

Course Scheduler User Guide

Follett Discover Adopt

Follett Discover is a powerful online tool that transforms the course materials discovery and course material adoption process. It will help course schedulers, faculty, and students obtain, organize, and instantly access their required and recommended course materials. The Follett Discover Concierge role is designed to allow course schedulers (aka "concierge users" to adopt course material on behalf of faculty members. This quick reference guide provides instructions on how to quickly submit adoptions on behalf of faculty members for courses within your departments.

Getting Started—Follett Discover

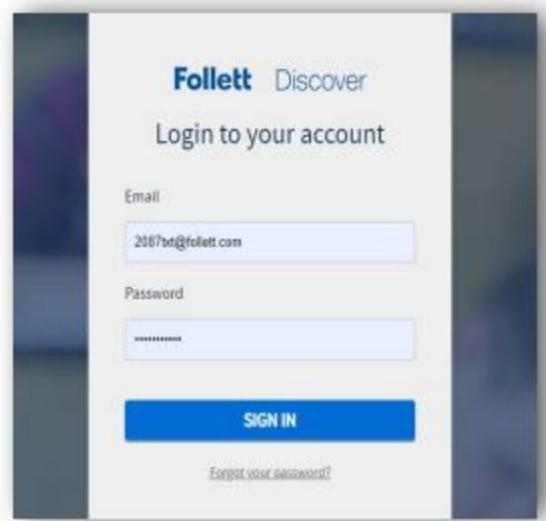
To access your Follett Discover website:

Option 1:

1. Go to https://unipanthers.follettdiscover.com/log_in
2. Log in with your email address and password.
3. The main dashboard is displayed.

Option 2:

Access via MyUniverse
MyUniverse>Work @ UNI>My Administrative
Access>Course Materials Adoptions



Note: Contact 2339mgr@follett.com if you need log in assistance.

Discover First Look:

The screenshot shows the 'Open Adoptions' interface for the University of Northern Iowa. The interface is divided into several sections:

- 1**: A vertical sidebar on the left containing navigation options: 'Open Adoptions' (highlighted), 'Submitted Adoptions', 'Inbox', and 'Message Center'.
- 2**: A card titled 'TEACHING 0159 Hum Rel for Career & Tech Edu' with a 'Manage Enrollment' button.
- 3**: A top-right area with 'Adopt by Course' and 'Adopt by Section' buttons.
- 4**: An 'Adoption List' section with a search bar and a table of selected items.
- 5**: A status bar at the bottom left indicating 'No Materials Required | Using OER Material'.
- 6**: A button at the bottom right labeled 'Adopt Selected Items (2)'.

Titles	TITLE	ISBN	EDITION	USAGE	
<input checked="" type="checkbox"/>	Culturally Responsive Teaching and The Brain Hammond	9781483353845	—	Required	View
<input checked="" type="checkbox"/>	Culturally Responsive Teaching and the Brain Highground	9781483308012	—	Required	View

1. You can search for open adoptions or submitted adoptions.
2. View which course you are making adoptions to.
3. Adopt for all sections or just the current section
4. Search or add new adoptions
5. Request No Materials or “Free Online Textbooks”
6. Adopt course materials

Readopting the Same Course Materials:

With the Follett Discover tool, you can quickly readopt the same course materials.



To re adopt books used from a previous term/last year. Go to the course/section you would like to adopt and click the check box next to the course materials you would like to readopt.

*Note you may see duplicates of the same book, there is an icon next to the ISBN to show whether it is a print version of the book or digital.

Adoption List

Search & Add Materials

2 Selected

TITLE	ISBN	EDITION	USAGE	
<input checked="" type="checkbox"/>  Culturally Responsive Teaching and The Brain Hammond	<input checked="" type="checkbox"/> 9781483353845	—	Required	View
<input checked="" type="checkbox"/>  Culturally Responsive Teaching and the Brain Hammond	<input checked="" type="checkbox"/> 9781483308012	—	Required	View

Once the books have been selected, you can go to the bottom right of the screen and select **“Adopt Selected Materials”**

Adopt Selected Items (2)

Once the course materials have been adopted, the section will disappear from the **“Open Adoptions”** and will be in the **“Submitted Adoptions”**

*You can view the “Submitted Adoptions” anytime and still make changes.

*If there is an incorrect book in your “Readopt” list, you can hover over the book and click the trash can to remove the adoption.

<input checked="" type="checkbox"/> 9781483353845	—	Required	<input checked="" type="checkbox"/> View
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Adopting Publisher Materials (Traditional Book)

You can quickly submit course materials by entering the **13-digit ISBN** below the Adoption List and then click Adopt. To search for specific materials, use the search bar at any time to search by title, author, ISBN, or keyword.

TEACHING.4159
Hum Rel for Career & Tech Edu

Adopt by Course | Adopt by Section | ⋮

Access Program Not Enrolled | Manage

Adoption List

Q Search & Add Materials

2 Selected

TITLE	ISBN	EDITION	USAGE	
<input checked="" type="checkbox"/> Culturally Responsive Teaching and The Brain Hammond	9781483353845	–	Required	View
<input checked="" type="checkbox"/> Culturally Responsive Teaching and the Brain Hammond	9781483308012	–	Required	View

NOTE- If you do not see a course that should be in the UNI Schedule of Courses, please contact 2339txt@follett.com

Adoptions you enter for each course are **automatically adopted for all sections.** If

different sections of the same course are using

different course materials, you can separate a course into individual sections by clicking the Adopt by Section and then adopt in the other materials accordingly.

