

Faculty User Guide

Follett Discover Adopt

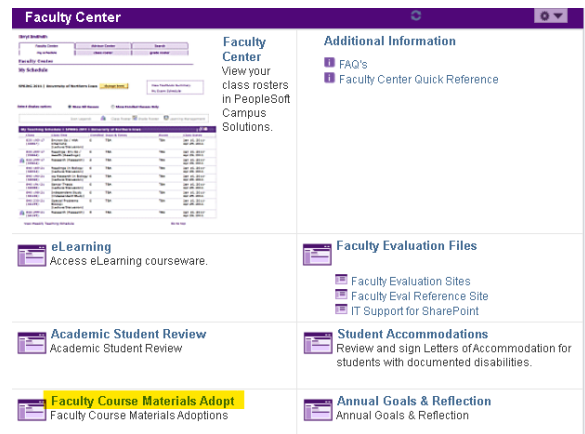
Follett Discover is a powerful online tool that transforms the course materials discovery and course material adoption process. It will help course schedulers, faculty, and students obtain, organize, and instantly access their required and recommended course materials. This quick reference guide provides instructions on how to quickly submit course material adoptions.

Getting Started—Follett Discover

To access your Follett Discover website:

Go to MyUniverse>Work @ UNI >My Administrative Access>Course Materials Adoptions

Note: Contact 2339txt@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.

A screenshot of the "My Courses" search form. The form has a white background and a blue header with the text "My Courses". Below the header, there are two dropdown menus: "Select Term" with "Fall 2022" selected, and "Select Department" with "BIOLOGY" selected. To the right of the department dropdown is a text input field labeled "Enter Course Number" with the example text "Ex. 101, 201L". Below the text input field is a blue "Update" button. The form is enclosed in a light gray border.


Discover First Look

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

13-digit ISBN


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](#)


13-digit ISBN

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

No Materials Needed
Use OER 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](#)

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

Discover Course Material

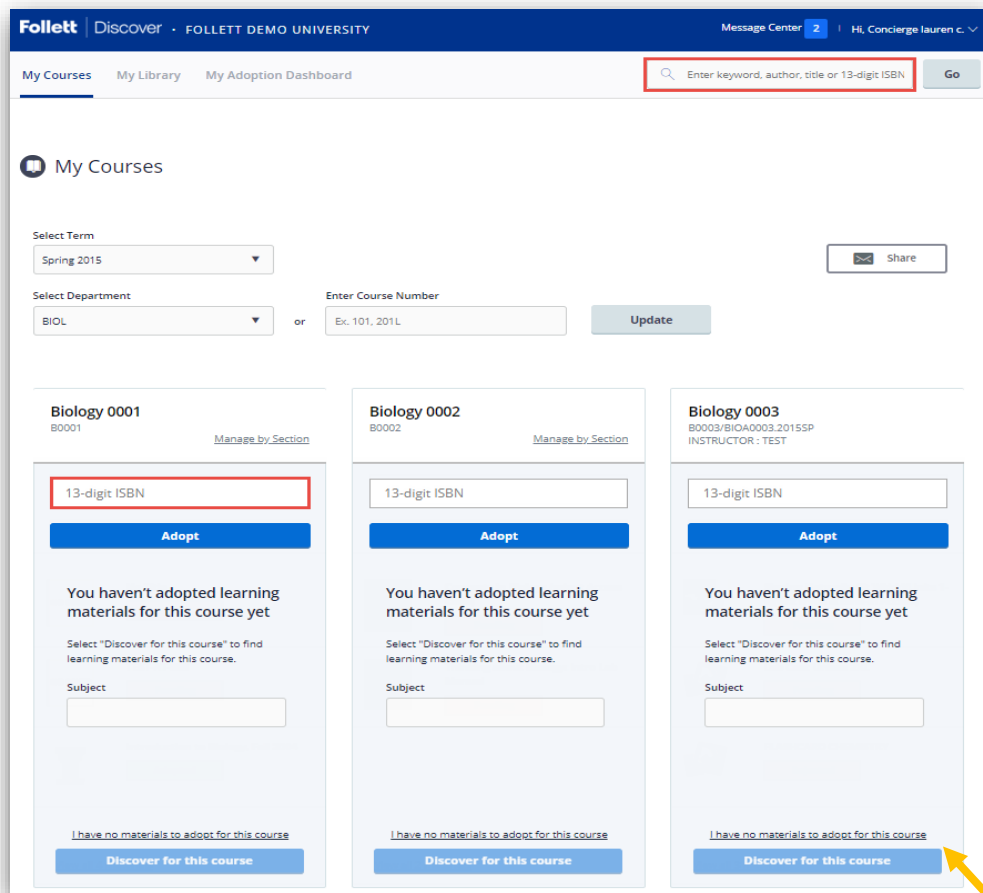
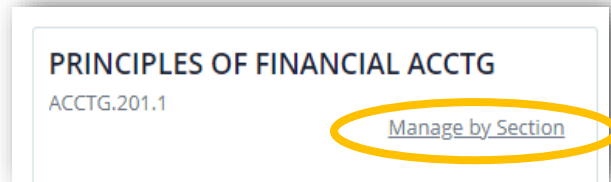
No Materials Needed
Use OER Material

