

A photograph of four young adults (two men and two women) walking towards the camera in a long, arched hallway. They are all smiling and carrying backpacks or bags. The hallway has high ceilings with arched windows and a polished floor. A semi-transparent dark grey rectangle is overlaid on the image, containing the text.

# *INTRODUCING THE NEW* **BNC ADOPTION & INSIGHTS PORTAL** Faculty

# 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.

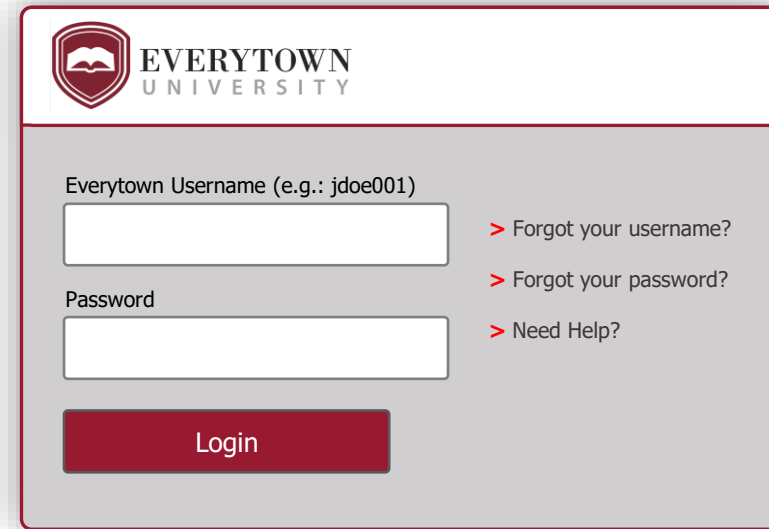
*With AIP, faculty and staff can easily manage and submit course material adoptions each term.*

A grayscale photograph of a stack of books and a laptop on a desk. The stack of books is on the left, and the laptop is on the right, partially open. The background is blurred, showing what appears to be a window with light coming through. The text 'Getting Started with AIP' is overlaid in white on the left side of the image.

# 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?

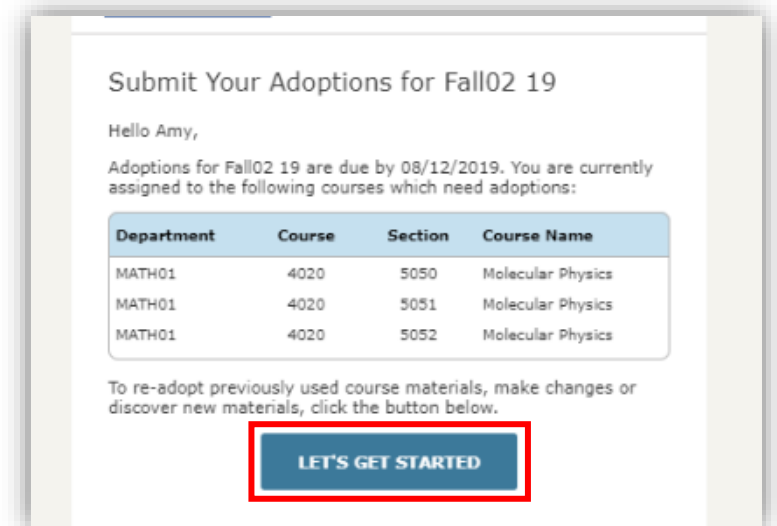
Password

> Forgot your password?

> Need Help?

Login

Note: this is an example and only for illustrative purposes



Submit Your Adoptions for Fall02 19

Hello Amy,

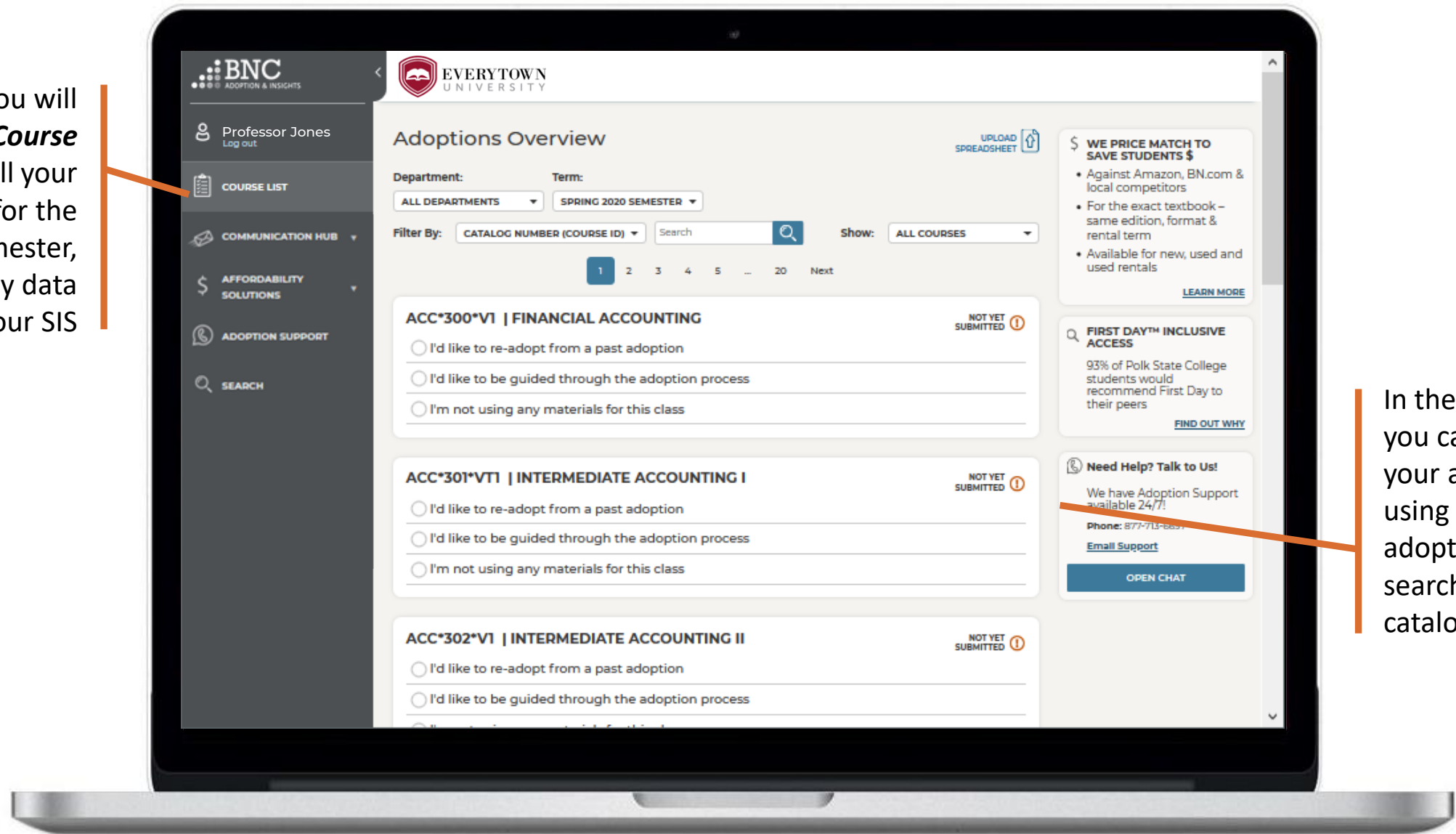
Adoptions for Fall02 19 are due by 08/12/2019. You are currently assigned to the following courses which need adoptions:

Department	Course	Section	Course Name
MATH01	4020	5050	Molecular Physics
MATH01	4020	5051	Molecular Physics
MATH01	4020	5052	Molecular Physics

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

**LET'S GET STARTED**

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

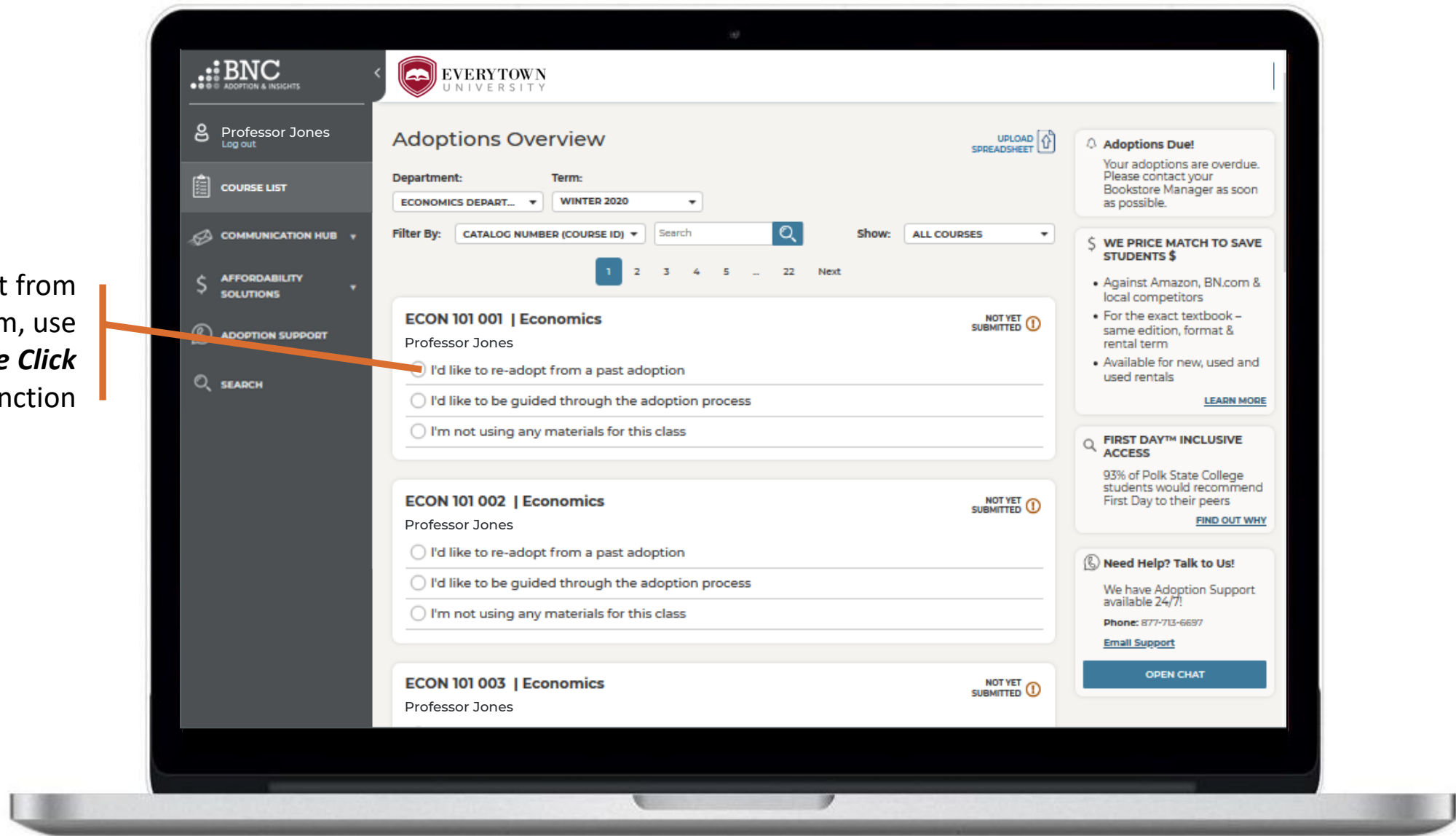


In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.

