

Textbook Adoption FAQ

Faculty

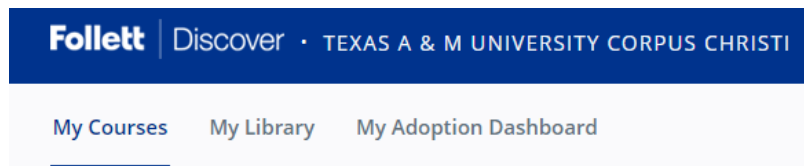
How do I submit textbook (course material) adoptions?

If you are a faculty and responsible for your own course material adoptions and for your own sections only:

1. Go to <https://www.tamucc.edu/sail/>
2. Click on “Faculty and Staff Login”
3. Enter your S.A.I.L. username and password
4. Go to the “Faculty & Advisors” menu
5. Select “Campus Store”
6. Start discovering!
7. Be sure to check for multiple sections/terms (see below)

I teach multiple terms/sections, what do I do?

- Use the Term drop down menu to select the appropriate term.
- Your adoption must be entered into each respective term. The data is not automatically copied across every active term.
- Check for cross-listed sections.



My Courses

Select Term

Spring Full Term 2024 ▼

— Current Terms —

Spring Full Term 2024

Spring 1 Online Mini-Term 2024

Spring 2 Online Mini-Term 2024

or

Enter Course Number

Ex. 101, 201L

Will my data roll over from the main term into the mini terms?

- No, your course material adoption data does not roll over automatically.
- You must enter your course material adoption information into your courses in each respective term.

When do I submit adoptions?

- Deadlines are based on when schedules become visible to students.
- Spring submission deadline: approximately October 15
- Summer/Fall submission deadline: approximately March 15

Do I submit adoptions every semester even if my course materials remain the same?

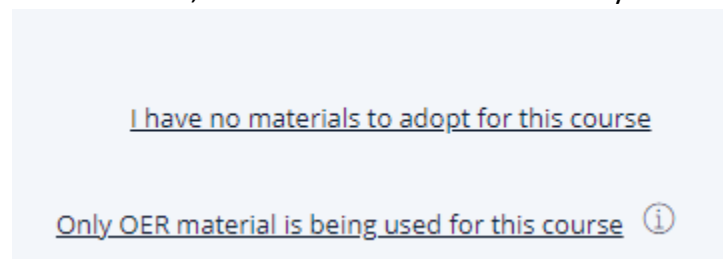
- Yes. Course materials orders do not carry over from previous terms.

What information do I submit?

- If you are using just the textbook, submit the textbook's ISBN as your adoption.
- If you are using a publisher's courseware, submit the courseware's ISBN.
- If you are using lab manuals, if the manual has an ISBN, you can submit this information into the Discover portal, too.

What if I am using Open Educational Resource (OER) materials, providing my own materials to the students, or my course is not using any materials at all?

- If you are using no materials, select the "I Have No Materials To Adopt" button.
- You are able to indicate you will be utilizing OER materials by choosing the "Only OER Material Is Being Used By This Course" button, located towards the bottom of your course card.



I missed the deadline, but I would like to submit my course material adoptions. What do I do?

- The Follett Discover portal will remain open to receive course material adoptions until the week before courses begin.
- If you are submitting course material information very late, or the week before courses begin, your course material adoptions will likely be carried in digital format only.

Can I change my course material adoption after submission?

- If changes are submitted prior to course materials being ordered, Follett and the bookstore can accommodate these changes.

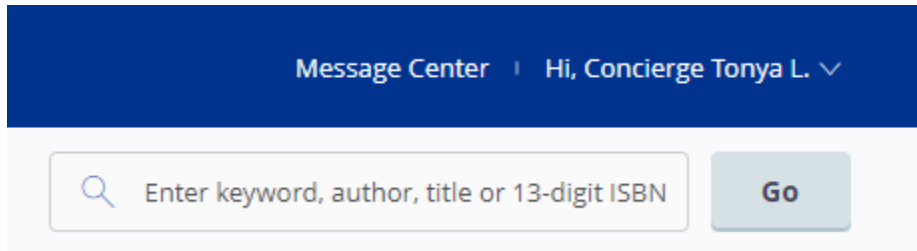
Can I change my course material adoption after materials are ordered?

