



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.

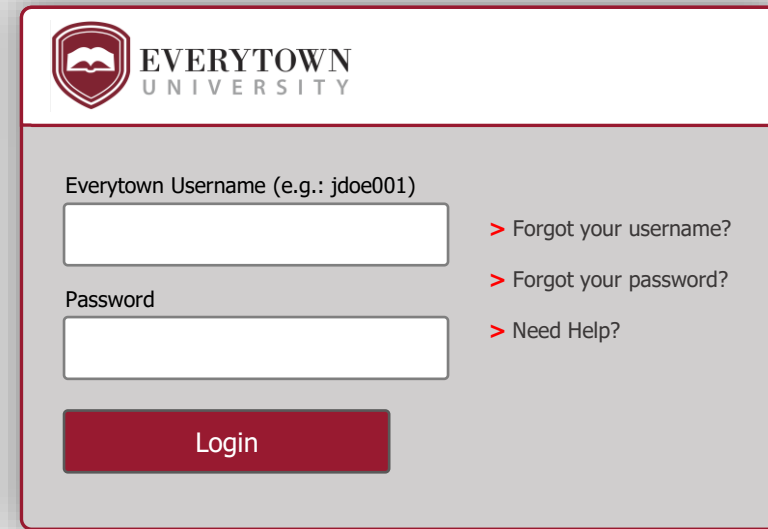
With AIP, faculty and staff can easily manage and submit course material adoptions each term.

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



EVERYTOWN UNIVERSITY

Everytown Username (e.g.: jdoe001)

Forgot your username?

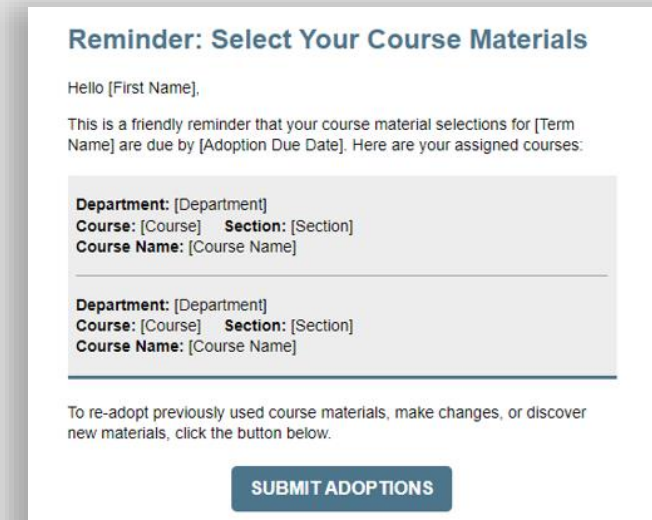
Password

Forgot your password?

Need Help?

Login

Note: this is an example and only for illustrative purposes



Reminder: Select Your Course Materials

Hello [First Name],

This is a friendly reminder that your course material selections for [Term Name] are due by [Adoption Due Date]. Here are your assigned courses:

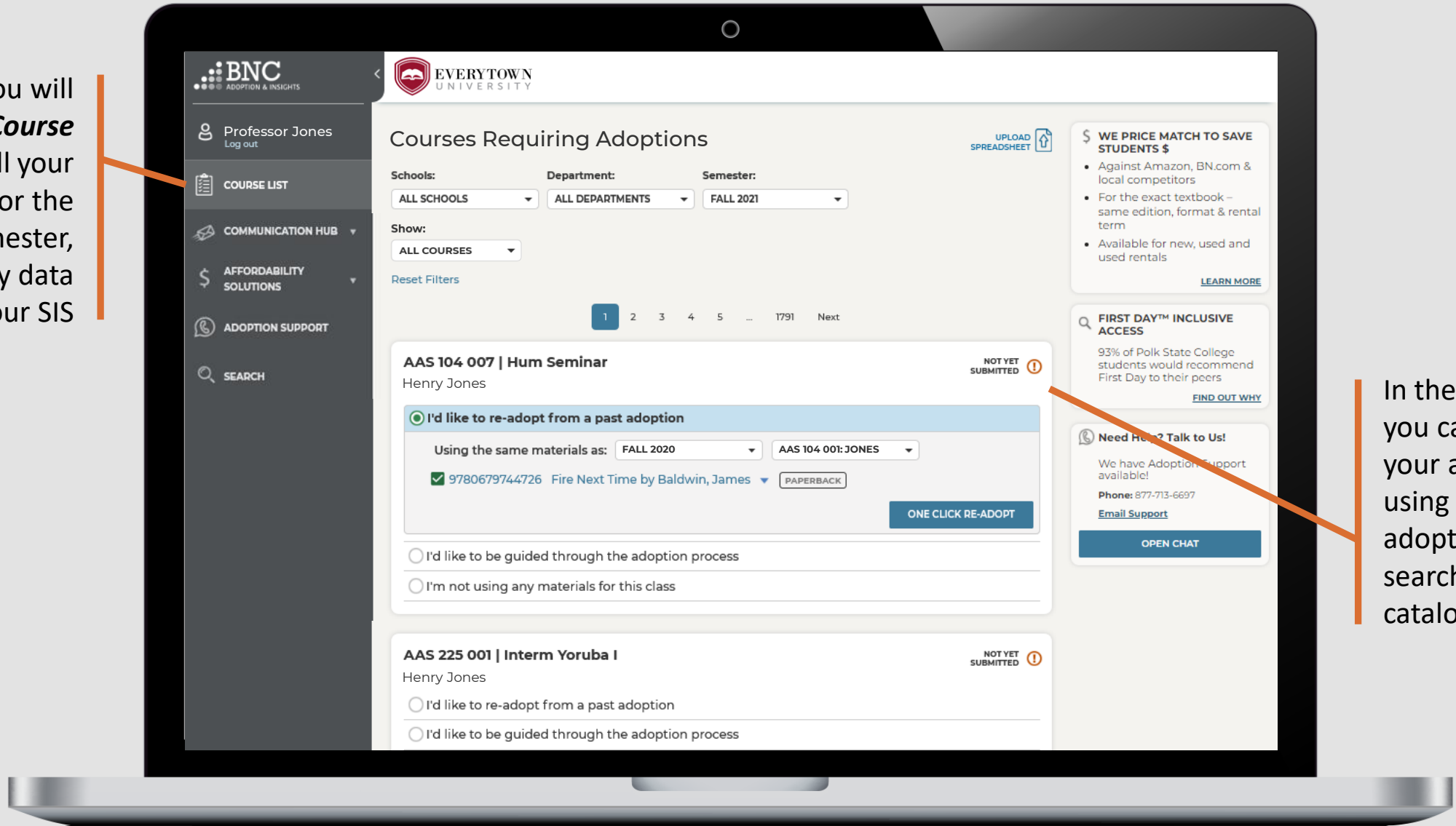
Department: [Department]
Course: [Course] **Section:** [Section]
Course Name: [Course Name]

Department: [Department]
Course: [Course] **Section:** [Section]
Course Name: [Course Name]

To re-adopt previously used course materials, make changes, or discover new materials, click the button below.

SUBMIT ADOPTIONS

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



BNC
ADOPTION & INSIGHTS

Professor Jones
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH



Courses Requiring Adoptions

UPLOAD SPREADSHEET

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](#)

Schools: Department: Semester:

Show:

[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:

9780679744726 Fire Next Time by Baldwin, James

ONE CLICK RE-ADOPT

I'd like to be guided through the adoption process

I'm not using any materials for this class

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

AAS 225 001 | Interm Yoruba I NOT YET SUBMITTED

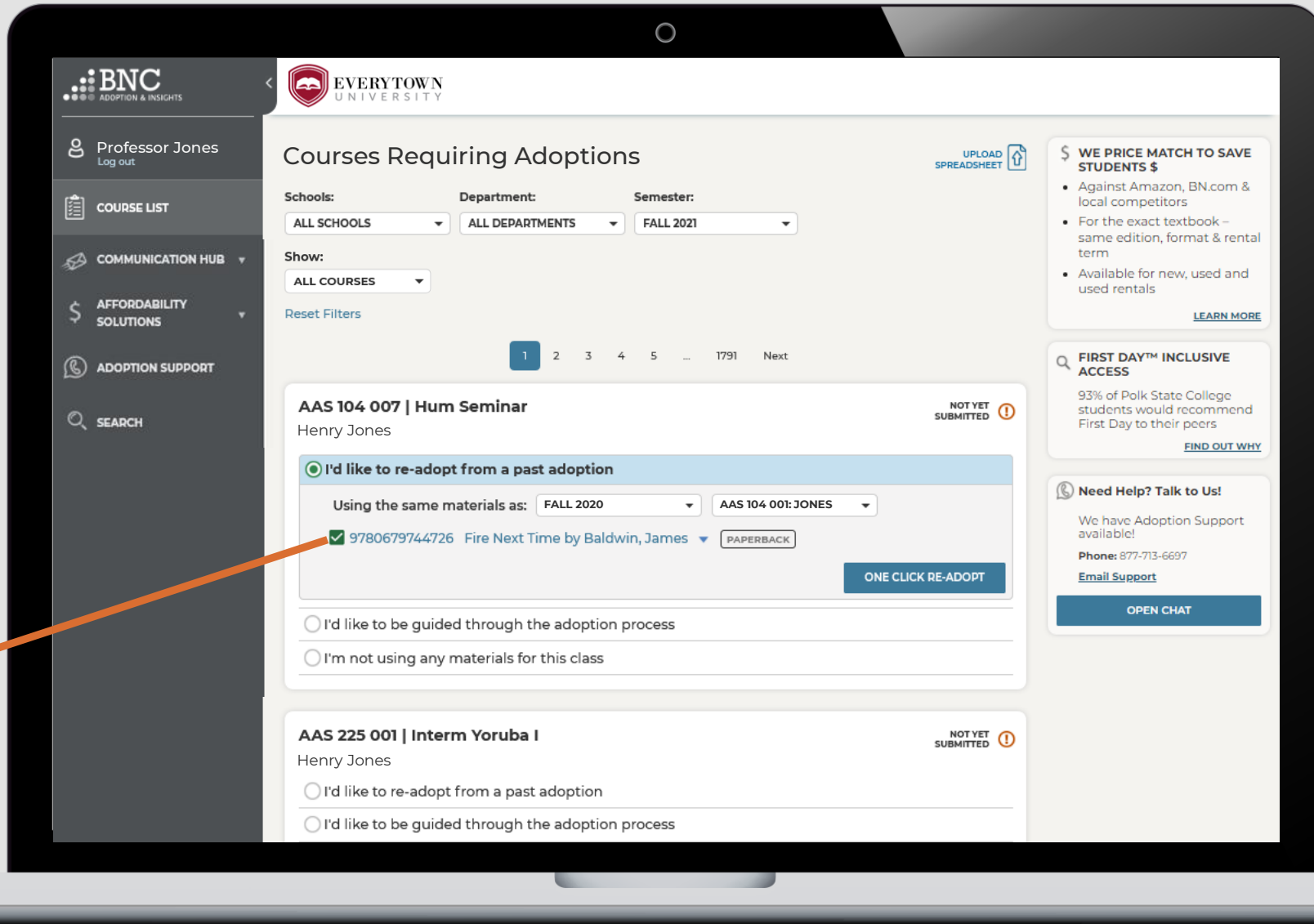
Henry Jones

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

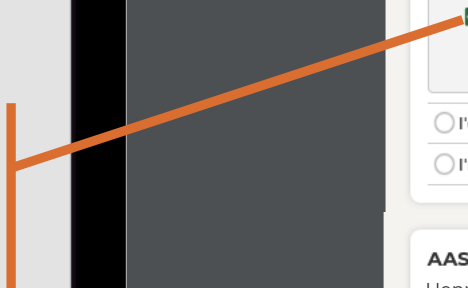
I'd like to be guided through the adoption process

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

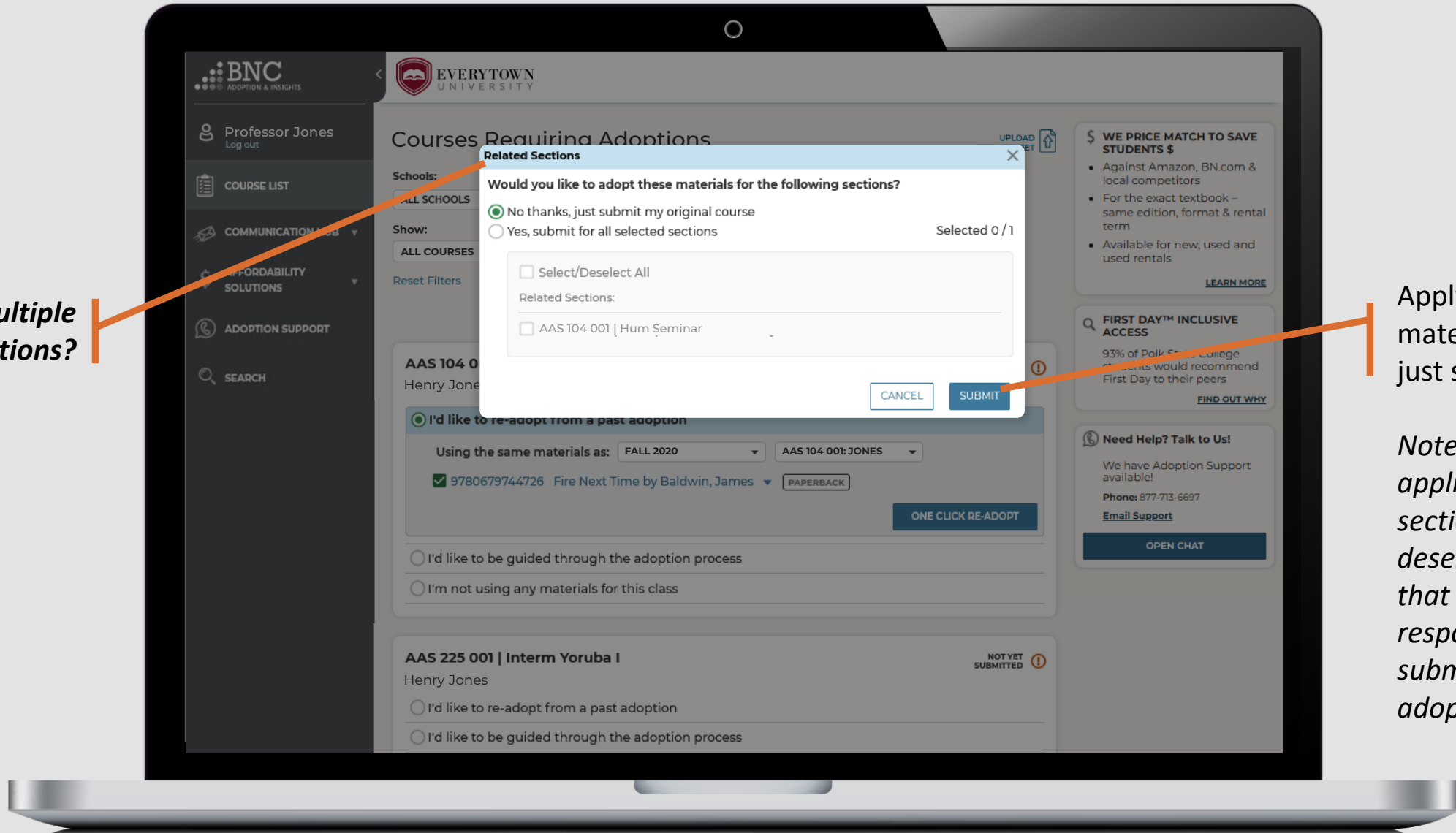
Select which term and section you want to use



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



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

Professor Jones
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY
SOLUTIONS

ADOPTION SUPPORT

SEARCH

Adoption Complete!

Thank you for submitting your adoption. It has been routed for bookstore review.

[Return to Course List](#)

Courses Submitted

SUBMITTED 


AAS 104 007 | Hum Seminar

Henry Jones

9781260151756 [Fundamentals of Corporate Finance \(Looseleaf\) by Brealey / Myers / Marcus](#)

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

Courses Not Submitted

NOT YET
SUBMITTED 

[BIOL-302-02 | Quantum Biology](#)

WE PRICE MATCH TO SAVE STUDENTS \$

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[Email Support](#)

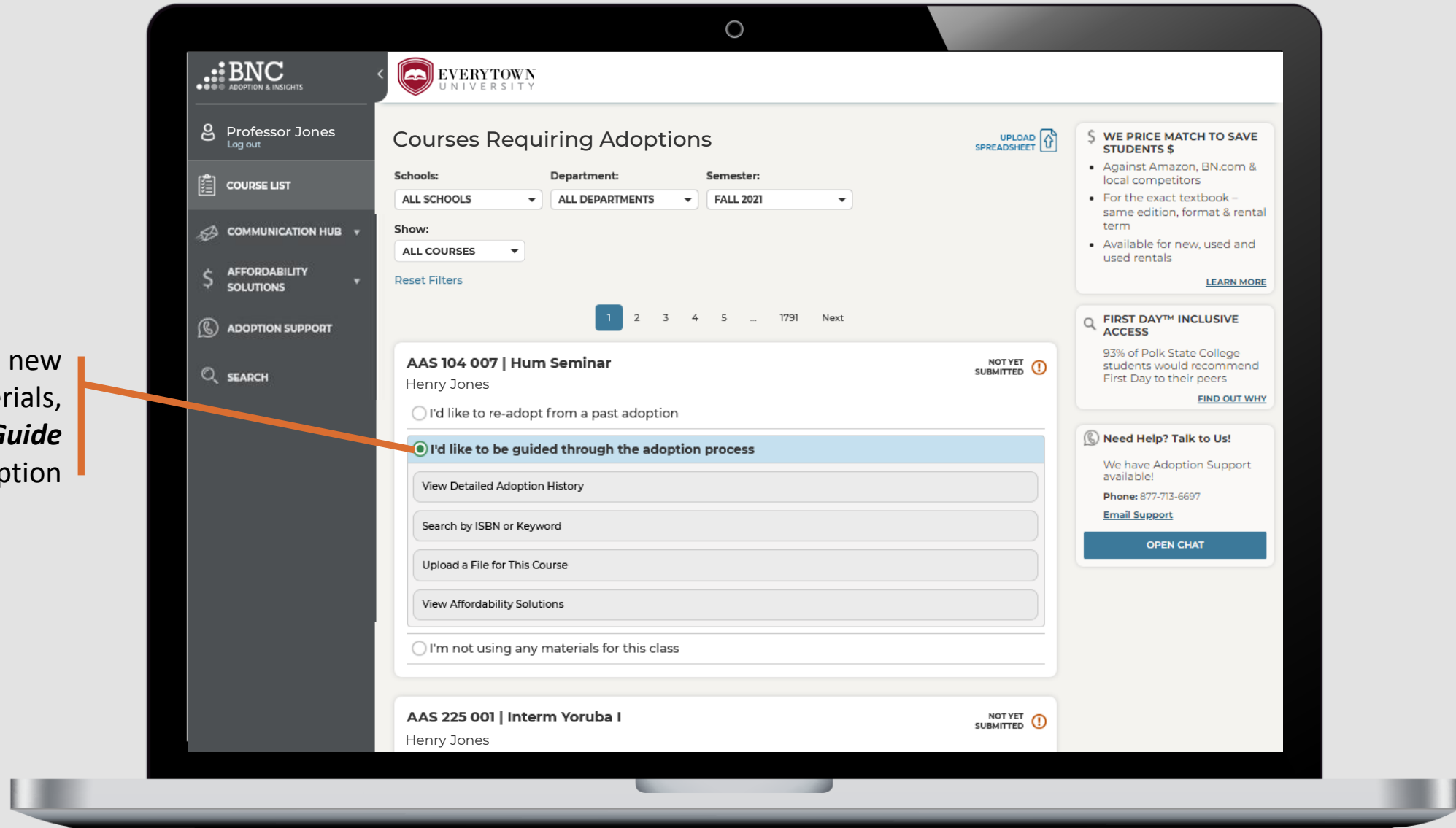
[OPEN CHAT](#)

