



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.

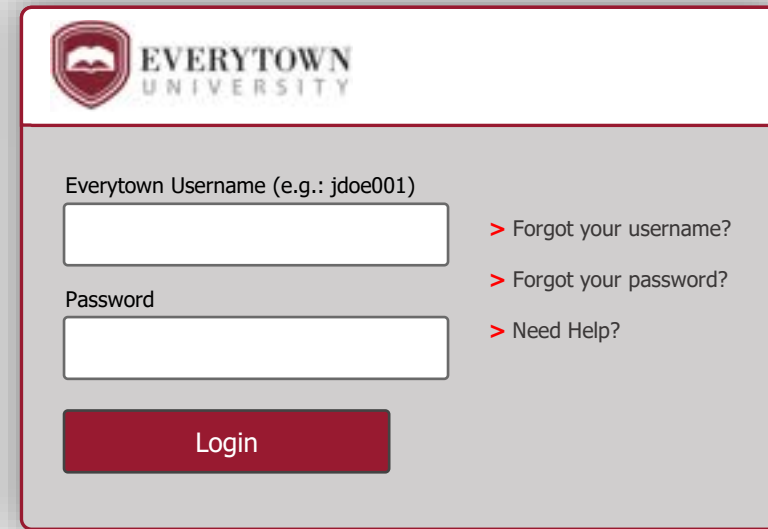
Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

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



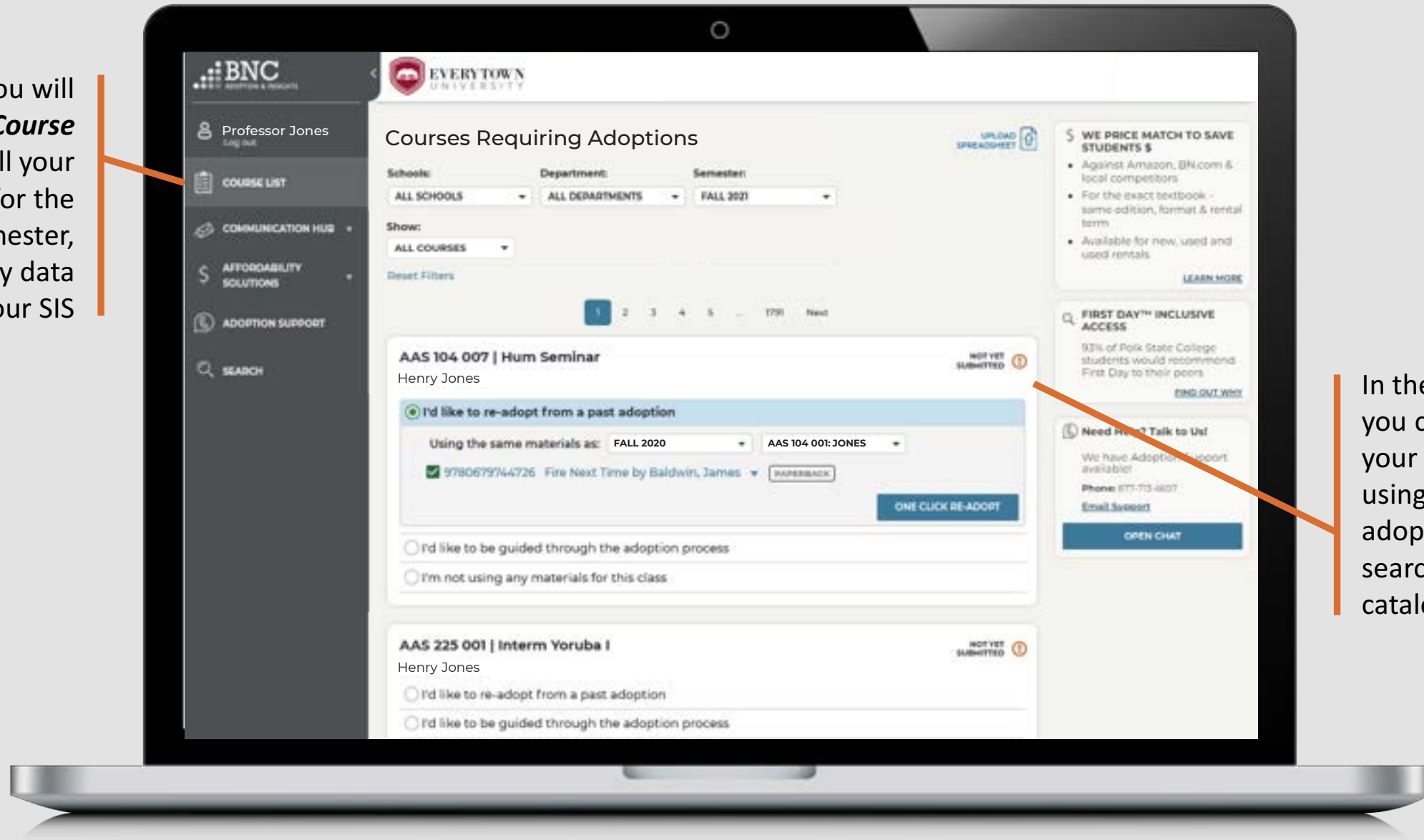
The image shows a login form for Everytown University. At the top left is the university's logo, which consists of a red shield with a white book icon inside, followed by the text "EVERYTOWN UNIVERSITY" in a serif font. Below the logo, the form has two input fields: "Everytown Username (e.g.: jdoe001)" and "Password". To the right of these fields are three links: "> Forgot your username?", "> Forgot your password?", and "> Need Help?". Below the password field is a red "Login" button.

Note: this is an example and only for illustrative purposes



The image shows a template for an "Adoption Reminder" email. The title is "Reminder: Select Your Course Materials" in a blue font. Below the title, it says "Hello [First Name]". The main body of the email states: "This is a friendly reminder that your course material selections for [Term Name] are due by [Adoption Due Date]. Here are your assigned courses:". There are two identical blocks of course information, each containing "Department: [Department]", "Course: [Course] Section: [Section]", and "Course Name: [Course Name]". At the bottom, it says "To re-adopt previously used course materials, make changes, or discover new materials, click the button below:" followed by a blue button labeled "SUBMIT ADOPTIONS".

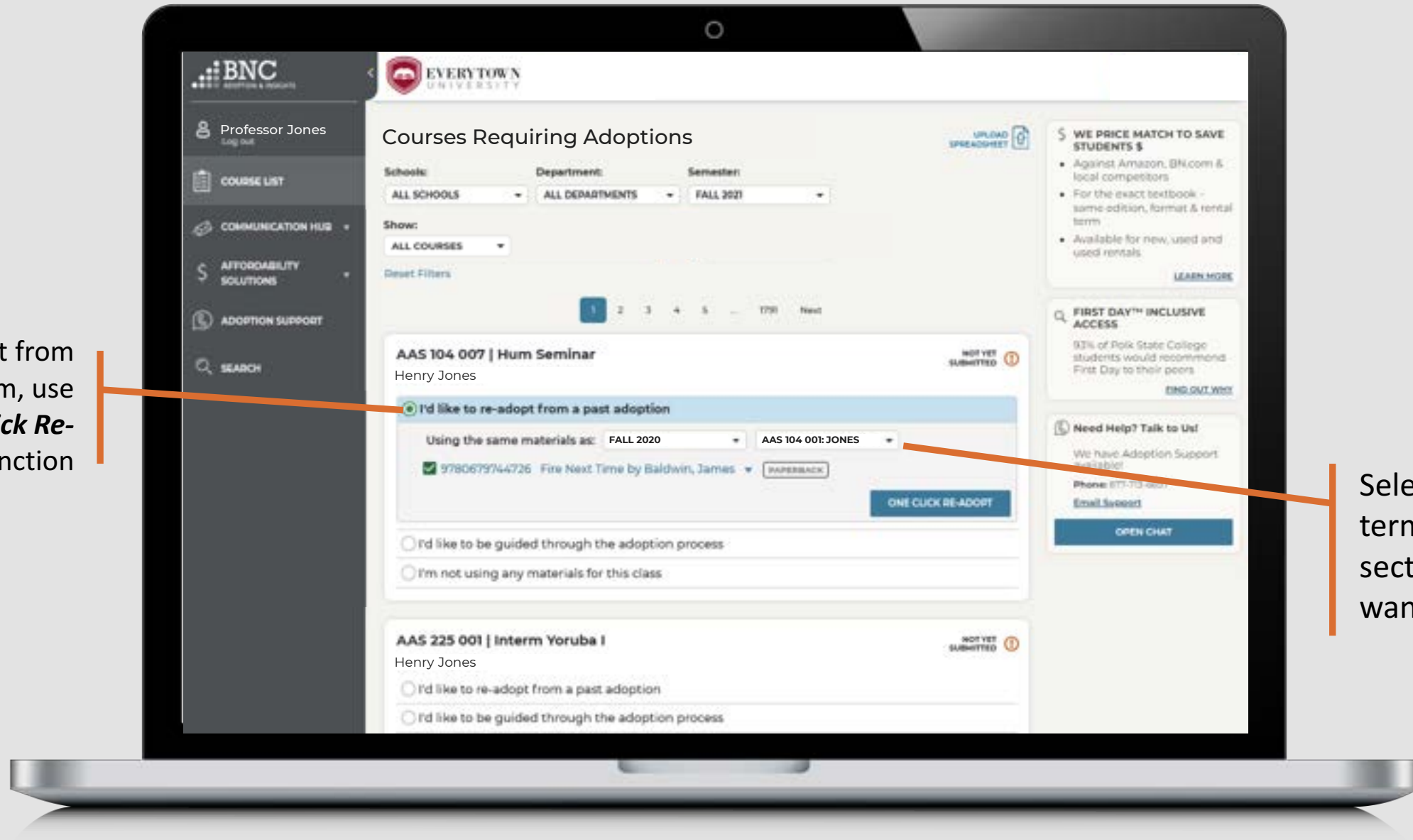
As faculty, you will land on the **Course List** and see all your courses for the term/semester, powered by data from your SIS



In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.

