Instructions for online book adoptions

October 5, 2010

Getting Started:

1) Log into Edgewood Express with your username and password
2) Select the “Faculty” tab. In the column on the left hand side, you will see an option to select the “Book Adoption Portal”. Click on it, then enter the adoption portal.
3) From the drop-down menu, select the appropriate term.
4) You will now see a list of all the classes you are currently registered to teach. By clicking on the double arrows beside the course name & number, you will be able to view your textbook information.

Adding a book:
1) If you do not wish to use a book for your course, please click the link that says “Set to ‘No Books Required’ for this course”. You can always change this selection at a later date if you change your mind.
2) Let’s say you would like to add a book. From the screen above, click on the option “Add Book.”
3) From here, you can either add a new book or reorder an old title. Note—reusing an old textbook only works if you previously taught a class with the exact same course number.
4) If you select “add new book” you will need to provide title, author, edition, ISBN and publisher information.

5) If you select “Reorder Old Book”, you can simply click the order tab next to the book or books you wish to reorder.

6) After you have reordered the titles you wish, you can select “Review Adoption Order” and go over your selections.

7) As you review your order, you can check the box under each of your books to request a desk copy if you need one.

8) You will notice at the bottom of the screen there is an edition agreement. If you check the box, you have indicated to the bookstore that you would like to the most recent edition of the book, if the edition you submitted turns out to be an older edition. If you do not select this option, the bookstore will attempt to stock the edition you requested and will notify you if this is not possible.

9) When you are done reviewing your selections, press the “Submit to Bookstore” button at the bottom of the screen. Please note that you can reenter the adoption page at any time to add additional books.
1) The above is a capture of how your courses will look once your textbook information is added. Test Course 555 001 has been expanded.

2) You will see that there are two “requested books”. This means that the instructor has selected books and sent that information to the bookstore. The bookstore will then look over the order and manually enter it into their computer software. Once this is done, your books will move from the “requested” field up to the “ordered” field directly above it. This may take several days or even a couple weeks, as the bookstore does not process adoptions every single day. Please call or email with any questions about your adoptions.

3) Please also note that in order to be compliant with the HEOA, the bookstore and registrar’s office will need to indicate a book order for every class you teach. If you are not planning on using books, you will need to click the “No books required” link.

Contact the Bookstore with any questions:

663-2849