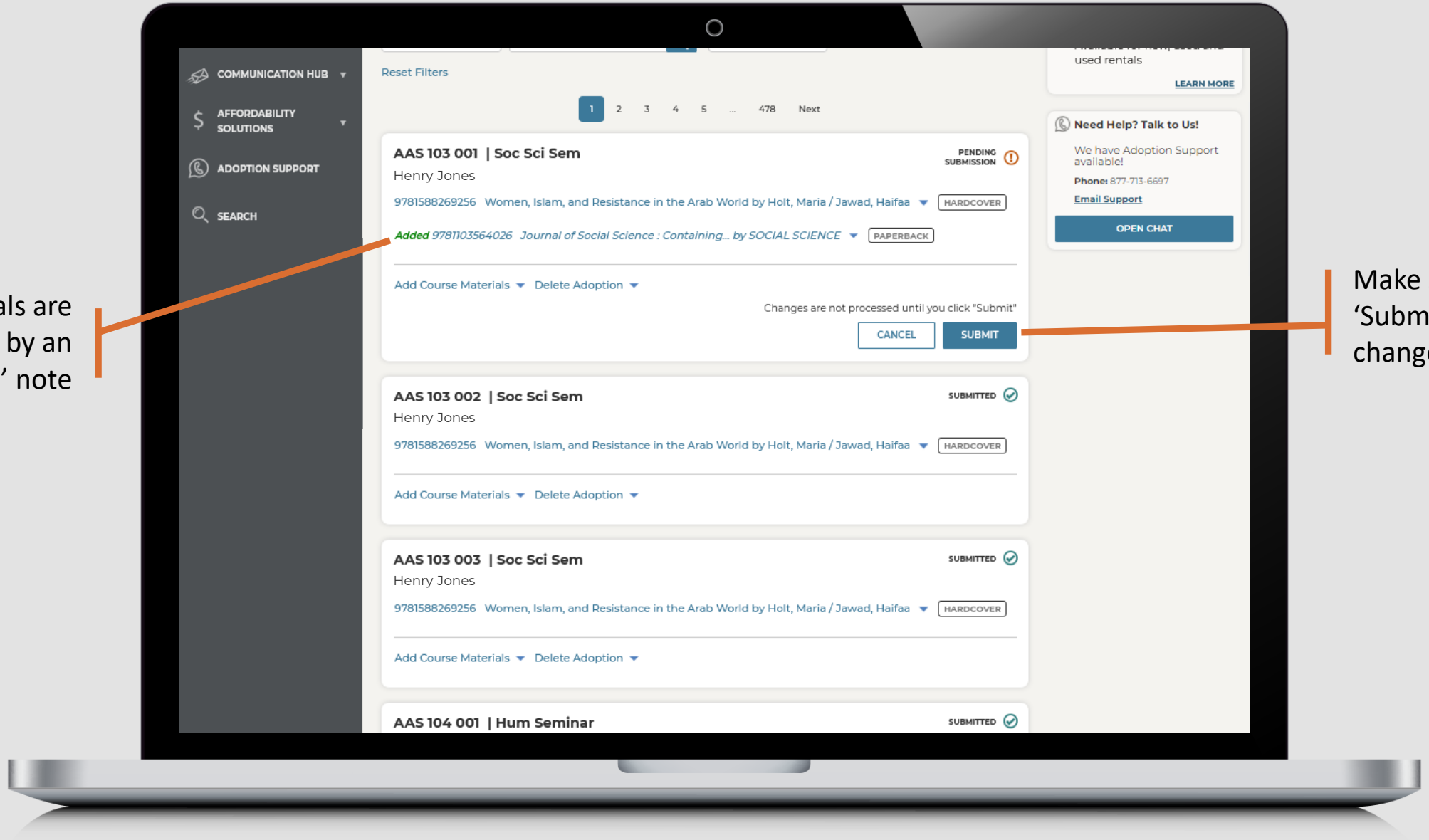
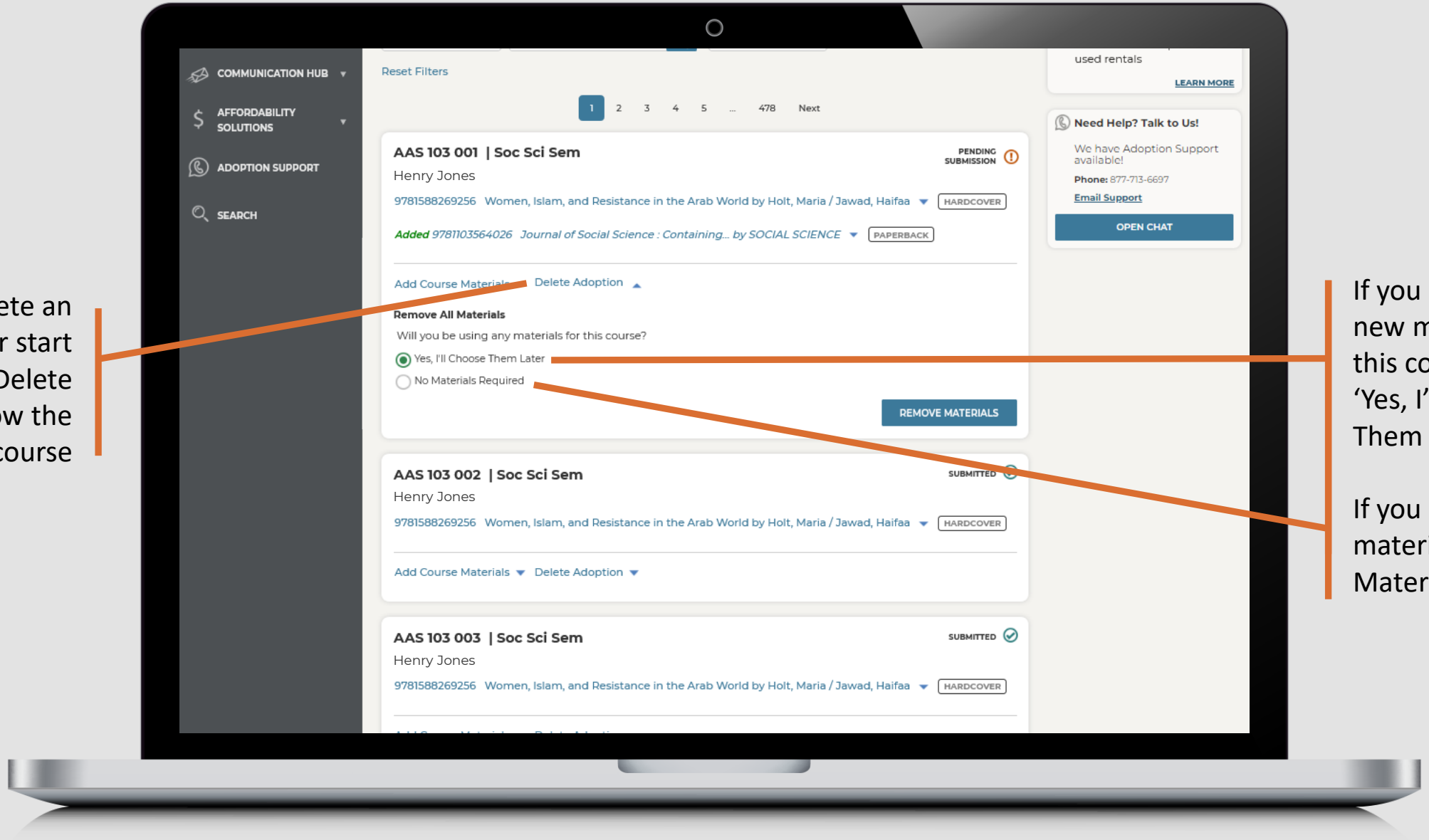
New materials are identified by an ‘Added’ note