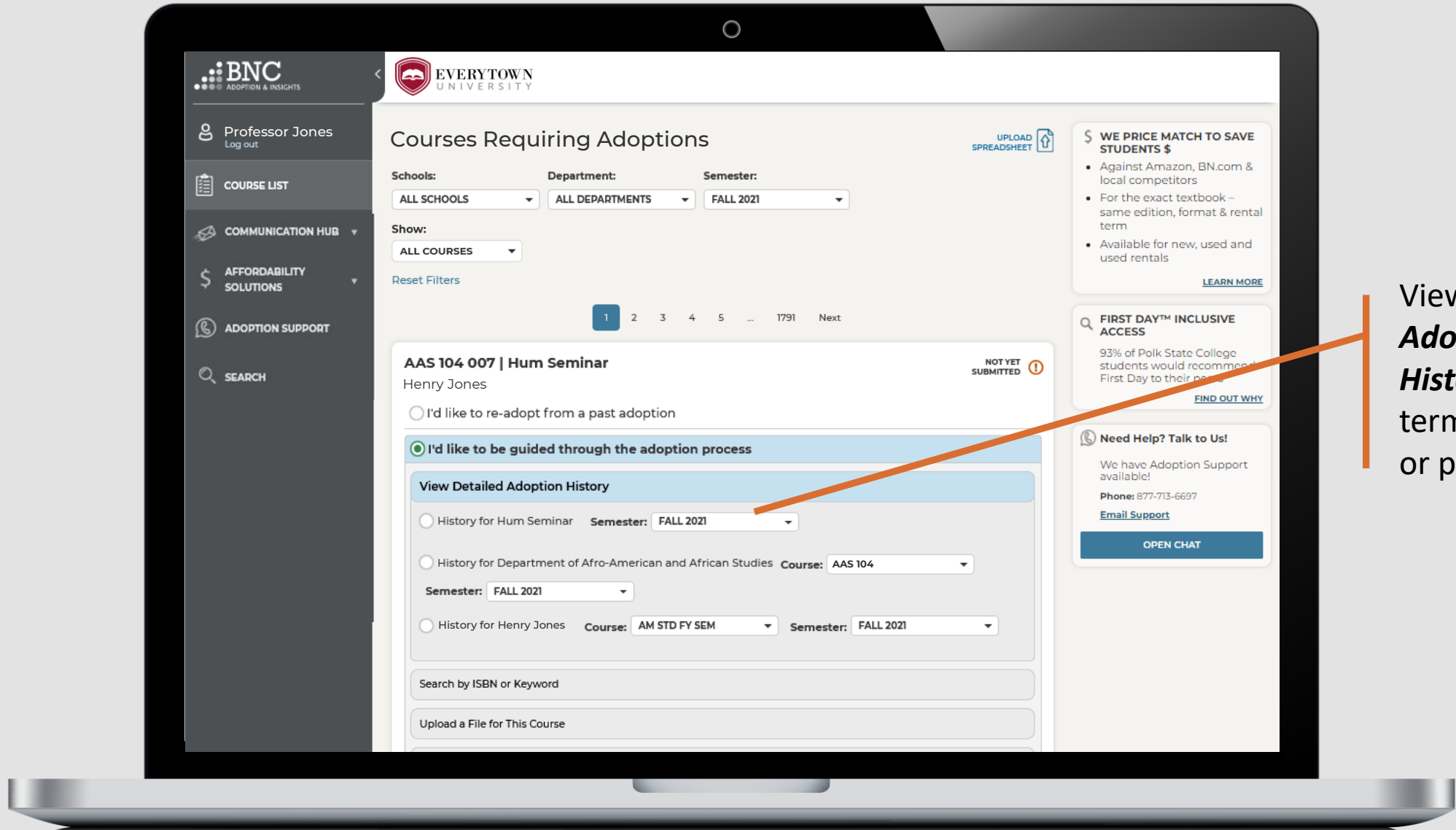
That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

Guided Adoption



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

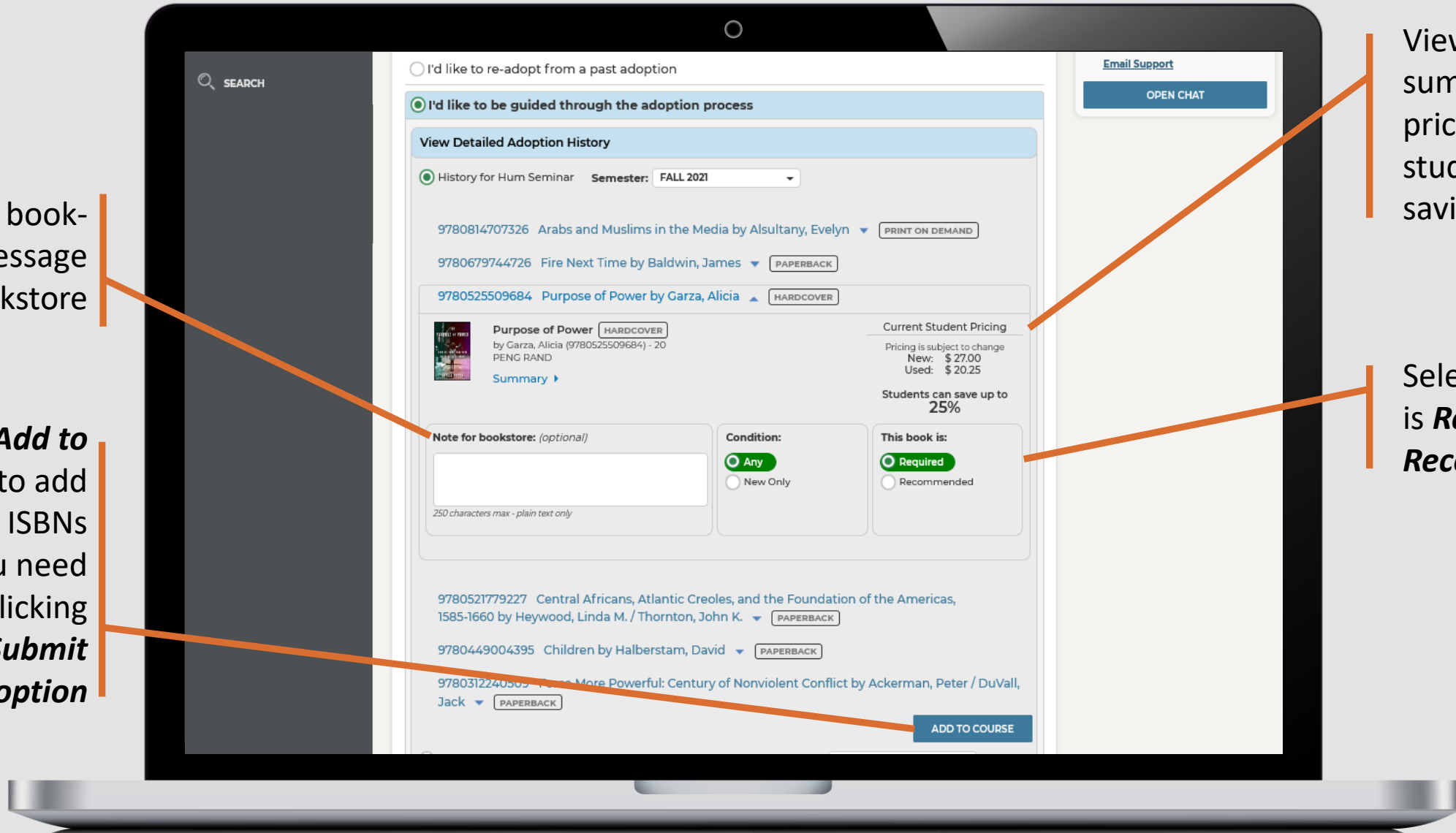




View *Detailed Adoption History* by term, course, or professor

Write a book-specific message to the bookstore

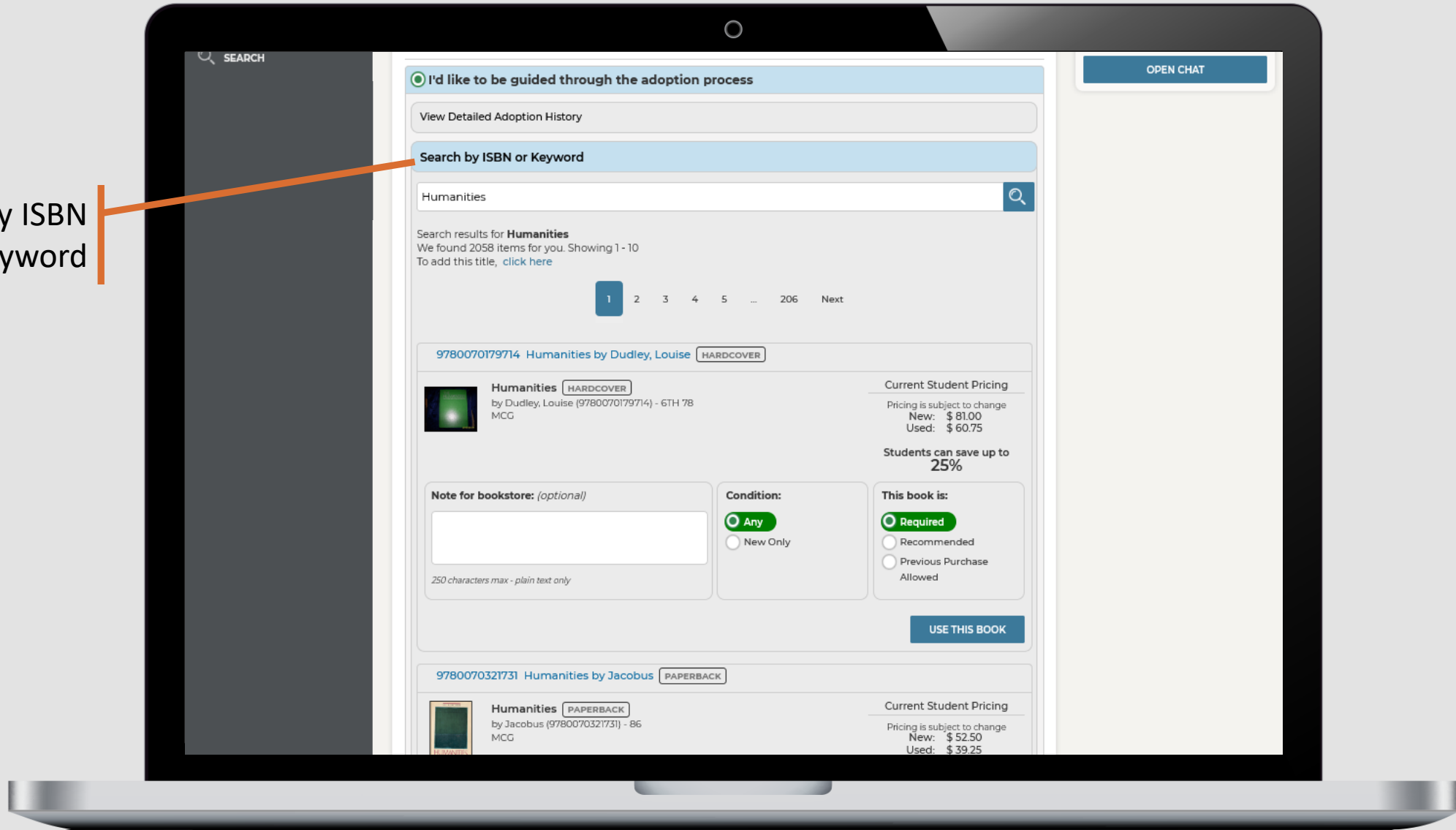
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

