

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](#).

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.

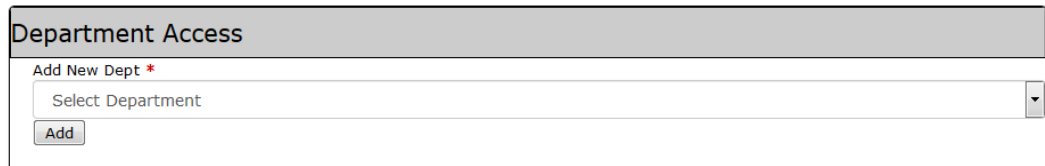
[Step 1: Create Course](#) → [Step 2](#) → [Step 3](#) → [Step 4](#)

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](#)



The screenshot shows a form titled "Department Access". At the top, it says "Add New Dept *". Below this is a dropdown menu with the text "Select Department" and a downward arrow. To the left of the dropdown is a small "Add" button.

Click Continue at the bottom of the screen.



The screenshot shows the bottom of the screen with two buttons: "Continue" and "Cancel". To the right of the buttons is a note: "Note: All fields marked with a red asterisk (*) are required".

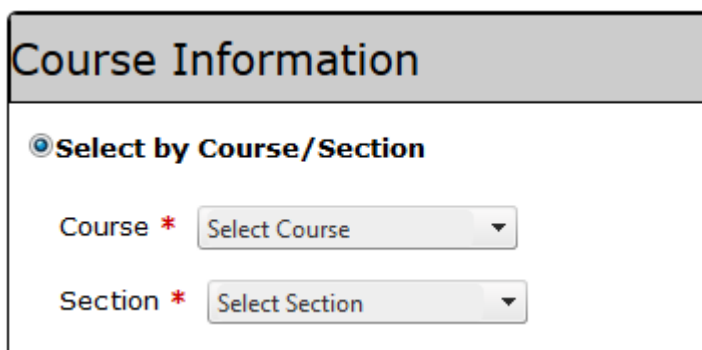
Be sure that the term is still selected. When departments are added, sometimes this field resets.

Filter by Instructor, should have your name in the drop down menu. If it is not, email 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.



The screenshot shows a form titled "Course Information". At the top, there is a radio button selected next to the text "Select by Course/Section". Below this are two dropdown menus. The first is labeled "Course *" and has the text "Select Course" and a downward arrow. The second is labeled "Section *" and has the text "Select Section" and a downward arrow.

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

If no course materials are required, click this field:

Materials

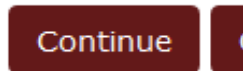
Check if Course does not require materials

Section Information:

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

Section Information

Estimated Enrollment <input style="width: 80%;" type="text"/>	Pre-Enrollment <input style="width: 80%;" type="text"/>
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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.

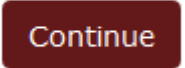
Browse Books will give you the opportunity to look through books by subject/field.

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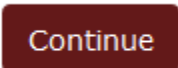
You can also insert a message directly to us at the Store.

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 Erica with any questions at all.

Erica Considine

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