Course View:

UNIV.1055
Strategie Academic Success

Access Program Not Enrolled | Manage

Adoption List

Select All

Get started by adding material
Add materials to the course's adoption list by searching the catalog.

Q Search & Add Materials

Section View:

UNIV.1055
Strategie Academic Success

Access Program Not Enrolled | Manage

Section 01, Loveless

Adoption List

Select All

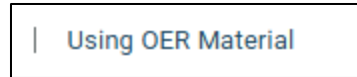
Get started by adding material
Add materials to the course's adoption list by searching the catalog.

Q Search & Add Materials

No Materials Required | Using OER Material

Adopting Free Online Textbooks/Open Educational Resources (OER)

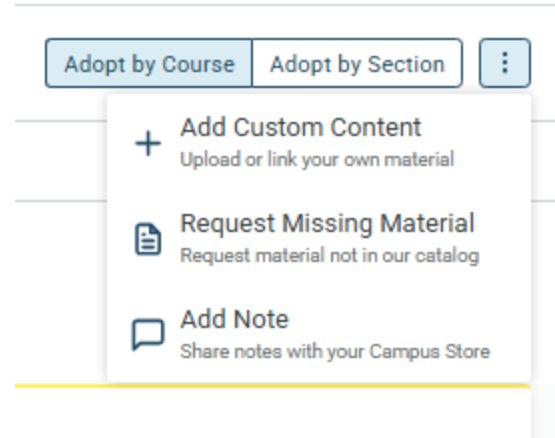
1. If a course is only using Free Online Textbooks and no additional sellable course materials, choose the **Using OER Material**.



Add a **Bookstore Instructions** note within the course itself with the OER info. (Access this note by clicking three dots next to "Adopt by Section" and selecting "Add Note")

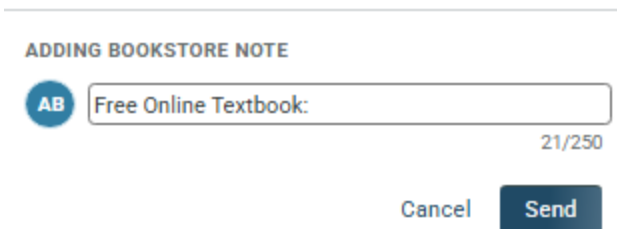
Fill out the following information: (add the semi colon)

- o Free online textbook
- o Title;
- o Author;
- o ISBN; (if you have one)
- o Link;



2. If a course is using both an OER and additional course materials,

1. Adopt the course materials first.
2. Add a Bookstore Instructions note within the course itself with the OER info. (Access this note by clicking on the course number in the box and then scrolling down below the adopted texts to add the note)



Adopting Supplies & Art Kits:

*Art Supplies are ordered through Art Supply Network

*For any new kits or changes to kits, please contact 2339txt@follett.com to create a SKU

When adopting supplies & kits for the first time. Email 2339txt@follett.com to create the adoptions. Once the adoption has been created, you can quickly readopt the same art kit.

Section 01, Dooley

Editing Adoption List



The screenshot shows a web interface for editing adoption lists. At the top, there is a search bar labeled 'Search & Add Materials'. Below this, a section titled 'PAST ADOPTIONS' contains two entries. Each entry includes a placeholder for an image (labeled 'IMAGE NOT AVAILABLE'), a title, a SKU number, a description, and an author. The first entry is 'Design Basics' by Pentaklauser, 9th grade, with SKU 9798214341538. The second entry is 'Pantone Postcard Box: 100 Postcards' by Pantone, with SKU 9780811877541. Each entry has a 'View More Details' link and a '+ Add' button.

*If there is changes being made to an art kit, contact 2339mgr@follett.com so we can make edits to the kit.

Adopting Course Packets:

New course packet adoptions go through a “copyright review” before they can get printed. The turnaround time for course packets is 30-45 days.

To adopt a new course packet:

1. Send a PDF of the packet to 2339txt@follett.com
2. You will be asked to fill out a copyright form and course packet form.
3. Once the forms are completed, the packets can be created and adopted

*Once the item is created, it can be quickly readopted for future terms.

Adopting Inclusive Access/Follett Access

To add course materials to the Access Program:

1. Adopt the book or books that you would like to add (if you haven't)
2. If you have adopted the books already, go to your submitted adoptions
3. Click "Manage" next to Access Program Not Enrolled
4. Select the sections you would like to have added to Access and click "Confirm Interest"

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[Access Program Not Enrolled](#) | [Manage](#)



Manage enrollment for the Affordable Access Program ×

Select the sections you'd like to enroll. The Campus Store team will review and get in touch after you've submitted your adoptions.

<input checked="" type="checkbox"/> GEOG.1120
<input type="checkbox"/> SECTION 01, Scott
<input checked="" type="checkbox"/> SECTION 02, Oberle Needs adoptions
<input type="checkbox"/> SECTION 60, Scott