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.

Note: this is an example and only for illustrative purposes.
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
To Re-Adopt from a past term, use the **One Click Re-Adopt** function

Select which term 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

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.
Courses Requiring Adoptions

Schools: ALL SCHOOLS
Department: ALL DEPARTMENTS
Term: SUMMER 2020

Filter:
- COURSES
- DEPARTMENTS
- INSTRUCTORS
- COURSE TITLE

Search: ALL COURSES
Reset Filters

Chem-123-54 | Principles of Chemistry I & Lab
Henry Jones

- I'd like to re-adopt from a past adoption
- I'd like to be guided through the adoption process

View Detailed Adoption History

View Detailed Adoption History by term, course, or professor
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**.

Write a book-specific message to the bookstore.

View textbook summary, pricing for students, and savings.

Select if book is **Required** or **Recommended**.
Search by ISBN or Keyword
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
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.
Once you’ve found a material you’d like to use, click ‘Use This Book’ to add it to the course.

Search by ISBN or Keyword and browse through the search results.
New materials are identified by an ‘Added’ note

Make sure to click ‘Submit’ to save changes
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’.

To delete an adoption or start over, click ‘Delete Adoption’ below the submitted course.
After you’ve made your updates, you will receive a confirmation email.

Hello Professor Jones,

This email is to confirm a change in the course materials submitted for Winter 2020 Semester. Below is a summary of the current adoptions for the following course:

**Section(s):** FIN - FINANCIAL HISTORY OF THE US - 419-V1

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN</th>
<th>Edition</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the American Economy (Cloth)</td>
<td>97811111822927</td>
<td>12TH 14</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>1 SUBJECT NOTEBOOK</td>
<td>2818440012198</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PENCIL 4PACK (DS)</td>
<td>2818440012143</td>
<td></td>
<td></td>
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<tr>
<td>Estill Voice Training Level Two - Workbook</td>
<td>9780976481614</td>
<td>05</td>
<td>REQUIRED</td>
</tr>
</tbody>
</table>

If there are any questions about your submission, your Bookstore Manager, Stephanie Wink, will be in touch 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,

This email was sent to: asurbie@ycpmail.com.
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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.
Adoption Support
Adoption Support

Contact Adoption Support
Call: 877-710-6697
Hours: Mon-Sun 8:00 am – 5:00 pm (CST)

Your Bookstore
Your bookstore manager is: Marion Ravenwood
Phone: 555-555-5555
Email: mravenwood@everytown.edu
Hours: Mon-Fri 9am – 9pm
Sat-Sun Closed

If you would like to send an email to the Bookstore Manager, please visit the Contact The Bookstore page.

Technical Support
For support with technical issues, please call Adoption Support or send an email via the Contact The Bookstore page.

Frequently Asked Questions
Placing Adoptions
Re-adoption
I would like to re-adopt course materials from a previous term. How can I do that?
I don't see the option to re-adopt materials from a previous term. What should I do?

View the Frequently Asked Questions
Find your Bookstore Information here

Click Open Chat for dedicated Adoption Support
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 8:00am – 5:00pm (CST)*
Email: AIPsupport@bnccservices.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.