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’

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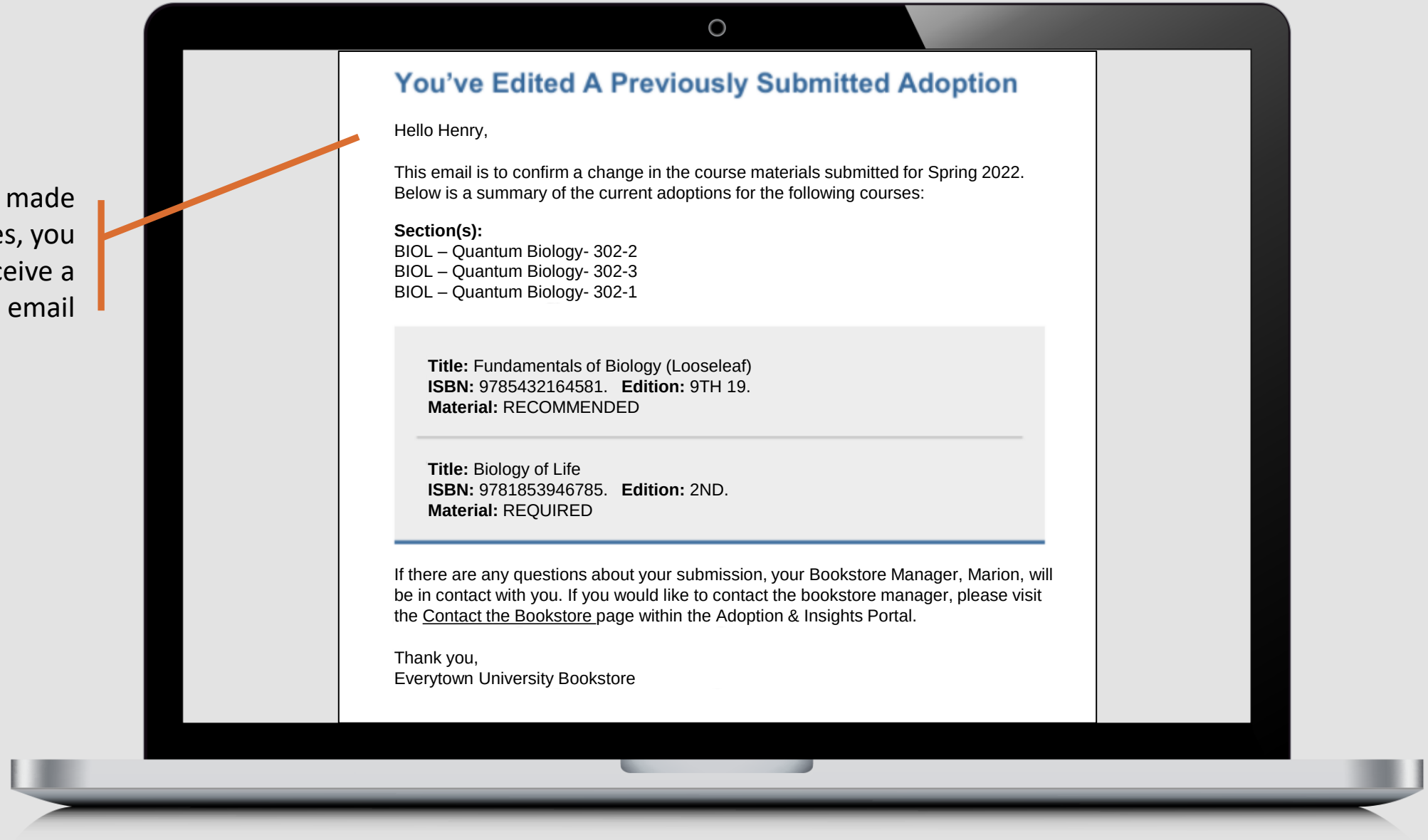
After you've made your updates, you will receive a confirmation email