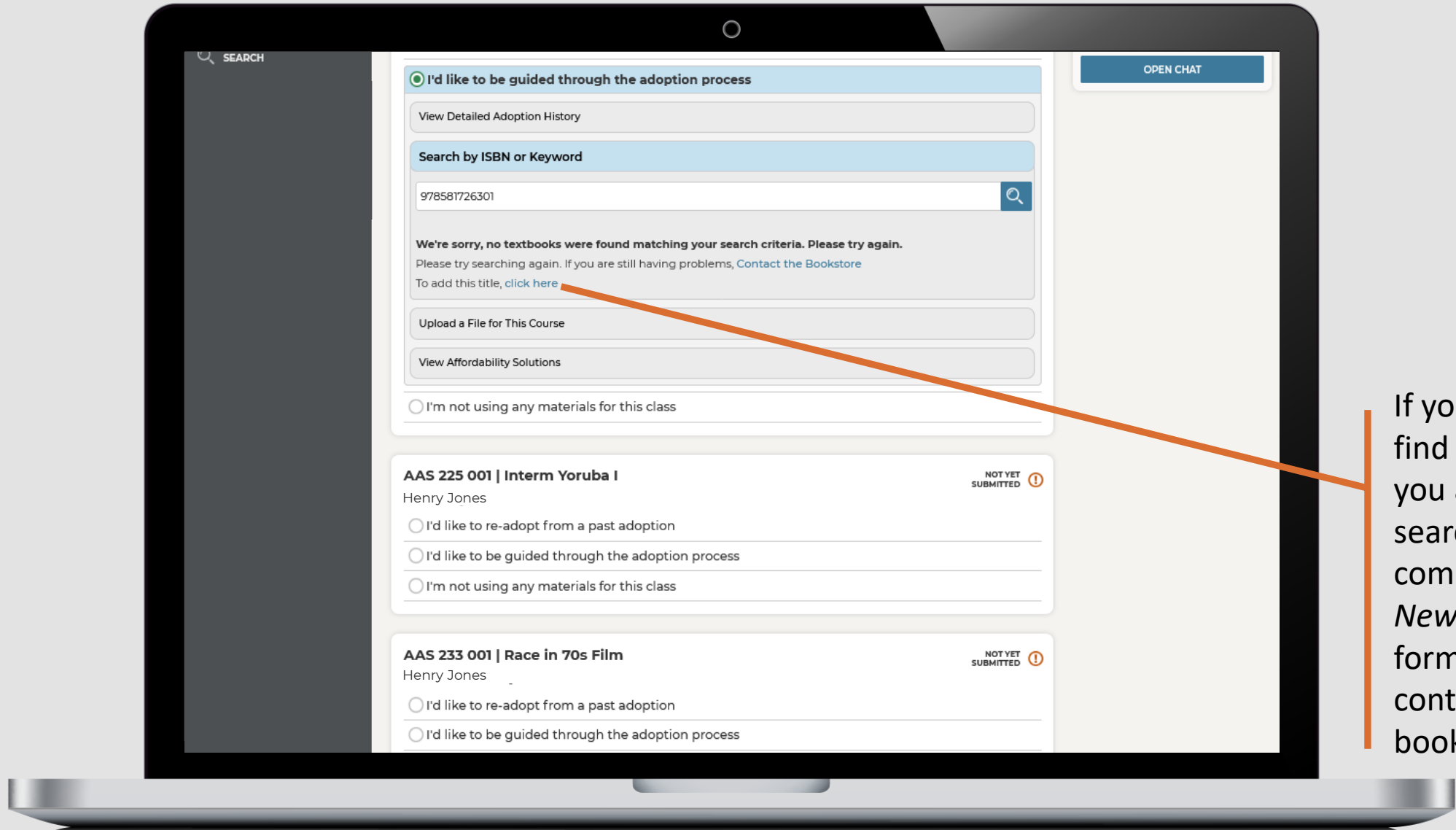


View textbook summary, pricing for students, and savings

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

Search by ISBN
or Keyword





OPEN CHAT

I'd like to be guided through the adoption process

[View Detailed Adoption History](#)

Search by ISBN or Keyword

978581726301

We're sorry, no textbooks were found matching your search criteria. Please try again.
Please try searching again. If you are still having problems, [Contact the Bookstore](#)
To add this title, [click here](#)

[Upload a File for This Course](#)

[View Affordability Solutions](#)

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

I'm not using any materials for this class

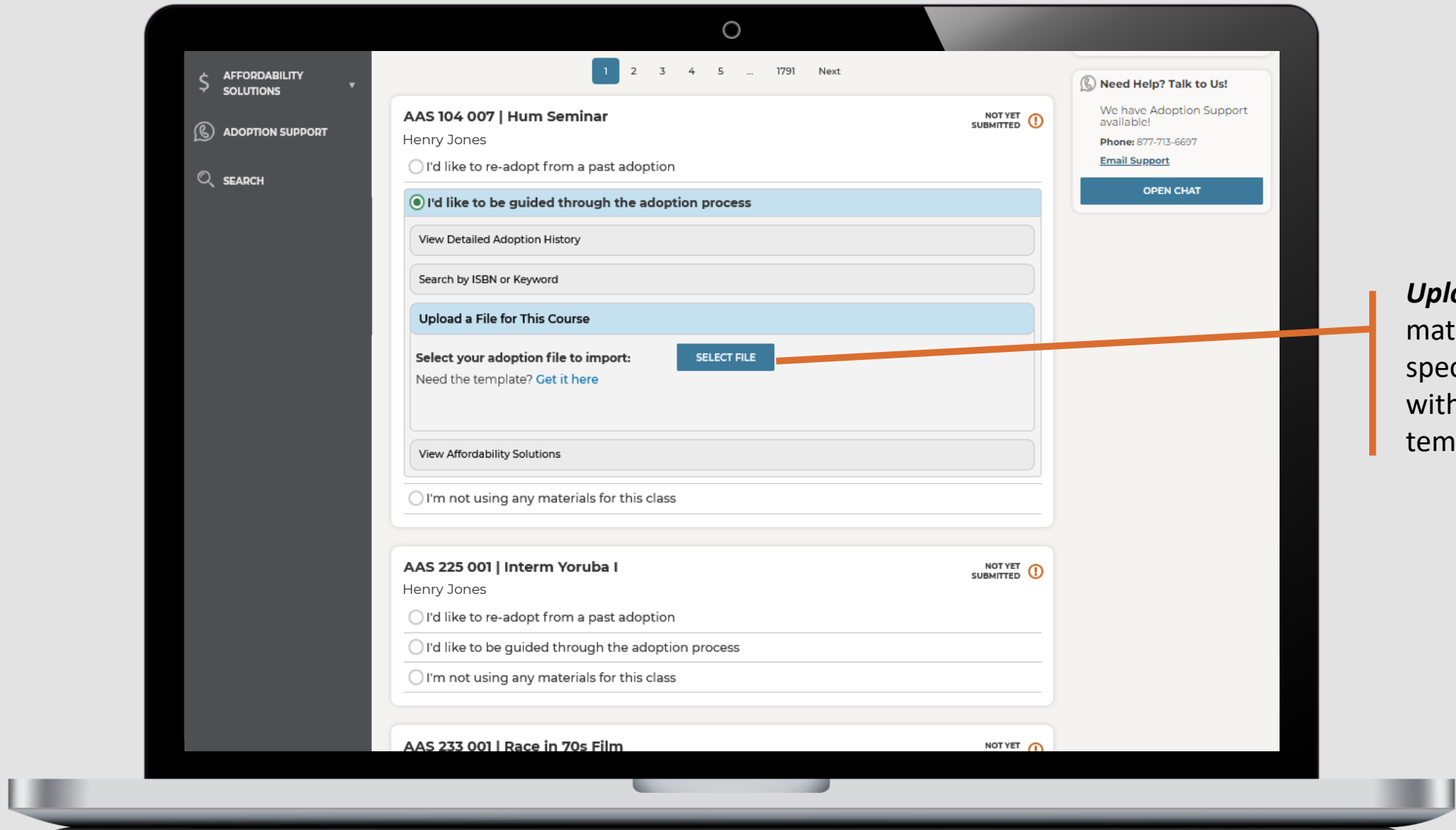
AAS 233 001 | Race in 70s Film NOT YET SUBMITTED

