Course Materials Selection

Please contact Erica Considine (econsid1@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.

Click Continue at the bottom of the screen.

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 Erica at econsid1@swarthmore.edu or call at x8018.

Course Information:

Choose your Course from the dropdown menu.

Choose the Section from the dropdown menu.

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

![Materials](image)

Check if Course does not require materials

Section Information:

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

![Section Information](image)

Click Continue

**Step 2: Find Books**

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

![Book List](image)

Your Book List | Browse Books | Book Search | History | Add a Book

**Your Booklist** 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.

![Select Usage](image)

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

![Message to Book Store](image)

Click Continue.
Step 4: Adoption Review

When all of the information is correct, click 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 Erica with any questions at all.

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