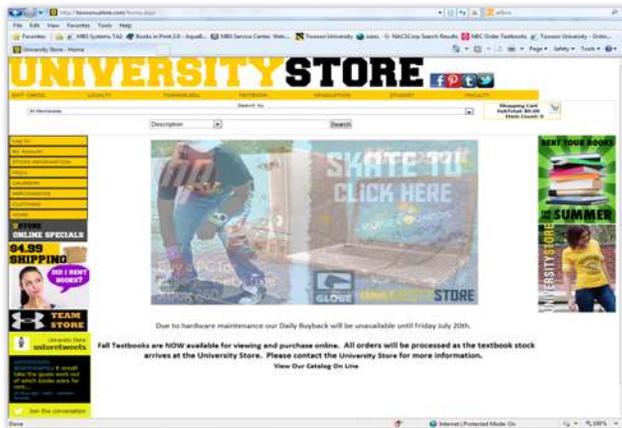


How to Place an Adoption

1. Go to <http://towsonustore.com>



2. Move your mouse over **Faculty** on the menu bar below University Store. Once the menu comes down, move mouse to **Adoptions** and click.

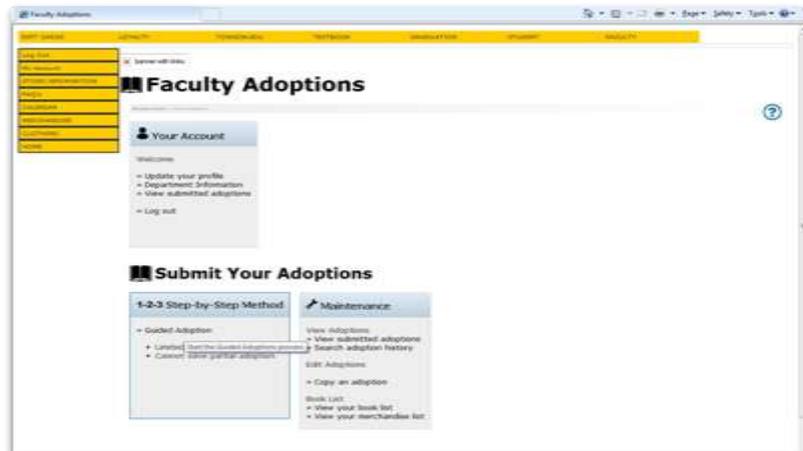


3. When you click Adoptions, the log in screen comes up. Log in with your email and password you created for this site when you registered.