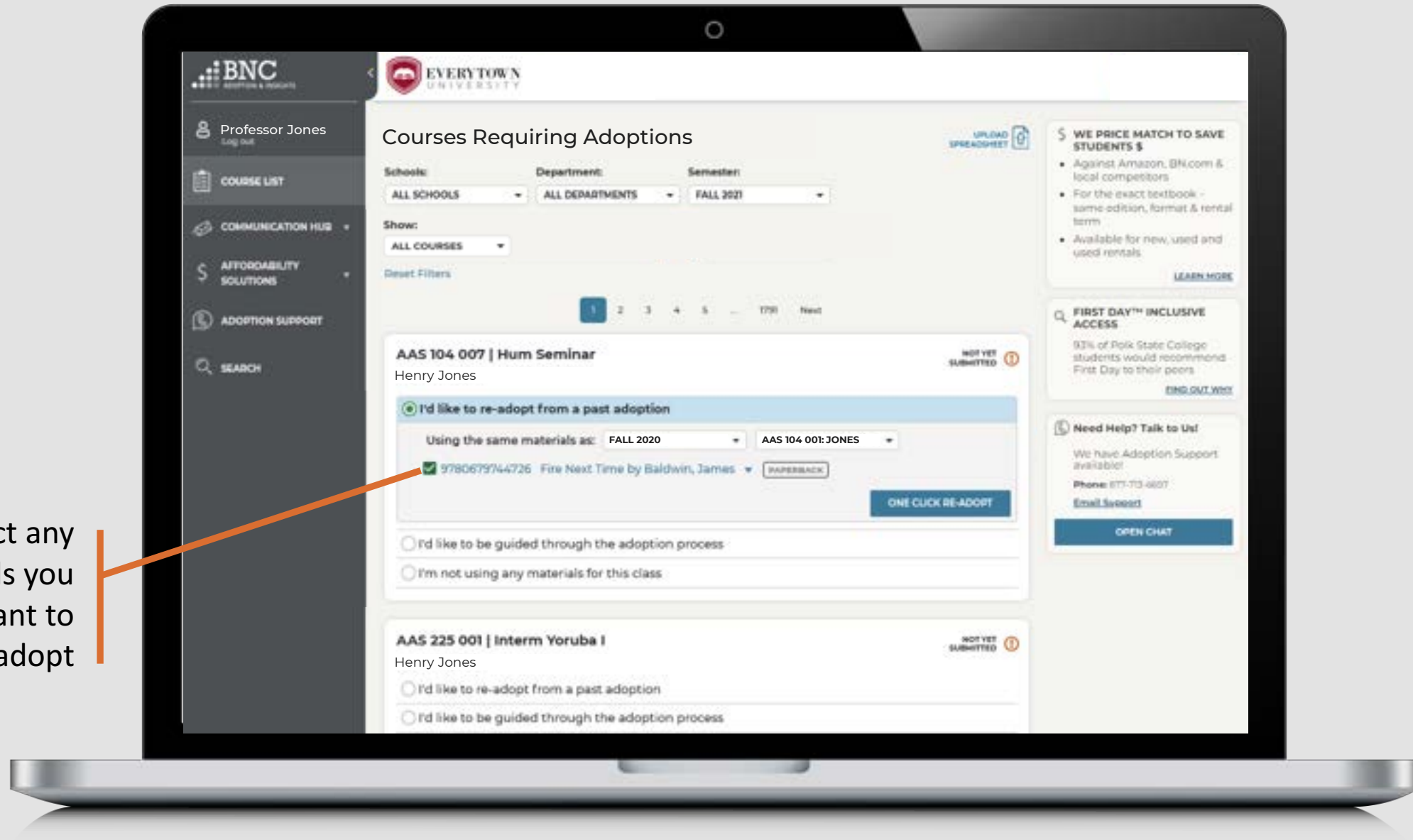
One Click Re-Adopt

To Re-Adopt from a past term, use the **One Click Re-Adopt** function

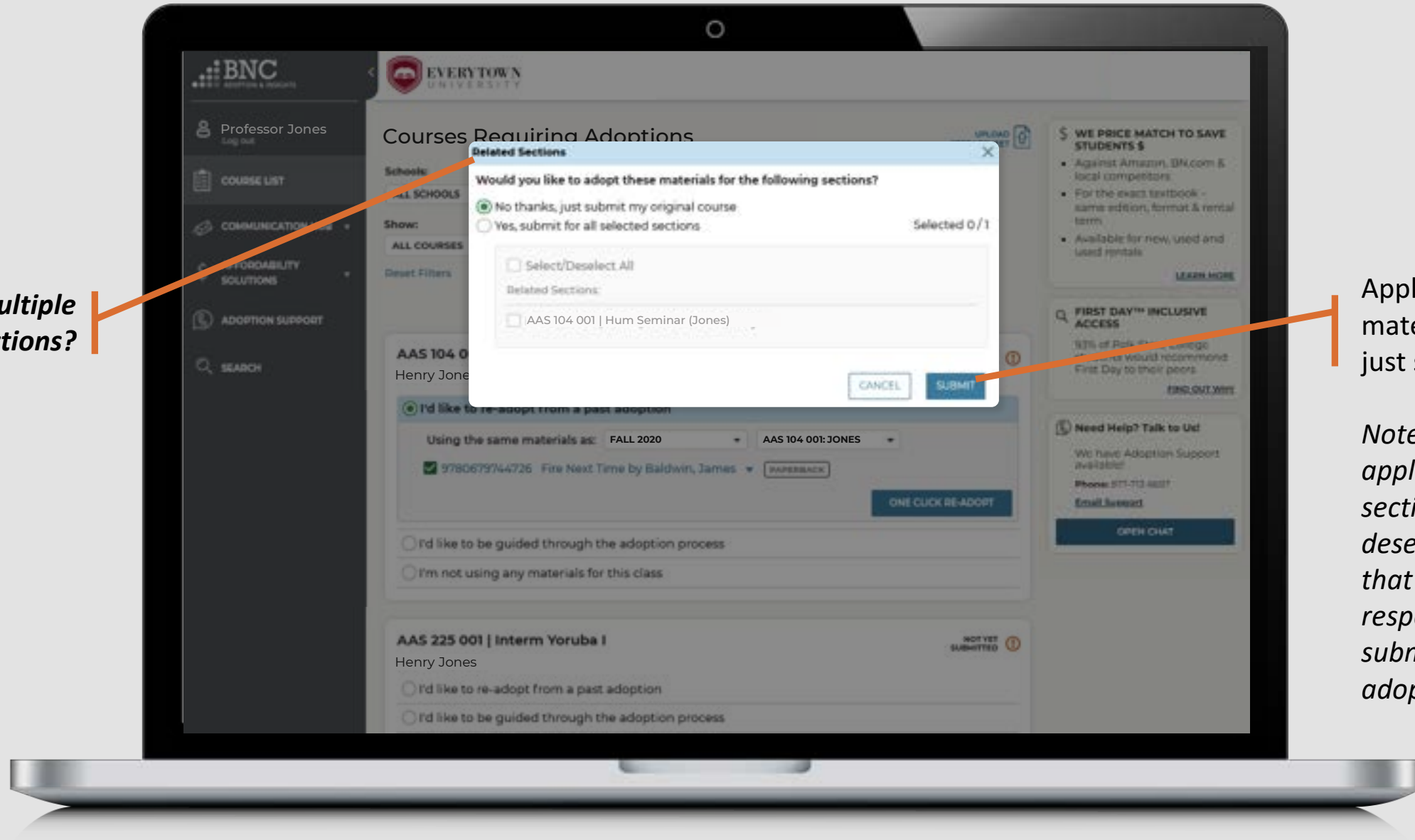


Select which term and section you want to use

Deselect any
materials you
don't want to
Re-adopt

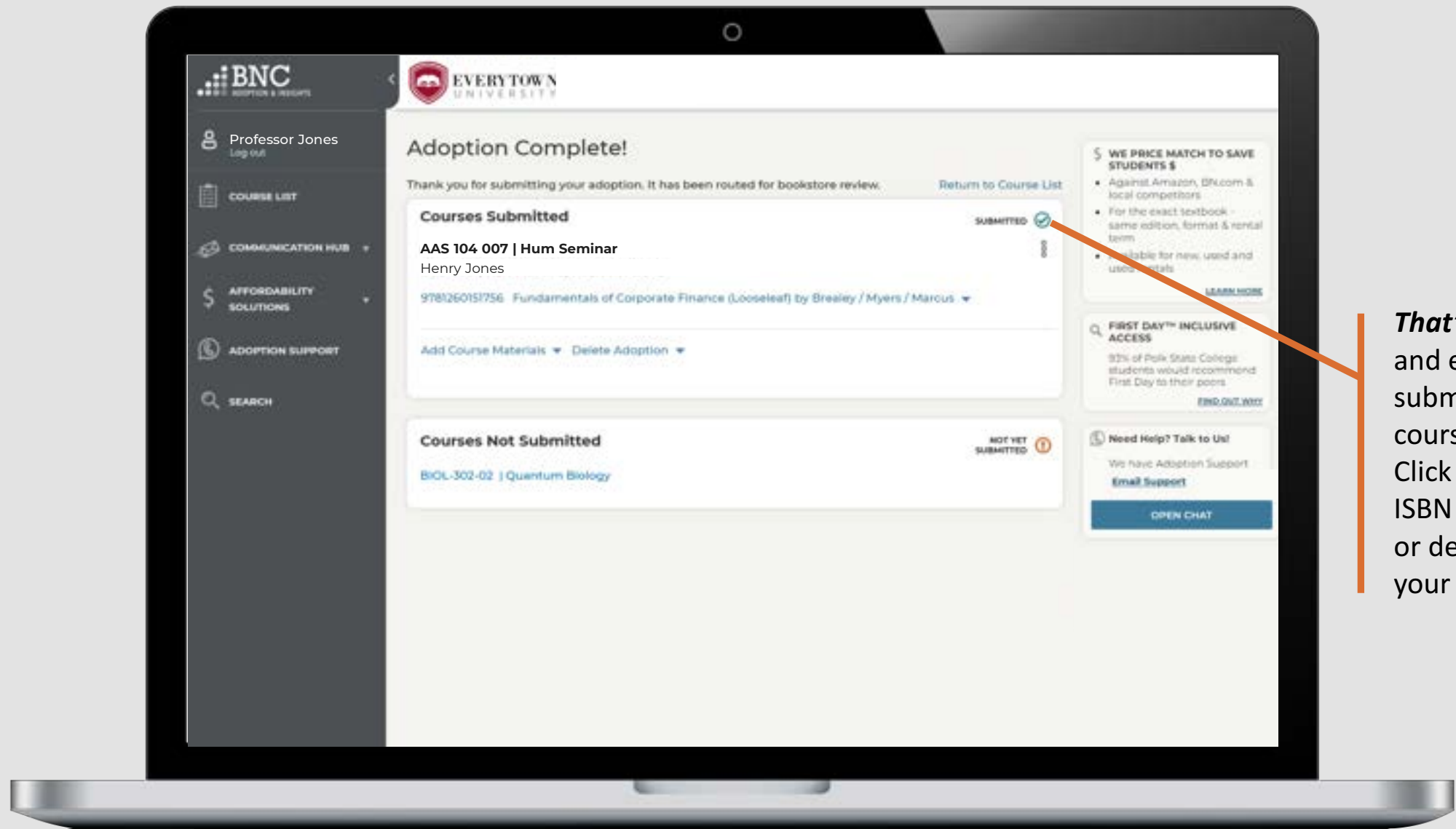


Teaching multiple sections?