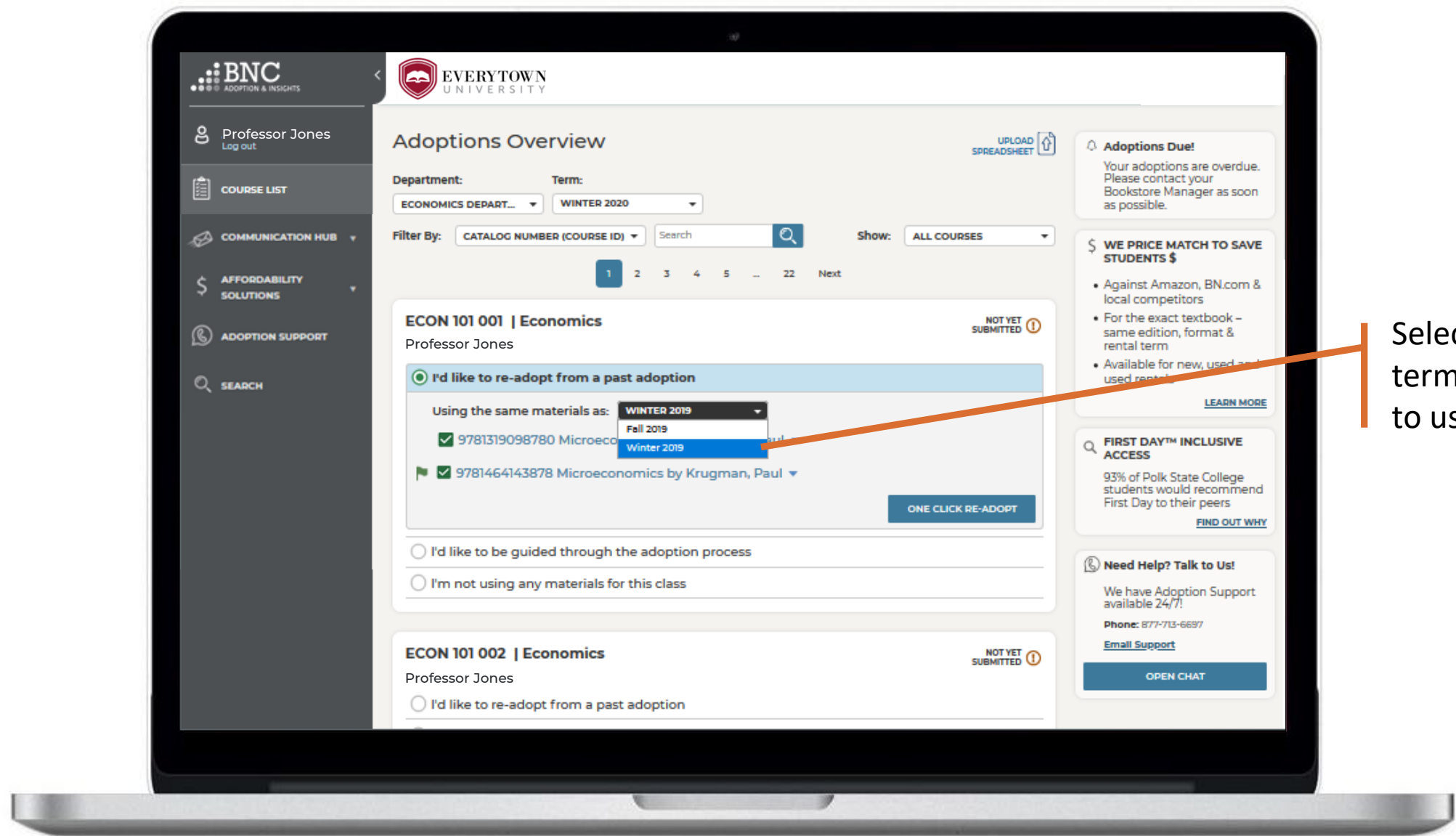
A grayscale background image showing a stack of several books on the left and a laptop on the right, both slightly out of focus. The text is overlaid on the left side of the image.