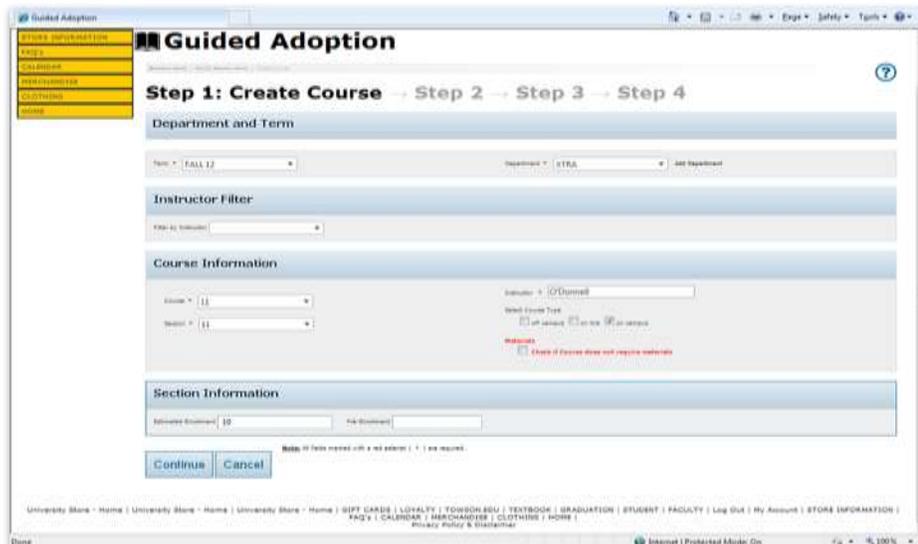
How to Place an Adoption

4. To get started with creating an adoption, click **Guided**



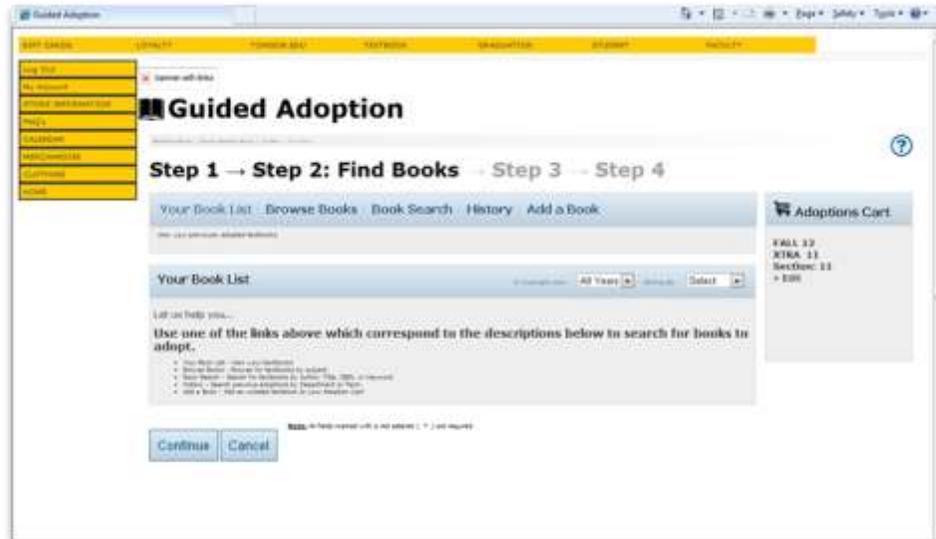
Adoption

5. The screen below will appear. Select the **Term** and **Department**. Select the **Course Number** and then **Section**. If your course does not require a textbook or supplies, click the box beside **“Check if Course does not require materials”**. Enter in estimated enrollment and pre-enrollment if available. Lastly on this screen, click **Continue**.



6. On this screen you have multiple ways to search and add your books for your course:
- Your Book List**- It will accumulate as you use the system. It will maintain a list of book you have adopted in the system.

How to Place an Adoption



- b. **Browse Books**- You can search by different categories for books. Continue this process until all books you want are listed under course in the adoption cart. The click **Continue**.



- c. **Book Search**- If you know the title or ISBN, this is the best way to place your adoption. Select your search criteria and enter in the corresponding information. Click **Search**. **DO NOT USE YOUR ENTER KEY**. Once book appears click **ADOPT**. The book will be added to your adoption cart listed to the right of the screen. To add another book, clear out the search field and enter in the next book information. Continue this process until all the books you want are listed under course adoption cart. Then click **Continue**.

How to Place an Adoption

Guided Adoption

Step 1 → Step 2: Find Books → Step 3 → Step 4

Your Book List | Browse Books | Book Search | History | Add a Book

Search for textbooks by Author, Title, ISBN, or Keyword

ISBN: 9781741798517

Textbook Search Results

Note: All books marked with a red asterisk (*) are required.

Adoptions Cart

FALL 12
XTRA 11
Section: 11
+ Edit

Guided Adoption

Step 1 → Step 2: Find Books → Step 3 → Step 4

Your Book List | Browse Books | Book Search | History | Add a Book

Search for textbooks by Author, Title, ISBN, or Keyword

ISBN: 9781741798517

Textbook Search Results

 Image Not Available	ITALY TRAVEL GUIDE Author: HOLT Publisher: HOLT Edition: 22 ISBN: 9781741798517 New Price: US \$9 Used Price: US \$3 Cover Type: 1
--	--

Note: All books marked with a red asterisk (*) are required.

Adoptions Cart

FALL 12
XTRA 11
Section: 11
+ Edit

Guided Adoption

Step 1 → Step 2: Find Books → Step 3 → Step 4

Your Book List | Browse Books | Book Search | History | Add a Book

Search for textbooks by Author, Title, ISBN, or Keyword

ISBN: 9781741798517

Textbook Search Results

 Image Not Available	ITALY TRAVEL GUIDE Author: HOLT Publisher: HOLT Edition: 22 ISBN: 9781741798517 New Price: US \$9 Used Price: US \$3 Cover Type: 1
--	--

Note: All books marked with a red asterisk (*) are required.