Apply your course materials to all or just submit one

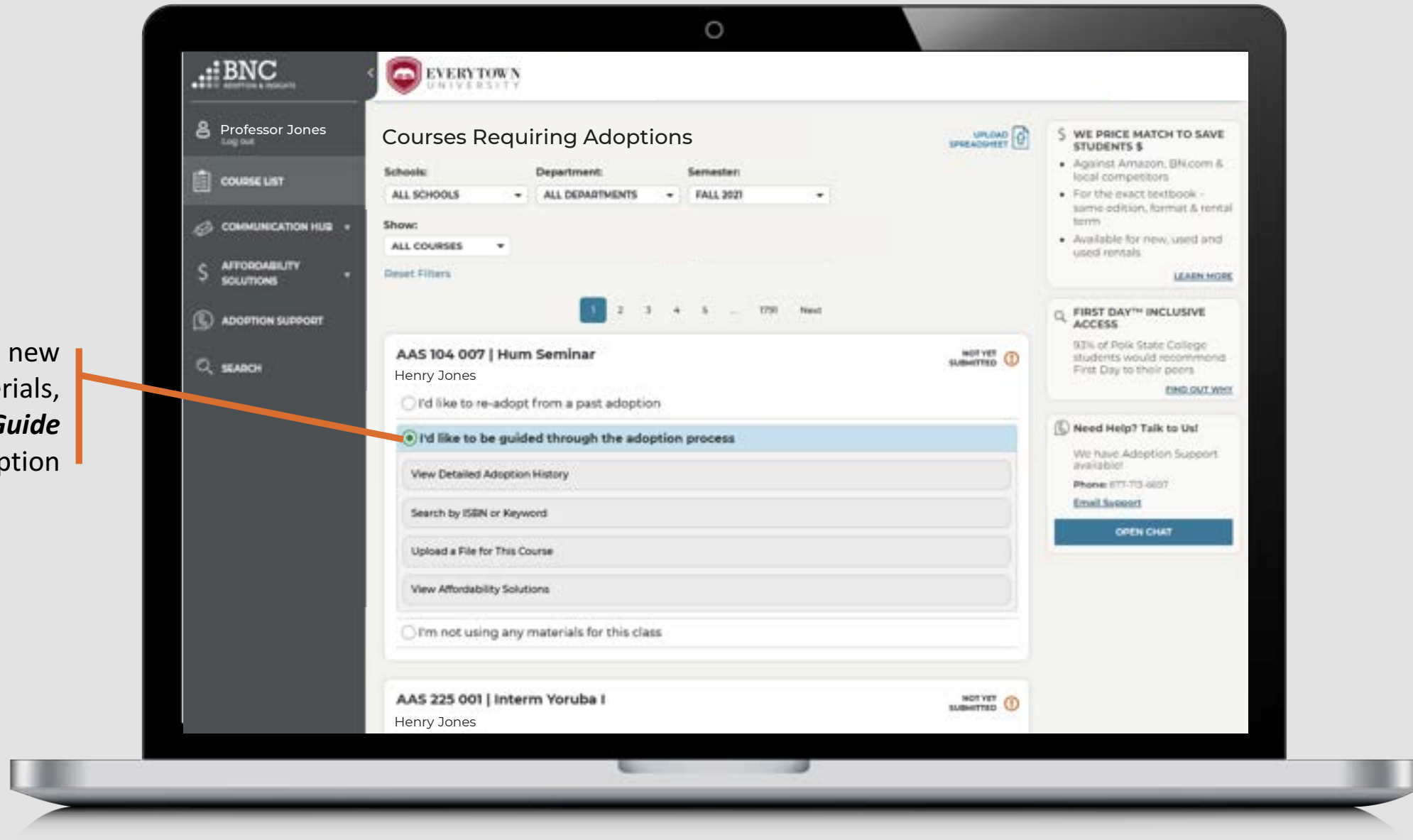
Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions

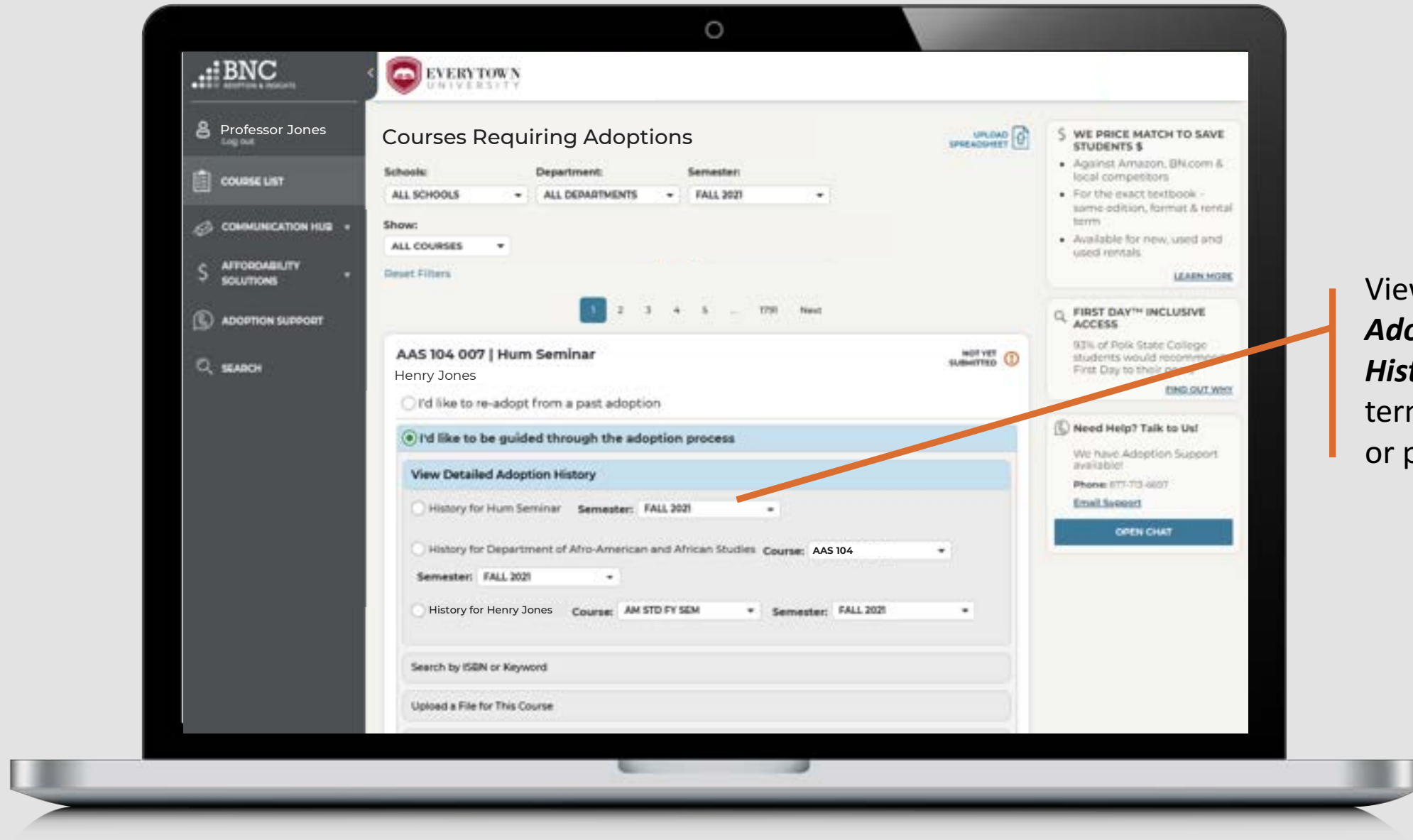


That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

Guided Adoption

To find new course materials, select the **Guide Me** option





View **Detailed Adoption History** by term, course, or professor

Write a book-specific message to the bookstore

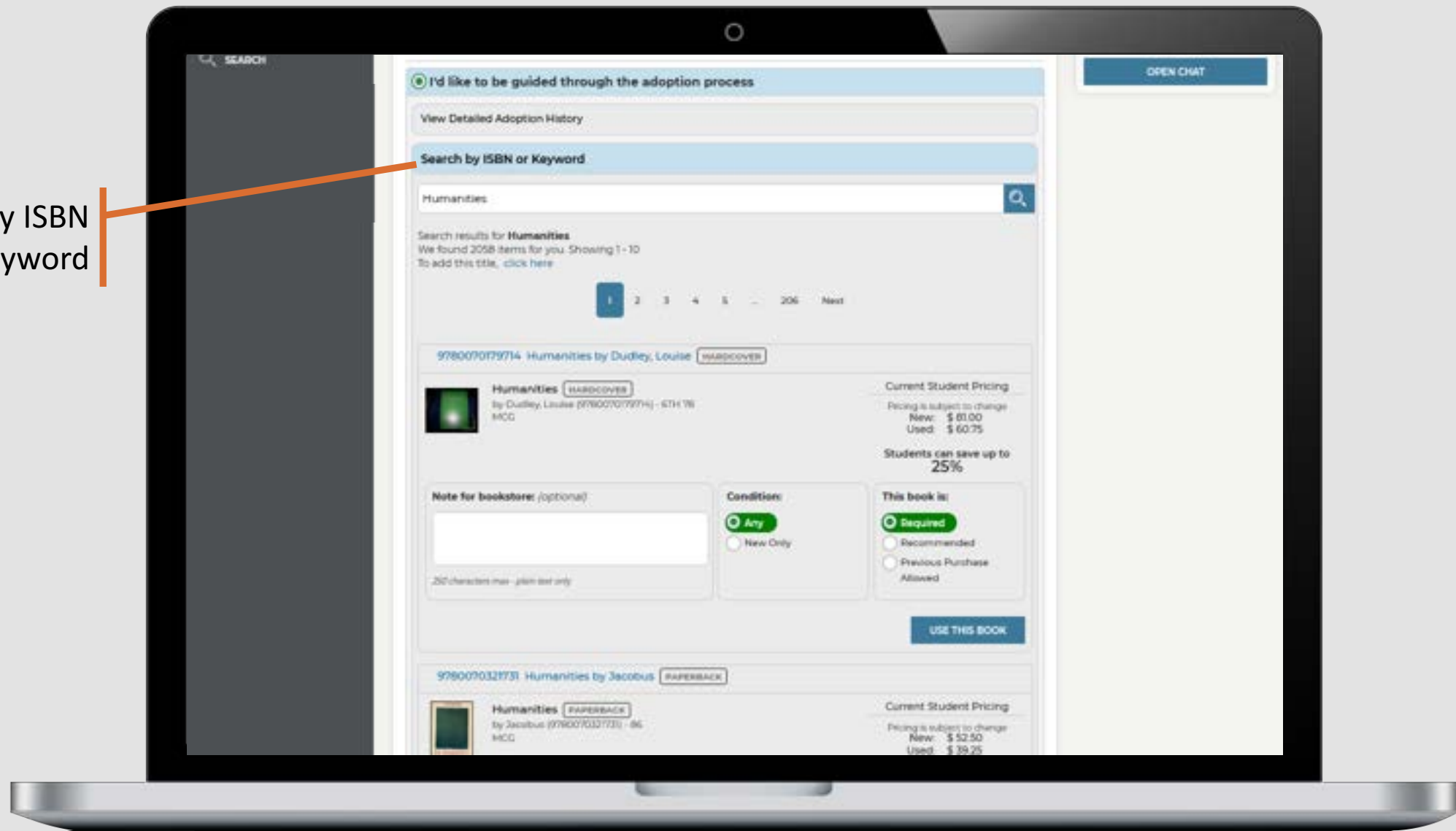
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