# Course List One Click Re-Adopt

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



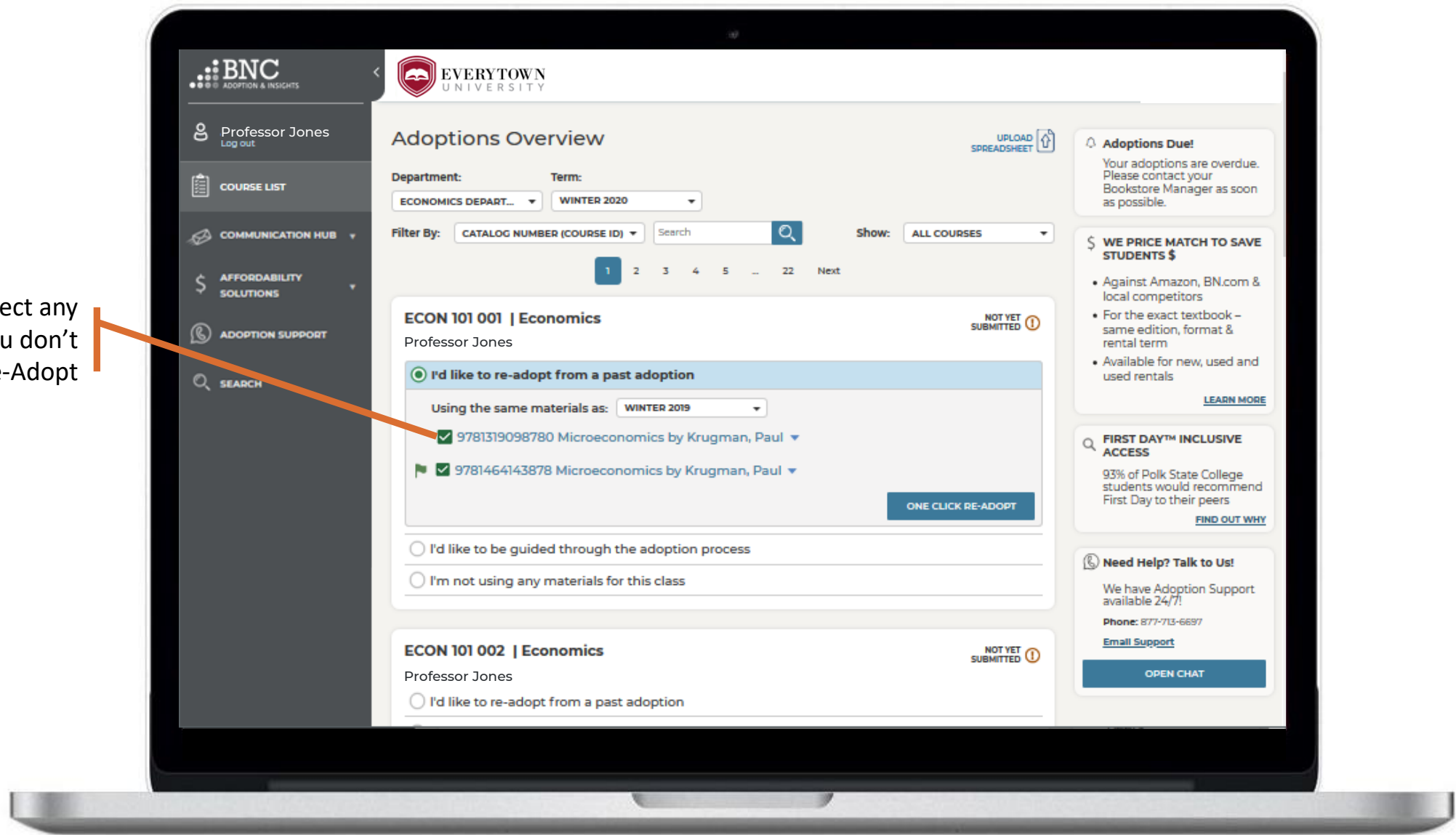




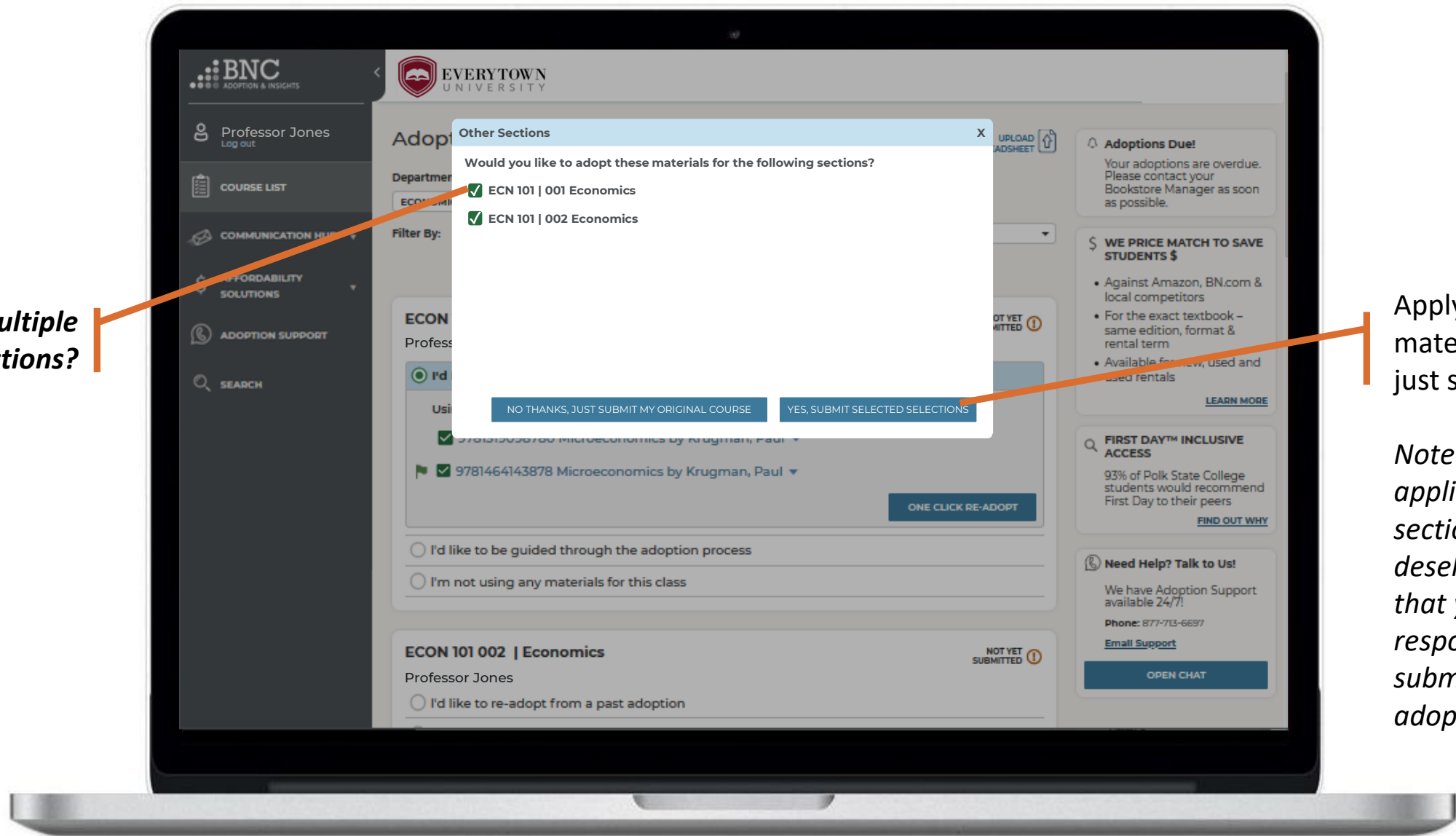
Select which  
term you want  
to use



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

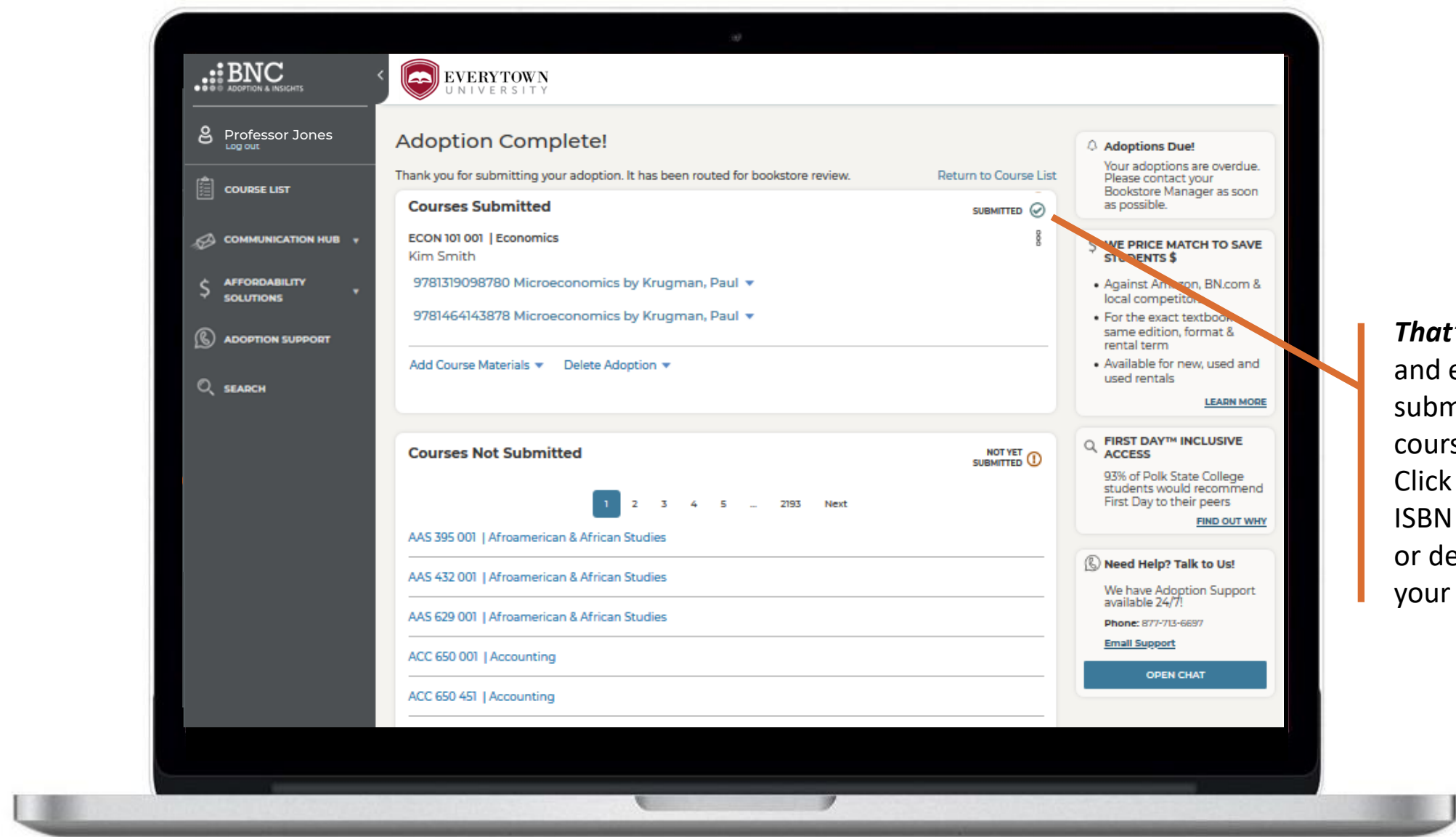


Teaching multiple sections?



