



# 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.

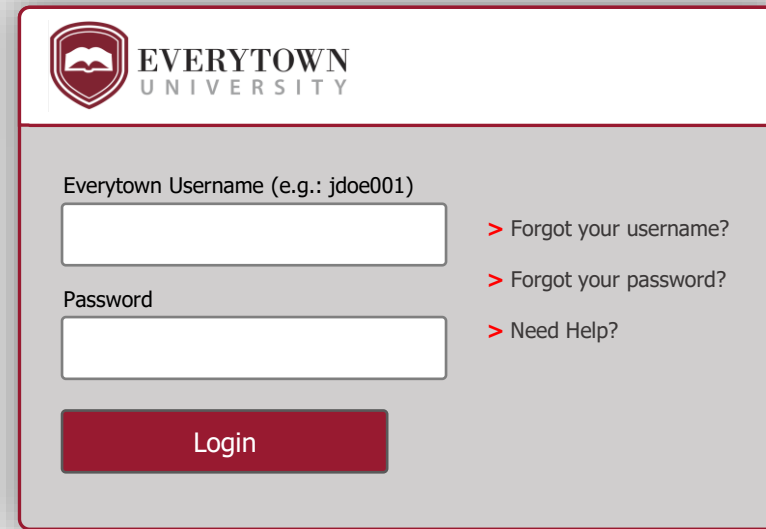
*With AIP, faculty and staff can easily manage and submit course material adoptions each term.*

# 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



EVERYTOWN UNIVERSITY

Everytown Username (e.g.: jdoe001)

Forgot your username?

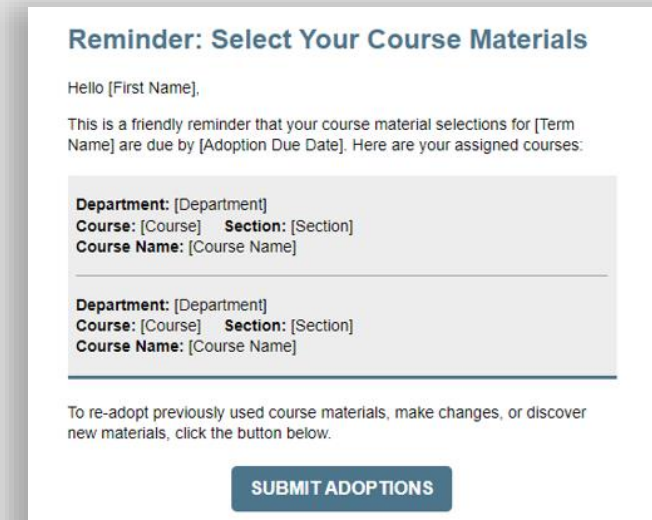
Forgot your password?

Password

Need Help?

Login

Note: this is an example and only for illustrative purposes



**Reminder: Select Your Course Materials**

Hello [First Name],

This is a friendly reminder that your course material selections for [Term Name] are due by [Adoption Due Date]. Here are your assigned courses:

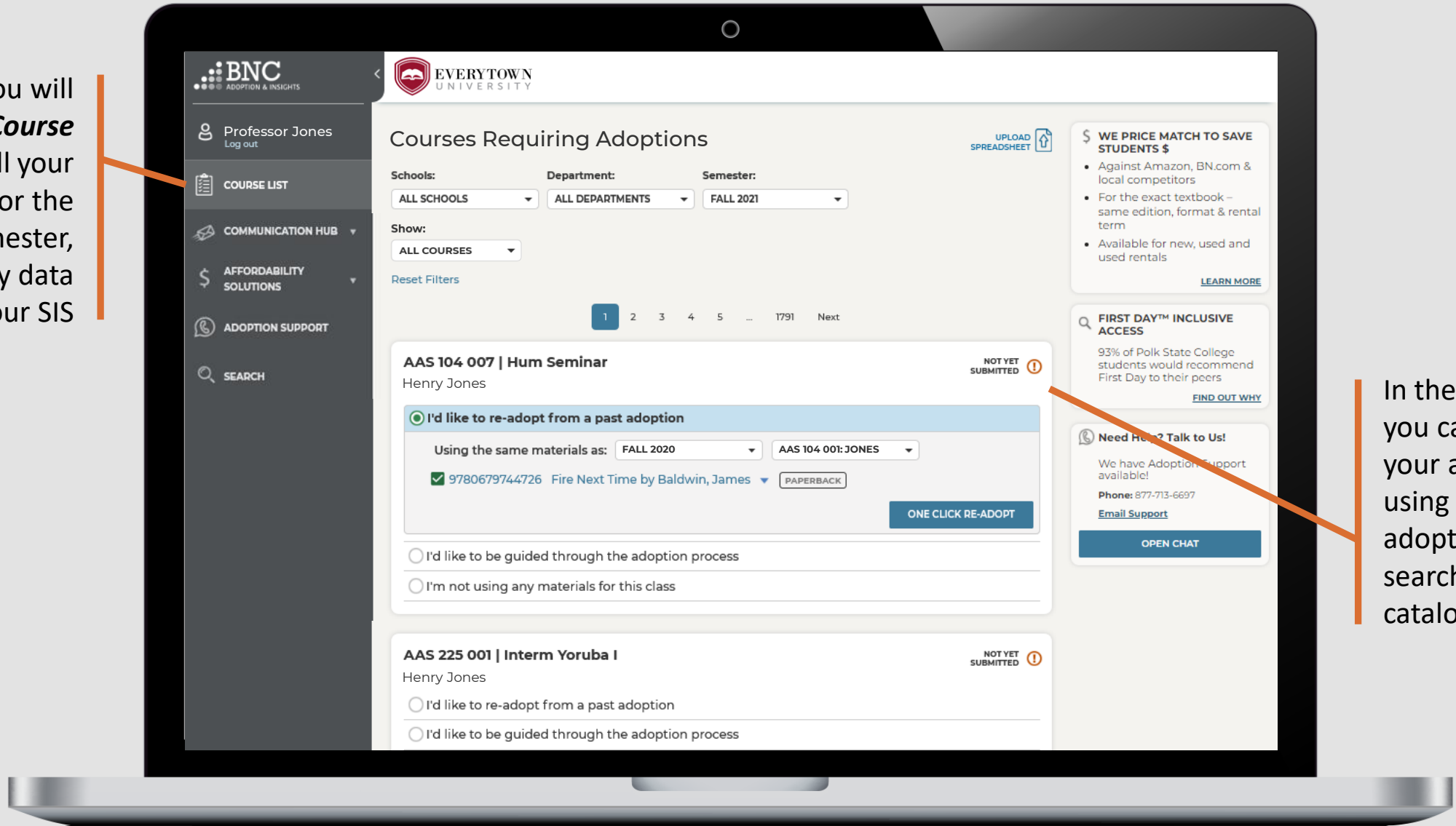
**Department:** [Department]  
**Course:** [Course] **Section:** [Section]  
**Course Name:** [Course Name]

**Department:** [Department]  
**Course:** [Course] **Section:** [Section]  
**Course Name:** [Course Name]

To re-adopt previously used course materials, make changes, or discover new materials, click the button below.

**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



**BNC**  
ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH



## Courses Requiring Adoptions

UPLOAD SPREADSHEET

**WE PRICE MATCH TO SAVE STUDENTS \$**

- Against Amazon, BN.com & local competitors
- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

[LEARN MORE](#)

Schools:  Department:  Semester:

Show:

[Reset Filters](#)

1 2 3 4 5 ... 1791 Next

**AAS 104 007 | Hum Seminar** NOT YET SUBMITTED

Henry Jones

I'd like to re-adopt from a past adoption

Using the same materials as:

9780679744726 Fire Next Time by Baldwin, James

**ONE CLICK RE-ADOPT**

I'd like to be guided through the adoption process

I'm not using any materials for this class

**FIRST DAY™ INCLUSIVE ACCESS**

93% of Polk State College students would recommend First Day to their peers

[FIND OUT WHY](#)

**Need Help? Talk to Us!**

We have Adoption Support available!

Phone: 877-713-6697

[Email Support](#)