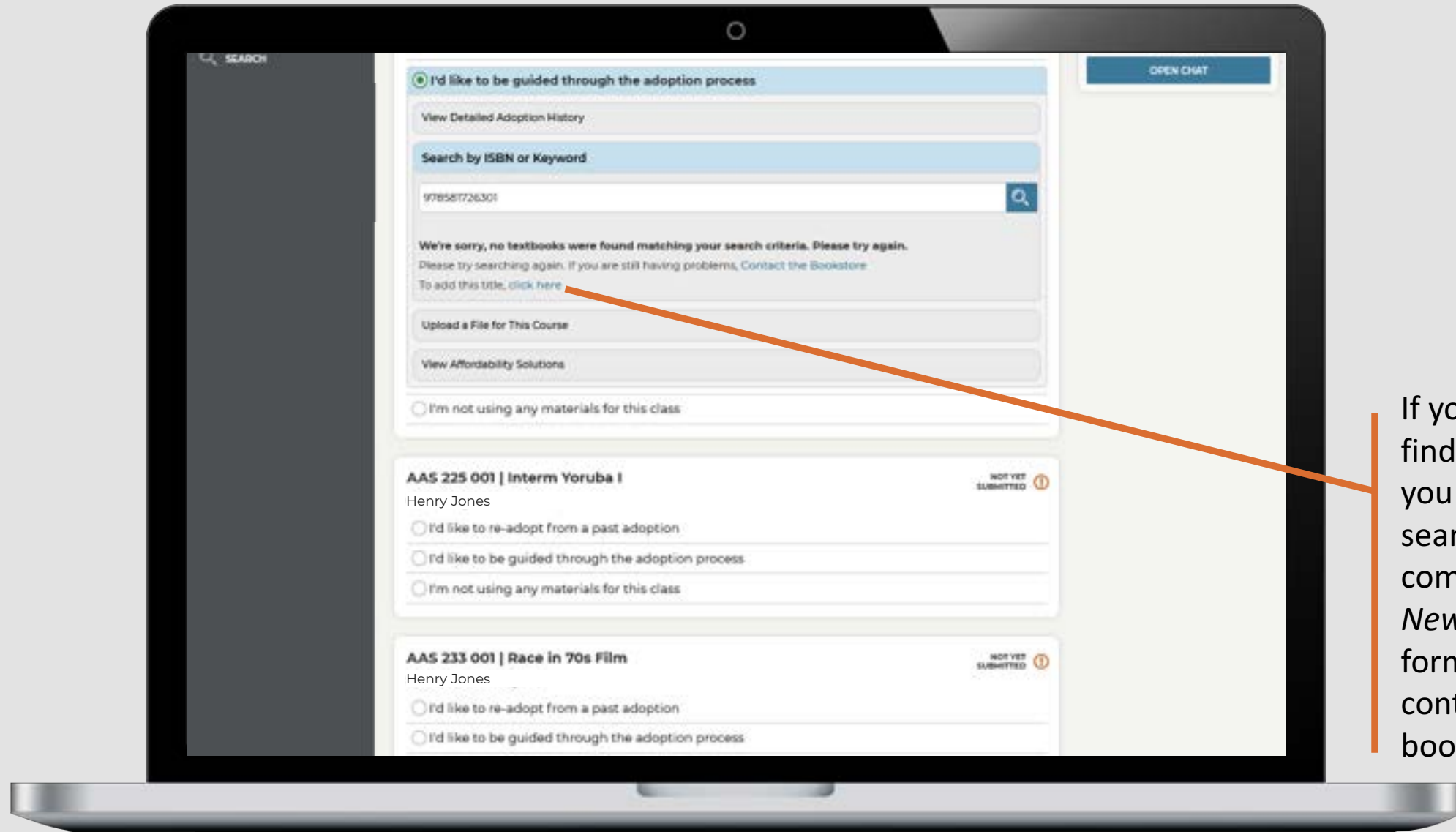
View textbook summary, pricing for students, and savings

Select if book is **Required** or **Recommended**

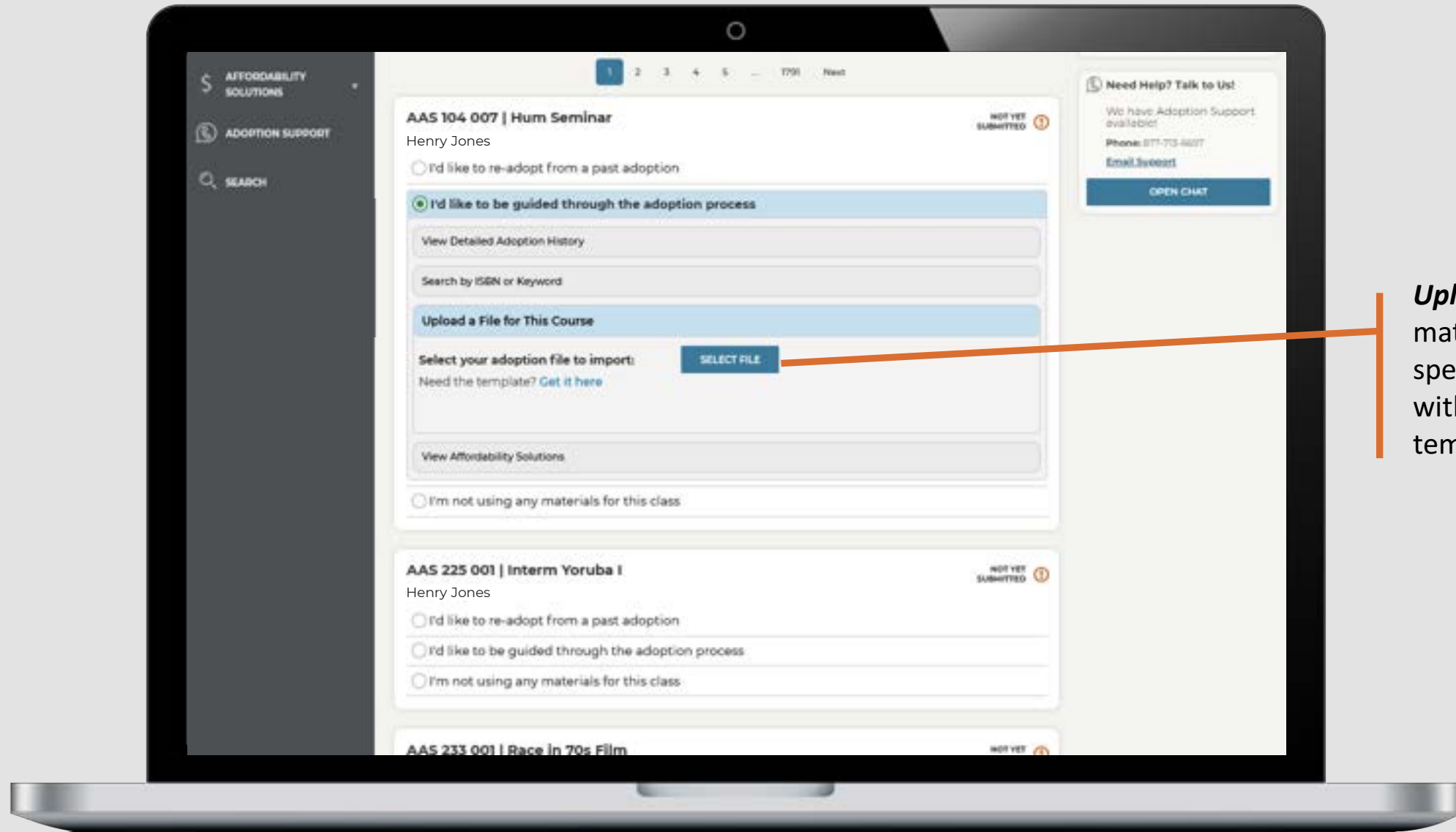
The screenshot displays the BNC Adoption & Insights web application. At the top, there are two radio buttons: "I'd like to re-adopt from a past adoption" and "I'd like to be guided through the adoption process" (which is selected). Below this is a section titled "View Detailed Adoption History" with a dropdown menu showing "History for Hum Seminar" and "Semester: FALL 2021". A list of textbooks is shown, including "Arabs and Muslims in the Media by Alsultany, Evelyn", "Fire Next Time by Baldwin, James", and "Purpose of Power by Garza, Alicia". The "Purpose of Power" book is highlighted, showing its cover, title, author, and ISBN (9780525509684). To the right of the book details, there is a "Current Student Pricing" section showing "New: \$ 27.00" and "Used: \$ 20.25", with a note that "Students can save up to 25%". Below the book details, there are three sections: "Note for bookstore: (optional)" with a text input field, "Condition:" with radio buttons for "Any" (selected) and "New Only", and "This book is:" with radio buttons for "Required" (selected) and "Recommended". At the bottom right of the list, there is a blue button labeled "ADD TO COURSE".