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*

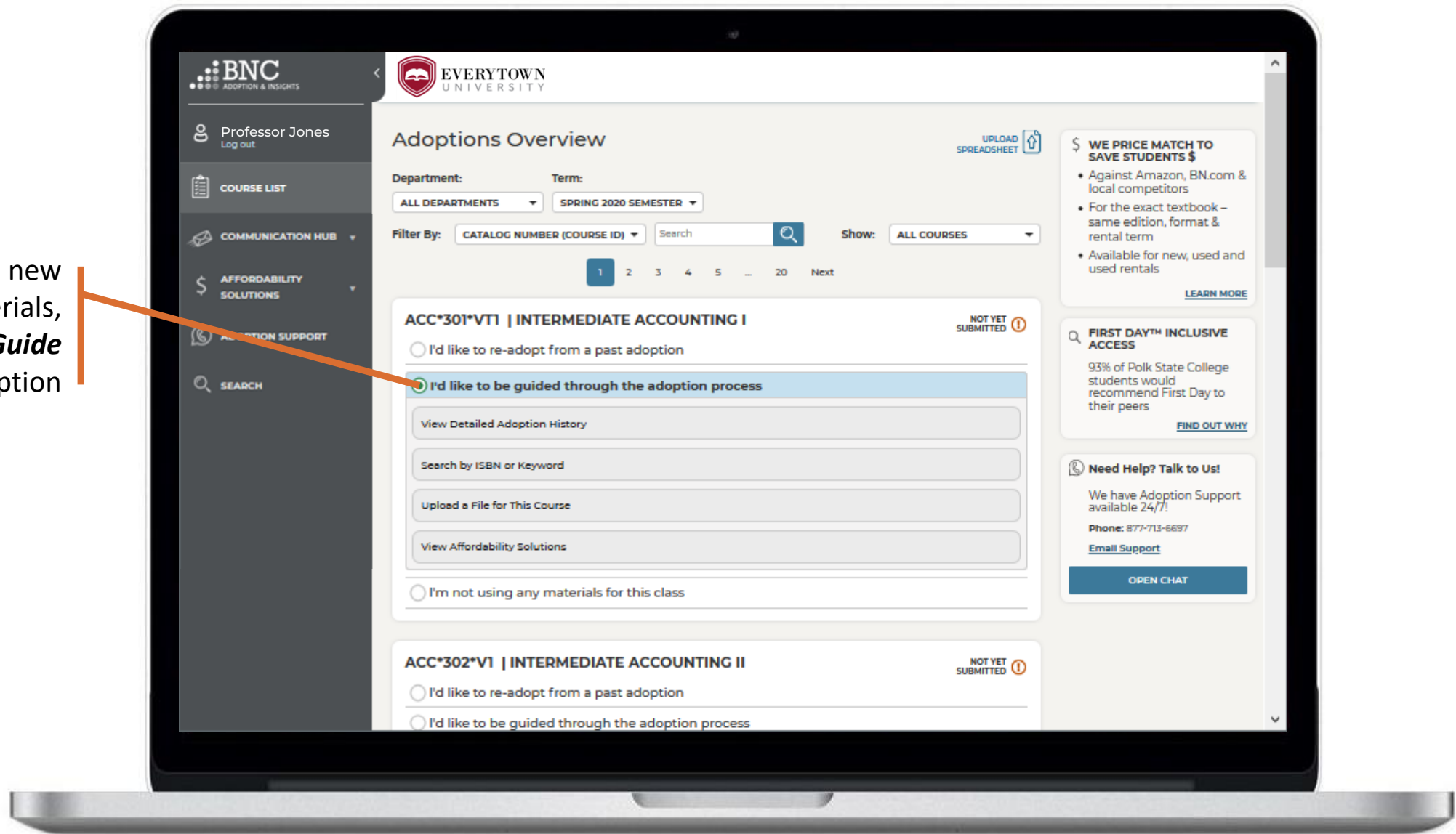


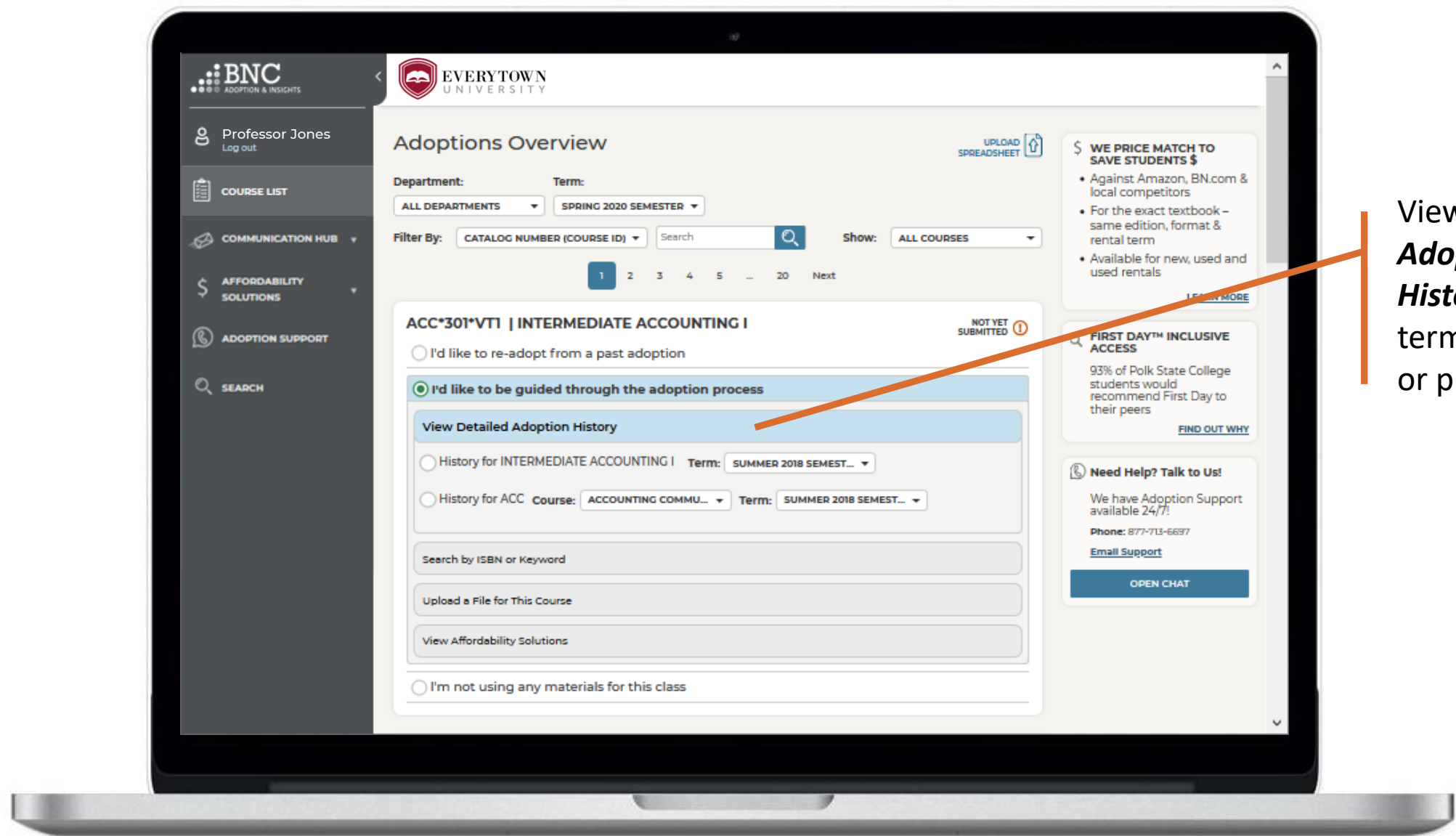
***That's it!*** View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

A grayscale photograph of a stack of books and a laptop on a desk. The books are stacked on the left, and a laptop is open to the right. The background is blurred, showing what appears to be a window with light coming through. The text 'Course List Guided Adoption' is overlaid in white on the left side of the image.

# Course List Guided Adoption

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





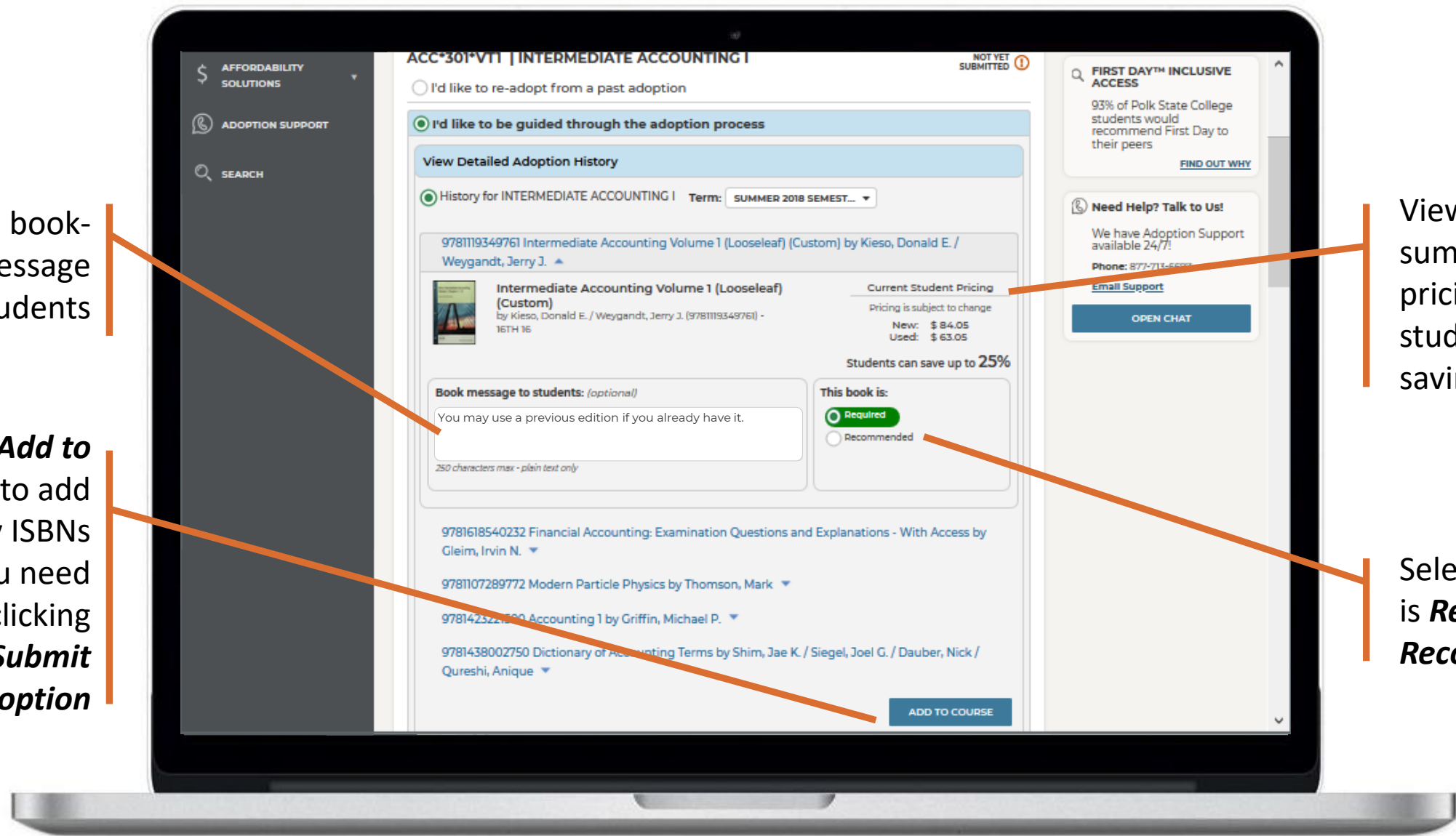
View ***Detailed Adoption History*** by term, course, or professor

Write a book-specific message to students

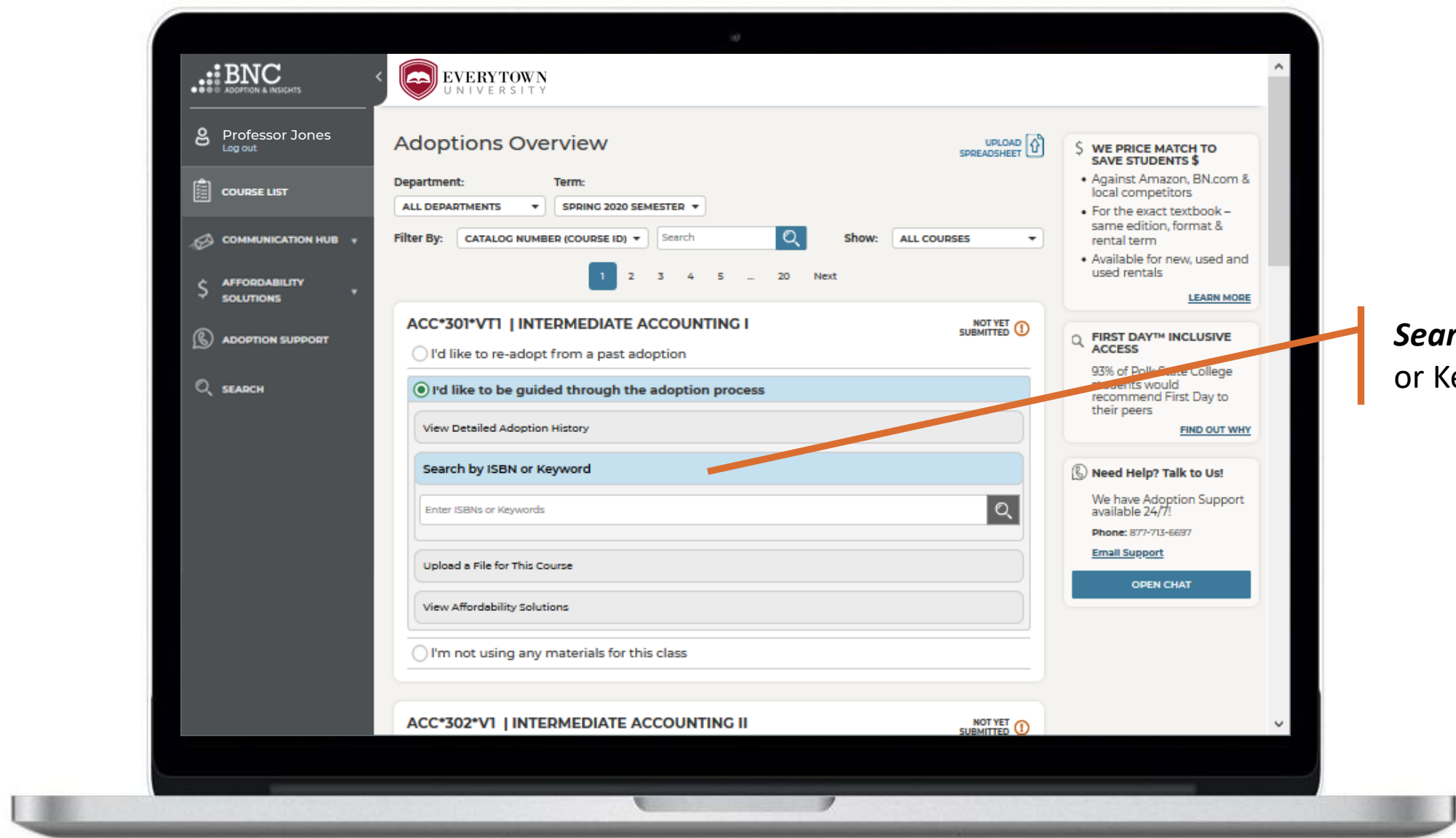
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