**OPEN CHAT**

**AAS 225 001 | Interm Yoruba I** NOT YET SUBMITTED

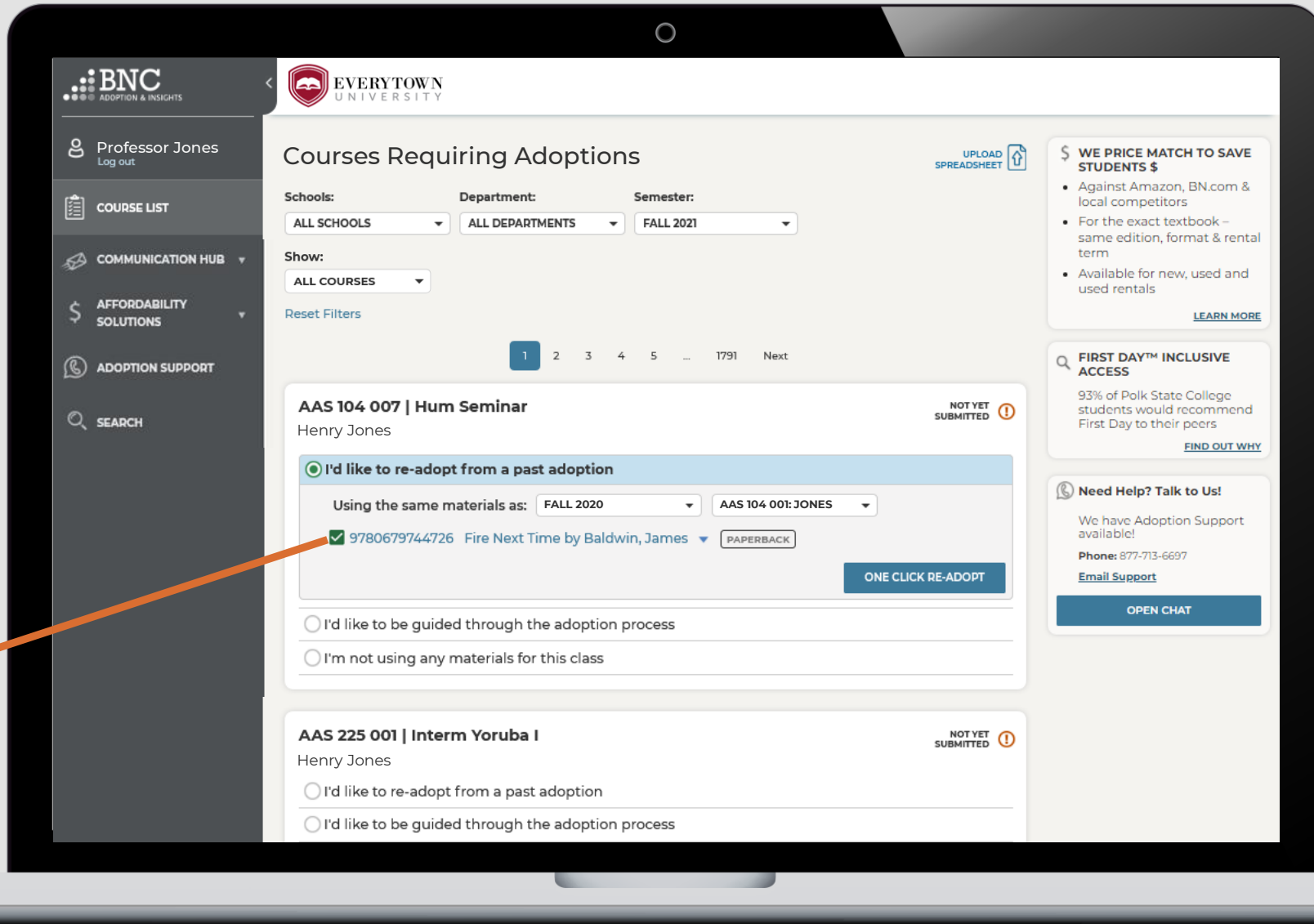
Henry Jones

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

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

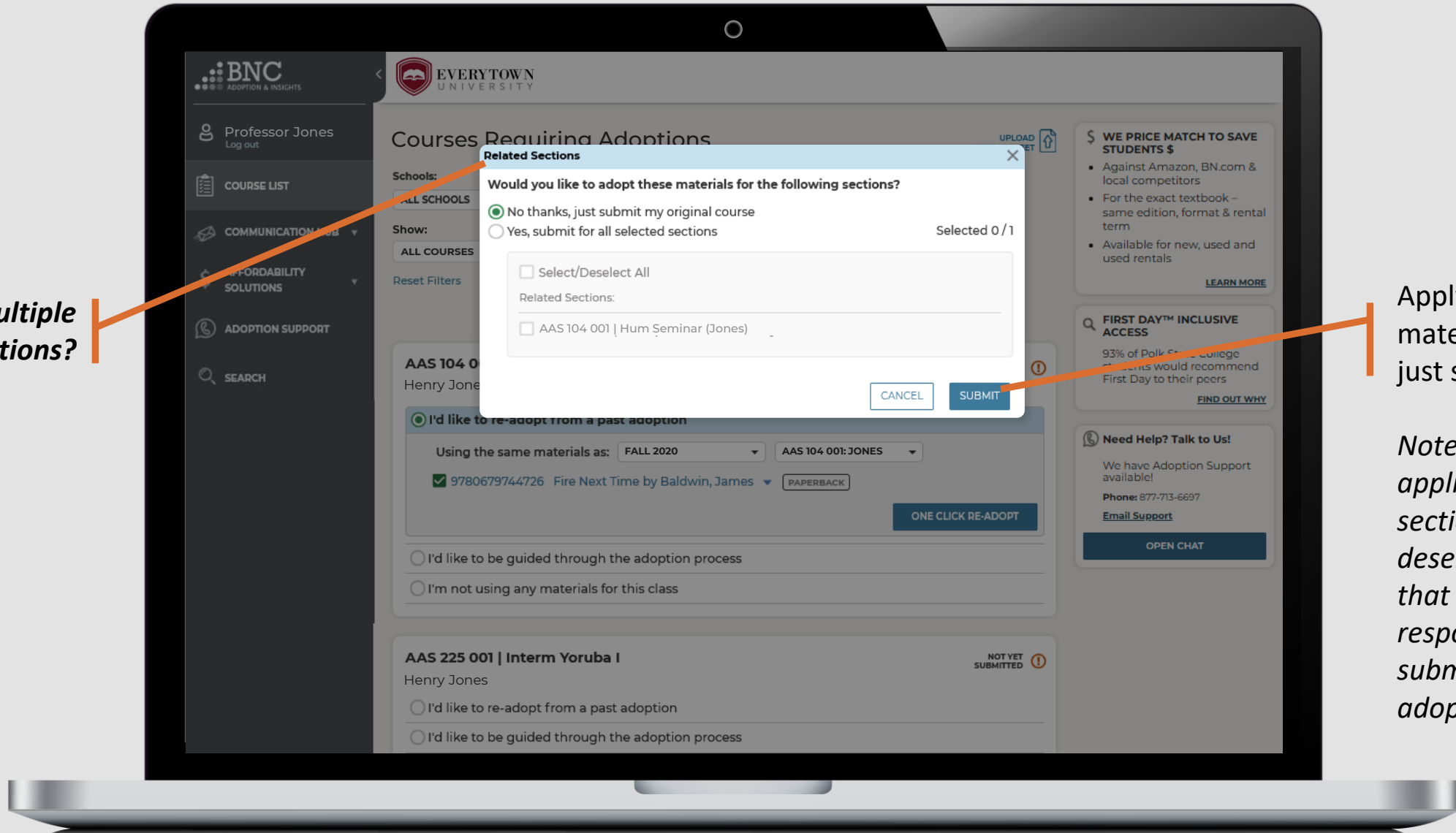
Select which term and section you want to use



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*

## Adoption Complete!

Thank you for submitting your adoption. It has been routed for bookstore review.

[Return to Course List](#)

### Courses Submitted

SUBMITTED 

#### AAS 104 007 | Hum Seminar

Henry Jones

9781260151756 [Fundamentals of Corporate Finance \(Looseleaf\) by Brealey / Myers / Marcus](#) ▾

[Add Course Materials](#) ▾ [Delete Adoption](#) ▾

### Courses Not Submitted

NOT YET  
SUBMITTED 

[BIOL-302-02 | Quantum Biology](#)

### \$ WE PRICE MATCH TO SAVE STUDENTS \$

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[LEARN MORE](#)

### Q FIRST DAY™ INCLUSIVE ACCESS

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[FIND OUT WHY](#)

### Need Help? Talk to Us!

We have Adoption Support

[Email Support](#)

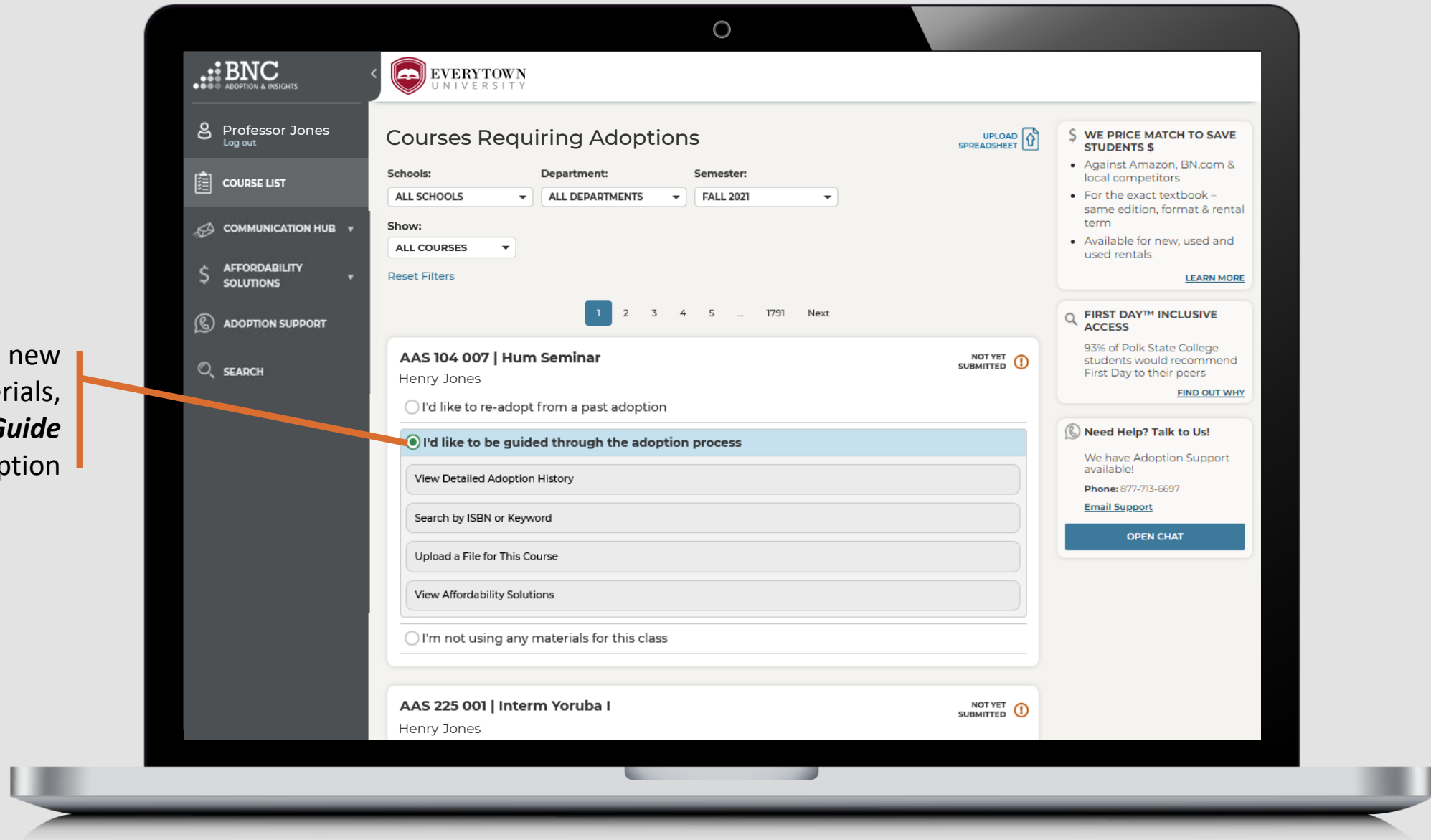
[OPEN CHAT](#)