Search by ISBN
or Keyword

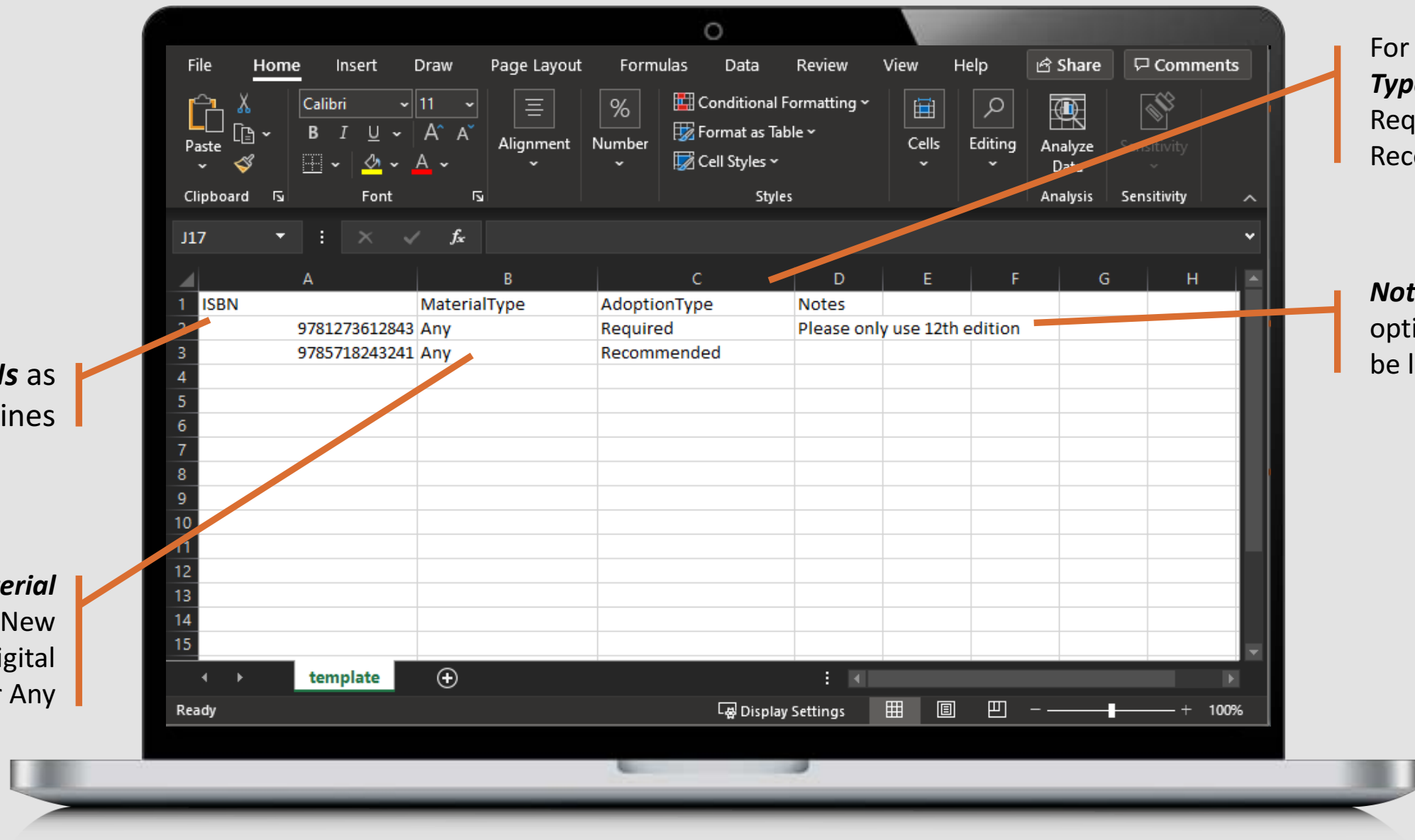




If you can't find the ISBN you are searching for, complete the *New Title Add* form here or contact the bookstore



Upload adoption materials for this specific section with an easy template



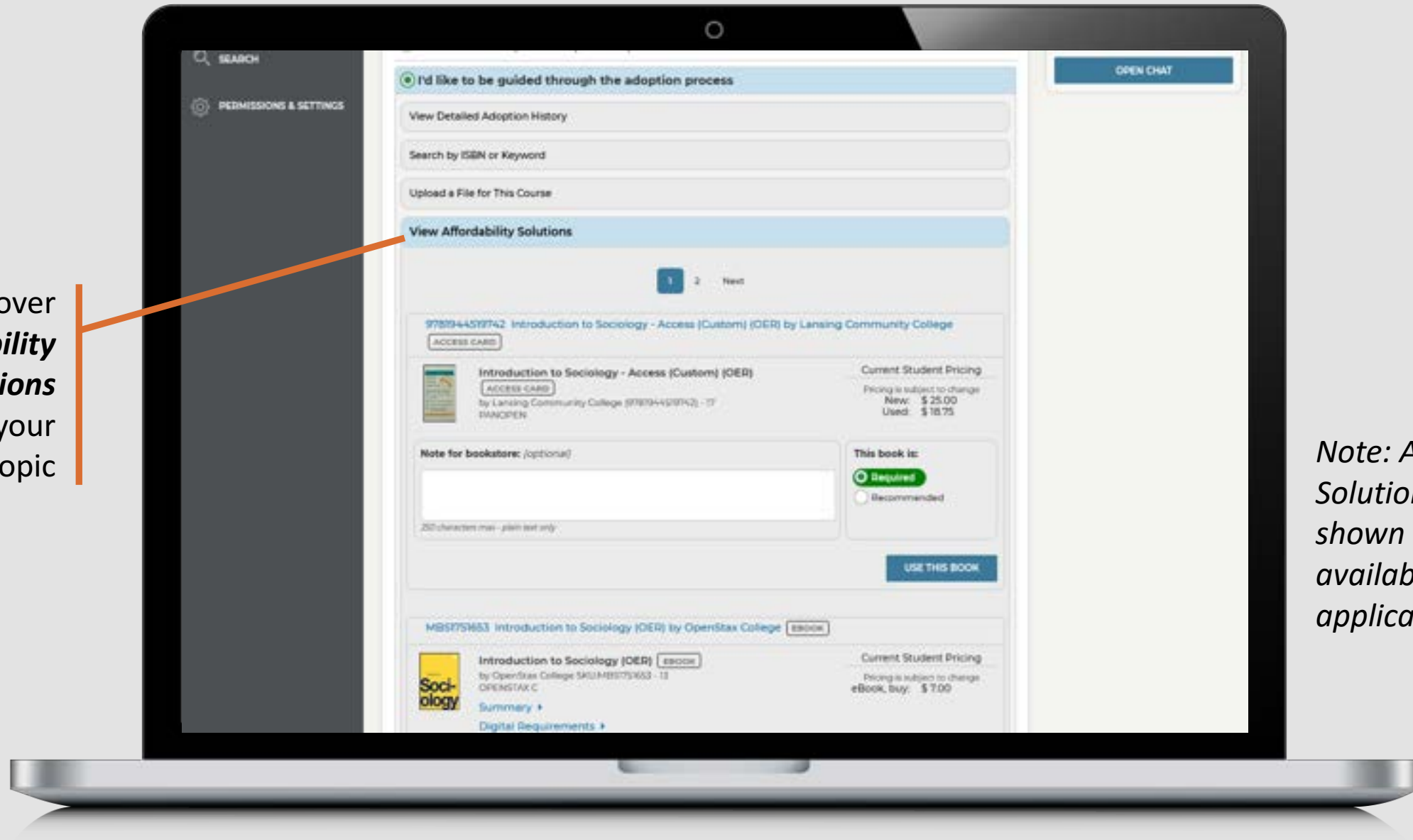
Enter **ISBNs** as separate lines

For **Material Type**, enter New Only, Digital Only, or Any

For **Adoption Type**, enter Required or Recommended

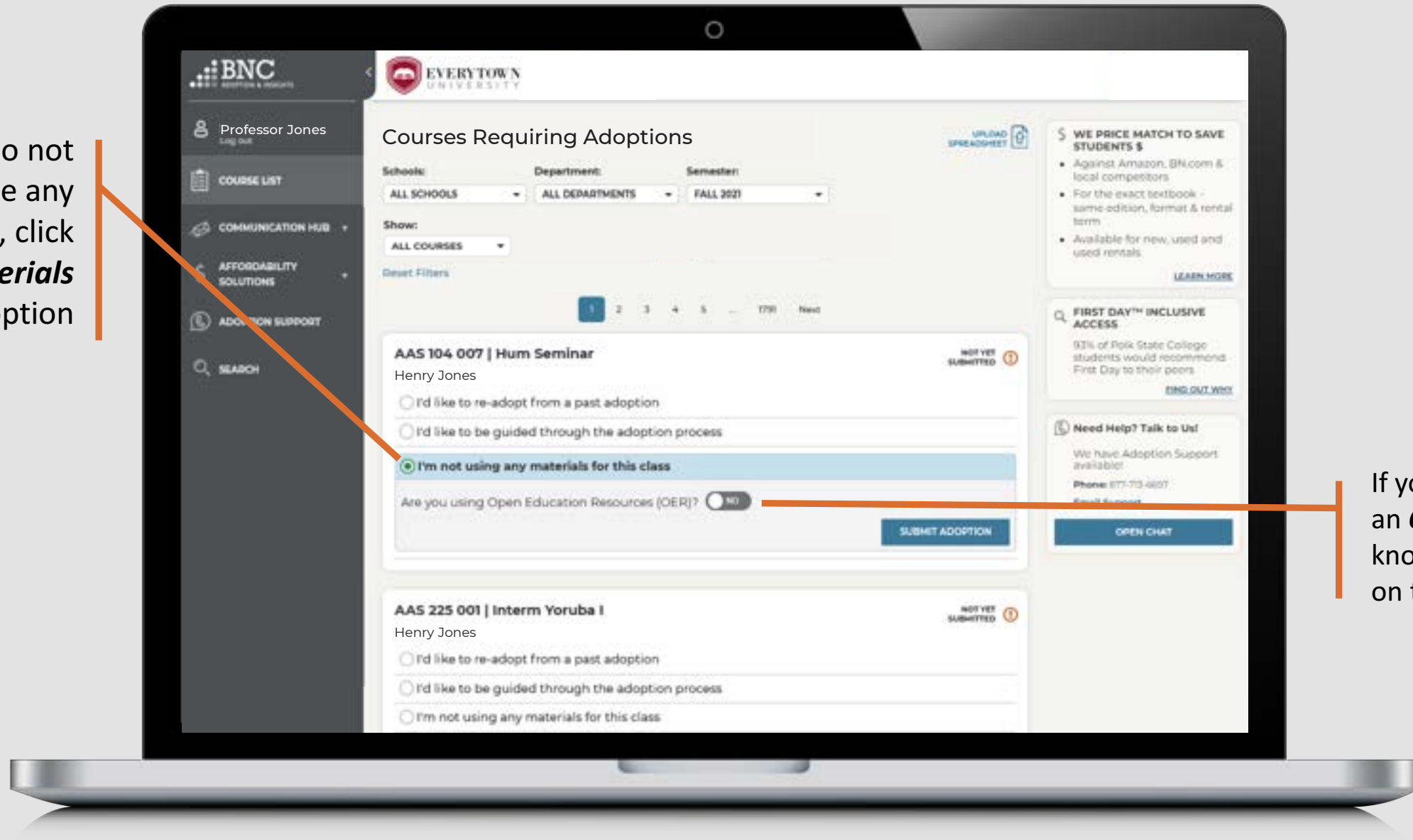
Notes are optional and can be left blank

Discover
**Affordability
Solutions**
specific to your
course topic



*Note: Affordability
Solutions are
shown based on
availability and
applicable subjects*