Henry Jones

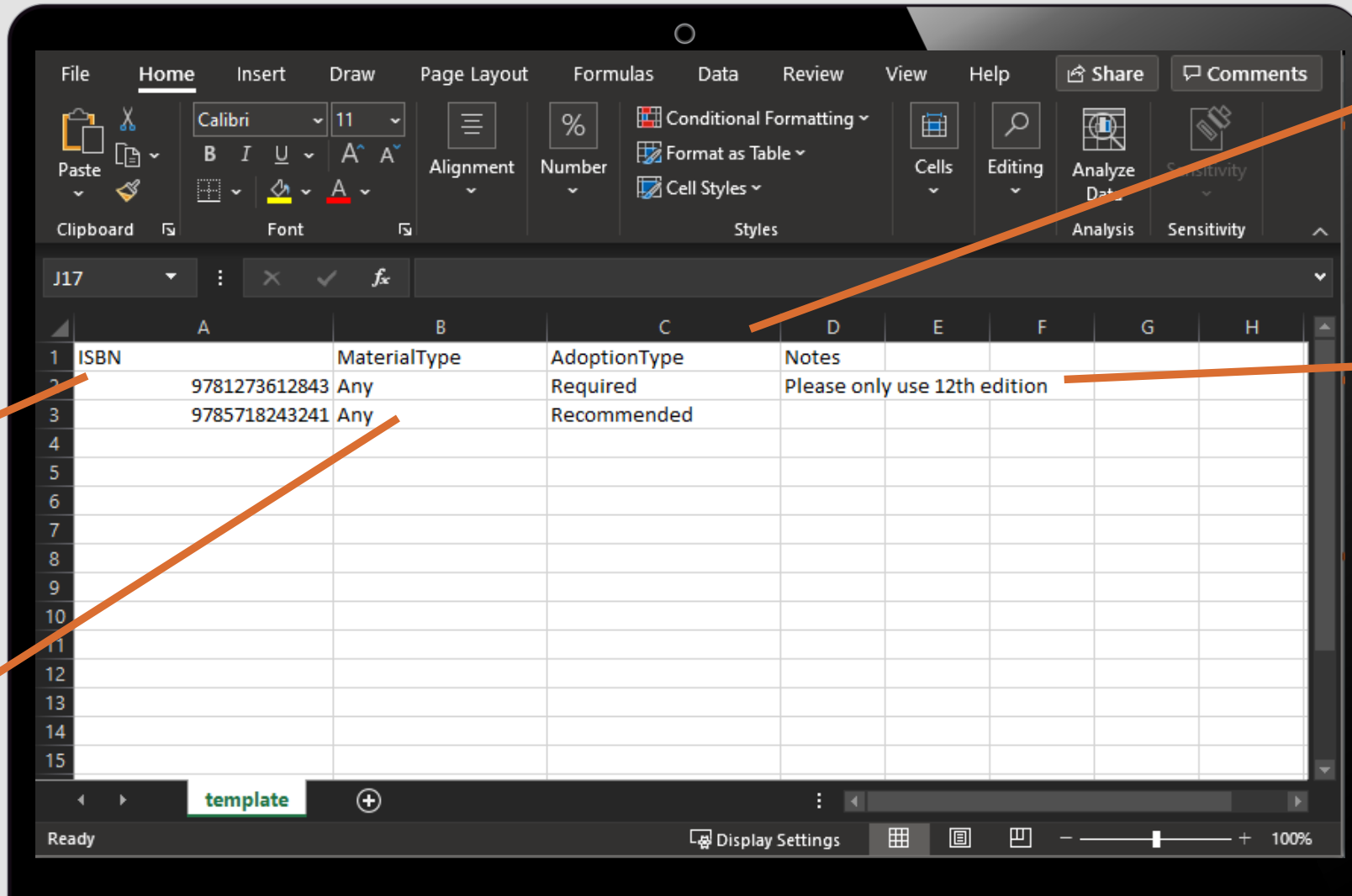
I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

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

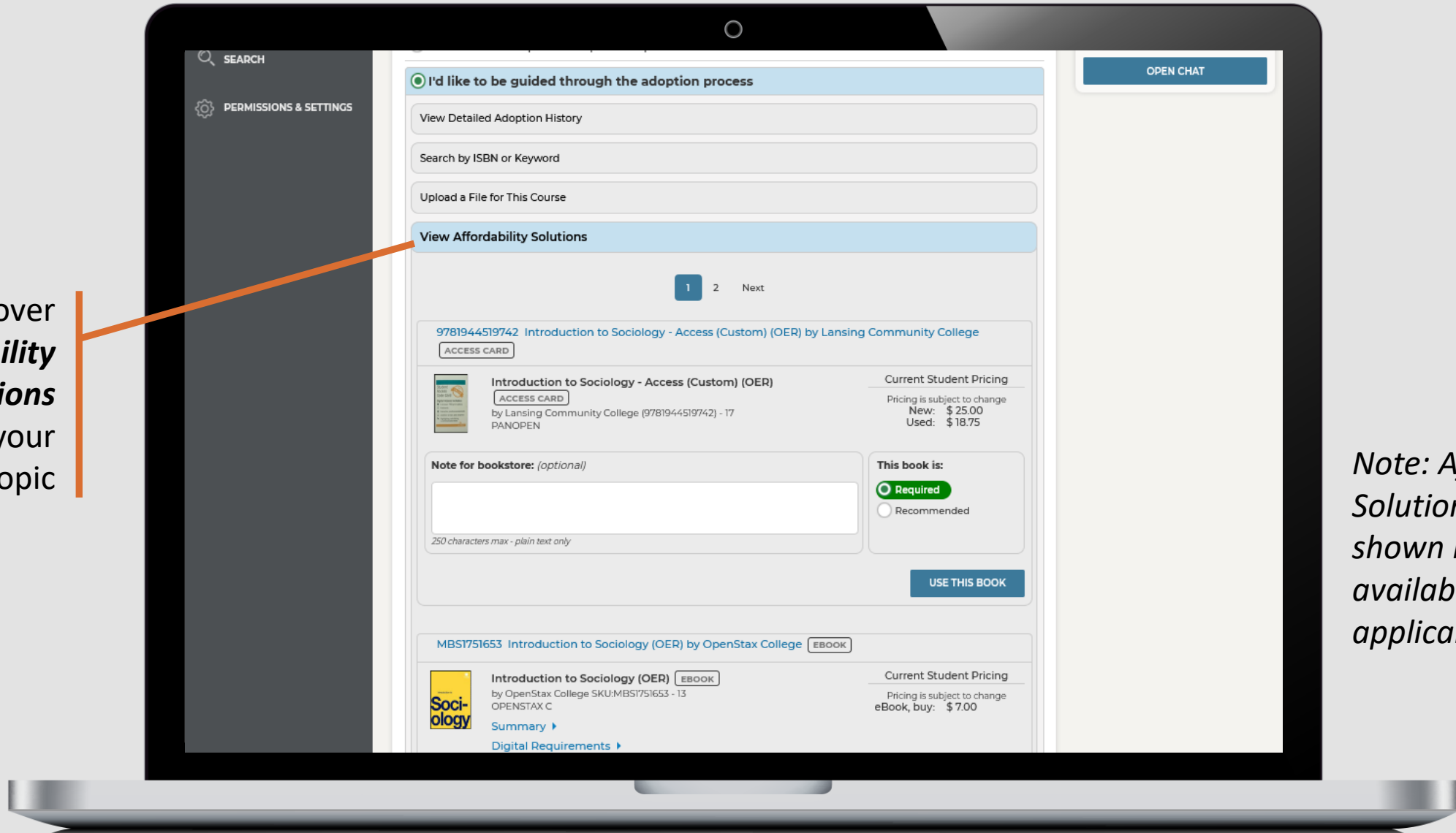
For **Material Type**, enter New Only, Digital Only, or Any

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

Notes are optional and can be left blank

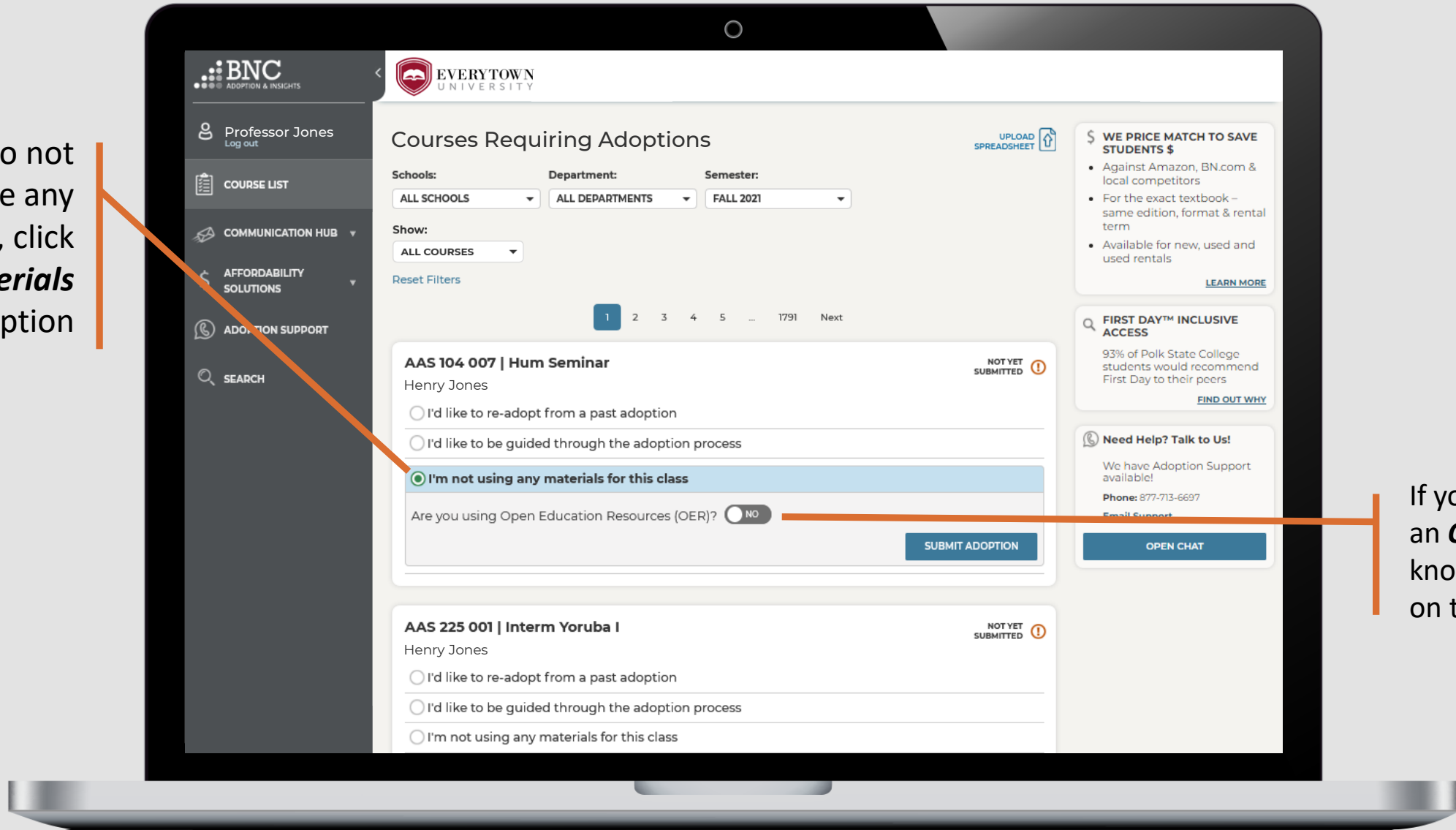
	A	B	C	D	E	F	G	H
1	ISBN	MaterialType	AdoptionType	Notes				
2	9781273612843	Any	Required	Please only use 12th edition				
3	9785718243241	Any	Recommended					
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