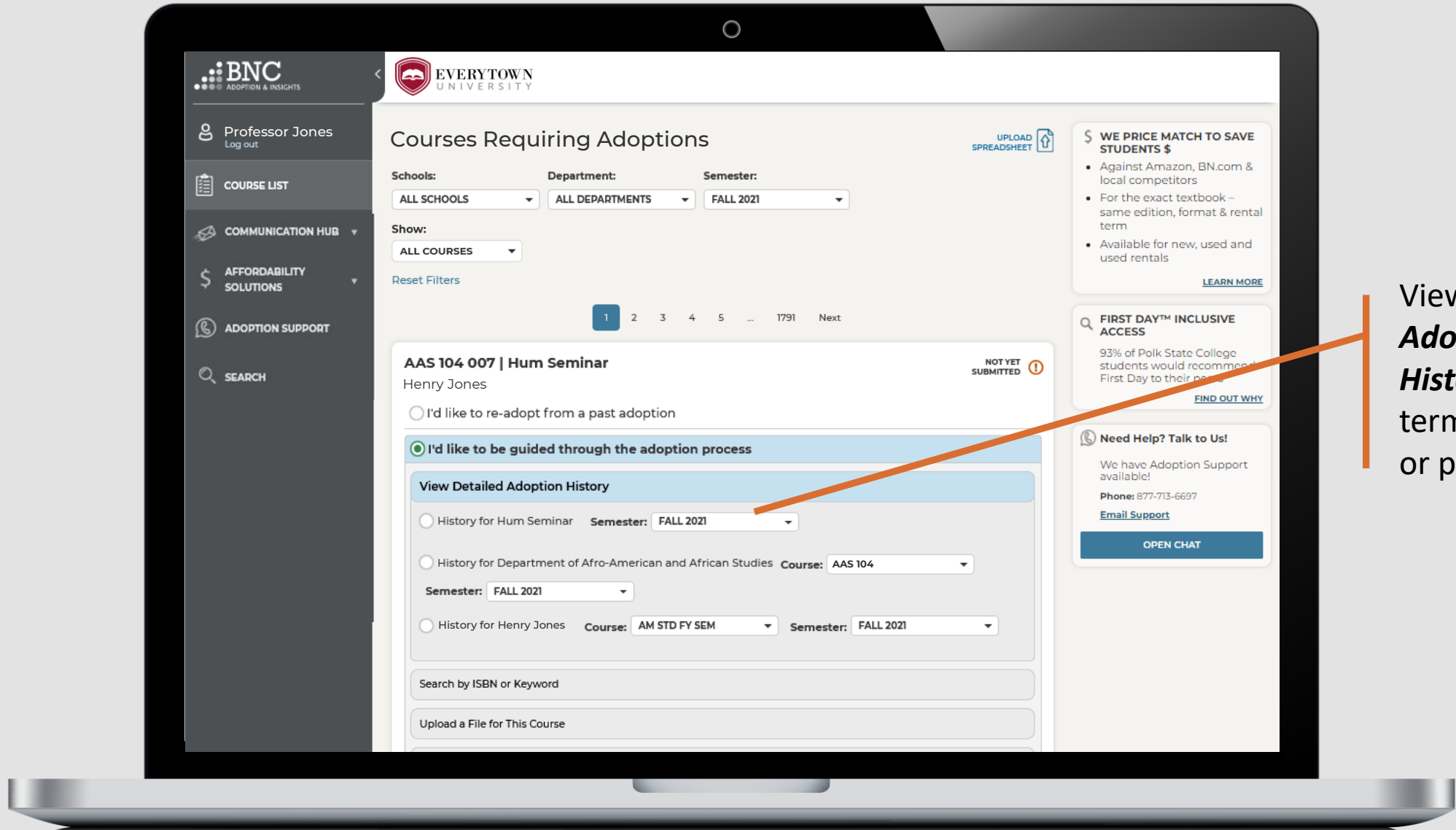
*That's it!* View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

# Guided Adoption



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





## Courses Requiring Adoptions

Schools:  Department:  Semester:

Show:

[Reset Filters](#)

1 2 3 4 5 ... 1791 Next

### AAS 104 007 | Hum Seminar

Henry Jones

NOT YET SUBMITTED

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

#### View Detailed Adoption History

- History for Hum Seminar Semester:
- History for Department of Afro-American and African Studies Course:  Semester:
- History for Henry Jones Course:  Semester:

Search by ISBN or Keyword

Upload a File for This Course

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[LEARN MORE](#)

#### FIRST DAY™ INCLUSIVE ACCESS

93% of Polk State College students would recommend First Day to their peers

[FIND OUT WHY](#)

#### Need Help? Talk to Us!

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[Email Support](#)

[OPEN CHAT](#)

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

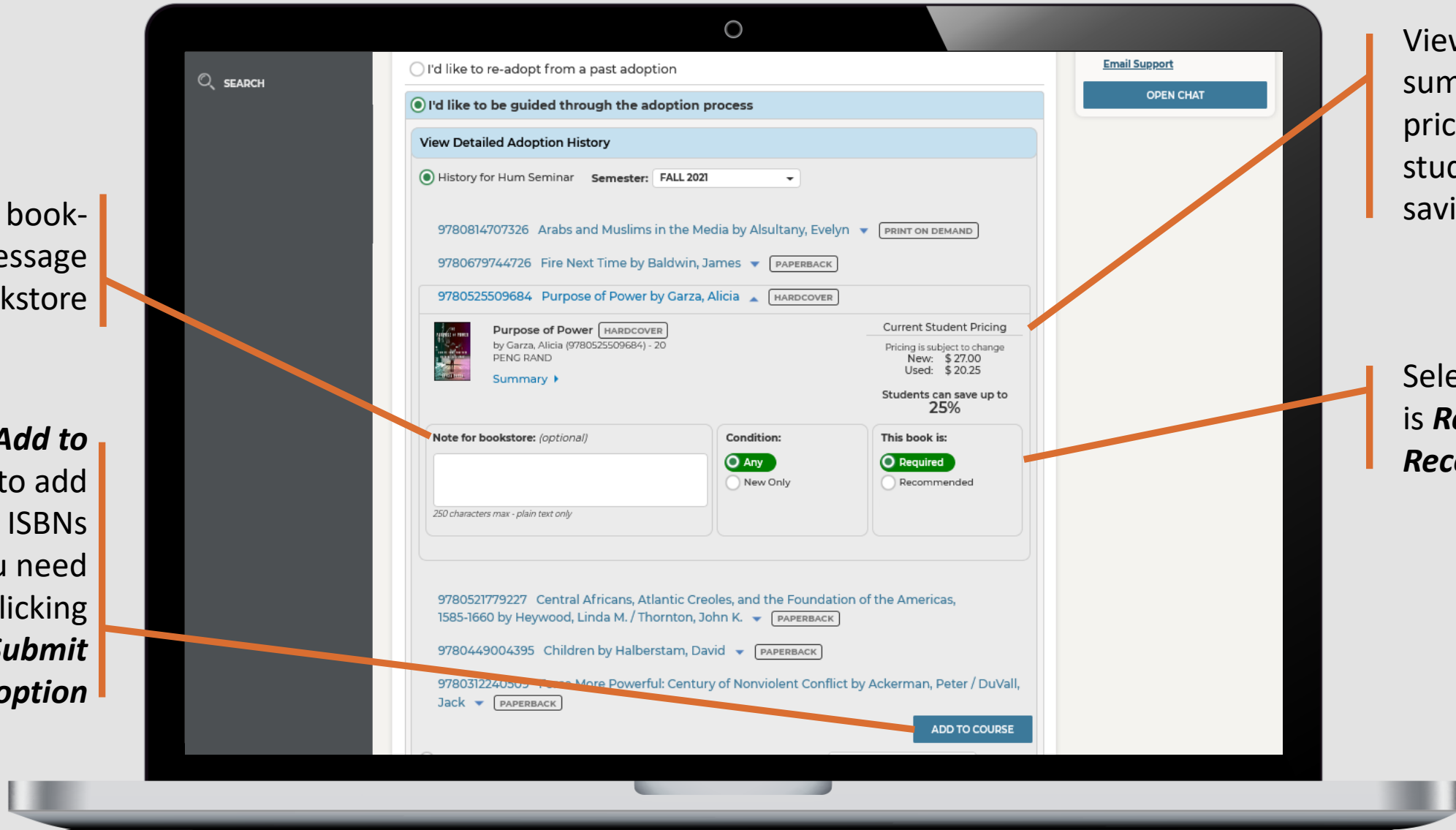


Write a book-specific message to the bookstore

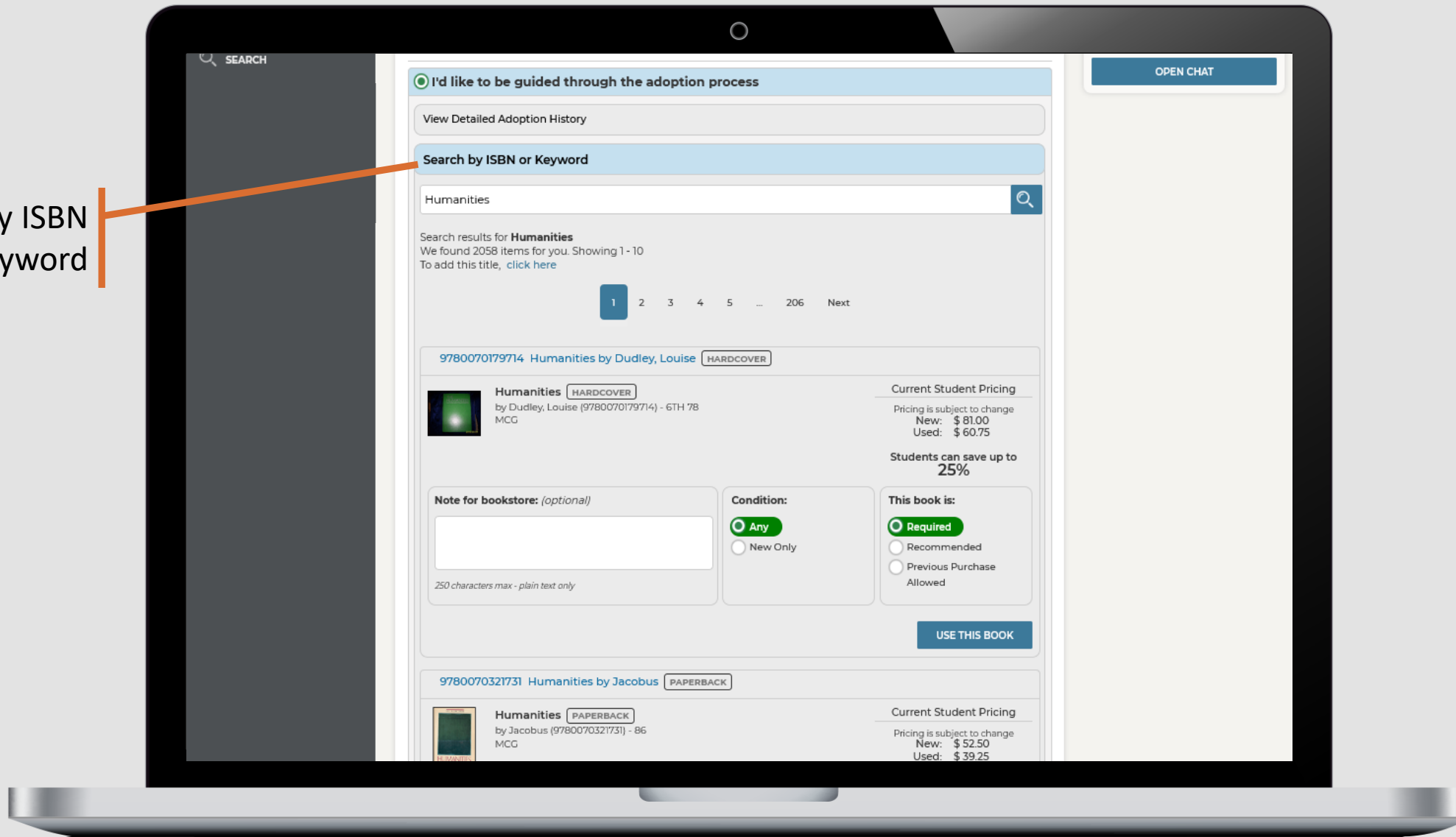
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