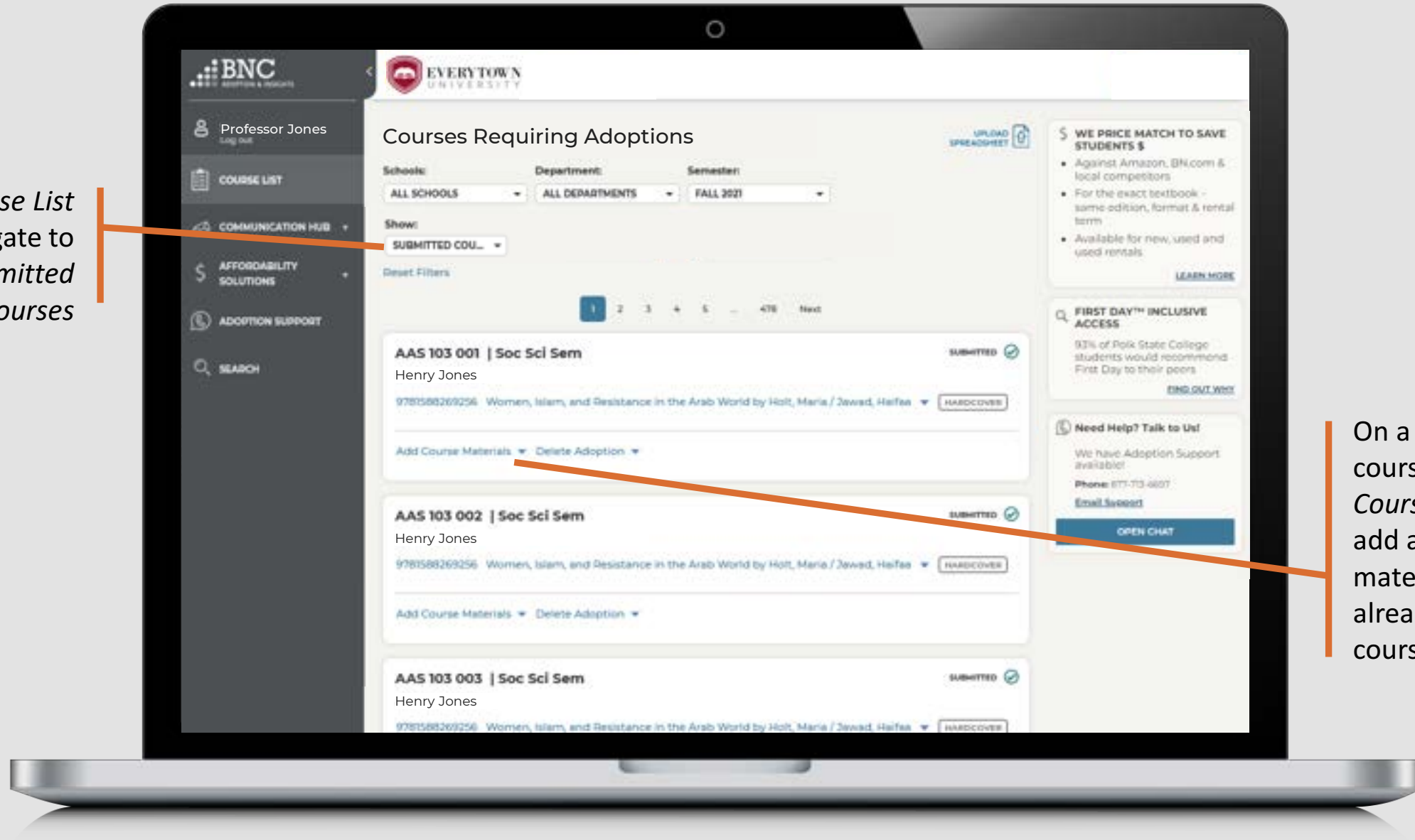
If you do not wish to use any materials, click the **No Materials** option



If you are using an **OER**, let us know by clicking on the toggle

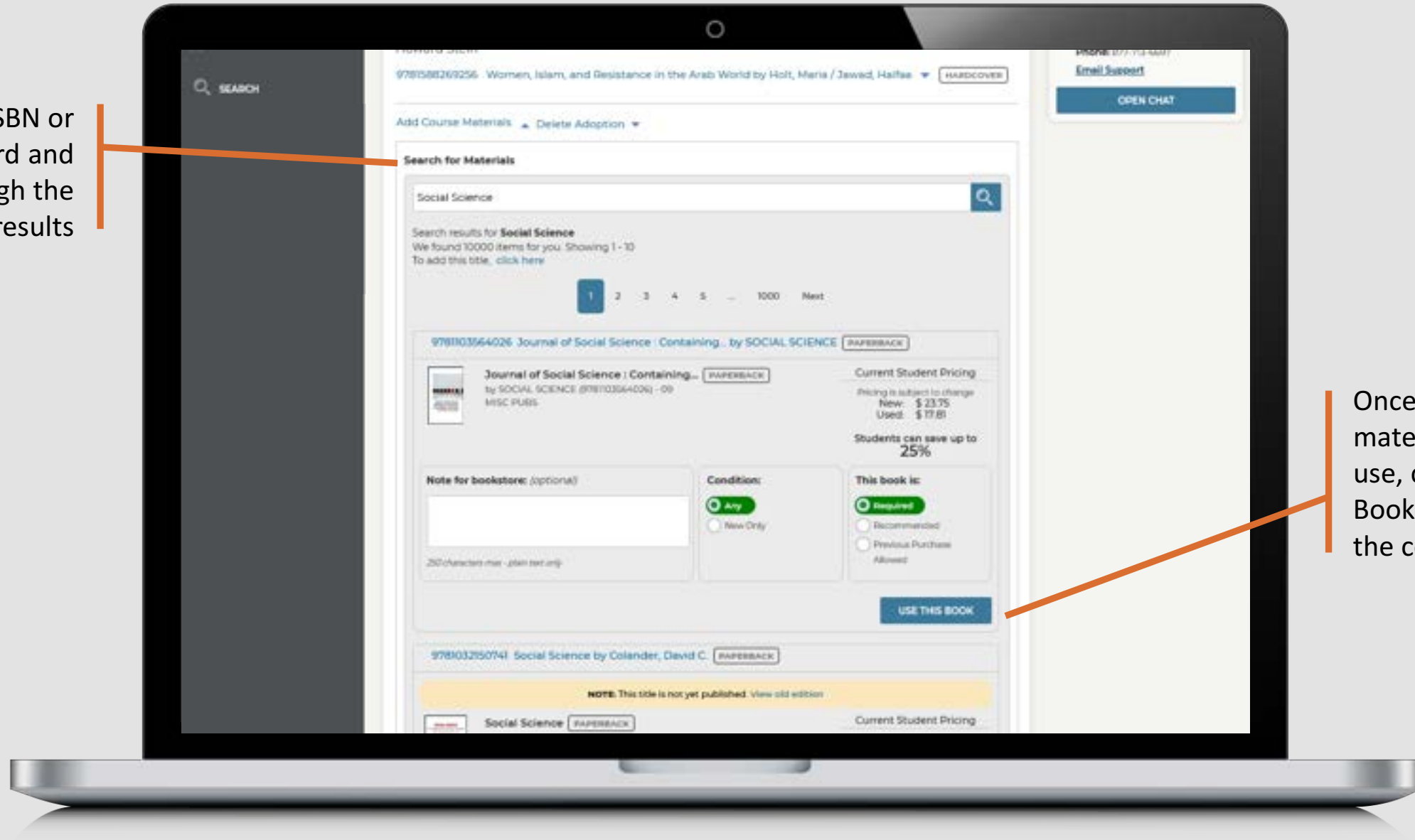
Editing an Adoption

On the *Course List* page, navigate to your *Submitted Courses*

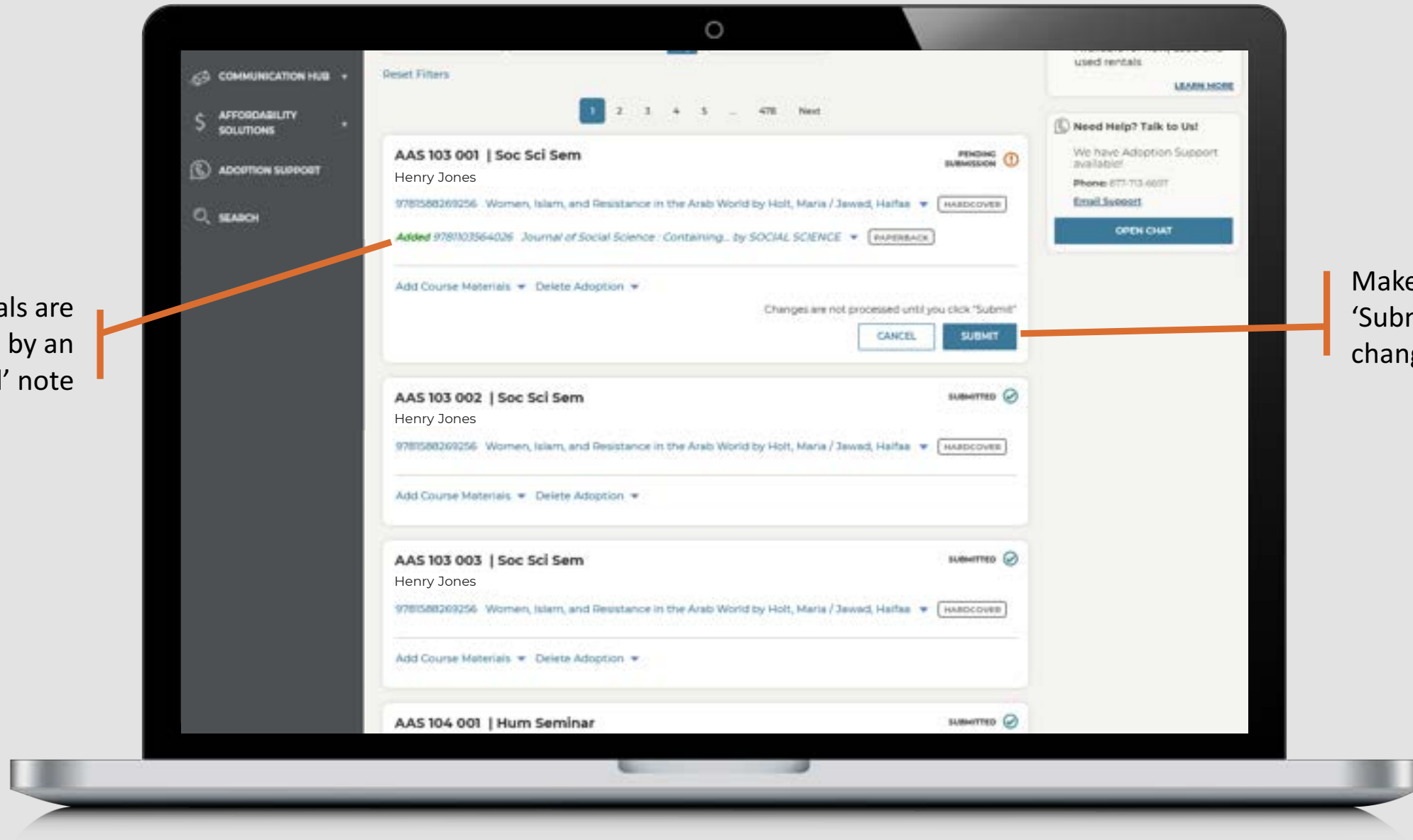


On a submitted course, click *Add Course Materials* to add additional materials to the already submitted course

