

# 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

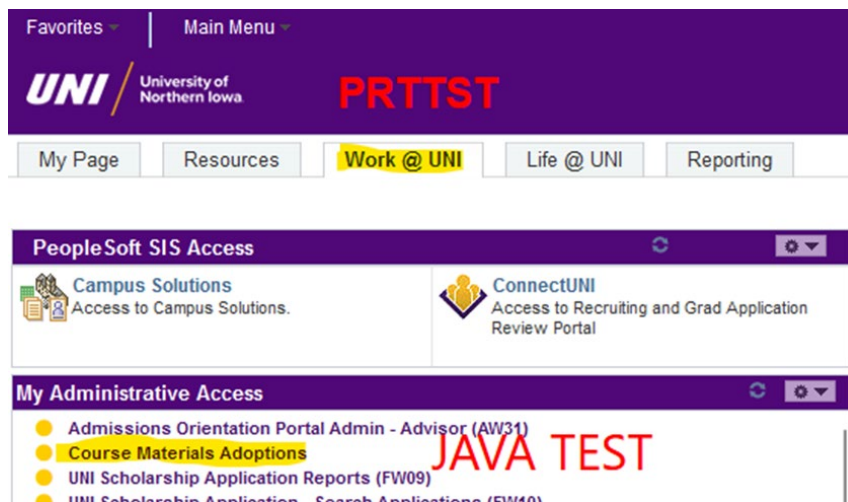
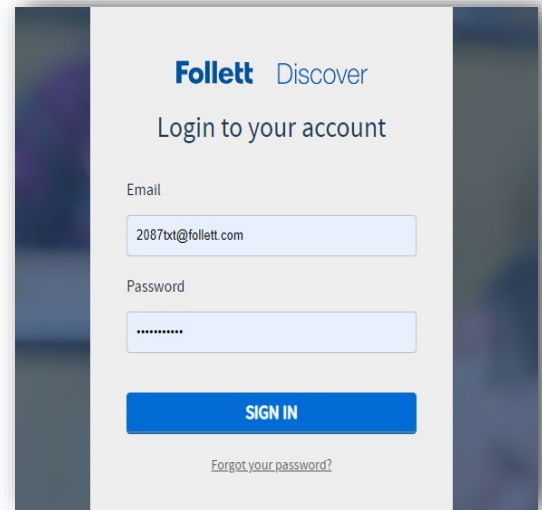
To access your Follett Discover website:

#### **Option 1:**

1. Go to [https://unipanthers.follettdiscover.com/log\\_in](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 [abrandt@follett.com](mailto:abrandt@follett.com) if you need log in assistance.

## Main Dashboard

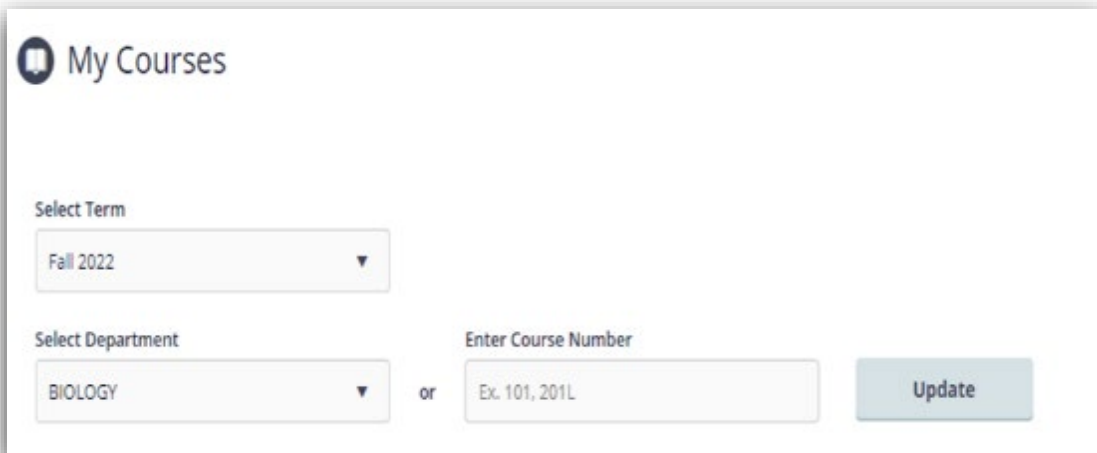
The main dashboard makes it easy to start submitting adoptions for the current term. Use the **Term** and **Department** selectors to view each assigned department or easily search for a particular course by course number.

