

Faculty Textbook Adoption Instructions

The Bookstore has partnered with MBS Direct to provide textbooks to our students. This partnership offers our students and parents more choices while saving them money, including options like new, used, Marketplace, digital, and rental all in one location. As faculty it is your responsibility to provide and link course materials (textbooks, course packs, etc.) on the MBS Direct website before the start of each semester. Students must be able to access this information as soon as courses are available to them. MBS Direct offers you better, easier to use adoption tools. The instructions below will walk you through the following:

- Part 1 Access to the MBS Direct online textbook system
- Part 2 Course Director: Identifying term, department, course, section number
- Part 3 “Adopting” Course Materials (finding, linking, and most importantly approving)
- Part 4 Tips & Tricks (additional helpful information)

Part 1: ACCESS

Your user name and password were provided to you in an email from MBS Direct. If you don't have a username and password, please contact scronin@allegheny.edu. If you have lost your password, please use the “forgot password” option. *Please note that your username and password are not the same as your Allegheny one.*

- Sign into MBS Direct Service Center at <http://servicecenter.mbsdirect.net> (see Figure 1).



Figure 1

Part 2: COURSE DIRECTOR: Identifying Term, Department, Course, and Section Number

The Course Director Feature is used to enter course materials to each course and section as well as to view any course materials (adoptions) that have already been entered. Select Course Director under the Quick Links dropdown (see Figure 2). The MBS Direct system is pre-populated with course/section information. Courses are listed in the same sequence as on WebAdvisor. AN ADOPTION MUST BE DONE FOR EACH SECTION NUMBER.



Figure 2

- You must first select the appropriate term from Future Terms (see Figure 3).

Allegheny College											
Home			Submit Courses Help Log Out								
Course Catalog - View, add, or update your central course catalog.											
Term Overview											
Create a Student Message or CD Internal Note											
Future Terms											
Start	End	Target Complete	Adoption Issues		Courses					Total	
			No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked		
Fall 2017	08/29/2017	12/19/2017	06/20/2017	0	55	0	0	0	1	1052	1053
Spring 2018	01/15/2018	05/08/2018	11/20/2017	0	0	0	0	0	0	0	0
Fall 2018	08/29/2018	12/19/2018	07/04/2018	0	0	0	0	0	0	0	0

Figure 3

- This will take you to the Academic Department Overview Screen (see Figure 4). Within this screen you can search by Academic Department.

Allegheny College - Fall 2017										
Home Academic Department Overview			Submit Courses Help Log Out							
Create a CD Internal Note for Fall 2017										
Academic Department Overview										
Reminder: To ensure timely acquisition of your inventory, please have your adoptions submitted to MBS Direct by 06/20/2017.										
Academic Department	Adoption Issues		Courses							Total
	No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked			
Arabic	0	0	0	0	0	0	3	3		
Art	0	0	0	0	0	0	30	30		
Biochemistry	0	0	0	0	0	0	6	6		
Biology	0	0	0	0	0	0	54	54		
Black Studies	0	0	0	0	0	0	4	4		
Center for Language & Culture	0	0	0	0	0	0	2	2		
Chemistry	0	4	0	0	0	0	47	47		
Chinese	0	0	0	0	0	0	6	6		
Communication Arts	0	1	0	0	0	0	51	51		
Community & Justice Studies	0	1	0	0	0	0	8	8		
Computer Science	0	1	0	0	0	0	17	17		
Dance & Movement Studies	0	0	0	0	0	0	22	22		

Figure 4

- Within the term you can search by Academic Department then Course ID. From the Course Overview screen you can view courses in one of the following ways (see Figure 5 for each):
 - Click on Course ID to view that course (easiest).
 - Check the boxes to the left of the Course ID and click "view" (enables working on multiple courses at a time).
 - Click on Course Title
 - If you do not see the course you need listed, please contact scronin@allegheny.edu and I will have it added.

Please be sure you are selecting the correct section number (particularly important in courses with multiple sections).

Allegheeny College - Fall 2017								
Home Academic Department Overview			Submit Courses Help Log Out					
Create a CD Internal Note for Fall 2017								
Academic Department Overview								
Reminder: To ensure timely acquisition of your inventory, please have your adoptions submitted to MBS Direct by 06/20/2017.								
Academic Department	Adoption Issues		Courses					
	No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked	Total
Arabic	0	0	0	0	0	0	3	3
Art	0	0	0	0	0	0	30	30
Biochemistry	0	0	0	0	0	0	6	6
Biology	0	8	0	0	0	0	54	54
Black Studies	0	0	0	0	0	0	4	4
Center for Language & Culture	0	0	0	0	0	0	2	2
Chemistry	0	4	0	0	0	0	47	47
Chinese	0	0	0	0	0	0	6	6
Communication Arts	0	1	0	0	0	0	51	51
Community & Justice Studies	0	1	0	0	0	0	8	8
Computer Science	0	1	0	0	0	0	17	17
Dance & Movement Studies	0	0	0	0	0	0	22	22

Figure 5

Part 3: “ADOPTING” COURSE MATERIALS (finding, linking, and most importantly approving)

Now you are ready for the adoption of textbooks and course materials. Once you are in the appropriate course and section you are ready to add an adoption. Course Director’s database contains many titles and versions to browse.