Search by ISBN or
Keyword and
browse through the
search results

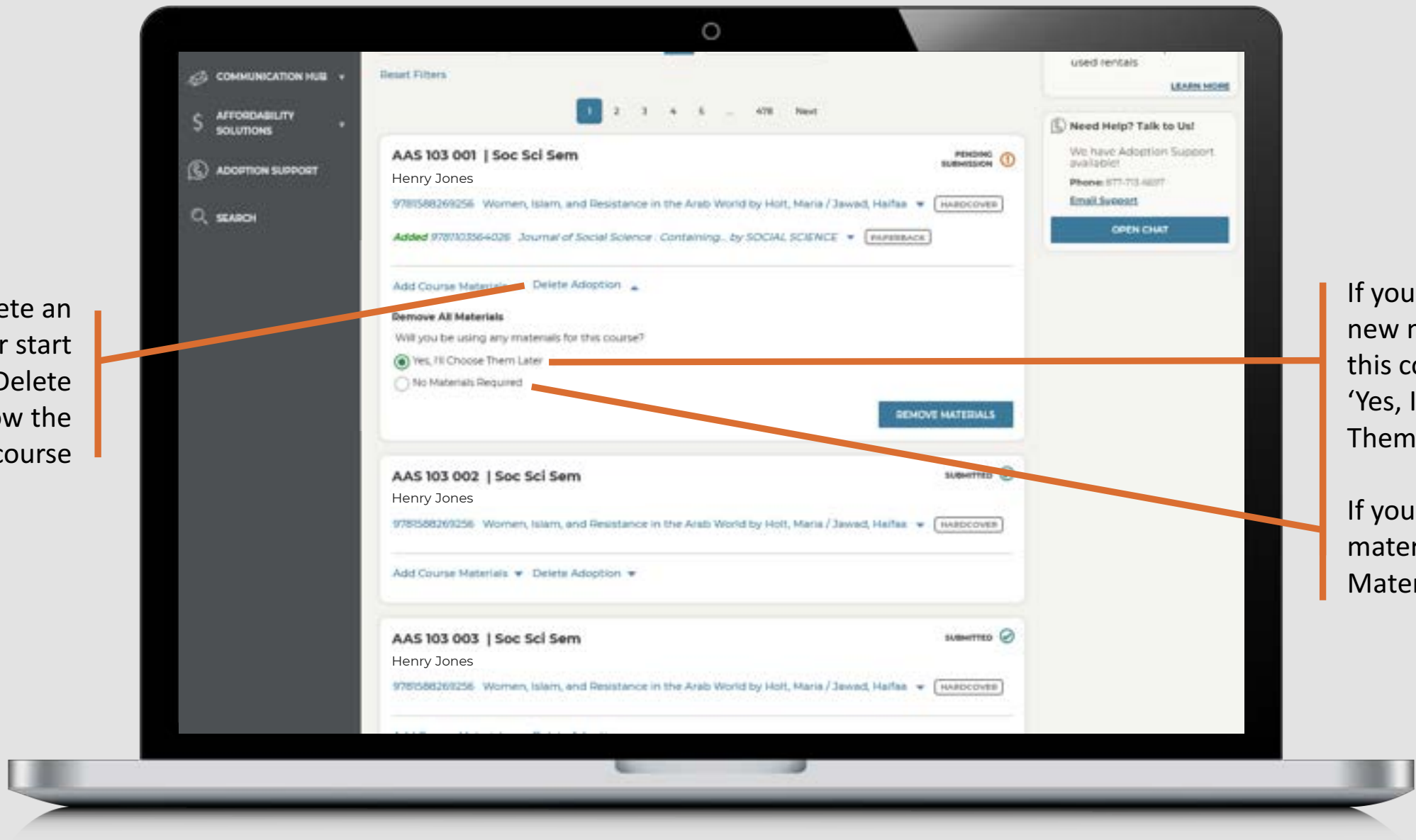


Once you've found a
material you'd like to
use, click 'Use This
Book' to add it to
the course



New materials are identified by an 'Added' note

Make sure to click 'Submit' to save changes



To Delete an adoption or start over, click 'Delete Adoption' below the submitted course

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'

After you've made
your updates, you
will receive a
confirmation email

You've Edited A Previously Submitted Adoption

Hello Henry,

This email is to confirm a change in the course materials submitted for Spring 2022.
Below is a summary of the current adoptions for the following courses:

Section(s):

BIOL – Quantum Biology- 302-2

BIOL – Quantum Biology- 302-3

BIOL – Quantum Biology- 302-1

Title: Fundamentals of Biology (Looseleaf)

ISBN: 9785432164581. **Edition:** 9TH 19.

Material: RECOMMENDED

Title: Biology of Life

ISBN: 9781853946785. **Edition:** 2ND.

Material: REQUIRED

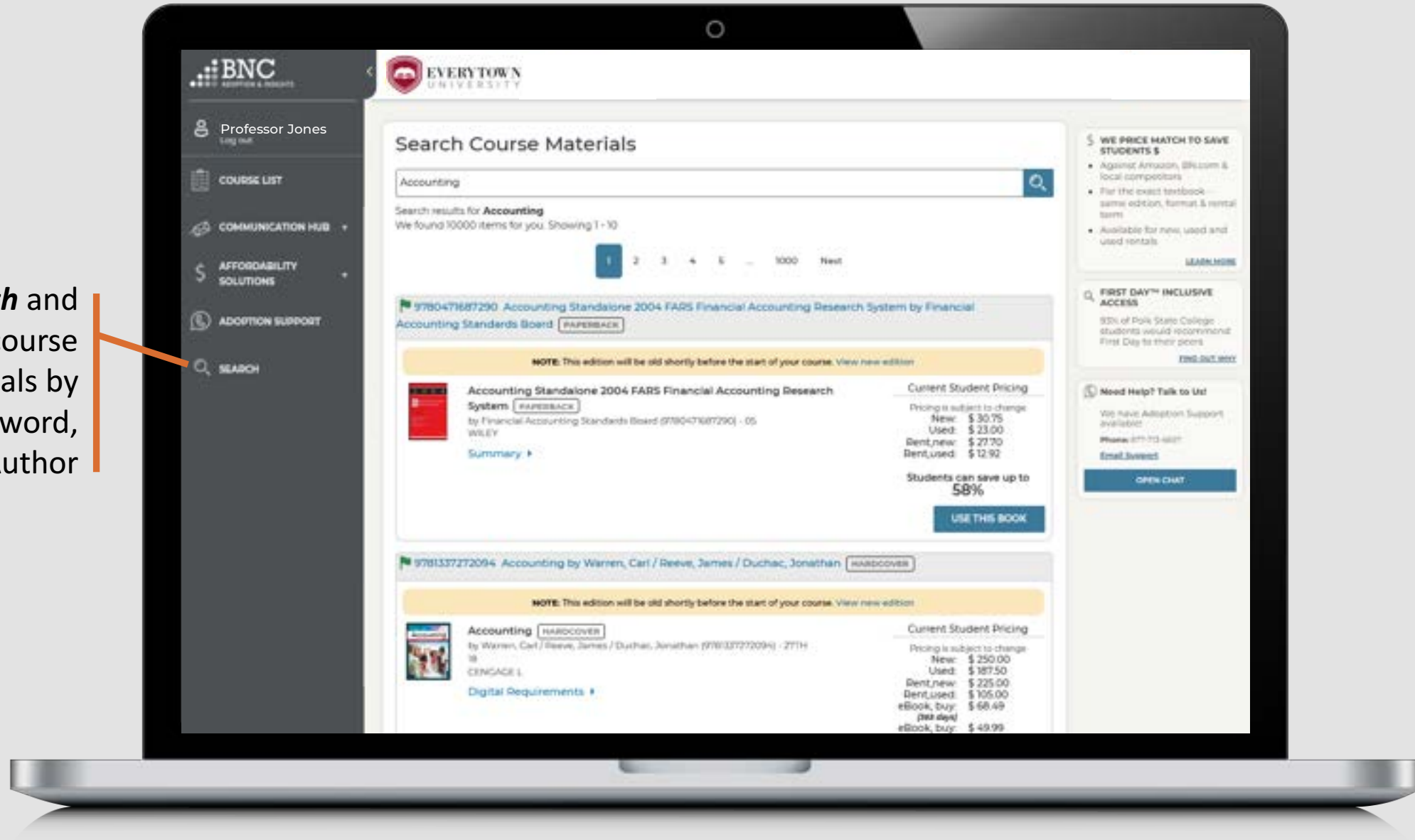
If there are any questions about your submission, your Bookstore Manager, Marion, will be in contact with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.

Thank you,
Everytown University Bookstore

A photograph of a wooden desk with a silver laptop and a stack of books. The laptop is open, and the books are stacked vertically to its right. The background is a soft-focus green, suggesting foliage. A semi-transparent dark rectangle is overlaid on the left side of the image, containing the word 'Search' in white text.