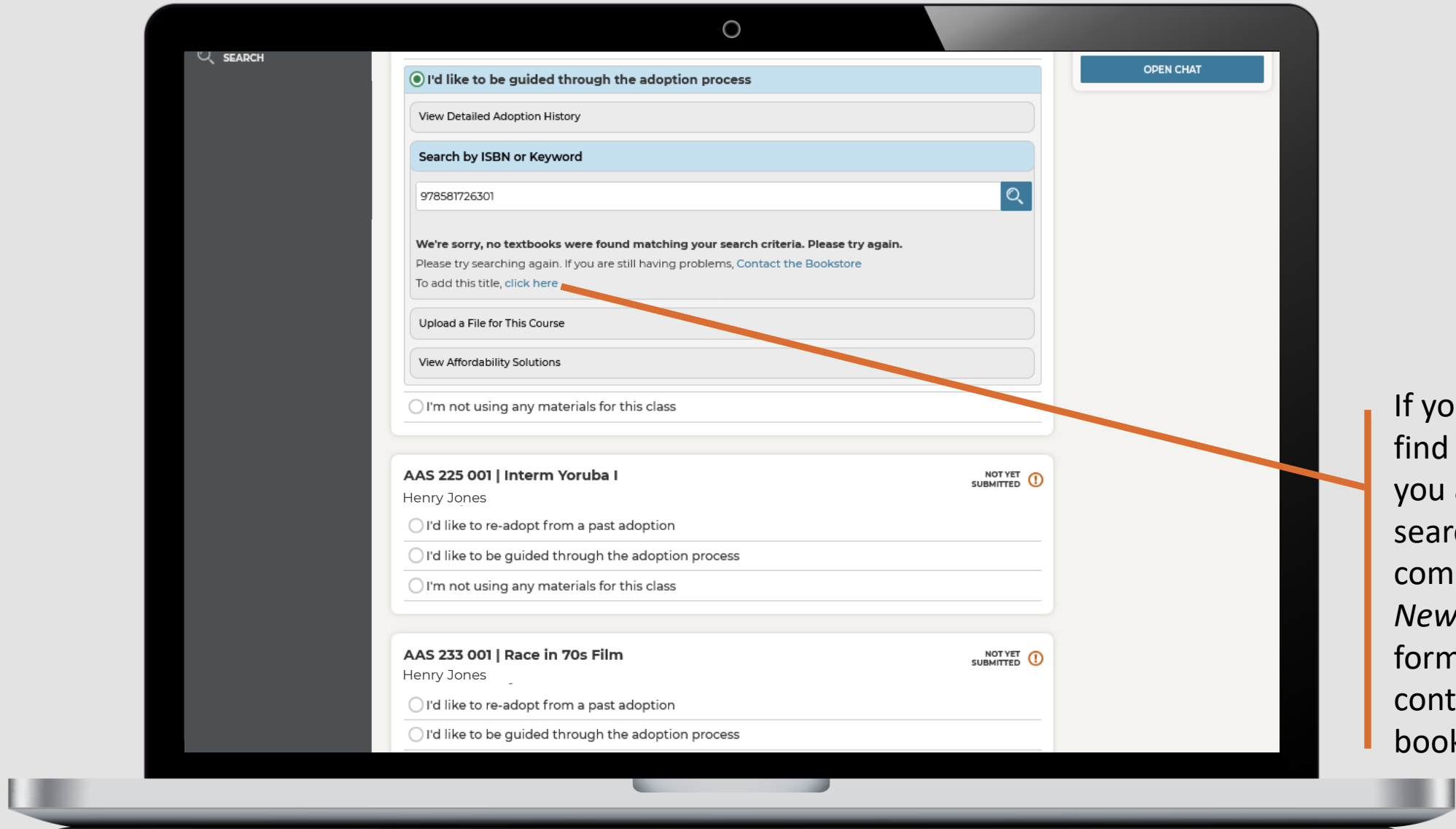
View textbook summary, pricing for students, and savings

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



*Search* by ISBN  
or Keyword





OPEN CHAT

I'd like to be guided through the adoption process

Search by ISBN or Keyword

978581726301

**We're sorry, no textbooks were found matching your search criteria. Please try again.**  
Please try searching again. If you are still having problems, [Contact the Bookstore](#)  
To add this title, [click here](#)

I'm not using any materials for this class

**AAS 225 001 | Interm Yoruba I** NOT YET SUBMITTED

Henry Jones

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

I'm not using any materials for this class

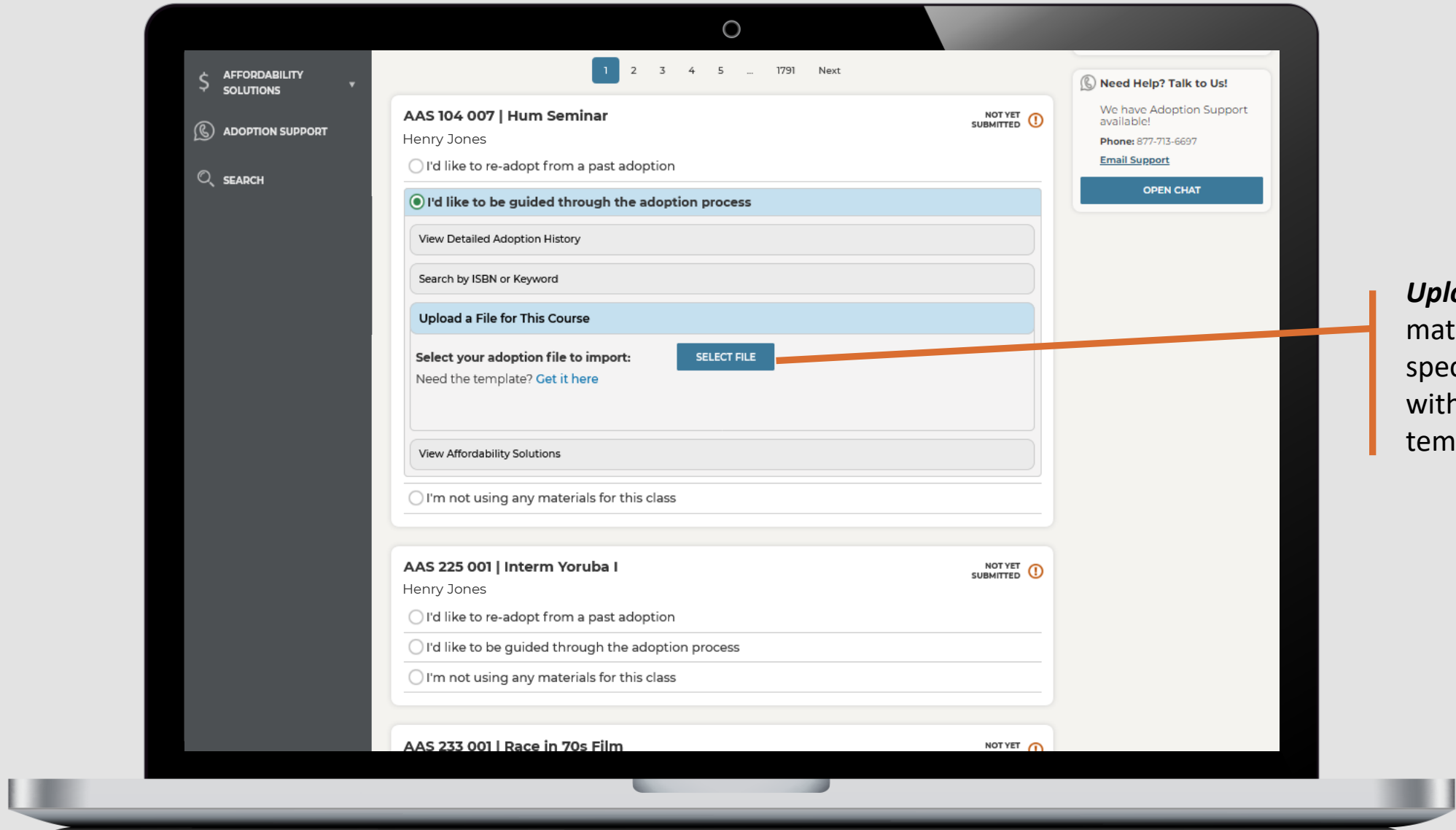
**AAS 233 001 | Race in 70s Film** NOT YET SUBMITTED