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

Search

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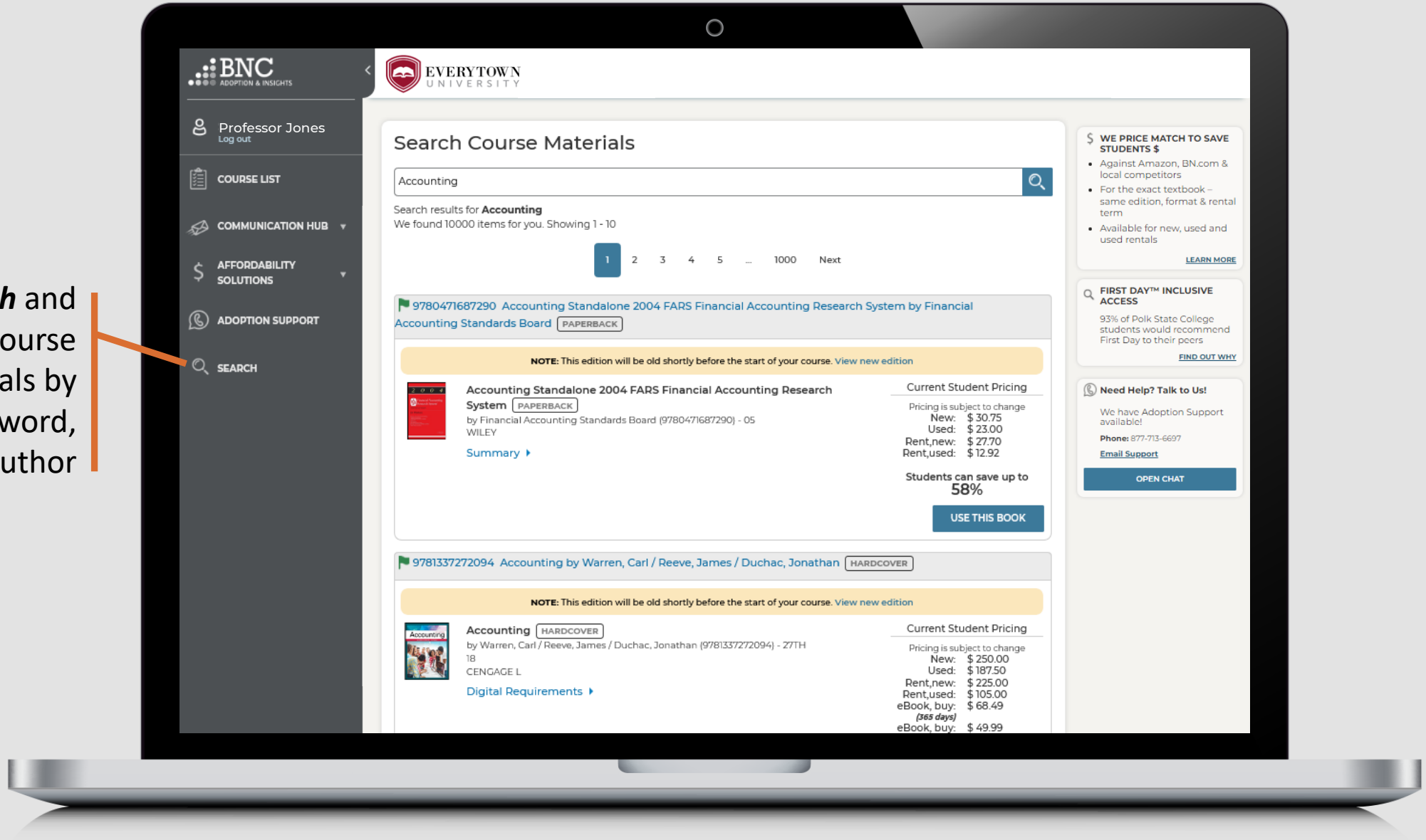
Search and Research course materials by ISBN, Keyword, or Author