View textbook summary, pricing for students, and savings

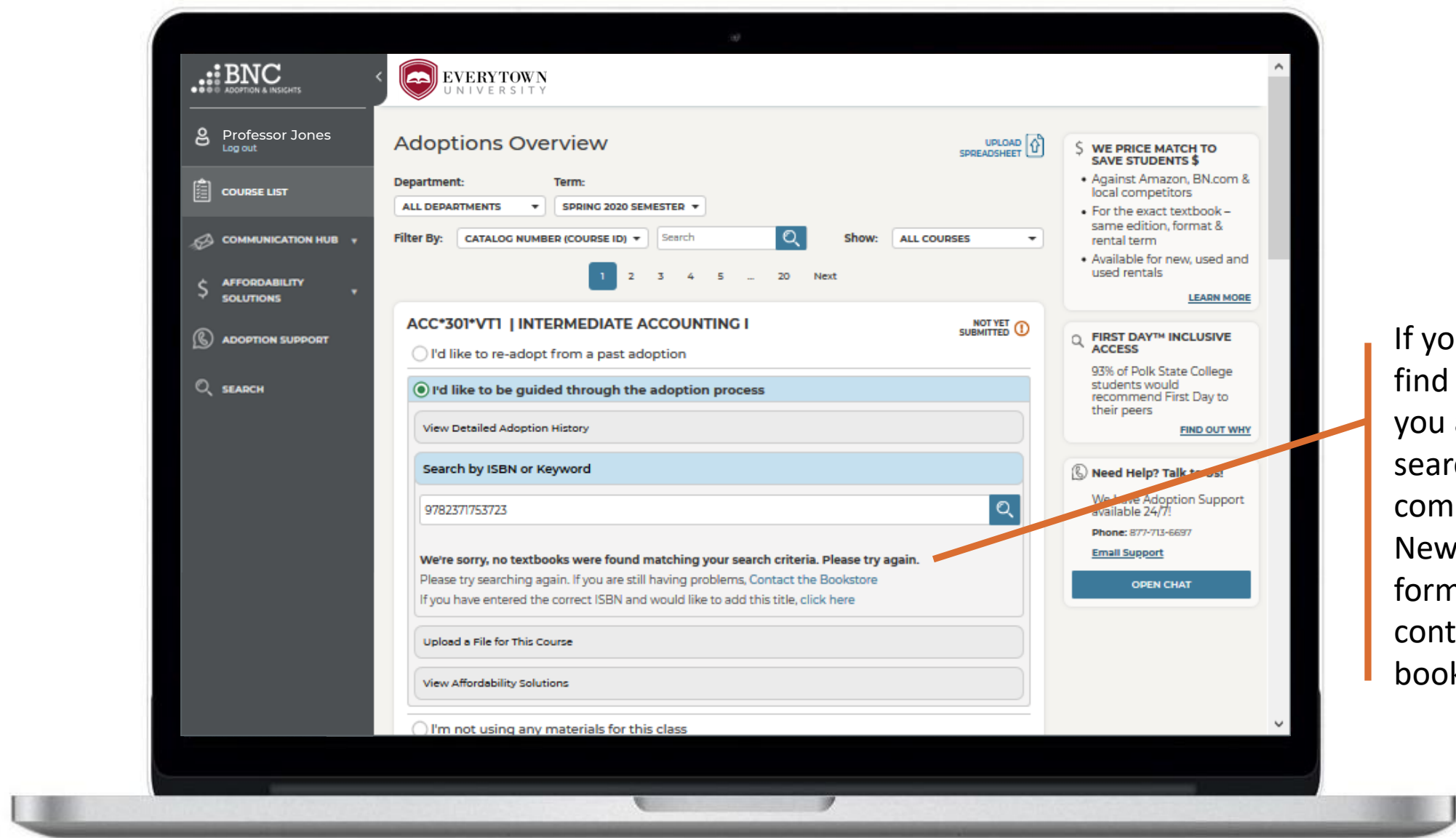
Select if book is **Required** or **Recommended**



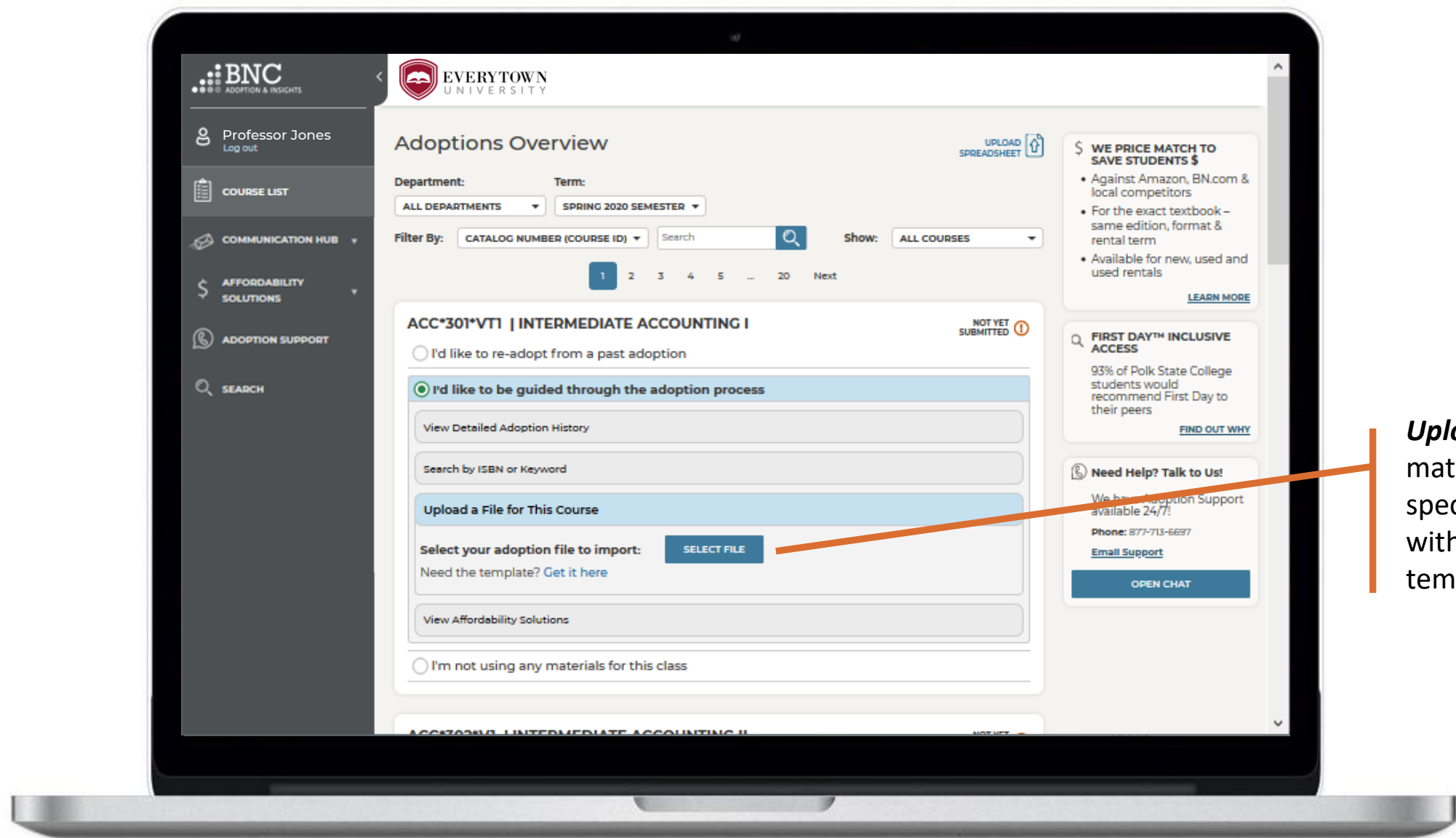




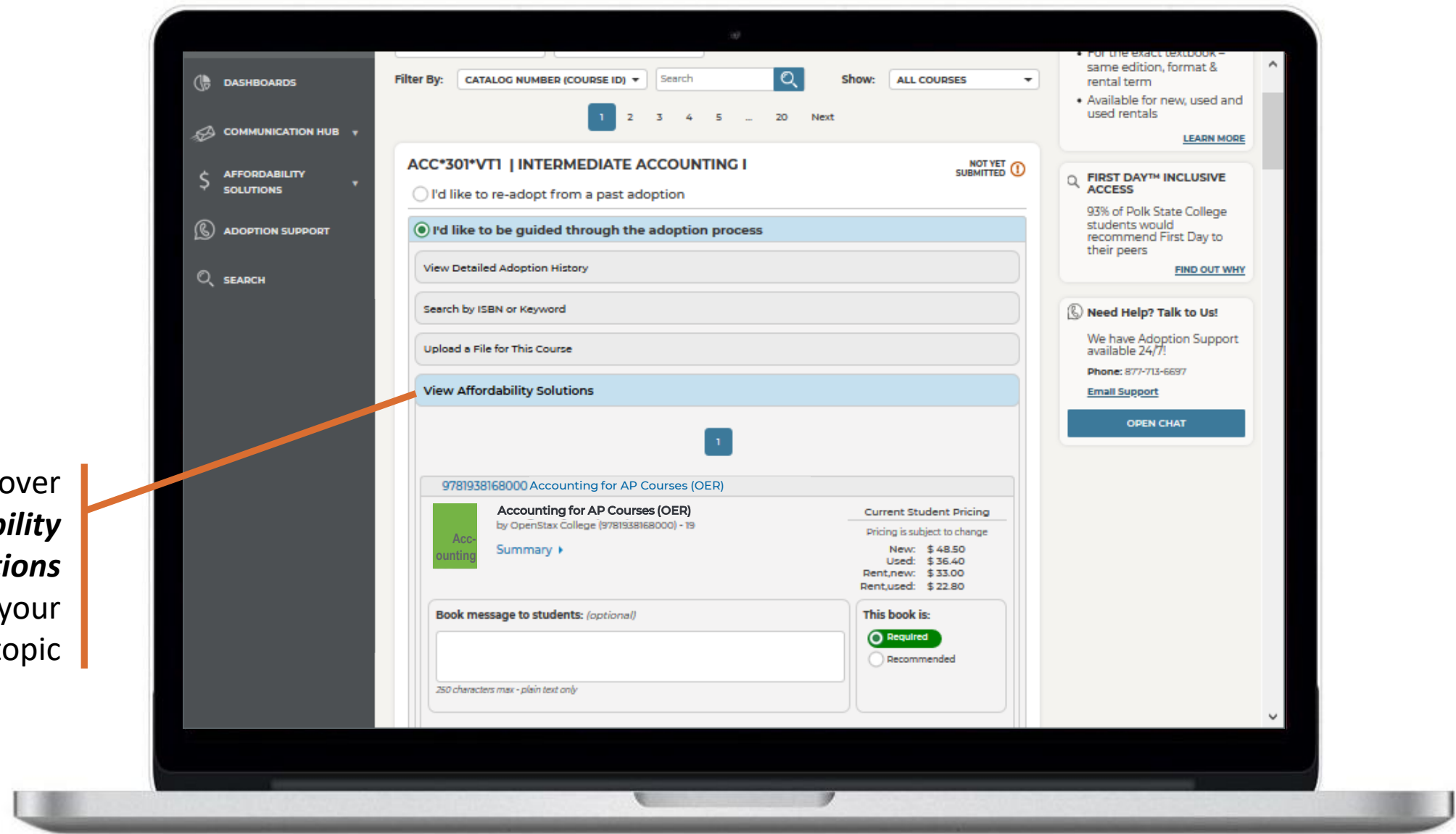
*Search* by ISBN  
or Keyword



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



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

Not using  
traditional  
materials? Let  
us know if you  
are using an  
**OER**