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

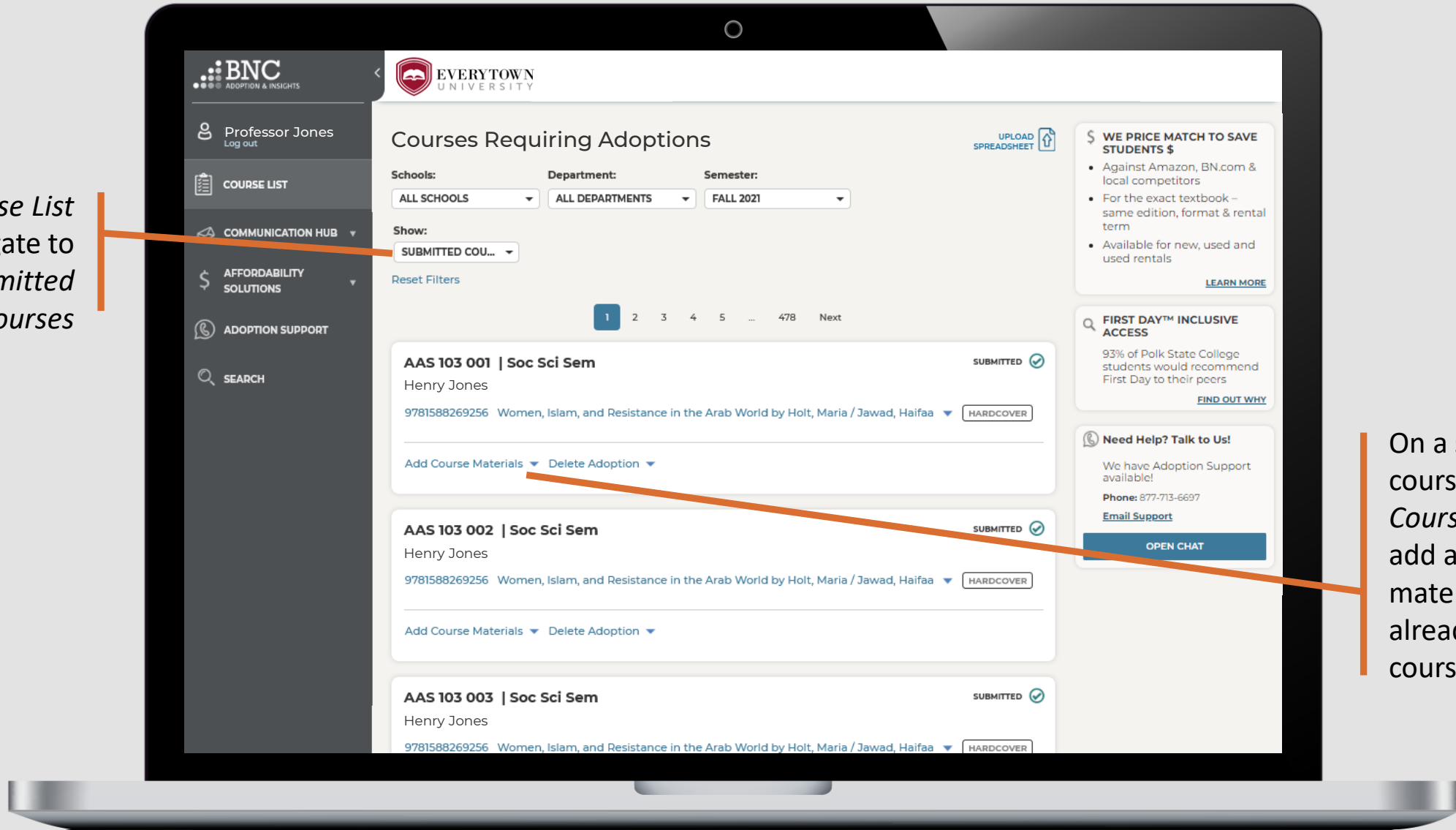


If you are using an **OER**, let us know by clicking on the toggle

Editing an Adoption

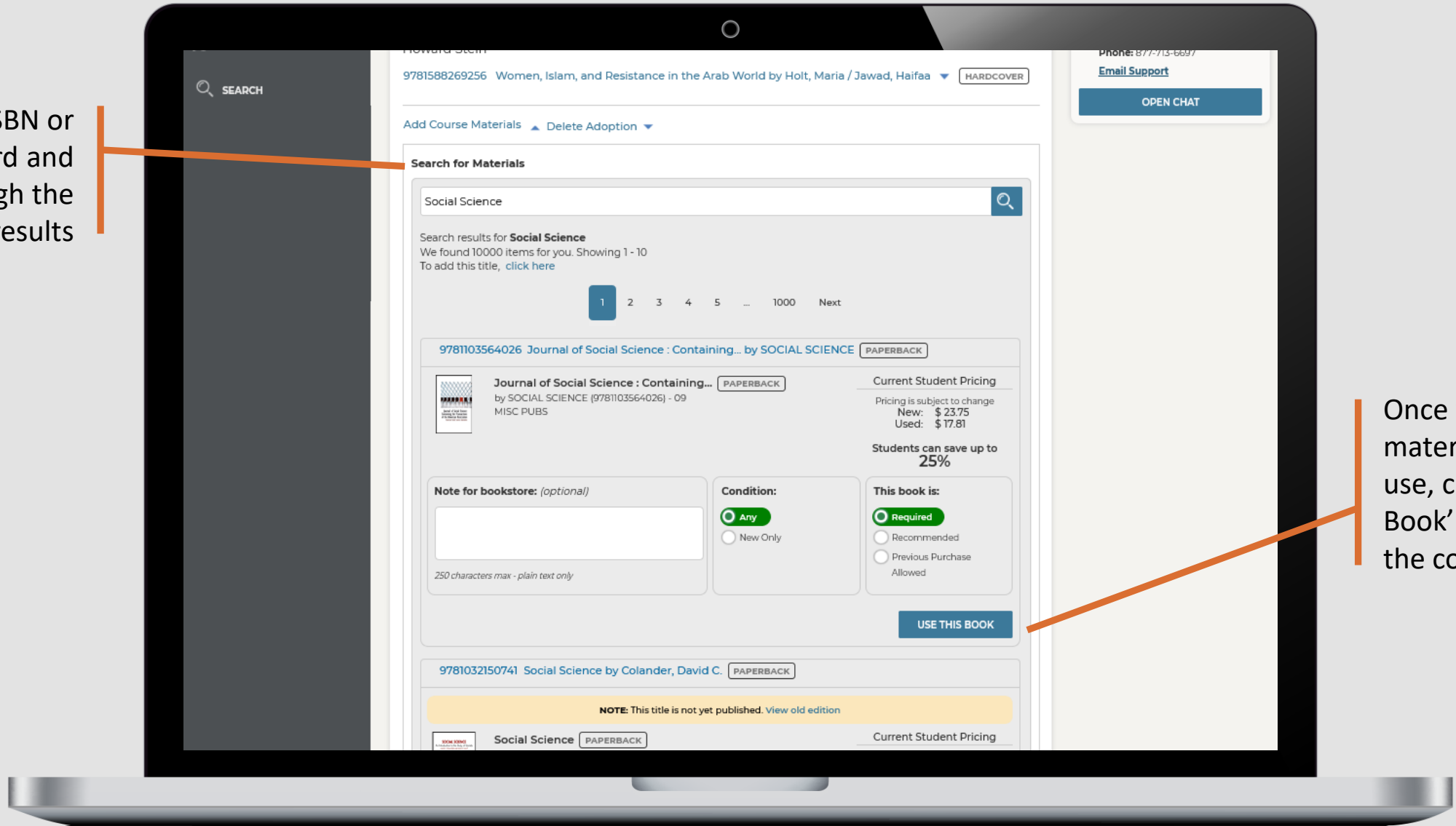


On the *Course List* page, navigate to your *Submitted Courses*



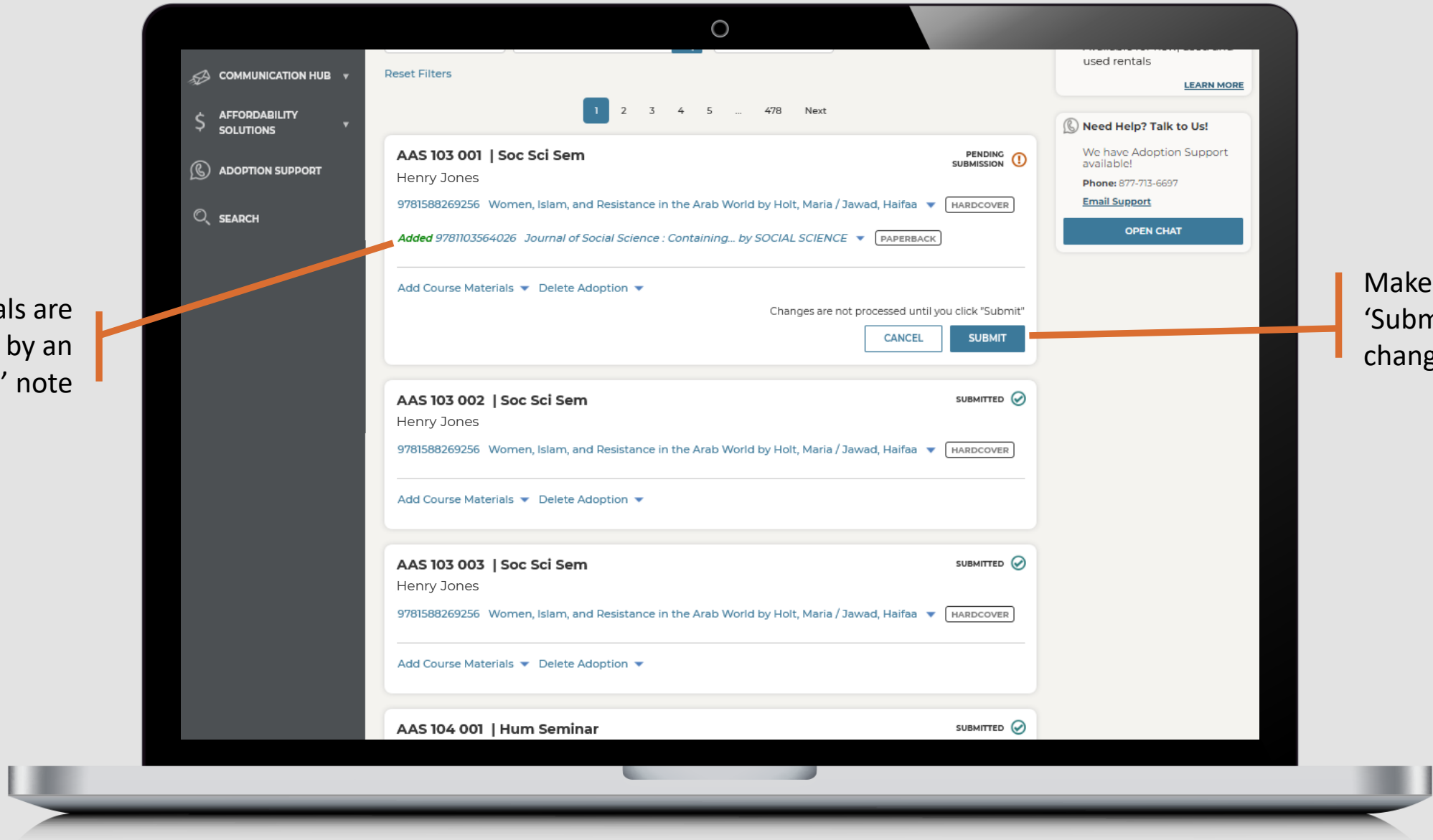
On a submitted course, click *Add Course Materials* to add additional materials to the already submitted course