This is how a class with no adoptions will look (see Figure 6).



Figure 6

Please take note of the “Approve” button. You will click here when you have added all the titles you require and are ready to submit the adoption information. There is also the option to add messaging to the course. **Please use ONLY the CD Internal Notes.**

To begin the adoption process, click the “Add Adoptions to (course information)” link. This will take you to the Adoption page (see Figure 7)

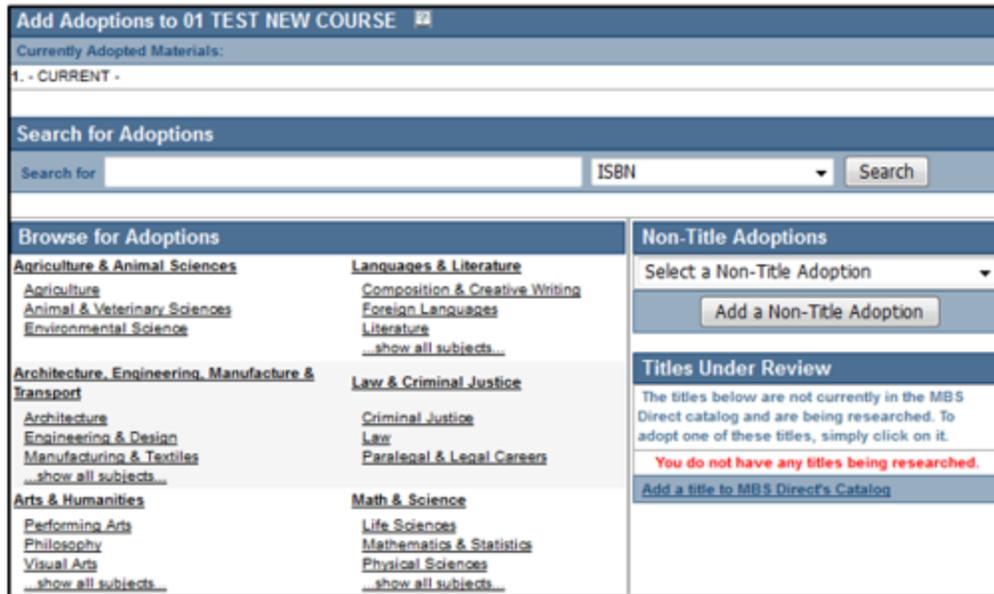


Figure 7

- The search feature is either by
 - ISBN (13 or 10 digit number that only ties to one item). This is the absolute best way to find the materials you are looking for.
 - Author's last name, title or key word. Not the best way due to the number of titles in the Course Director database
 - Browse adoptions based on subject. Also not the best way due to the number of titles in the Course Director database.
 - The search results (see Figure 8) will clearly display the book information for you; cover image, title, author, edition, 13 and 10 digit ISBNs, MBS # and publisher. Also you will see the format of the item you have searched, along with the price.

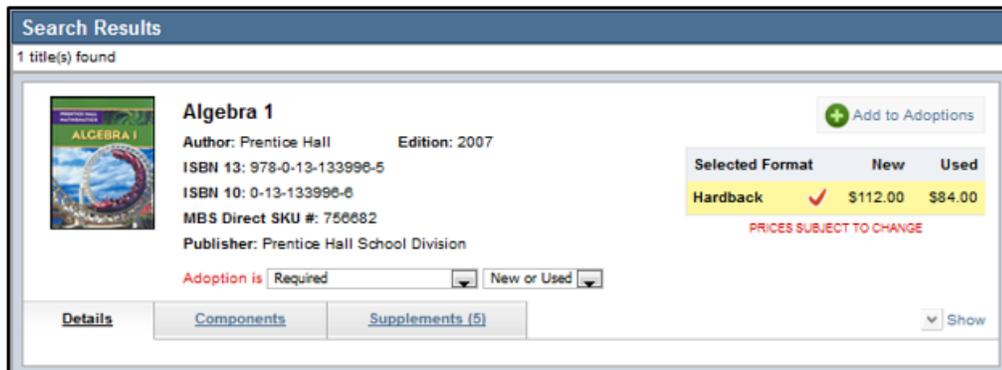


Figure 8

- Edit and Add adoption
 - You can indicate if the material is "Required" or you can edit that drop down screen to Optional or Recommended, or Required (previous purchase). You can also alter if the book should be offered to students as new or used, or new only (bundles must be new only).

- To adopt click green plus sign to add it to the course. At this point you will be back in the course and able to see the book you have adopted.
- To add another title, click the “Add Adoptions to (course information)” link.
- Note: you can edit before or after you adopt.
- When you are finished adding materials and the order is complete, click the “Approve” button. This will finalize your portion of the textbook adoption process.