Contact the Bookstore

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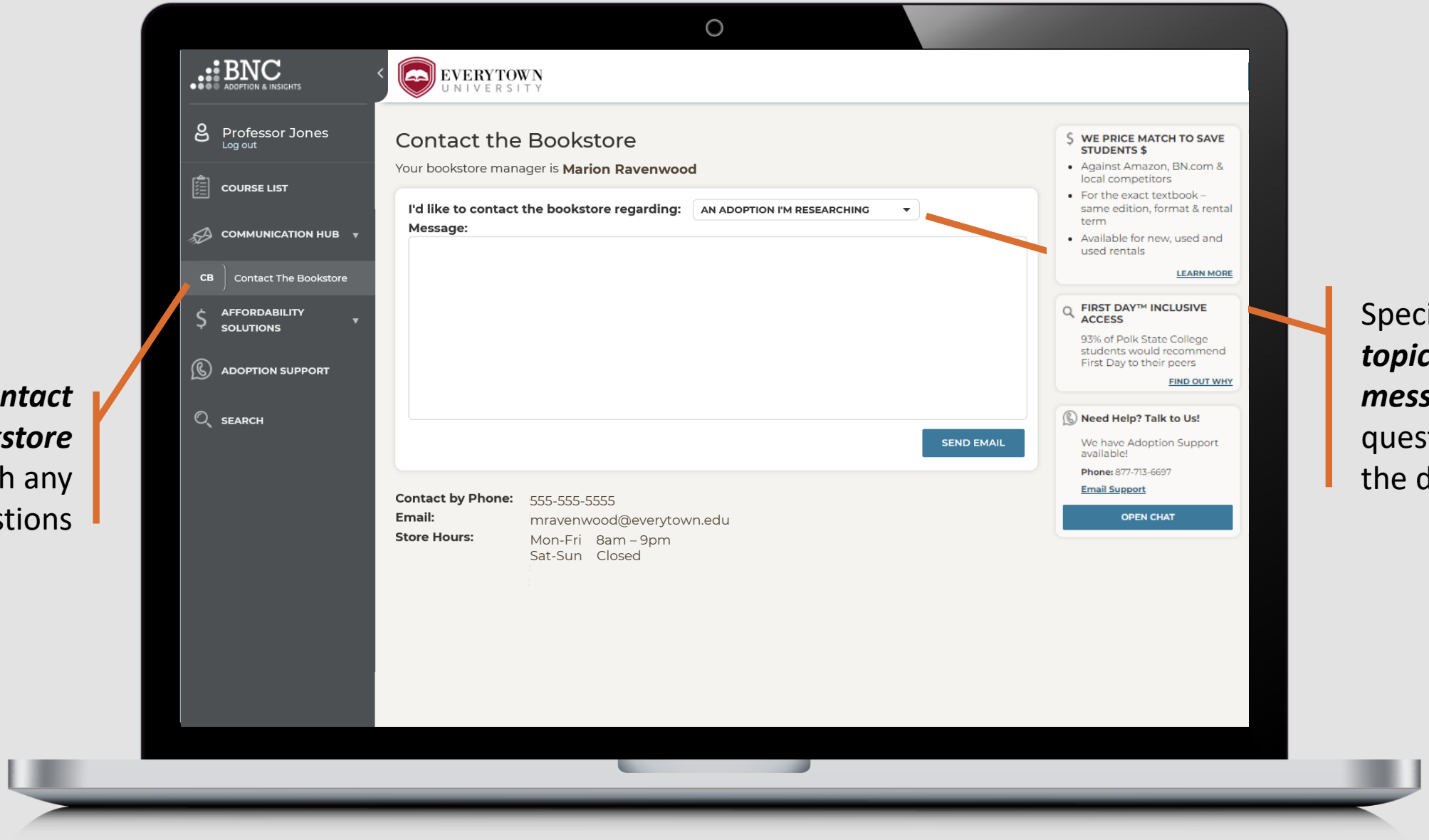
Easily ***Contact the Bookstore*** with any questions