Adoptions Cart

FALL 12
XTRA 11
Section: 11
+ Edit

ITALY TRAVEL GUIDE

- + Detail
- + Remove

How to Place an Adoption

- d. **History**- This section allows you to see what books were previously adopted. You can search by **Department**, **Term**, and **Instructor**. You can also search within a date

The screenshot shows the 'Guided Adoption' interface. At the top, there are navigation tabs: GIFT CARDS, LOYALTY, TOWSON.EDU, TEXTBOOK, GRADUATION, STUDENT, and FACULTY. A left sidebar contains links: Log Out, My Account, STORE INFORMATION, FAQ, CALENDAR, MERCHANDISE, CLOTHING, and HOME. The main header reads 'Guided Adoption' with a breadcrumb trail: Bookstore Home > Faculty Adoption Home > Guided > Find Books. Below this is a progress indicator: 'Step 1 → Step 2: Find Books → Step 3 → Step 4'. A navigation bar includes 'Your Book List', 'Browse Books', 'Book Search', 'History', and 'Add a Book'. The 'History' section is active, showing a search form for 'Search previous adoptions by Department or Term'. The form includes fields for Department (set to 'ACCT'), Term (set to 'All Terms'), Instructor, and Date Range (with 'from' and 'to' sub-fields). A 'Search' button is present, along with a note: 'Note: All fields marked with a red asterisk (*) are required'. Below the search form, it states 'No Courses were found matching your criteria.' At the bottom, there are 'Continue' and 'Cancel' buttons and another note: 'Note: All fields marked with a red asterisk (*) are required.' On the right side, there is an 'Adoptions Cart' section showing 'FALL 12 XTRA 202 Section: 5' with an 'Edit' link.

range.

- e. **Add a Book**- Only use this section if you have tried one of the other sections listed above, or you know that this is a new custom book. On this screen you will be able to add the information you can provide on a title. You **must at least** have the **Author** and **Title**. When you add the ISBN do NOT use hyphens (-) or commas (,). Click **Adopt**.

The screenshot shows the 'Add a Book' section of the 'Guided Adoption' interface. It features the same navigation and sidebar as the previous screenshot. The main header is 'Guided Adoption' with the breadcrumb trail: Bookstore Home > Faculty Adoption Home > Guided > Find Books. The progress indicator shows 'Step 1 → Step 2: Find Books → Step 3 → Step 4'. The navigation bar includes 'Your Book List', 'Browse Books', 'Book Search', 'History', and 'Add a Book'. The 'Add a Book' section is active, showing a form with fields for Title, Author, ISBN, and Title (repeated). There are 'Adopt' and 'Cancel' buttons. A note at the bottom states: 'Note: All fields marked with a red asterisk (*) are required.' On the right side, there is an 'Adoptions Cart' section showing 'FALL 12 XTRA 10 Section: 11' with an 'Edit' link.

7. Once you have completed Step 9, click **Continue**
8. After clicking **Continue**, you will be taken to the **Usage** page. On this page you will select if the book is **Required**, **Recommended**, or **Either/Or**. Once you have done this for every book on the

How to Place an Adoption

page, click **Continue**. ***Note: Any message you would like the store to have about, please type in the Message to Book Box.***

The screenshot shows the 'Guided Adoption' process at Step 3: Select Usage. The page has a yellow navigation bar at the top with links for 'SOFT CARRS', 'LOYALTY', 'TOWSON.EDU', 'TEXTBOOK', 'SEMINARION', 'STUDENT', and 'FACULTY'. On the left is a vertical menu with 'My Shop', 'My Account', 'STORE INFORMATION', 'FAQS', 'COURSES', 'MERCHANDISE', 'CLOTHING', and 'HOME'. The main content area is titled 'Guided Adoption' and shows a progress bar: 'Step 1 → Step 2 → Step 3: Select Usage → Step 4'. Below this is a 'Select Usage' section for 'Textbooks'. Two items are listed: 'LABOR ECONOMICS' and 'ITALY TRAVEL GUIDE'. Each item has a 'Usage' dropdown menu set to 'REQUIRED'. Below the items is a 'Message to Book Store' text area. On the right is an 'Adoptions Cart' section listing 'FALL 12 XTRA 11 Section: 11' and 'ITALY TRAVEL GUIDE'. At the bottom are 'Continue' and 'Cancel' buttons.

- The last step is the **Adoption Review**. On this page all the information on the title(s) and usage is listed. Please make sure everything you need is listed. If you need to give this information to anyone, you can send an email from this page. Once you have reviewed the information and agreed to the Faculty Adoption Agreement, Click the **Submit** button.