Step 1: Select the correct term.

Step 2: Select the department

Step 3: Click update

**Tip: Do Not Use** enter course number function, you will get all departments with that course number. You cannot search for both department and course number simultaneously, you must only choose one.




The screenshot shows a web interface titled "My Courses". It features three search filters: "Select Term" with a dropdown menu showing "Fall 2022", "Select Department" with a dropdown menu showing "BIOLOGY", and "Enter Course Number" with a text input field containing "Ex. 101, 201L". An "Update" button is positioned to the right of the course number field. The word "or" is placed between the department and course number fields, indicating that only one search criterion should be used.

# Discover First Look

**CIEP II: Low-Intermediate English**  
UNIV.2022 2 [Manage by Section](#)


**Adopt**

Submitted




Reflect Reading and Writing Level 2

Adopted



Grammar Explorer 2

Adopted




Reflect Reading and Writing Level 3


Adopted


View More Details


**CIEP III: Intermediate English**  
UNIV.2023 1 [Manage by Section](#)

**Adopt**

 We've listed your course material from last term so you can easily readopt.

 Reflect Listening & Speaking 3 ✕

 Reflect Reading & Writing 3 (Student Edition) ✕


 Grammar Explorer 1 ✕

Adopt Course Material

1. You can view previous adoptions and quickly readopt
2. You can see your adoptions

3. You can quickly adopt a new book or click into the course for more options
4. If there are any errors, please contact 2339txt@follett.com

**Professional Reading & Writing**  
UNIV.2026 4 [Manage by Section](#)

 We are unable to load your course materials at this time. If this error persists, please contact your campus store.

**CIEP English I & Am Ctr**  
UNIV.2029 3 [Manage by Section](#)

**Adopt**

You haven't adopted learning materials for this course yet

Enter a subject then select "Discover for this course" to find learning materials for this course.

Subject

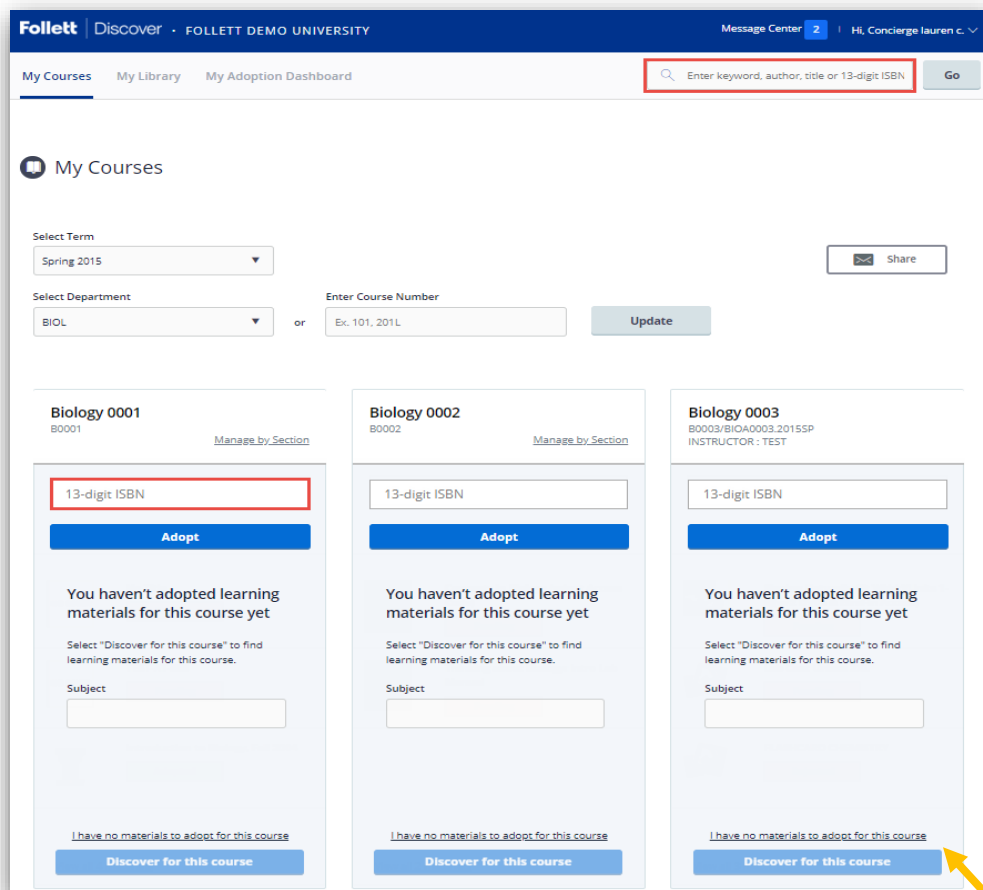
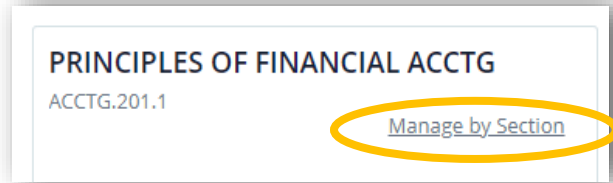
Discover Course Material