Henry Jones

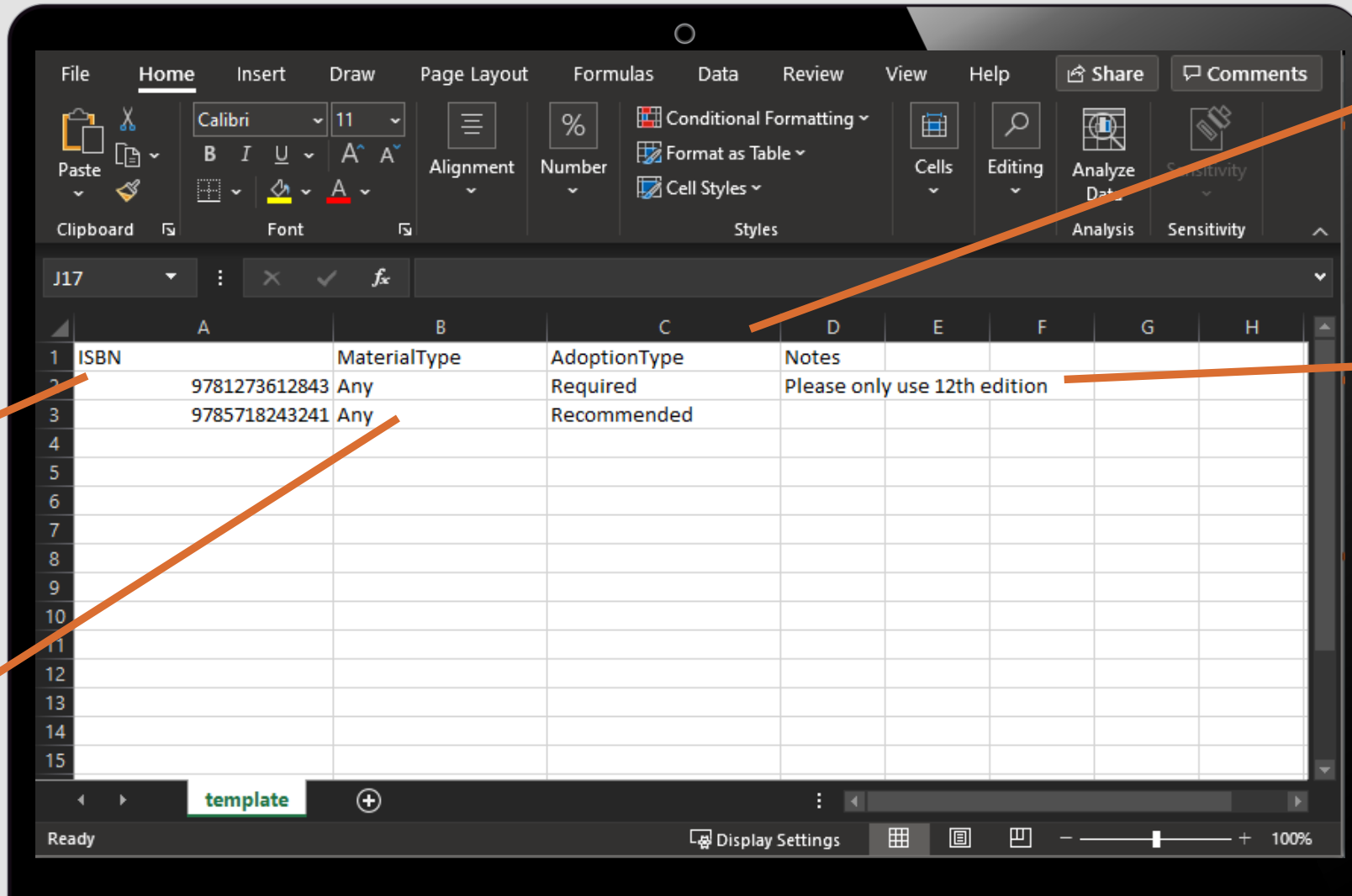
I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

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

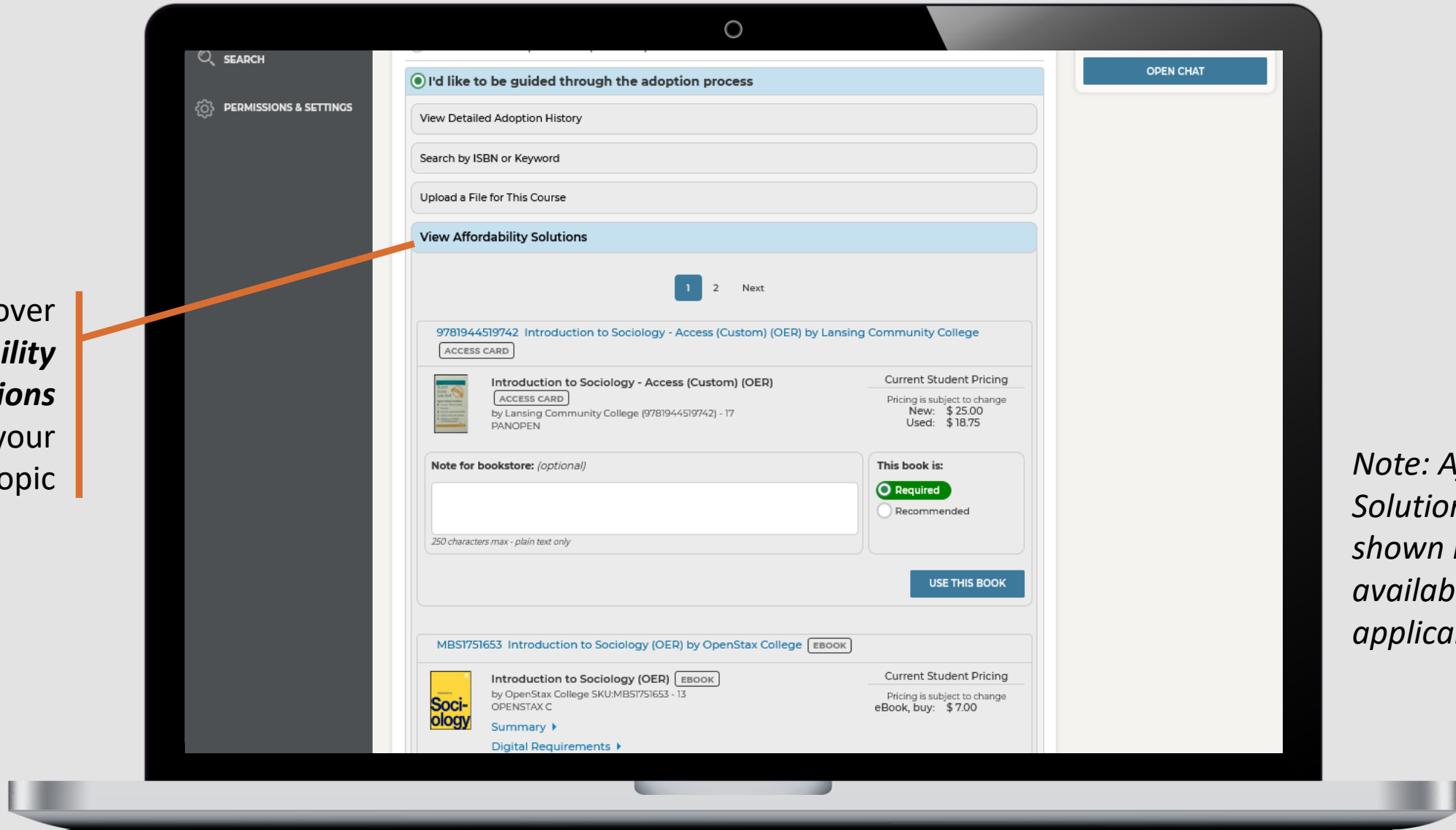
For **Material Type**, enter New Only, Digital Only, or Any