**BNC**  
ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

**EVERYTOWN UNIVERSITY**

### Adoptions Overview

UPLOAD SPREADSHEET

Department: ALL DEPARTMENTS Term: SPRING 2020 SEMESTER

Filter By: CATALOG NUMBER (COURSE ID) Search Show: ALL COURSES

1 2 3 4 5 ... 20 Next

**ACC\*301\*VT1 | INTERMEDIATE ACCOUNTING I** NOT YET SUBMITTED ⓘ

☐ 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

Are you using Open Education Resources (OER)? ☐ YES ☒ NO

SUBMIT ADOPTION

**ACC\*302\*V1 | INTERMEDIATE ACCOUNTING II** NOT YET SUBMITTED ⓘ

☐ 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

**ACC\*303\*VT1 | FINANCIAL ACCOUNTING CONCEPTS** NOT YET SUBMITTED ⓘ

**\$ 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](#)

**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 24/7!

Phone: 877-713-6697

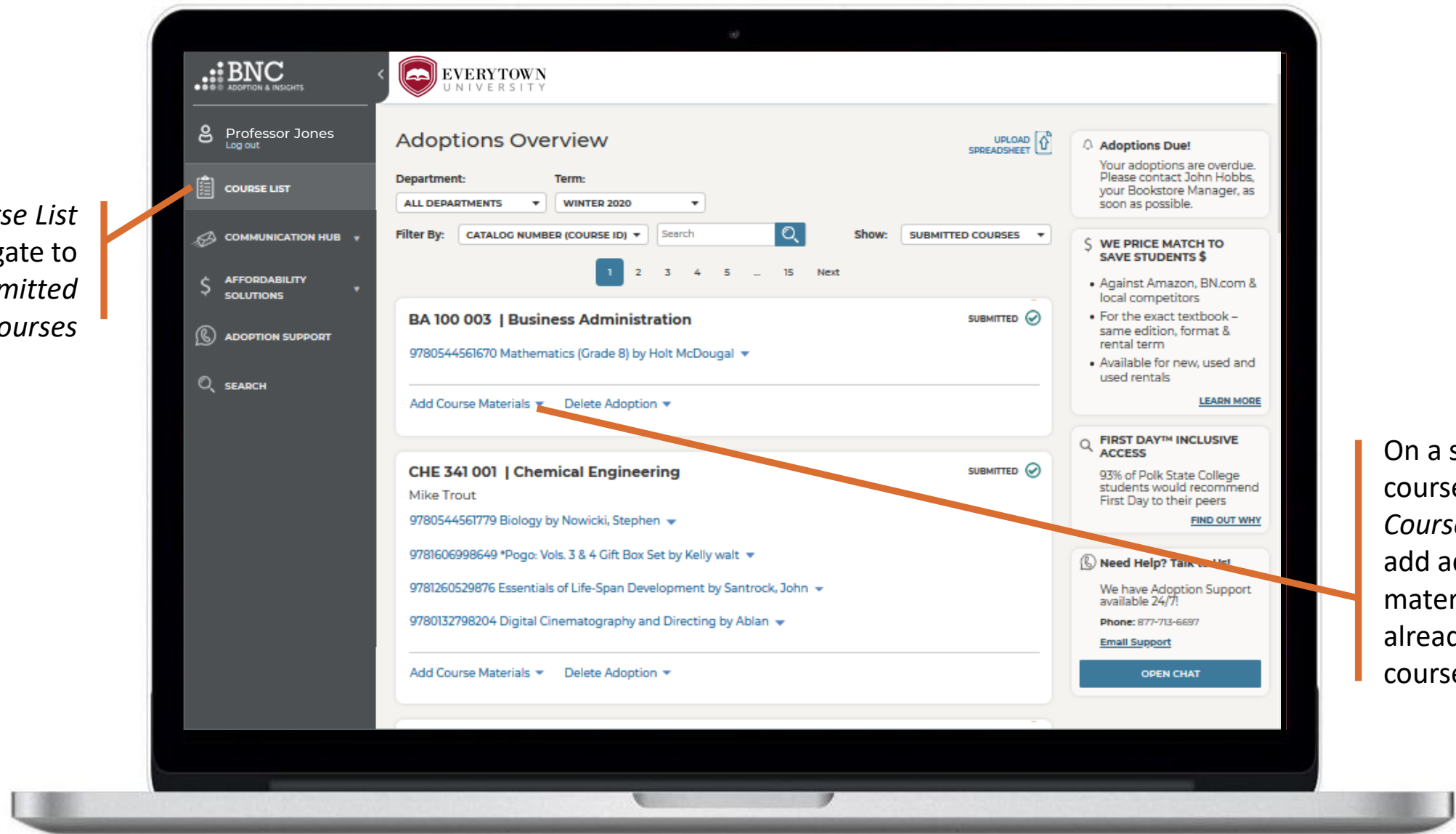
[Email Support](#)

[OPEN CHAT](#)

A grayscale photograph of a desk setup. On the left, a stack of several books is visible. To the right of the books, a laptop is open, showing its keyboard. The background is a blurred image of what appears to be a window or a wall with some indistinct shapes. The entire image is overlaid with a semi-transparent dark gray rectangle, which serves as a background for the text.

# Course List Editing an Adoption

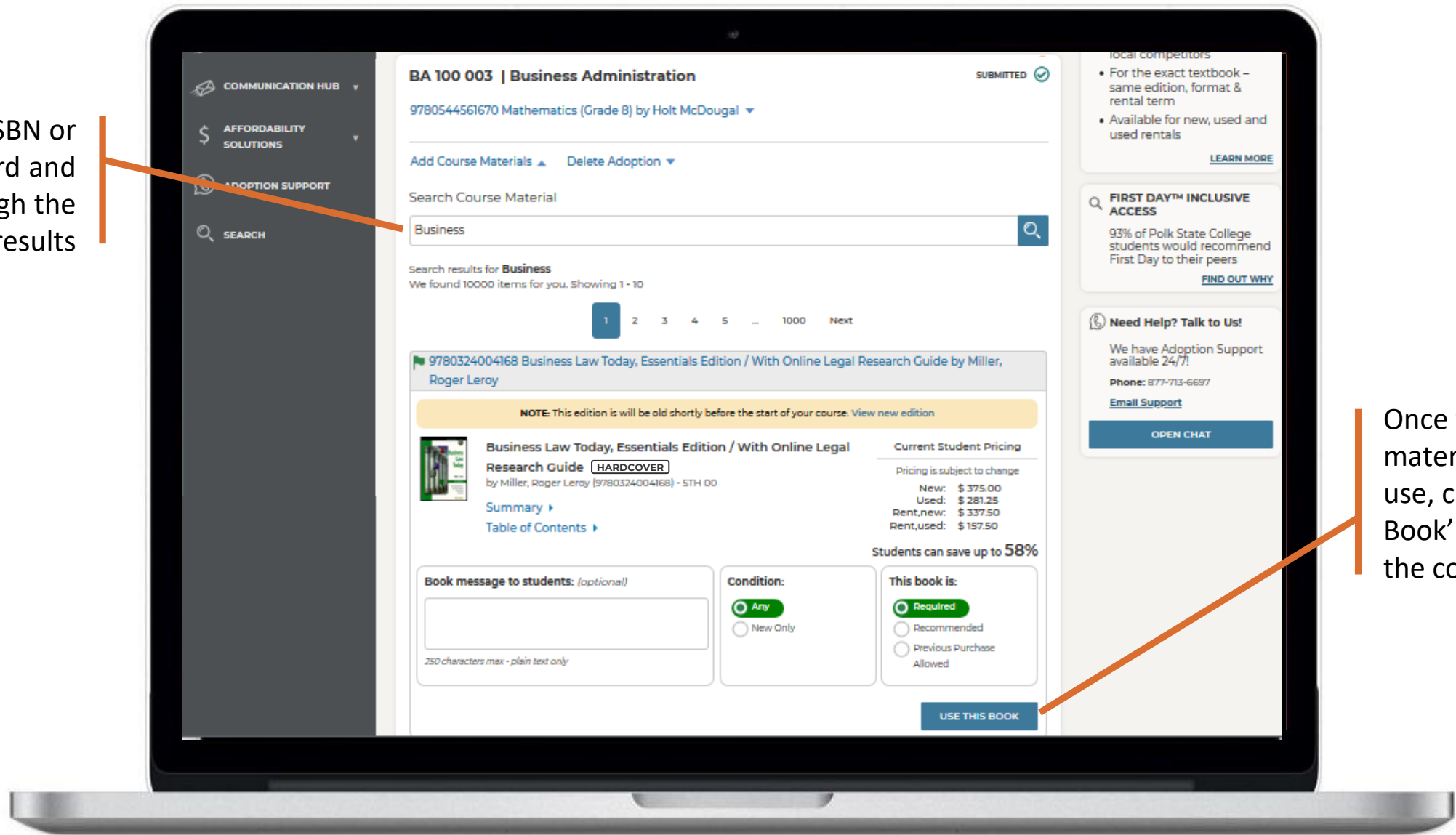
On the *Course List* page, navigate to your *Submitted Courses*



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

**BNC**  
ADOPTION & INSIGHTS

Professor Jones  
Log out

**COURSE LIST**

**COMMUNICATION HUB**

**AFFORDABILITY SOLUTIONS**

**ADOPTION SUPPORT**

**SEARCH**

### Adoptions Overview

UPLOAD SPREADSHEET

Department: ALL DEPARTMENTS Term: WINTER 2020

Filter By: CATALOG NUMBER (COURSE ID) Search Show: SUBMITTED COURSES

1 2 3 4 5 ... 15 Next

**BA 100 003 | Business Administration** PENDING SUBMISSION

9780544561670 Mathematics (Grade 8) by Holt McDougal

**Added** 9780324004168 Business Law Today, Essentials Edition / With Online Legal Research Guide by Miller, Roger Leroy

Add Course Materials Delete Adoption

Changes are not processed until you click "Submit"

