

## Course Materials Selection

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

From the Campus & Community Store website ([store.swarthmore.edu](http://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](#).

### Submit Your Adoptions

**1-2-3 Step-by-Step Method**

- » [Guided Adoption](#)
- Limited to one course/section
- Cannot save partial 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.

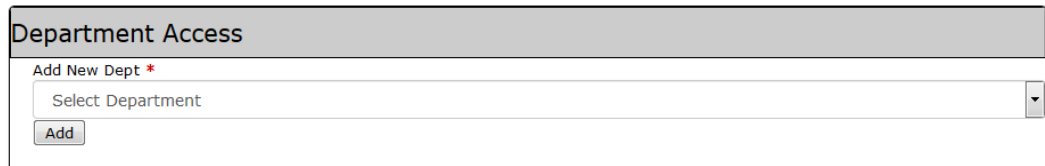
[Step 1: Create Course](#) → [Step 2](#) → [Step 3](#) → [Step 4](#)

Department and Term

Term \*  Department \*  [Add](#)  
Department

Select your department from the drop down on the next screen. Click Add.

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Create Course List](#) » [Department Info](#)



Department Access

Add New Dept \*

Select Department

Add

Click Continue at the bottom of the screen.

Continue

Cancel

**Note:** All fields marked with a red asterisk ( \* ) are required

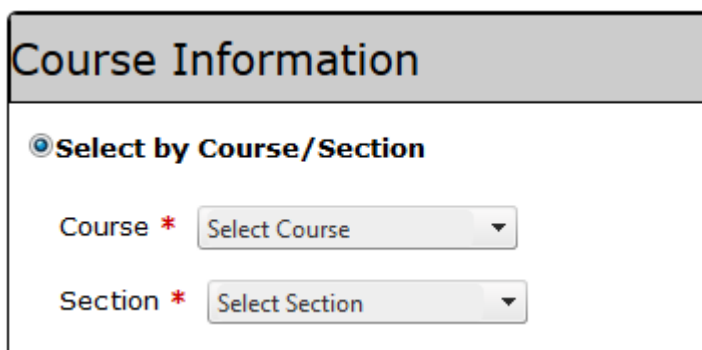
**Be sure that the term is still selected. When departments are added, sometimes this field resets.**

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

Select by Course/Section

Course \* Select Course

Section \* Select Section

Check to make sure your name is in the instructor field.

If no course materials are required, click this field:

**Materials**

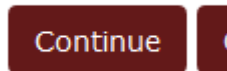
**Check if Course does not require materials**

Section Information:

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

**Section Information**

Estimated Enrollment  Pre-Enrollment



Click Continue

## Step 2: Find Books

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

[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.

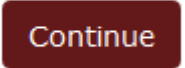
[Browse Books](#) will give you the opportunity to look through books by subject/field.

[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

**Textbooks**

 <p><b>JURASSIC PARK</b> <b>Author:</b> CRICHTON <b>Publisher:</b> PENG RAND <b>Edition:</b> 12 <b>ISBN:</b> 978034553898 <b>New Price:</b> * <b>Used Price:</b> * <b>Cover Type:</b> Paperback Usage:</p> <p>Required</p>	 <p><b>RIVER OF DOUBT</b> <b>Author:</b> MILLARD <b>Publisher:</b> PENG RAND <b>Edition:</b> 05 <b>ISBN:</b> 978076791373 <b>New Price:</b> * <b>Used Price:</b> * <b>Cover Type:</b> Paperback Usage:</p> <p>Recommended</p>
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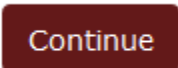
You can also insert a message directly to us at the Store.

#### Message to Book Store

Any available edition of these books are OK to substitute.

Current: 59 » Remaining: 1441 » Maximum: 1500

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 Dan with any questions at all.

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