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

Affordability Solutions

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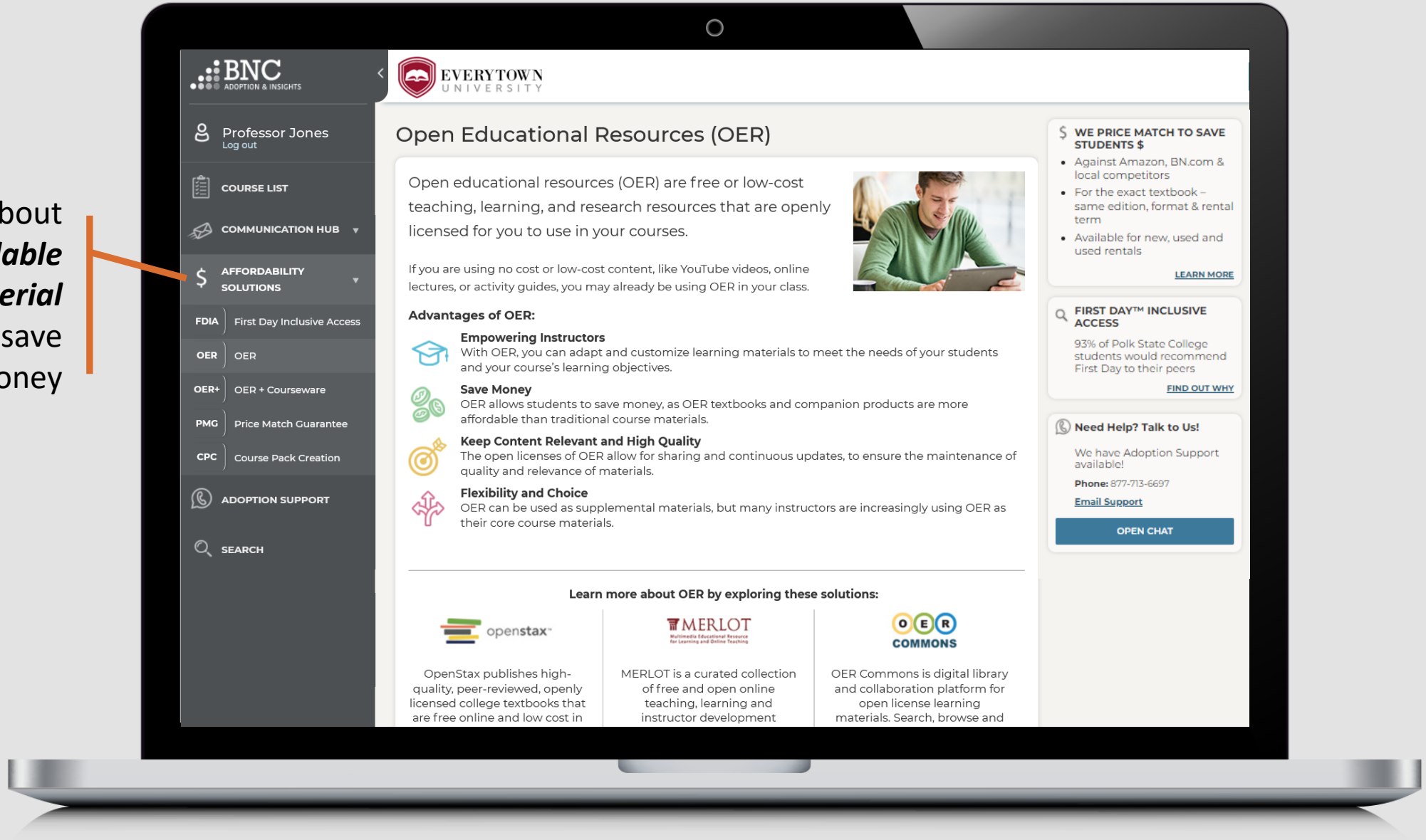
Learn about ***Affordable Course Material Solutions*** to save students money