Search by ISBN or
Keyword and
browse through the
search results



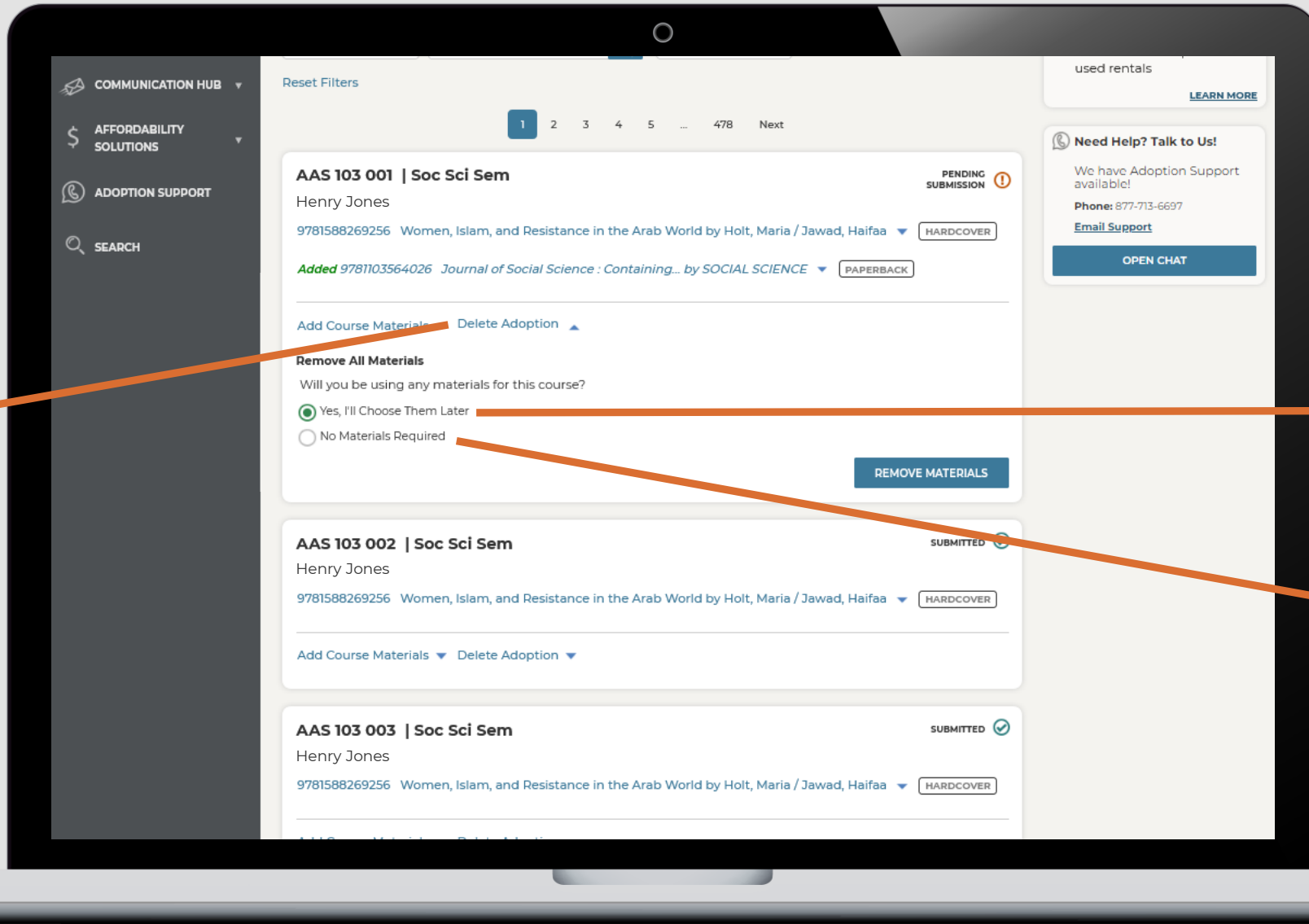
Once you've found a
material you'd like to
use, click 'Use This
Book' to add it to
the course

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

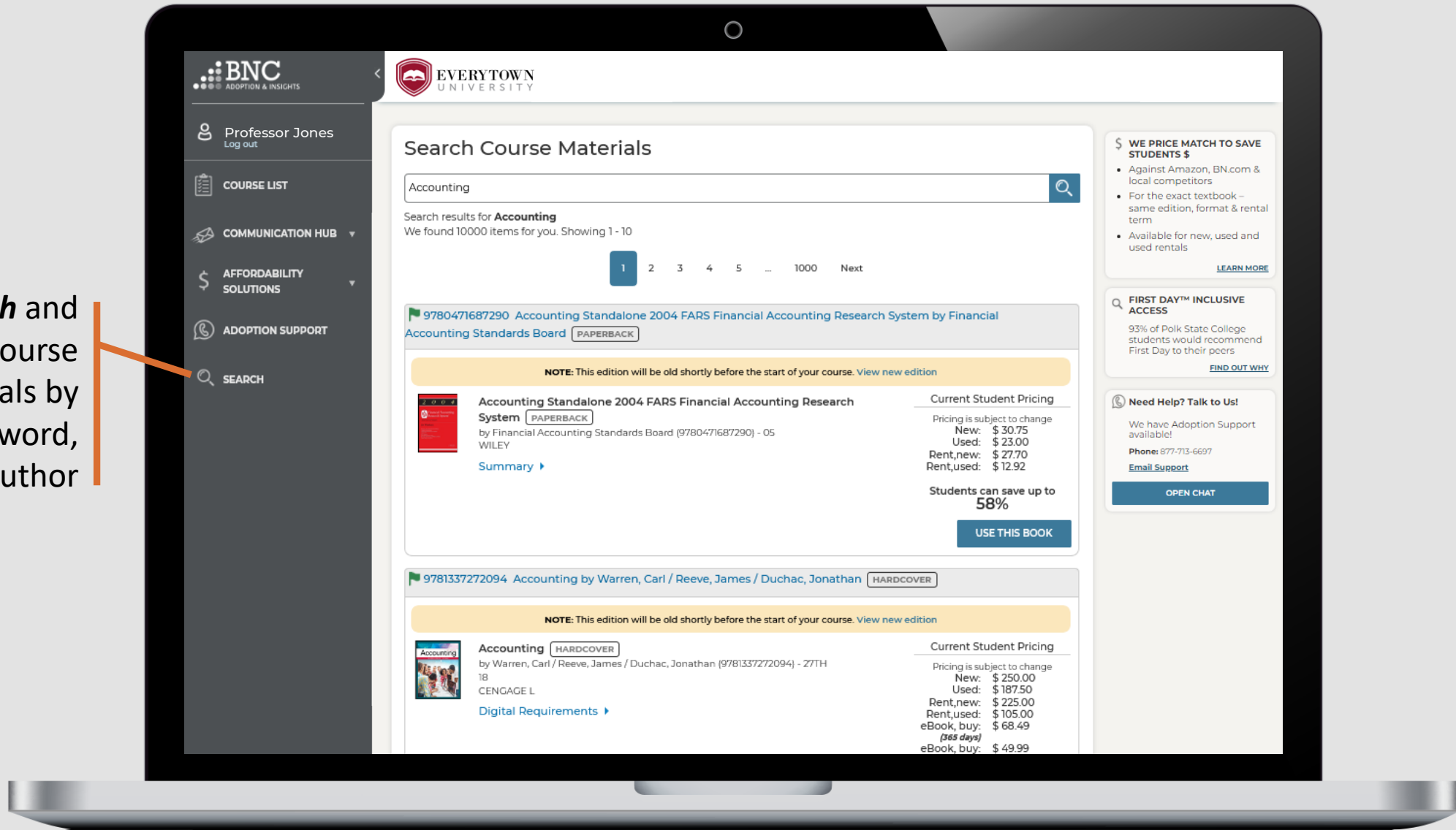
If there are any questions about your submission, your Bookstore Manager, Marion, will be in contact with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.