Search

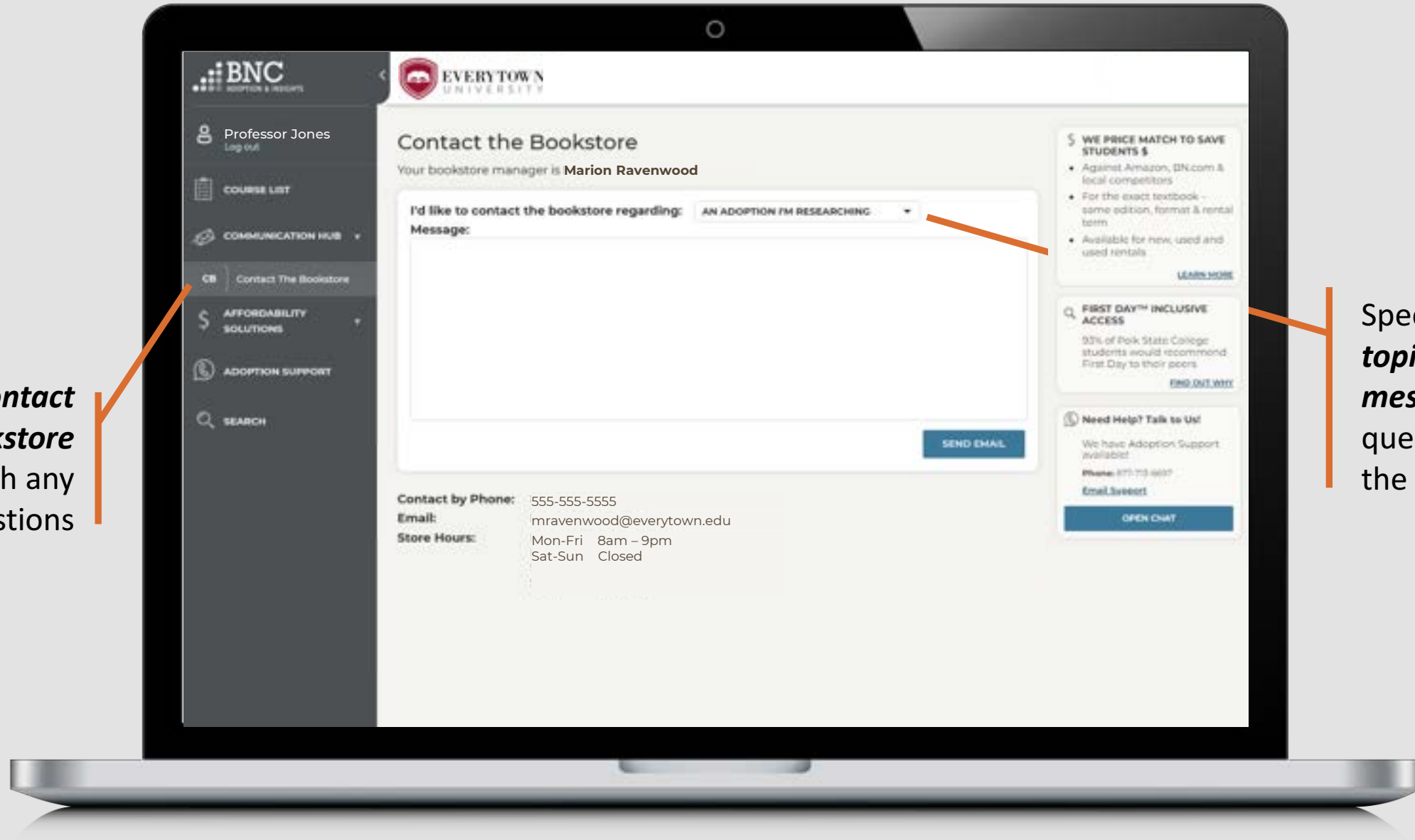
Search and
Research course
materials by
ISBN, Keyword,
or Author



A photograph of a wooden desk with a silver laptop and a stack of five books. The background is a soft-focus green, suggesting foliage. A semi-transparent dark grey rectangle is overlaid on the left side of the image, containing the text 'Contact the Bookstore' in white.

Contact the Bookstore

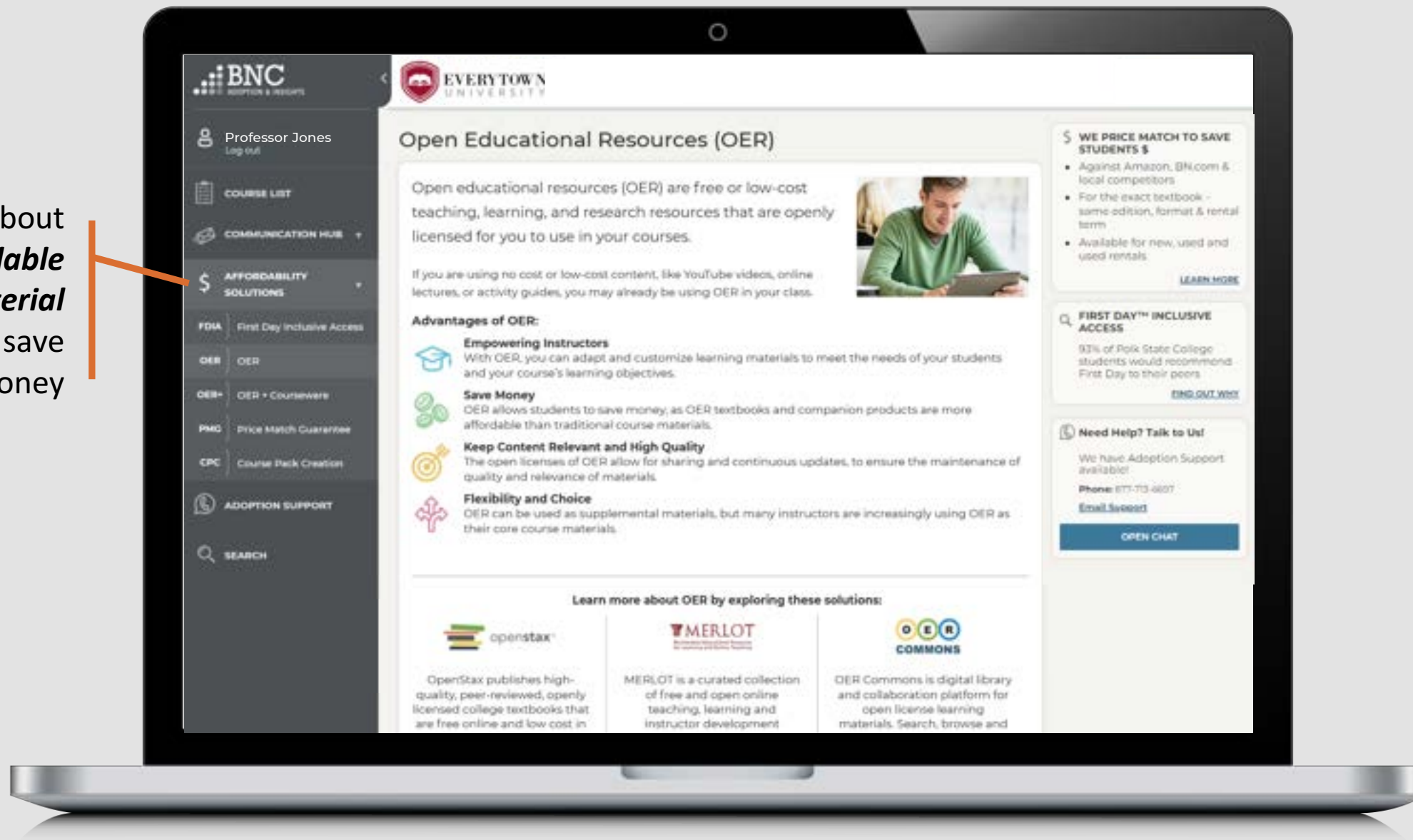
Easily **Contact
the Bookstore**
with any
questions



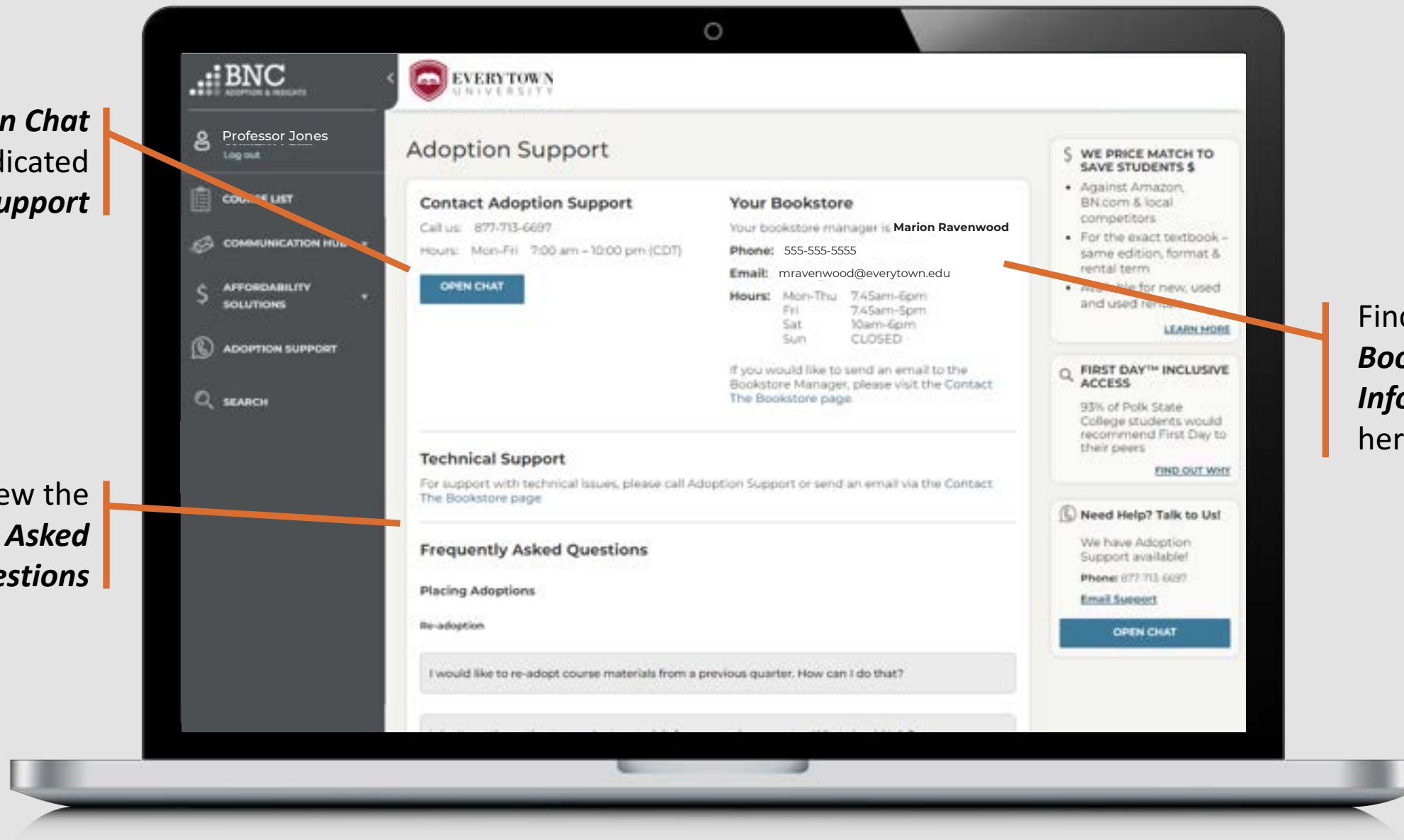
Specify the
**topic of your
message** or
question using
the drop down

Affordability Solutions

Learn about
**Affordable
Course Material
Solutions** to save
students money



Adoption Support



Click **Open Chat**
for dedicated
Adoption Support

View the
**Frequently Asked
Questions**

Find your
**Bookstore
Information**
here

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 7:00am – 10:00pm (CDT)*

Email: ALPsupport@bncservices.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.*