The screenshot shows the 'Guided Adoption' process at Step 4: Adoption Review. The page has the same yellow navigation bar and left menu as the previous screenshot. The main content area is titled 'Guided Adoption' and shows a progress bar: 'Step 1 → Step 2 → Step 3 → Step 4: Adoption Review'. Below this is an 'Adoption Review (Adoptions are not final until you click Submit below)' section. It includes a 'Message to Book Store' text area, a 'Send copies of the adoption notification to:' field, and a 'Textbooks' section listing 'LABOR ECONOMICS' and 'ITALY TRAVEL GUIDE' with their respective usage information. At the bottom are 'Continue' and 'Submit' buttons.

How to Place an Adoption

Faculty Acknowledgments

Required: All fields marked with an asterisk (*) are required.

The College Textbook Competitive and Affordable Act of 2017 (the "Act"), requires that you acknowledge the following information when selecting textbooks:

- I acknowledge that I have been informed that a publisher that sells textbooks must include the following with the submission it provides me about textbooks:
 - the price;
 - the title, author, publisher, edition, content and three previous copyright dates, publication date and ISBN of textbooks both as hardcover and e-book(s);
 - substantial content revisions made between the current edition and the previous edition;
 - other available formats for the textbook; and,
 - a list of textbooks that are classified as impaired.

And in ACKNOWLEDGEMENT I WILL, IF YOU ARE IMPROVING EXISTING MATERIALS (GIVE OR MORE TEXTBOOKS OR SUPPLEMENTAL MATERIALS THAT ARE PUBLISHED TOGETHER AND SOLD FOR ONE PRICE):

- I acknowledge the needed materials I am seeking are necessary to the curriculum and instruction for this course.

And in ACKNOWLEDGEMENT I WILL IF YOU ARE CHANGING THE TEXTBOOK TITLE FOR AN EXISTING COURSE:

- I acknowledge that I have compared the cost of the new selection with the cost of the textbook previously used in the course.

And in ACKNOWLEDGEMENT I WILL ONLY IF SELECTING THE BEST MOST RECENT TEXTBOOK EDITION, THAT IS, A NEW EDITION OF THE TEXTBOOK YOU PREVIOUSLY ADOPTED FOR THIS COURSE (REFERRED TO BY TERM & ID) BELOW AS THE "CURRENT EDITION":

- I acknowledge that I have compared the revisions to the Current Edition with any changes, changes or content added with the previous edition of the textbook and have determined that the use of the Current Edition is necessary to provide proper instruction.

- I acknowledge that I have determined the differences in price between the Current Edition of the textbook and the previous edition, and that the previous edition can be available at a lower price through the used book market.

I have read and agree with the preceding statement.

10. The system will let you know your adoption is submitted with Submit Complete on the page with your information listed. You are given additional options after your adoption is submitted.

- Print adoption**- Allows you to print a hard (paper) copy of the adoption you submitted.
- Create new adoption**- Takes you back to the beginning of the guided adoption process so you can do a new course.
- Copy adoption to new course**-Keeps all the information you just adopted and allows you to copy the information to new course/section
- Faculty Adoption Home**- Takes you back to the adoption home page

The screenshot shows a web application interface with a yellow navigation bar at the top containing links for 'GIFT CARDS', 'LOYALTY', 'TOWSON.EDU', 'TEXTBOOK', 'GRADUATION', 'STUDENT', and 'FACULTY'. A sidebar on the left has a menu with 'Log Out', 'My Account', 'STORE INFORMATION', 'FAQs', 'CALENDAR', 'MERCHANDISE', 'CLOTHING', and 'MORE'. The main content area is titled 'Submitted Adoption' and features a 'Submit Complete' confirmation with a checkmark icon. Below this is an 'Adoption Review' section showing details for 'Term: Fall 13', 'Department: PPS', 'Course: 11', and 'Section: 11'. It also lists 'Textbooks' with columns for 'BOOKS NOT Available' and 'BOOKS AVAILABLE'. Two textbook entries are visible: 'PRAC TRAVEL GUIDE' by RAYMOND W. BROWN and 'LABOR ECONOMICS' by ALVIN ROBINSON. The interface includes a search bar, a help icon, and a 'Close' button for the adoption review.

How to Place an Adoption