Adoption Support

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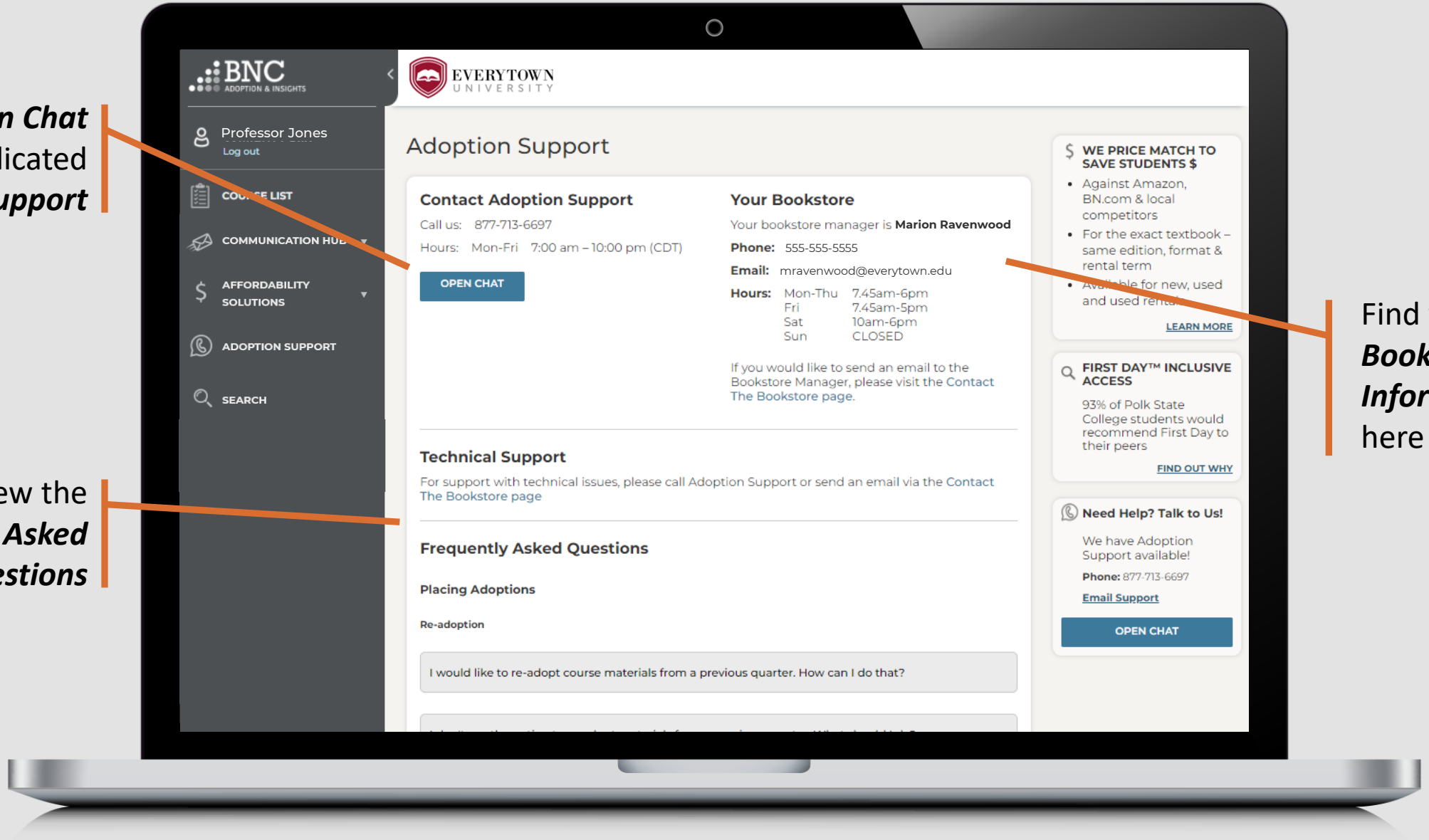
Click ***Open Chat*** for dedicated ***Adoption Support***

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: AIPsupport@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.*