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

**Notes** are optional and can be left blank

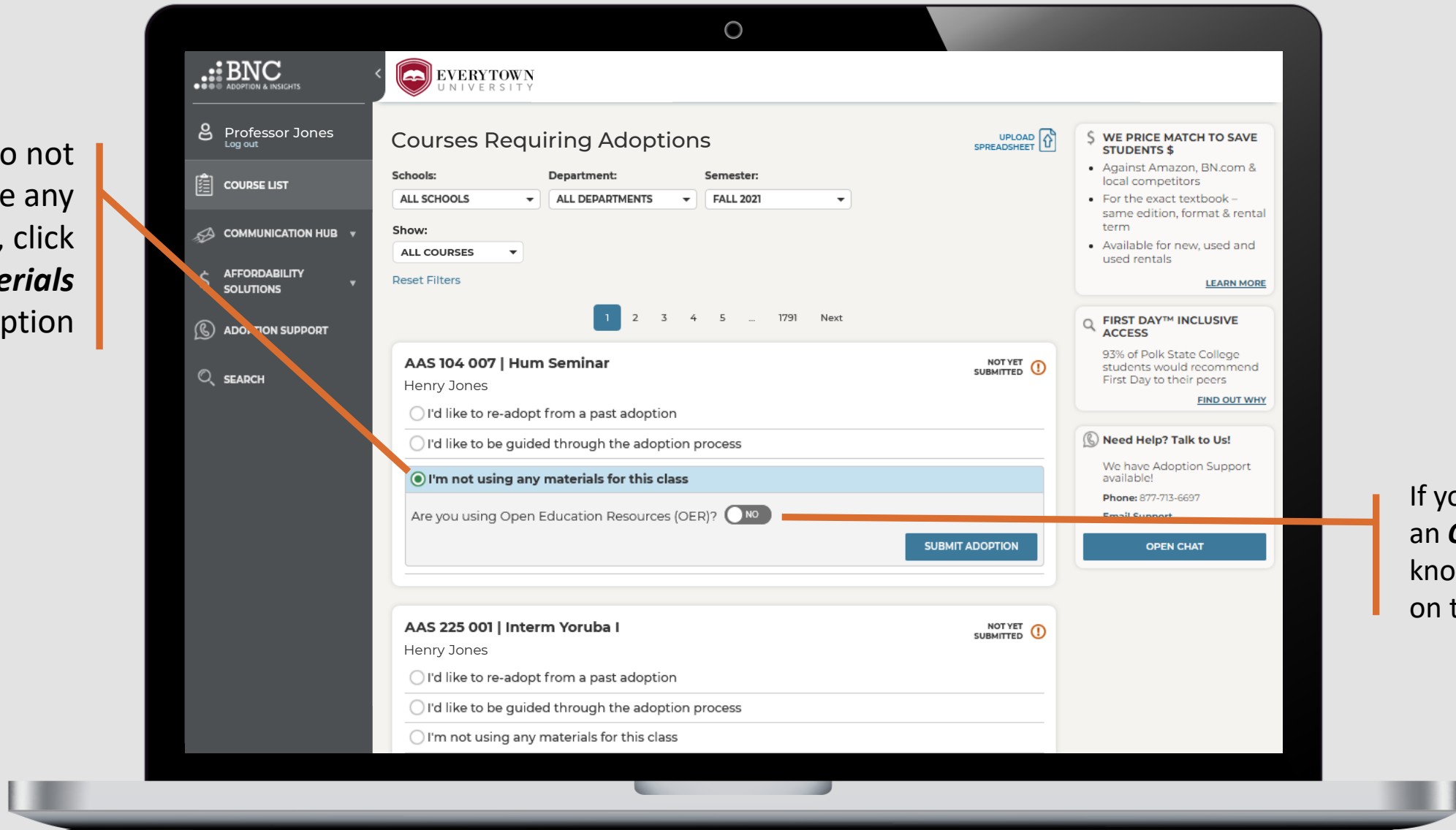


Discover  
**Affordability  
Solutions**  
specific to your  
course topic



*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

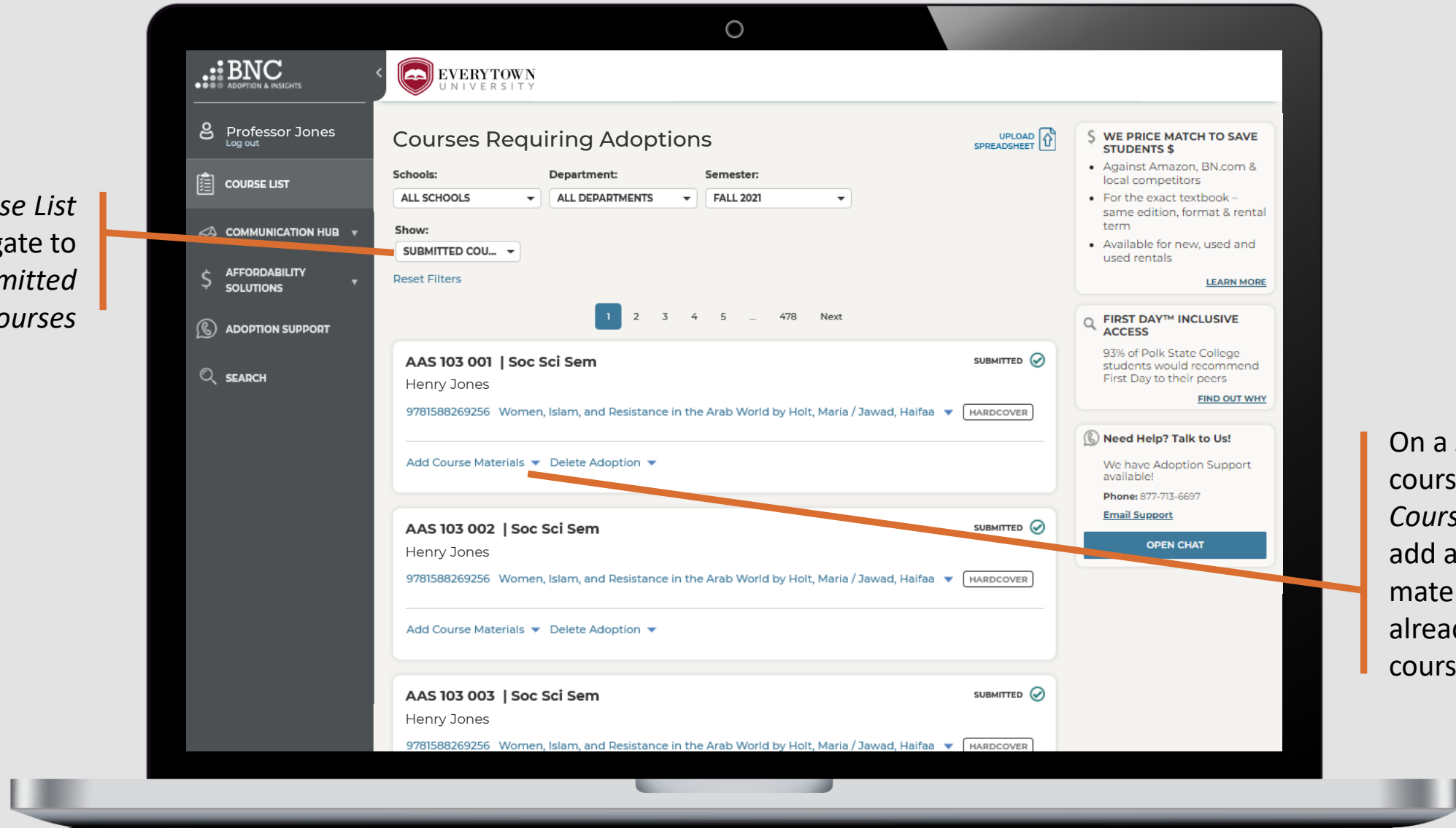


If you are using an **OER**, let us know by clicking on the toggle

# Editing an Adoption

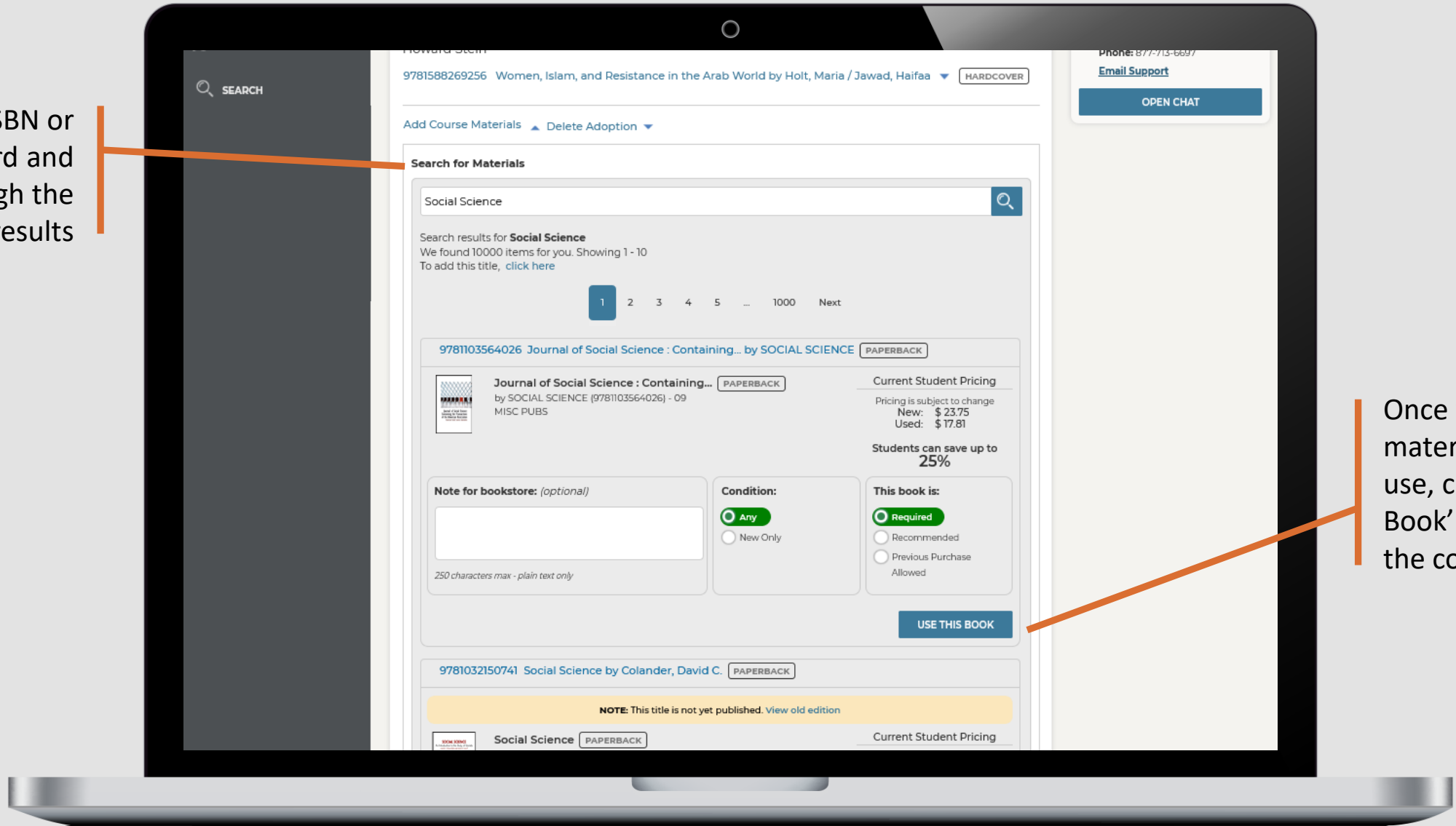


On the *Course List* page, navigate to your *Submitted Courses*



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

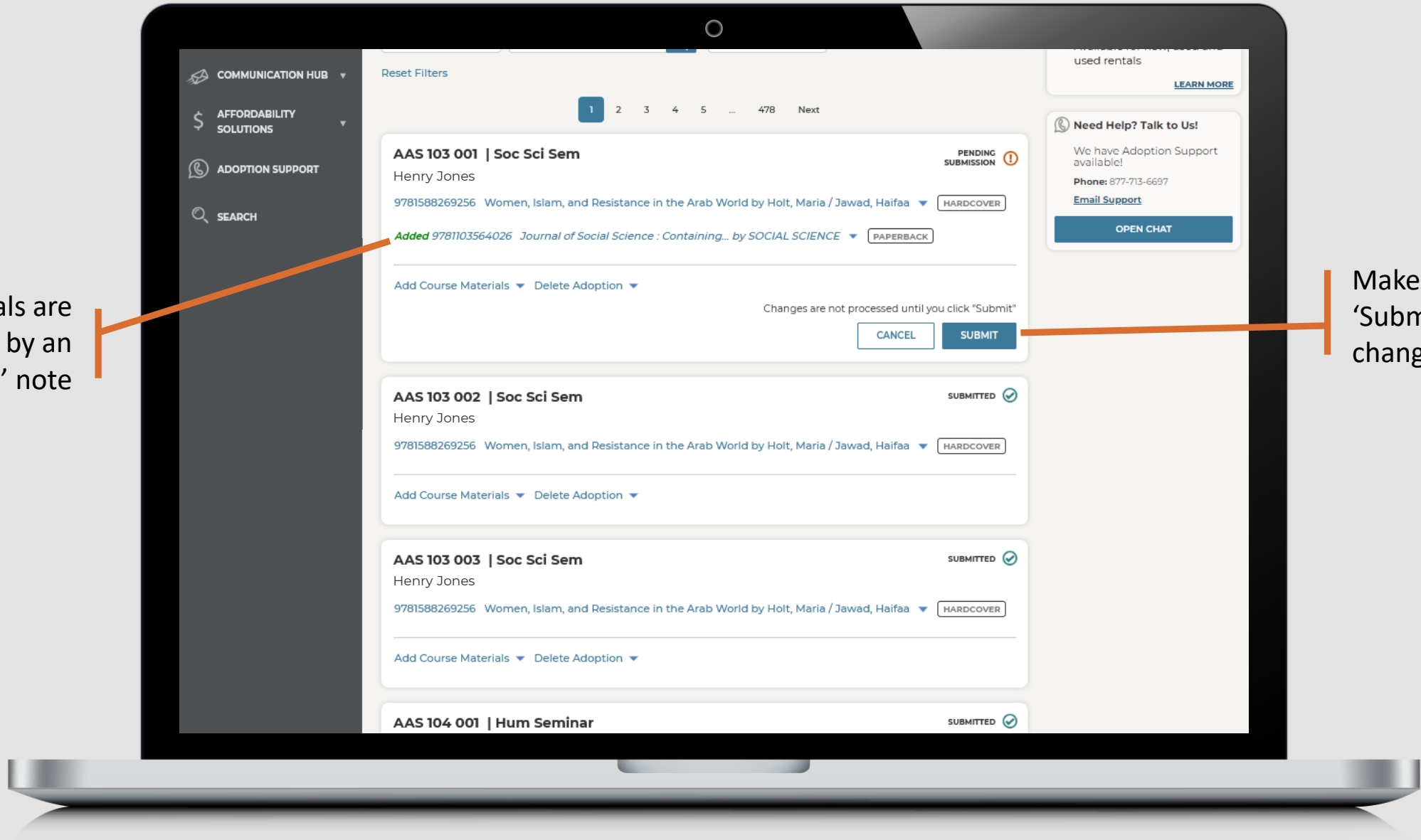
Search by ISBN or  
Keyword and  
browse through the  
search results