- This will depend on the type of material you have initially asked the bookstore to acquire.
 - If the course material you requested initially was a difficult to acquire title (foreign title, custom title, print on demand, NON-RETURNABLE), the bookstore will ask that you remain with the initially adopted material.

- If the course material you requested initially is a general print, returnable title, the bookstore will attempt to accommodate your changes if within an acceptable time frame.
- Please try to avoid course material changes after submission and ordering time periods if possible.

Where can I find ISBN information?

- Follett Discover's search on the upper right corner can be utilized to search for materials.



- Up-to-date ISBN information can also be found on publishing / vendor's websites.
- The bookstore can also assist with locating the most recent and supported edition's information if you are having trouble.
- Publisher representatives can also help with providing you the most up-to-date ISBN information.

Can I submit an old edition title?

- While you may submit an old edition title as your adoption, Follett will switch it to the most recent edition.
- This ensures the most up-to-date curricular information is provided to the students.
- This also helps with securing inventory from warehouses. Old editions are no longer printed, and thus, difficult and at times impossible to source.

Are digital books added alongside printed books?

- Yes, digital entries that are related to the printed book will be paired automatically.
- This is an automated system feature and is not removable.

I already submitted my course materials order, but I am on the "Missing" list!

- Sections created after your initial course material submission will need adoption information entered.
- Discover does not roll over adoption data to newly created sections.
- Use the Manage by Section feature to locate section(s) that are missing adoption information.
- Remember to check other terms by using the term drop-down menu for any newly added section that needs attention.

Discover is not letting me adopt my title.

- Discover's ISBN field will only accept ISBNs without dashes or spaces.
- Instructor's edition ISBN and international edition ISBN will not work.

...But that is not the problem!

- If you are still encountering issues with course material adoptions, email 2165txt@follett.com

Department Chairs/Coordinator Concierge Access

How do I submit course material adoptions?

If you are a department lead, administrative assistant or in a position responsible for multiple sections, multiple professors and multiple entries, you must have Follett Discover Concierge level access.

Discover Concierge accounts can be requested by emailing 2165txt@follett.com

1. Go to https://tamucc.follettdiscover.com/log_in
2. Log in to your Concierge account.
3. Start discovering!
4. Be sure to check for multiple sections/terms (see below)

I manage multiple professors / multiple sections that will use different materials. What do I do?

- Utilize the Manage by Sections feature, located on the course card.
- This will break down the course card into each individual section, to allow section specific/instructor specific course material entry.

The screenshot shows a course card for "BIOLOGY I" with the course number "BIOL.1406". In the top right corner, there is a link that says "Manage by Section". Below this, there is a text input field containing "13-digit ISBN". At the bottom of the card is a blue button labeled "Adopt".

Before:

After:

The screenshot shows a course card for "BIOLOGY I" with the course number "BIOL.1406/BIOL.1406.001-LEC.202401" and the instructor "INSTRUCTOR : Doyungan". Below this, there is a text input field containing "13-digit ISBN". At the bottom of the card is a blue button labeled "Adopt".

The screenshot shows a course card for "BIOLOGY I" with the course number "BIOL.1406/BIOL.1406.002-LEC.202401" and the instructor "INSTRUCTOR : Doyungan". Below this, there is a text input field containing "13-digit ISBN". At the bottom of the card is a blue button labeled "Adopt".

I am a department lead and professors have not been assigned to some sections. Can I submit course material adoptions?

- Yes! Once entered, your course material adoption is locked into their respective sections. It will not be removed.
- This is very useful for departments that use the same materials across ALL sections, regardless of who will be teaching.
- If the submission is professor and section dependent, we encourage you to wait until your department finalizes its placement before submitting course material adoptions.
- Please be mindful of any upcoming holidays or closures that will impact inventory acquisition.

Who can I contact for help with course material adoptions?

- Reach out to 2165txt@follett.com for assistance