## Adopting Publisher Materials (Traditional Book)

You can quickly submit course materials by entering the **13-digit ISBN** below the course title (see red box below) and then click **Adopt**. To search for specific materials, use the magnifying glass in the upper right corner of the screen at any time to search by **title, author, ISBN, or keyword**.

**NOTE-** If you do not see a course that should be in the UNI Schedule of Courses, please contact [2339txt@follett.com](mailto: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 **Manage by Section** and then adopt in the other materials accordingly.



Follett Discover · FOLLETT DEMO UNIVERSITY

Message Center 2 | Hi, Concierge lauren c.

My Courses My Library My Adoption Dashboard

Enter keyword, author, title or 13-digit ISBN Go

My Courses

Select Term  
Spring 2015

Select Department  
BIOL

Enter Course Number  
Ex. 101, 201L

Update

Share

**Biology 0001**  
B0001 [Manage by Section](#)

13-digit ISBN

Adopt

You haven't adopted learning materials for this course yet

Select "Discover for this course" to find learning materials for this course.

Subject

[I have no materials to adopt for this course](#)

Discover for this course

**Biology 0002**  
B0002 [Manage by Section](#)

13-digit ISBN

Adopt

You haven't adopted learning materials for this course yet

Select "Discover for this course" to find learning materials for this course.

Subject

[I have no materials to adopt for this course](#)

Discover for this course

**Biology 0003**  
B0003/BIOA0003.2015SP  
INSTRUCTOR: TEST

13-digit ISBN

Adopt

You haven't adopted learning materials for this course yet

Select "Discover for this course" to find learning materials for this course.

Subject

[I have no materials to adopt for this course](#)

Discover for this course

**Tip:** If the course does not have any required materials, click the **I have no items to adopt for this course** link.

## Adopting Free Online Textbooks/Open Educational Resources (OER)

1. If a course is only using a Free Online Textbooks and no additional sellable course materials, choose the **Only OER material is being used for this course** option in the course box.

- 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)
- Fill out the following information: (add the semi colon)
  - Free online textbook
  - Title;
  - Author;
  - ISBN; (if you have one)
  - Link;

FIRST YEAR SEMINAR  
EDUC.198.1 [Manage by Section](#)

13-digit ISBN

**Adopt**

You haven't adopted learning materials for this course yet

Enter a subject then select "Discover for this course" to find learning materials for this course.