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

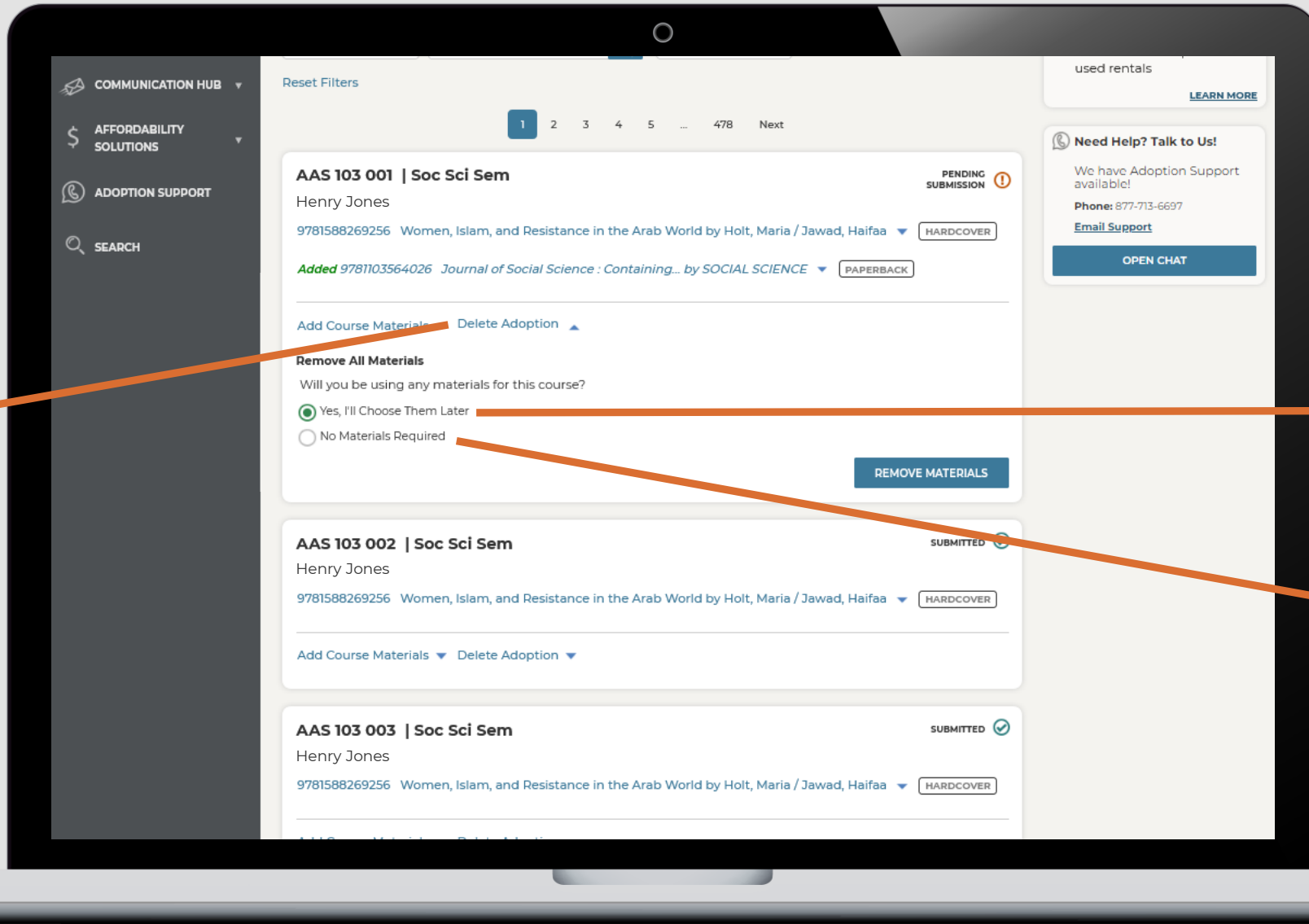


New materials are identified by an 'Added' note



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

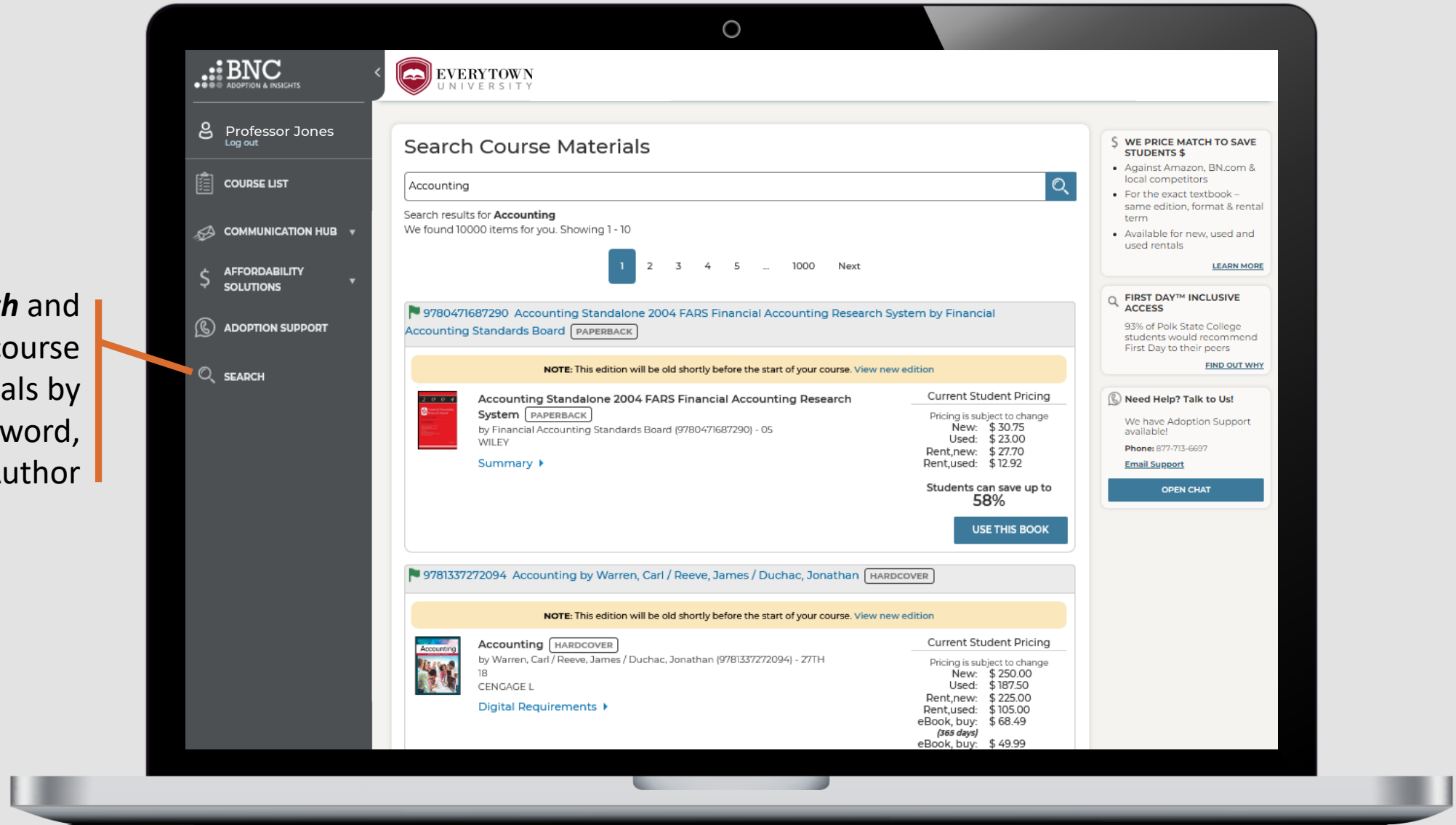
If there are any questions about your submission, your Bookstore Manager, Marion, will be in contact with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.