Adopting Publisher Materials (Traditional Books & Access)

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 scheduling@uni.edu

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. v

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

or 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

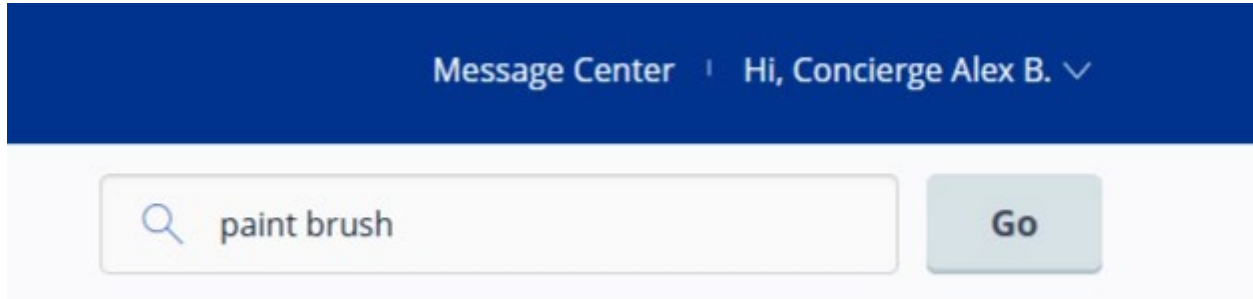
Financial Accounting, Connect (Custom)
Adopted

Adopting Supplies & Art Kits

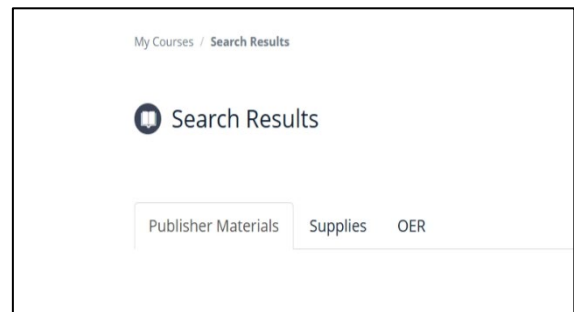
*Art Supplies are ordered through Macpherson's

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

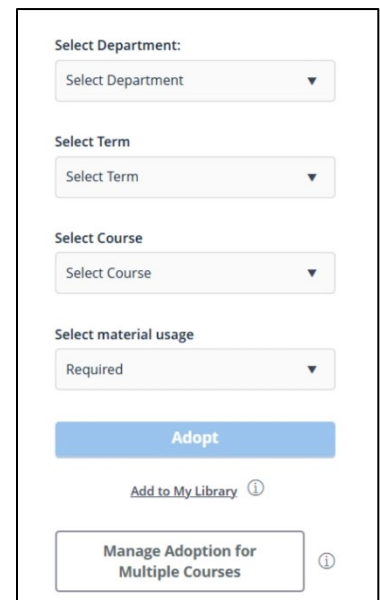
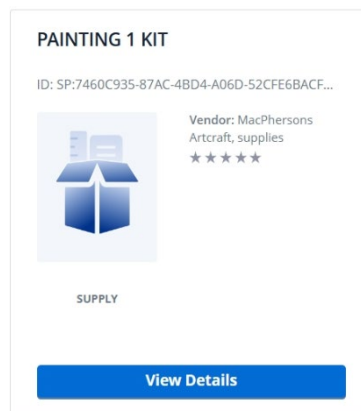
Select the Kit you would like to adopt

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

Discover, if you don't,

contact

2339txt@follett.com



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)

Add My Content

Upload and create course materials.

[Add](#)

Bookstore Instructions

Send Instructions to the campus store about course materials usage

You have not provided instructions for this course.

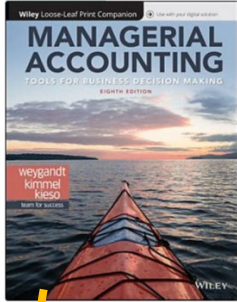
[Add](#)

*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



[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.