Subject

I have no materials to adopt for this course

Only OER material is being used for this course ⓘ

**Discover for this course**

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)

**BOOKSTORE INSTRUCTIONS**  
Send Instructions to the campus store about course materials usage

Provide Bookstore Instructions:

Enter your free online textbook information here using the following format

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

**Save** **Cancel**

Prin Of Financial Acctng [Manage by Section](#)  
ACCT.2120

13-digit ISBN

**Adopt**

Submitted

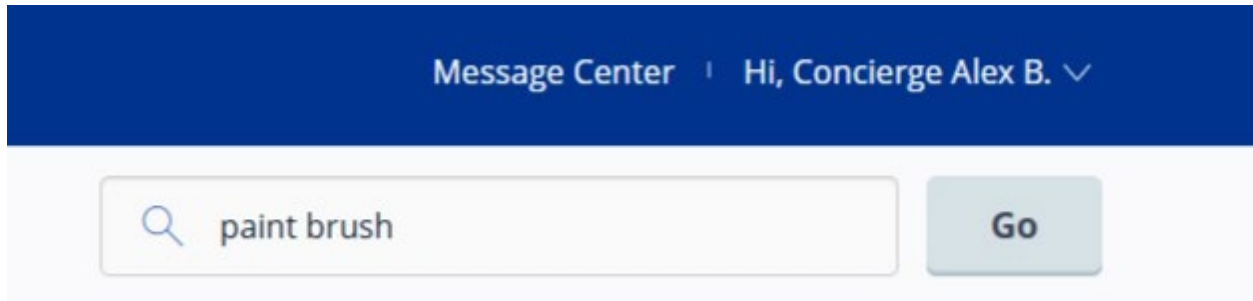
Financial Accounting, Connect (Custom)  
**Adopted**

# Adopting Supplies & Art Kits

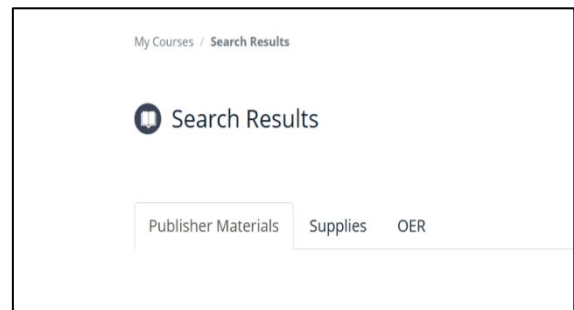
\*Art Supplies are ordered through Macpherson's

\*For any new kits or changes to kits, please contact [2339txt@follett.com](mailto:2339txt@follett.com) to create a SKU

1. Search for the item you're looking for



2. Select which category your item falls under.
3. View the details of the item you want to adopt.
4. Fill out the adoption information for the supplies needing to be adopted



For Kits:

Follow Steps 1-3

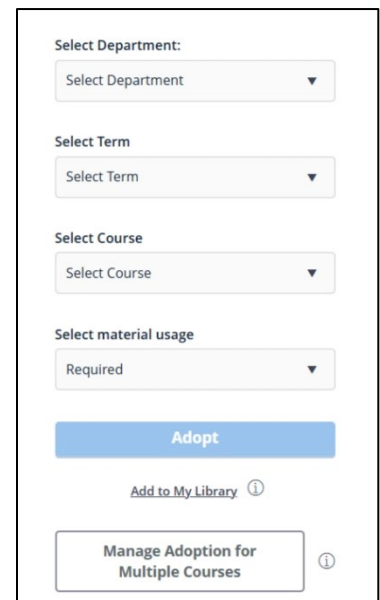
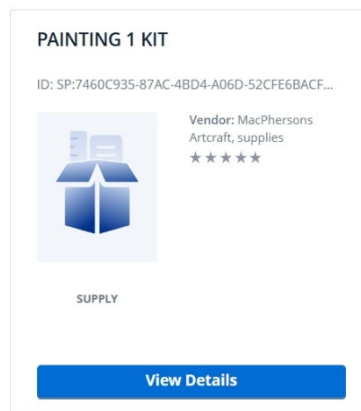
Select the Kit you would like to adopt