Thank you,  
Everytown University Bookstore

Search



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

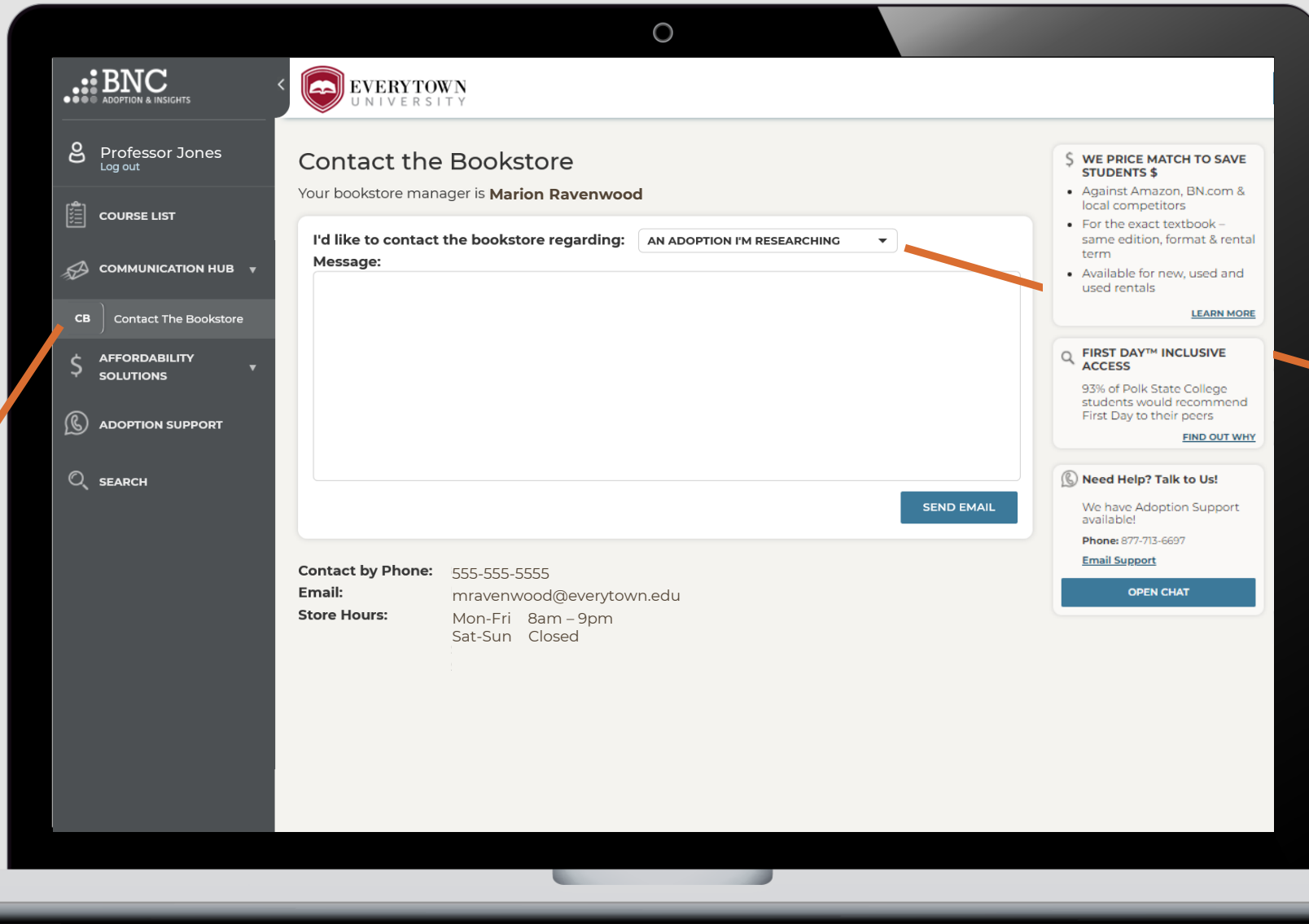




Contact the Bookstore



Easily **Contact the Bookstore** with any questions

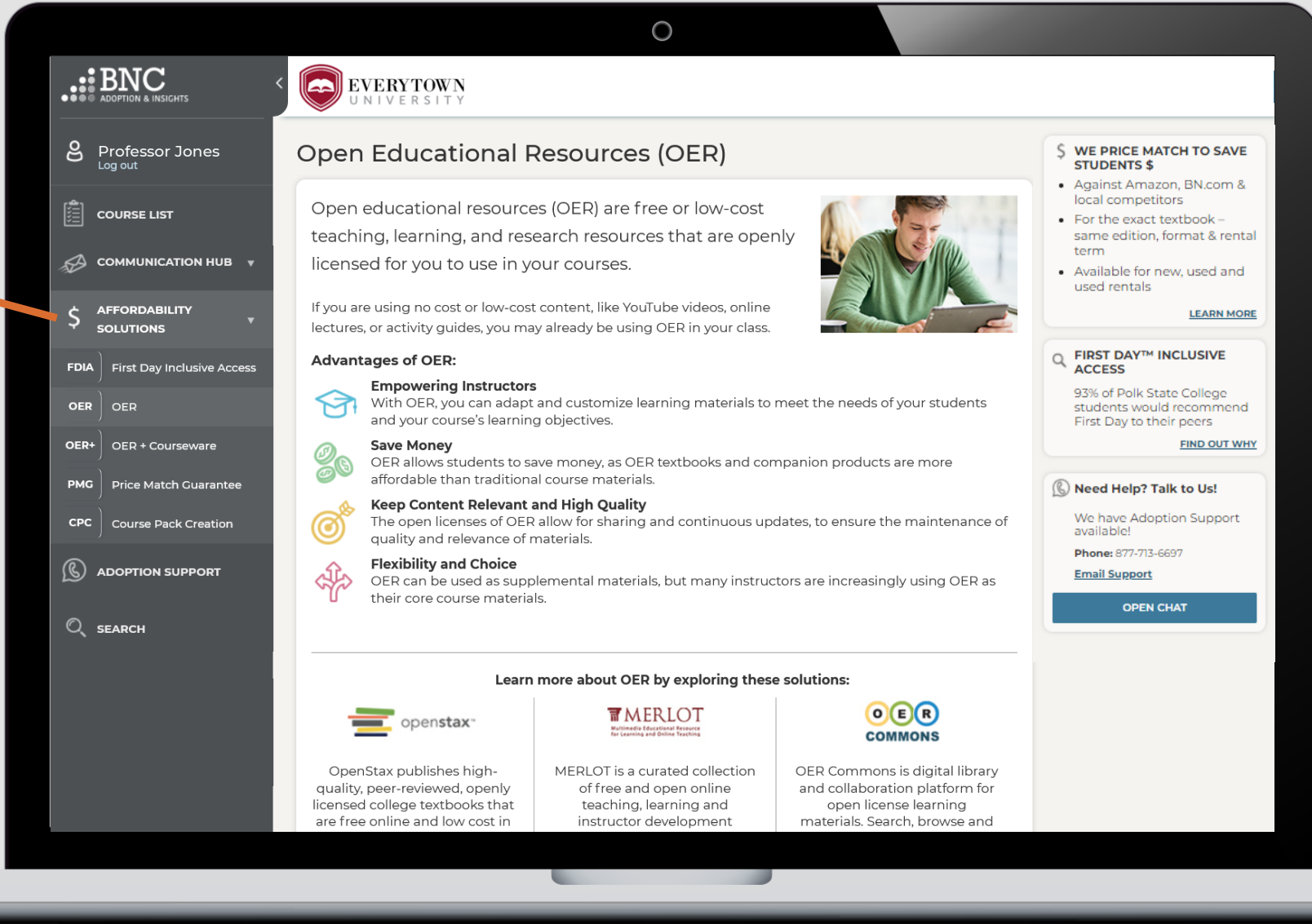


Specify the **topic of your message** or question using the drop down

# Affordability Solutions



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





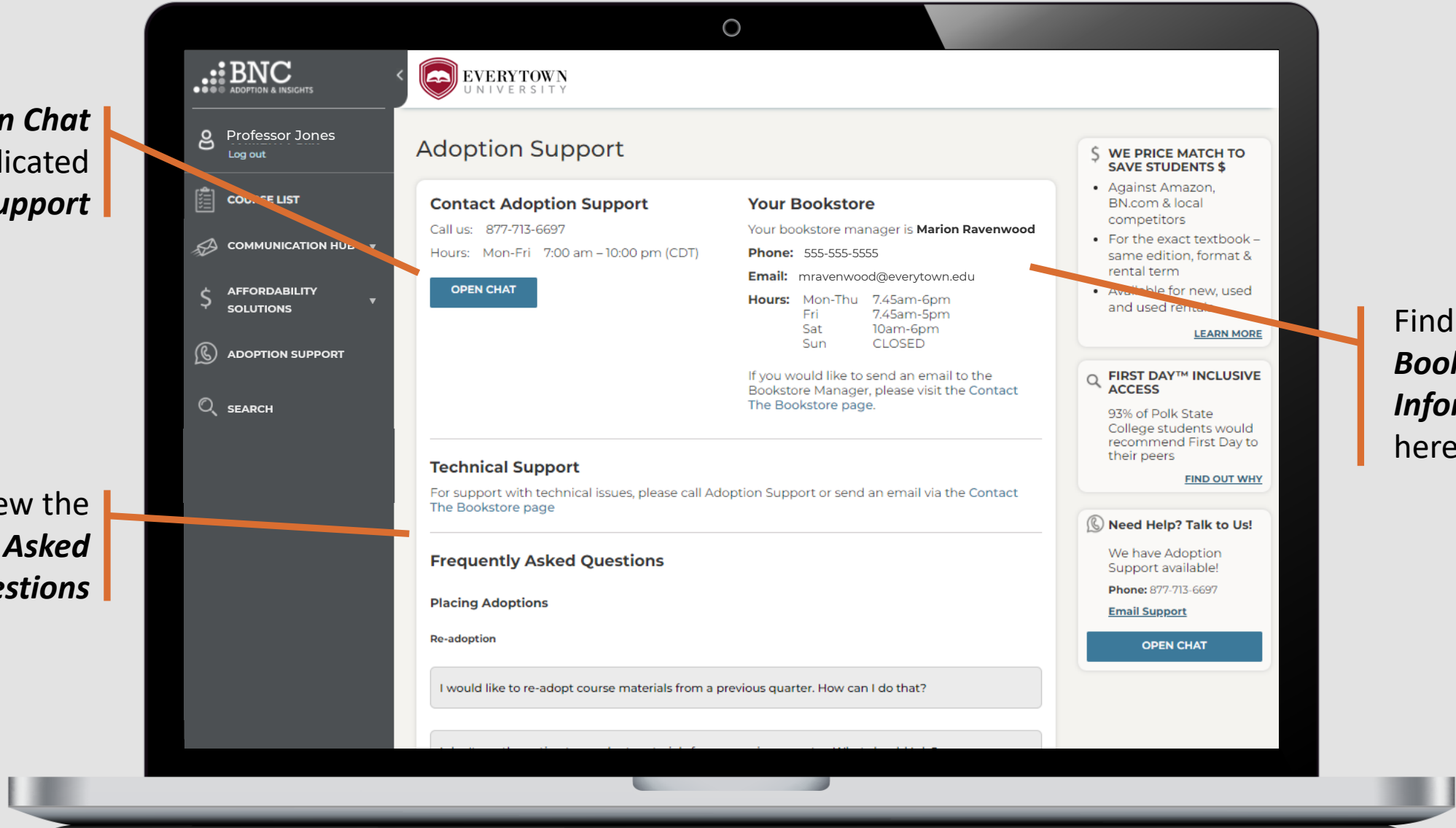
# Adoption Support



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](mailto: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.*