



Campus Store

ONLINE COURSE ADOPTIONS



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Campus Store

ONLINE COURSE ADOPTIONS



The Online Course Adoptions application enables faculty to select the textbooks which they require for their courses and notify the bookstore of their selection through the bookstore's website. As it is web-based, Online Course Adoptions can be accessed from anywhere, enabling professors and instructors to order their books for a new term without having to come into the store or even on campus.

In addition to adding new books to a course, the textbooks which were used for the course in previous semesters are listed by the Online Course Adoptions application, making it easy to adopt the same materials again.

Accessing the Website

To access the Online Course Adoptions website, go to the Course Adoption section of your bookstore's website. You will be prompted for a user name and password.

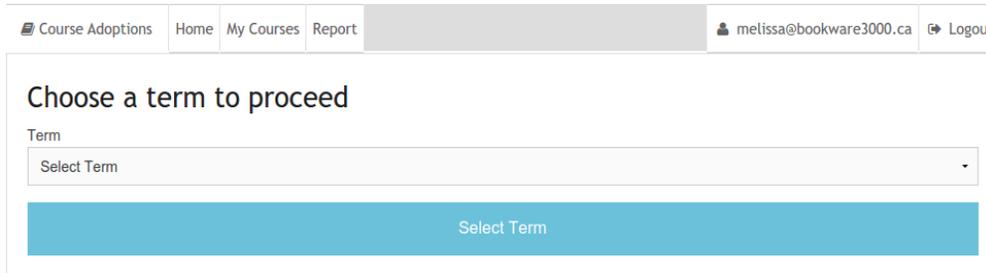
The user name is your email, to get the password, select the forgot password button. Password reset instructions will be emailed to you, click the link in the email and follow the instructions. Both the email and password are case sensitive.

Course Adoptions

<p>Login</p> <p>Email Address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Adoption Admin Forgot password?</p> <p><input type="button" value="Log In"/></p>	<p>Sign Up</p> <p>Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Ext. <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Confirm <input type="password"/></p> <p><input type="button" value="Sign Up"/></p>
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Accessing the Courses

Once you've logged into the OCA Application, the next step is to select the term you are adopting resources for.

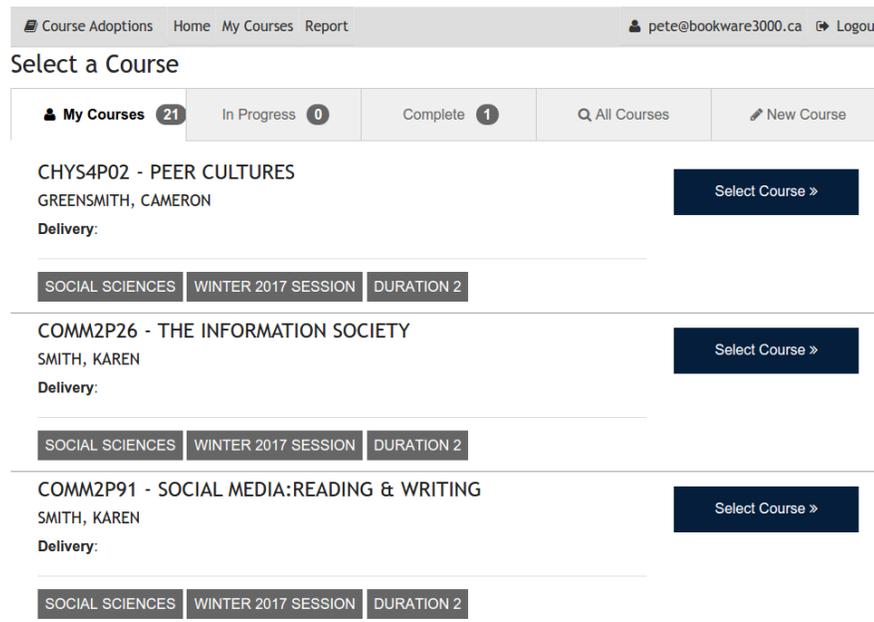


The screenshot shows a navigation bar with 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The user is logged in as 'melissa@bookware3000.ca'. Below the navigation bar is a form titled 'Choose a term to proceed'. It contains a dropdown menu labeled 'Term' with 'Select Term' as the selected option. A blue button labeled 'Select Term' is positioned below the dropdown.