\*If a kit has been created, you should see it in

Discover, if you don't,

contact

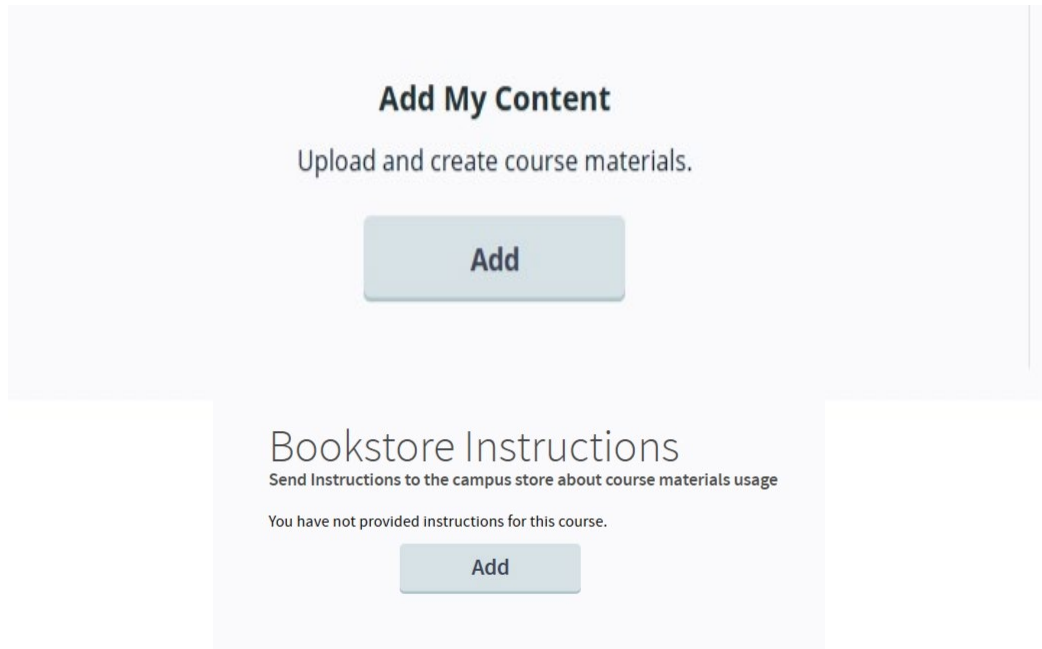
[2339txt@follett.com](mailto:2339txt@follett.com)



## Adopting Course Packets

### How to Order Course Packets

1. Click into the course you need a course packet adopted for
2. Scroll a down little bit and select Add My Content
3. Attach the PDF file and fill out the Title & Description
4. Once filled out, go back and add any Bookstore notes for any specific details you would like for the course packet. (Bound/3 hole punch, and any customizations)



\*Once a course packet has been adopted, you can quickly readopt the following semester. If changes are needed, please repeat steps 1-4.

## Adopting Inclusive Access/Follett Access

1. Click on the book you want added to the Access Program (Inclusive Access)
2. Click the Add to Follett Access Option

**Approved**

Wiley Loose-Leaf Print Companion Use with your digital solution

**MANAGERIAL ACCOUNTING**  
TOOLS FOR BUSINESS DECISION-MAKING  
EIGHTH EDITION

weygandt  
kimmel  
kieso  
Main Text Series

WILEY

[View Table of Contents](#)

**Managerial Accounting (LoosePgs)**  
8 Edition, 2017 book

**Format:** Loose pages  
**Author(s):** Weygandt  
**Publisher:** John Wiley & Sons, Incorporated

ISBN-13: 9781119390381  
DIGITAL ISBN-13: 9781119390459  
ISBN-10: 1119390389

**Description:** Managerial Accounting provides students with a clear introduction to fundamental managerial accounting concepts. One of the major goals of this product is to orient students to the application of accounting principles and techniques in practice. By providing students with numerous opportunities for practice with a focus on real-world companies, students are better prepared as decision makers in the contemporary business world.