Thank you,
Everytown University Bookstore

Search



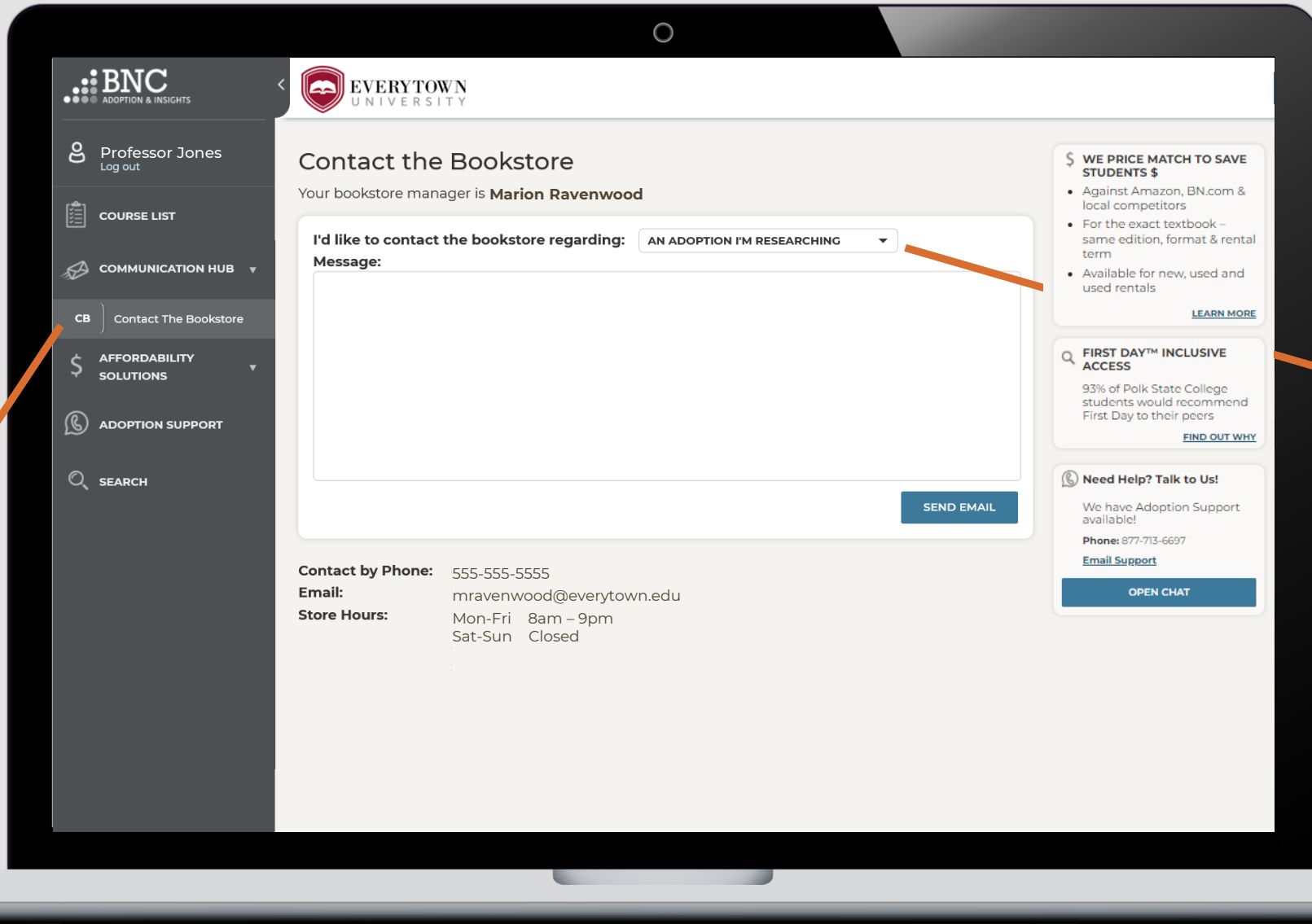
Search and Research course materials by ISBN, Keyword, or Author



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

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EVERYTOWN UNIVERSITY

Open Educational Resources (OER)

Open educational resources (OER) are free or low-cost teaching, learning, and research resources that are openly licensed for you to use in your courses.

If you are using no cost or low-cost content, like YouTube videos, online lectures, or activity guides, you may already be using OER in your class.

Advantages of OER:

- Empowering Instructors**
With OER, you can adapt and customize learning materials to meet the needs of your students and your course's learning objectives.
- Save Money**
OER allows students to save money, as OER textbooks and companion products are more affordable than traditional course materials.
- Keep Content Relevant and High Quality**
The open licenses of OER allow for sharing and continuous updates, to ensure the maintenance of quality and relevance of materials.
- Flexibility and Choice**
OER can be used as supplemental materials, but many instructors are increasingly using OER as their core course materials.

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- For the exact textbook – same edition, format & rental term
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[Email Support](#)

[OPEN CHAT](#)

Learn more about OER by exploring these solutions:

- openstax™**
OpenStax publishes high-quality, peer-reviewed, openly licensed college textbooks that are free online and low cost in
- MERLOT**
MERLOT is a curated collection of free and open online teaching, learning and instructor development
- OER COMMONS**
OER Commons is digital library and collaboration platform for open license learning materials. Search, browse and

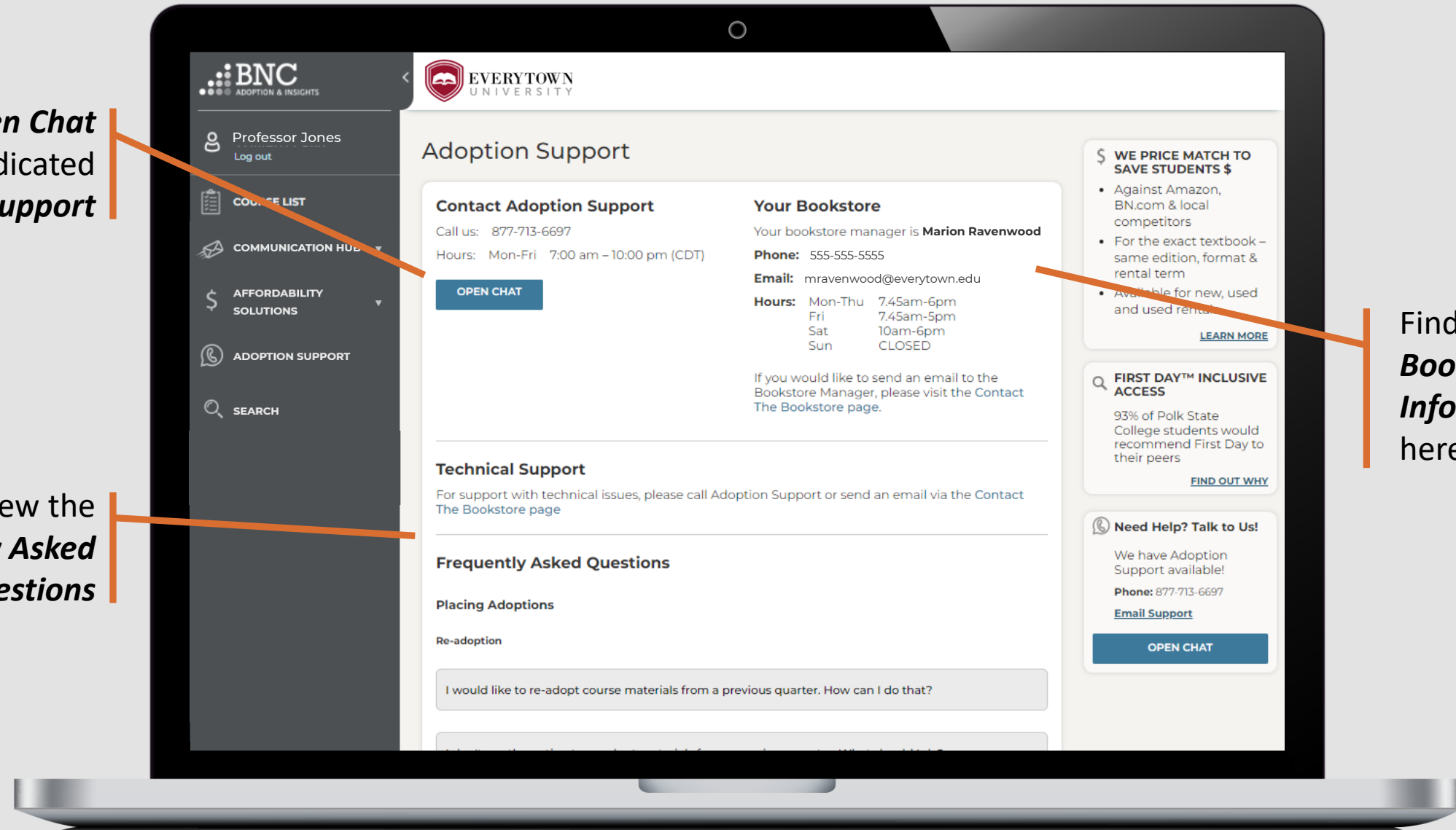
Adoption Support



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.*