Part 4: Tips & Tricks (additional helpful information)

Information on some things you might run into when adding materials to a course as well as a method to communicate additional information to the Bookstore.

- In the “Search for Adoptions” field, the absolute best way to find the materials you are looking for is to use the ISBN. This is either a 13 or 10 digit number that ties to one item. That being said, you can also search the Course Director database using author’s last name, title, or keyword. If you search for items without the ISBNs you need to be very careful that you are getting the exact item you want. The Course Director database contains hundreds of thousands of titles so there might be multiple versions of the title you want. You may also browse adoptions based on subject, but this is also not the best way to go about researching new book options.
 - An easy way to find an ISBN number is by searching the title on Amazon.com
 - You can also contact the publisher representative for the ISBN
- While the Course Director database contains hundreds of thousands of titles, it certainly does not have every item already in the system. If you search an item that cannot be found, you will get this message (see figure 9).

An ISBN search for, 0328875171, did not return a title. If you would like to submit a title to MBS Direct for review, [click here](#).

Figure 9

- If you hit the “click here” link you will be taken to a Title Request Form (see Figure 10). Input as much information, the ISBN number being the most important, as you have about the title there and it will automatically get it added into Course Director.

MBS Direct Title Request	
Title	<input type="text"/>
Author	<input type="text"/>
ISBN	<input type="text" value="0328875171"/>
Item Number	<input type="text"/>
Edition	<input type="text"/>
Publisher	<input type="text"/>
Level	Required <input type="text"/>
New Only	<input checked="" type="radio"/> No <input type="radio"/> Yes
Comments	<input type="text"/>

Figure 10

- Another situation you may encounter is when a course has no materials for the student to purchase. Course Director will not allow a class to be submitted without at least one “adoption”. To handle these situations use what are called Non-Title Adoption dropdown box which acts like a book in the system but are actually messages that take the place of an adoption. This will allow us to notify students that a class does not require a text and still be able to list the class on the bookstore website to avoid confusion. There are several Non-Title Adoptions that can be added to the class, including ways to note that there is no required textbook, that materials are provided by the instructor, or that additional materials will be available at a later date. On the Add Adoptions screen the area to add Non-Title Adoptions is in the middle of the right side of the page (see Figure 11). As you can see there are a number of options of these types of adoptions. Select whichever one applies to the course you are working on, and then hit “add a Non-Title Adoption.”
 - Please note that if you choose “No Textbook Required” it will remove all adoptions you may have already selected for the course.
 - **Please DO NOT use Course Pack Available at a Later Date. Instructions for how to indicate course packs will follow.**

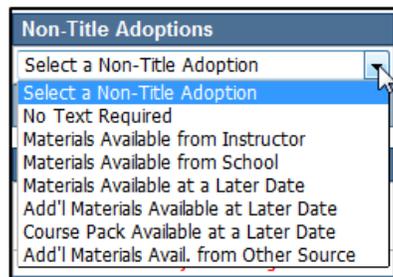


Figure 11

- Now that materials are added to the course there are a couple other things you can review. First is how to remove an unwanted item, simply click the “Remove Title From List” button on the right of the adoption, and confirm you want to remove that title. If you have added all required materials to the course and it is ready to go, you can approve it from within the course by clicking the approve button.
- Under the adopted materials you will see a number of tabs, including: Messaging, Details, Components, and Supplements.
 - The most important tab is the Messaging tab. ***Please use only the Course Director Notes (CD Internal Notes).*** This should be used to communicate additional information to the Bookstore, including Course Pack information, if you will be providing information on Sakai and any message you might want to be put on for the students to be able to see on the Bookstore website.
 - Messaging is available at both the course and title levels.
 - The Details tab includes a summary of the book, usually provided to Course Director by the publisher.
 - The Components tab contains information if the item you have adopted. If the item you have adopted is a package or bundle, it will contain information about each part of the package or bundle.
 - The Supplements tab has related materials to the main adoption that might help students grasp the subject. From that tab you can choose to adopt additional materials.

- **After the adoption has been approved, any changes required must be made in writing to scronin@allegheny.edu.**
- **After the last date for online adoptions has passed, you will still be able to adopt textbooks, however you will no longer be able to use the MBS Direct Service Center to do it. You will need to provide the adoption information to scronin@allegheny.edu.** Required information is:
 - Department, Course Number, Section Number
 - Author (last name only)
 - Title
 - ISBN Number
 - Required, Optional, Recommended, Required (previous purchase)
 - Indicate if you are using a course pack
 - Indicate if you are using materials on Sakai
- If you place your adoption after the website is open for student sales, please be aware that it will take 7 to 10 days for the course and titles to become visible to the students.
- If you add titles to your class after the website is open for students sales, please be aware that the course will not be visible while those titles are being added (could take up to 7 to 10 days).
- You may also place your textbook adoptions by email to scronin@allegheny.edu. Please include the same information as above.