★★★★★

[Request to make rentable](#)  
[Add to a Follett Access Program](#)

**BRYTEWAVE**

## My Library

Users are encouraged to use the My Library feature to save course material adoptions for use in forthcoming semesters. This feature allows you to quickly adopt titles you have adopted previously. Import adopted materials easily for the departments you manage. Access your library from the My Library link on the main dashboard or the Copy button within your courses.

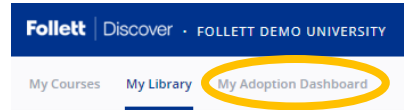
**Tip:** Create shelves to organize your library materials.

To adopt materials directly from your library

1. Click the **Copy** button at the bottom of the page
2. Select all the materials you wish to adopt
3. Select the department and term
4. Select all the courses you want to adopt the materials for
5. Click the **Adopt Materials** button to submit.



# Adoption Dashboard Report



The Adoption Dashboard Report provides insight into your department's adoption compliance. View adoption status by department, course and even drill down to the section. You can select to export the report to Excel or PDF.

View and save compliance reports.  
 1. Filter results by **Department** and **Course**.

**To save the currently viewed report as a Quick Report:**

1. Select **SAVE QUICK REPORT**
2. Name the quick report

The **Compliance Rate** shows the percentage of completed course adoptions for your assigned departments. View the Adoption **Compliance Trend** to see adoption compliance rate over time for your campus.

**Note:** The adoption compliance report only shows the departments that have been assigned to you. Contact the campus store manager to request additional access.

**Tip:** Switch between campuses or terms in the upper right-hand corner.

My Dashboard Viewing Term: Fall Semester 2016  
Change Term

**Compliance Rate**

45%

11252466 COURSES COMPLETED

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**Compliance Deadline**

5

DAYS REMAINING

**Adoption Compliance Trend**

Viewing Campus: CAMPUS BOOKSTORE  
Change Campus

**Compliance by Category**

- ▶ CAMPUS
- ▶ DIVISION
- ▶ DEPARTMENT
- ▶ COURSE

**Top Compliant**

DEPARTMENT

100%

CAMPUS BOOKSTORE MATH

COURSE

100%

CAMPUS BOOKSTORE MATH  
488

COURSE

100%

CAMPUS BOOKSTORE BIO  
410

**Quick Reports**

Apr 14, 2016

Art Department

All Campuses, 1 Department Selected, All Courses

All Campuses -
1 Department Selected -
All Courses -
UPDATE

EMAIL PRINT EXPORT AS... SAVE QUICK REPORT

**Section Compliance**  
1 - 40 of 220 Results

CAMPUS NAME	COURSE NAME	DEPARTMENT ▲	COURSE	SECTION	INSTRUCTOR	COMPLETE	ACTIONS
CAMPUS BOOKSTORE	GRAPHIC DESIGN II	ART	344	10817	Professor Professor	Yes	
CAMPUS BOOKSTORE	PHOTOGRAPHY II	ART	350	19889	Professor Professor	Yes	
CAMPUS BOOKSTORE	ADV STU PRB VIDEO	ART	620	19672		No	
CAMPUS BOOKSTORE	ART& MASS CULTURE	ART	305	11841		Yes	
CAMPUS BOOKSTORE	AD STU PRB CERAM	ART	650	11822		Yes	
CAMPUS BOOKSTORE	CORE ART STUDIO	ART	307	11784	Professor Professor	Yes	
CAMPUS BOOKSTORE	CORE ART STUDIO	ART	307	11783		Yes	
CAMPUS BOOKSTORE	VISUAL EFFECTS	ART	352	11780	Professor Professor	Yes	
CAMPUS BOOKSTORE	ANIMATION I	ART	263	11779		Yes	
CAMPUS BOOKSTORE	PRINTMAKING II	ART	338	11777		Yes	
CAMPUS BOOKSTORE	HIST CONTEMP ART	ART	448	11713		No	
CAMPUS BOOKSTORE	ART& MASS CULTURE	ART	305	11702		Yes	