CANCEL SUBMIT

**CHE 341 001 | Chemical Engineering** SUBMITTED

Mike Trout

9780544561779 Biology by Nowicki, Stephen

9781606998649 \*Pogo: Vols. 3 & 4 Gift Box Set by Kelly walt

9781260529876 Essentials of Life-Span Development by Santrock, John

9780132798204 Digital Cinematography and Directing by Ablan

**Adoptions Due!**  
Your adoptions are overdue. Please contact John Hobbs, your Bookstore Manager, as soon as possible.

**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](#)

**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!**

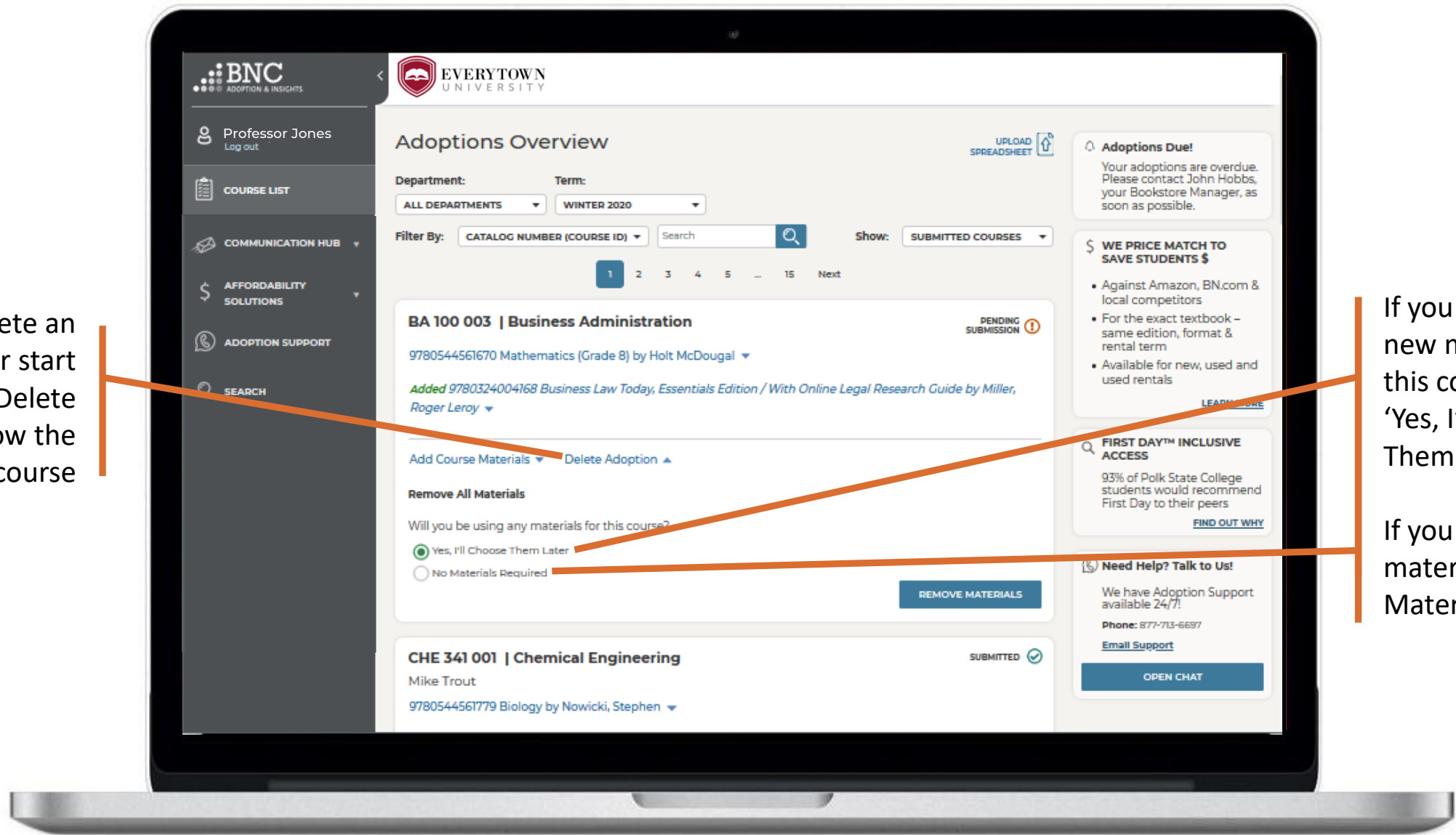
We have Adoption Support available 24/7!

Phone: 877-713-6697

[Email Support](#)

[OPEN CHAT](#)

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

Change Processed

## You have edited a previously submitted adoption

Hello Professor Jones,

This email is to confirm a change in the course materials submitted for Winter 2020 Semester. Below is a summary of the current adoptions for the following course:

**Section(s):** FIN- FINANCIAL HISTORY OF THE US- 419-V1

Title	ISBN	Edition	Required?
History of the American Economy (Cloth)	9781111822927	12TH 14	REQUIRED
1 SUBJECT NOTEBOOK	2818440012198		
PENCIL 4PACK (DS)	2818440012143		
Estill Voice Training Level Two - Workbook	9780976481614	05	REQUIRED

If there are any questions about your submission, your Bookstore Manager, Stephanie Wink, will be in touch 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,

This email was sent to: asaurbie@yopmail.com.

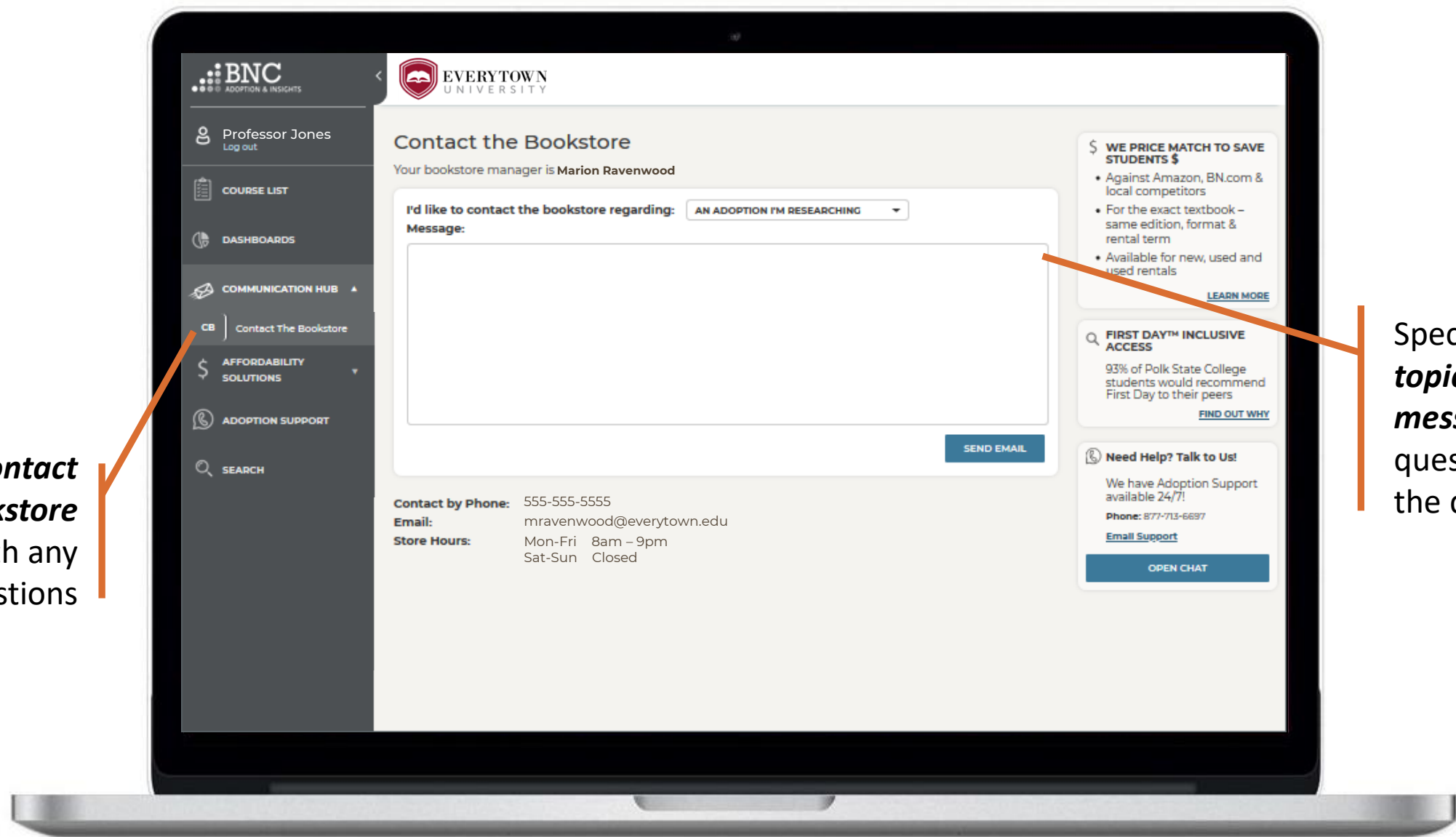
© 2020, Barnes & Noble College, 120 Mountainview Boulevard Basking Ridge, NJ 07920

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A grayscale photograph of a stack of books and a laptop on a desk. The books are stacked on the left, and a laptop is open to the right. The background is blurred, showing what appears to be a window with trees outside. The text 'Communication Hub' is overlaid in white on the left side of the image.

