Course Materials Selection

Please contact Dan Darkow (ddarkow2@swarthmore.edu or 610-328-8018) with any questions.

From the Campus & Community Store website (store.swarthmore.edu), hover over ‘Faculty’ and click ‘Faculty Login’.

Login using your Swarthmore login. If you do not have a Swarthmore Login yet, you will be allowed to register a new login with your email address.

Under the Submit Your Adoptions section, Click on Guided Adoption.

Step 1: Create a course (Course information will pull from Banner)

Term: Select from the drop down box.

Department: For the first time using the tool, you will have to click on Add Department. Once history is saved, your departments will populate in the drop down menu.
Select your department from the drop down on the next screen. Click Add.

![Department Access](image)

Click Continue at the bottom of the screen.

![Note: All fields marked with a red asterisk (* ) are required](image)

Be sure that the term is still selected. When departments are added, sometimes this field resets.

Filter by Instructor should have your name in the drop down menu. If it is not, email Dan at ddarkow2 or call at x8018.

Course Information:

- Choose your Course from the dropdown menu.
- Choose the Section from the dropdown menu.

![Course Information](image)

Check to make sure your name is in the instructor field.
If no course materials are required, click this field:

Section Information:

While not required, this information is helpful for Dan to have:

Click Continue

**Step 2: Find Books**

This screen gives you a few different options to submit your course materials.

- **Your Book List** will show you some previously adopted books once more history is populated into the new system.
- **Browse Books** will give you the opportunity to look through books by subject/field.
- **Book Search** is a powerful tool that will help you find your titles.
- **History** is another search option that will become more helpful as your history is populated.
- **Add a Book** is usually used for new or custom books so you can add an unlisted book. Please input all of the information listed so that it make it easier for us to find the book you are requesting.
Once you have adopted all of your materials, you are ready to click Continue at the bottom of the screen.

**Step 3:** Usage

This screen gives you the option to list each of your adoptions as Required, Optional, or Recommended from the drop down menus.

You can also insert a message directly to us at the Store.

Click Continue.
Step 4: Adoption Review

When all of the information is correct, click Submit.

Submit

The Store will review your submission and the information will be available for students to see on the Store’s website.

Please feel free to contact Dan with any questions at all.

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