# Communication Hub

Easily **Contact the Bookstore** with any questions



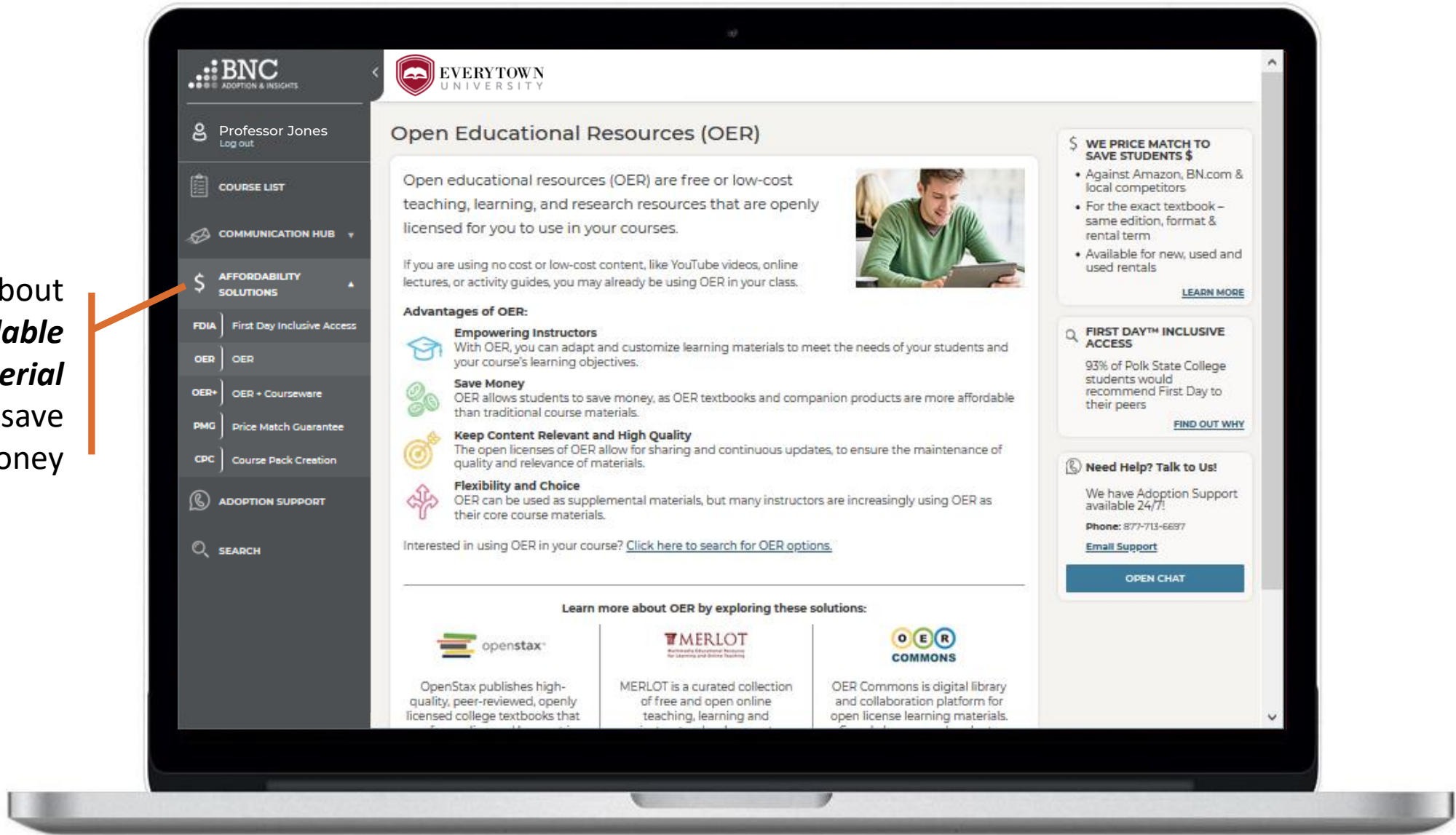
Specify the **topic of your message** or question using the drop down

A grayscale photograph of a desk with a stack of books and an open laptop. The background is blurred, showing what appears to be a window with trees. The text 'Affordability Solutions' is overlaid in white on the left side of the image.

# Affordability Solutions



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



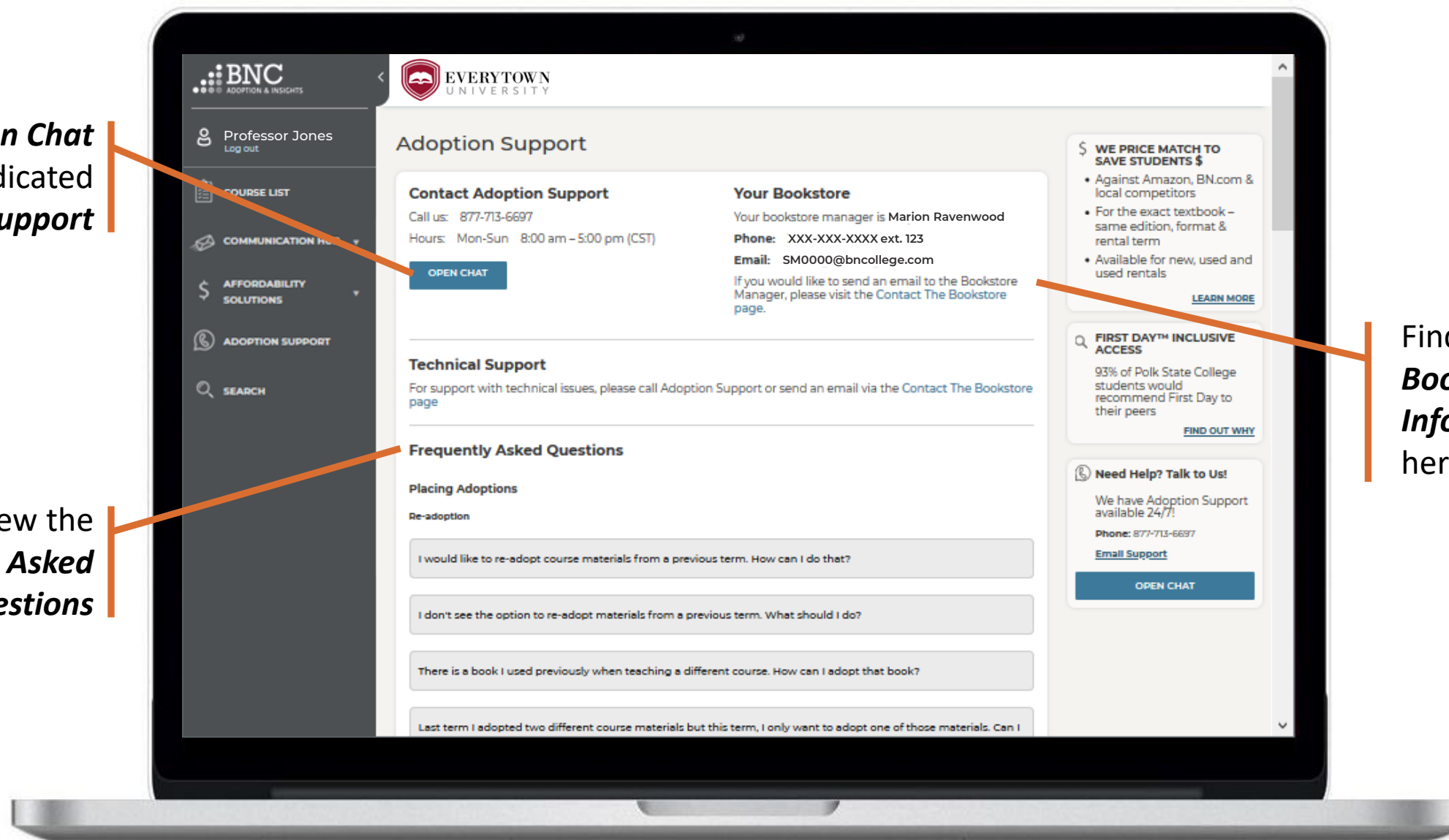


# Adoption Support

Click **Open Chat**  
for dedicated  
**Adoption Support**

View the  
**Frequently Asked  
Questions**

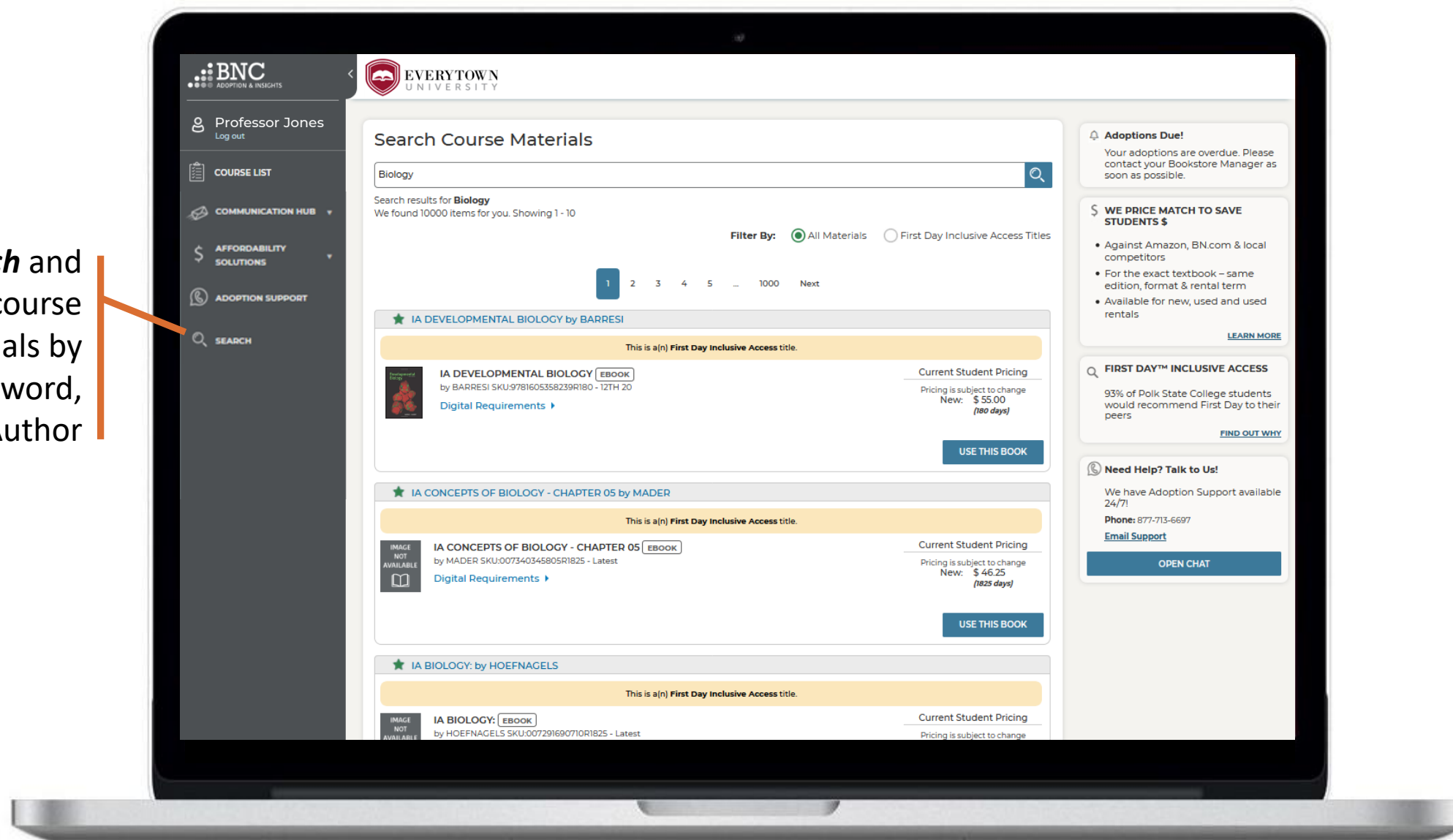
Find your  
**Bookstore  
Information**  
here



A grayscale photograph of a desk setup. On the left, a stack of several books is visible. To the right of the books, a laptop is open, showing its keyboard. The background is a blurred image of what appears to be a window or a wall with some architectural details. The entire image is overlaid with a semi-transparent dark gray rectangle.

# Search & Research

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



# 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 8:00am – 5:00pm (CST)\*

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.*