Selecting a Course

After selecting the term, a list of the courses you are assigned to will appear.

a) To select the course, simply click on the Select Course button next to the listed course. If the course appears on this page, **continue to step c.**



The screenshot shows the 'Select a Course' page. The navigation bar includes 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The user is logged in as 'pete@bookware3000.ca'. Below the navigation bar is a section titled 'Select a Course' with a summary bar showing 'My Courses 21', 'In Progress 0', and 'Complete 1'. There are also links for 'Q All Courses' and 'New Course'. The main content area lists three courses, each with a 'Select Course >' button:

- CHYS4P02 - PEER CULTURES**
GREENSMITH, CAMERON
Delivery:
SOCIAL SCIENCES | WINTER 2017 SESSION | DURATION 2
- COMM2P26 - THE INFORMATION SOCIETY**
SMITH, KAREN
Delivery:
SOCIAL SCIENCES | WINTER 2017 SESSION | DURATION 2
- COMM2P91 - SOCIAL MEDIA:READING & WRITING**
SMITH, KAREN
Delivery:
SOCIAL SCIENCES | WINTER 2017 SESSION | DURATION 2

b) If the course doesn't appear, you can add a course by selecting the "New Course" tab. You will then be redirected to a page asking you to "Select your Campus". Select your campus from the drop down menu, next you are required to Select a Program from the drop down menu, enter the course code and a course description in the text fields. To continue, press the "Select Course" button.

c) Now you are brought to a page to enter your Primary Course Contact Information.

Complete the contact information, then select Next.

Adding An Instructor to a Course

From the Instructor drop down menu, select an instructor and fill out the Enrolment.

The screenshot shows a navigation bar with links: Course Adoptions, Home, My Courses, Report, and a user profile for 'pete@bookware3000.ca' with a 'Logout' link. Below the navigation bar is the page title 'TEST COURSE - TEST COURSE DESCRIPTION' and three category tags: 'HUMANITIES', 'W17', and 'DURATION 3'. The main heading is 'Choose sections'. Below the heading is a sub-heading: 'Check the sections you are adopting. Add new sections and instructors as needed using the buttons.' A table with the following structure is displayed:

Section	Instructor	Enrolment	Select
ALL	PETER OSBORNE <pete@bookware3000.ca>	4	<input checked="" type="checkbox"/>

Below the table are three buttons: 'Back', 'Next', and 'Add Section'.

You also have the option to add an instructor if the instructor is not listed in the drop down menu. To add an Instructor, select the “+”, you will now be required to complete the form below. If your campus uses sections, you can add your course section by selecting “Add Section”, enter the section in the box and select save.

The screenshot shows a modal window titled 'Add Instructor' with a close button in the top right corner. The form contains the following fields:

- Name
- Email
- Phone
- Ext

At the bottom of the modal are two buttons: '« Cancel' and 'Save »'.

Adopting Books

If you wish to adopt items for your course, select “Yes” and “Next”. If not, select “No” and “Next” if you selected “No”, you will be brought to a page where you can select “Submit Order”.

Adding a Book Which You Have Previously Used

To add a previously adopted resource, select the Previously Adopted tab, click the Adopt button.

Resource Selection



F16 - FALL 2016 SESSION

Information Society

By: Hassan, Robert

Publisher: Polity Press

Edition:

ISBN: 9780745641805

Paperback

Last Selling

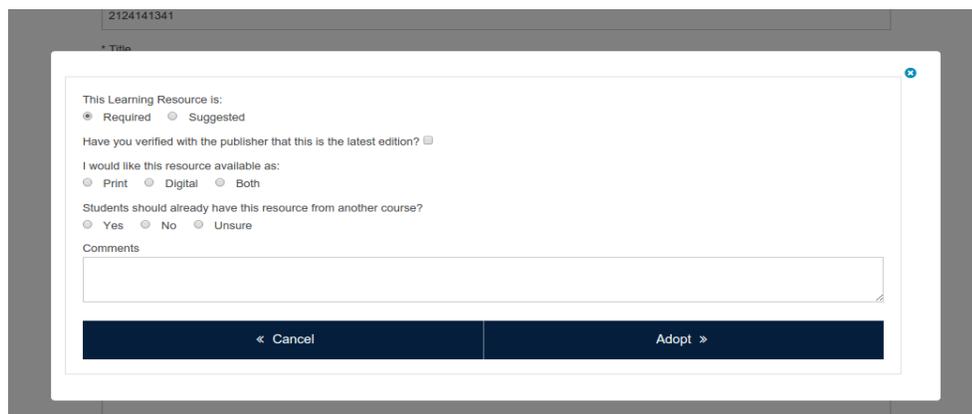
Price:\$31.95

Adopt

No Image



Once you have adopted the book, the next step is to complete the form. The form is customized to your institution but will look something like this:



The screenshot shows a web form for adopting a learning resource. At the top left, the ID '2124141341' is visible. The form contains the following sections:

- This Learning Resource is:** with radio buttons for Required and Suggested.
- Have you verified with the publisher that this is the latest edition?** with a checkbox.
- I would like this resource available as:** with radio buttons for Print, Digital, and Both.
- Students should already have this resource from another course?** with radio buttons for Yes, No, and Unsure.
- Comments:** a text input field.

At the bottom, there are two buttons: a dark blue button with '< Cancel' and a dark blue button with 'Adopt >'.

Select Adopt, you will then be redirected to a page that says **“Adoption Successful”**.

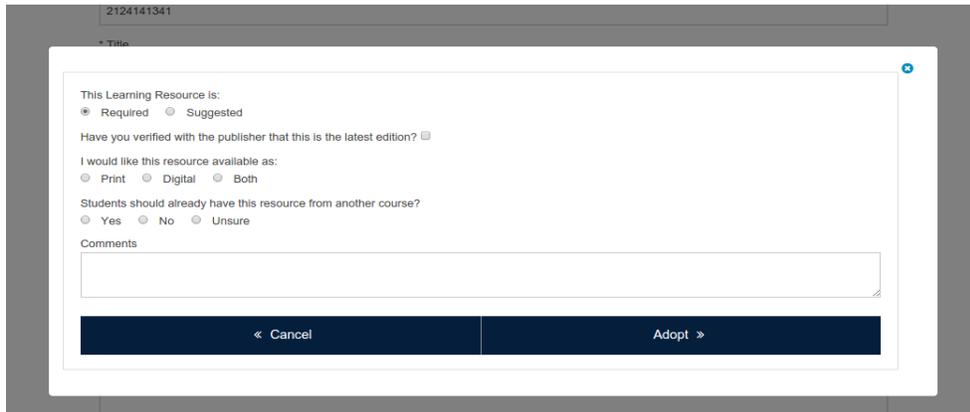
An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you copied when you completed your Primary Course Contact Info.

Adding a New Book

To add a new resource to the course, click on the New Resources tab and complete all of the mandatory fields (*). You also have the option to leave a comment, these comments will be sent directly to the book store staff.

↩ Previously Adopted	📖 Current Adoptions 0	🔍 Search	✎ New Resource
* ISBN-13			
<input type="text" value="155077090X"/>			
* Title			
<input type="text" value="BIOMEDICAL ETHICS: CONCEPTS & CASES FOR HEALTH CARE PRO..."/>			
Author			
<input type="text" value="ROSS, S. & CRUISE MALLOY, D."/>			
* Publisher			
<input type="text" value="THOMPSON EDUCATIONAL"/>			
Edition			
<input type="text"/>			
Cover			
<input type="text" value="Soft"/>			
Copyright			
<input type="text"/>			
Comments			
<input type="text"/>			
Adopt Item			
⏪ Back		✔ Submit Order	

Once you have adopted the resource complete this form:



A screenshot of a web form for adopting a learning resource. The form is titled "2124141341" and "Title". It contains several sections: "This Learning Resource is:" with radio buttons for "Required" (selected) and "Suggested"; "Have you verified with the publisher that this is the latest edition?" with a checkbox; "I would like this resource available as:" with radio buttons for "Print", "Digital", and "Both"; "Students should already have this resource from another course?" with radio buttons for "Yes", "No", and "Unsure"; and a "Comments" text area. At the bottom, there are two buttons: "Cancel" and "Adopt".

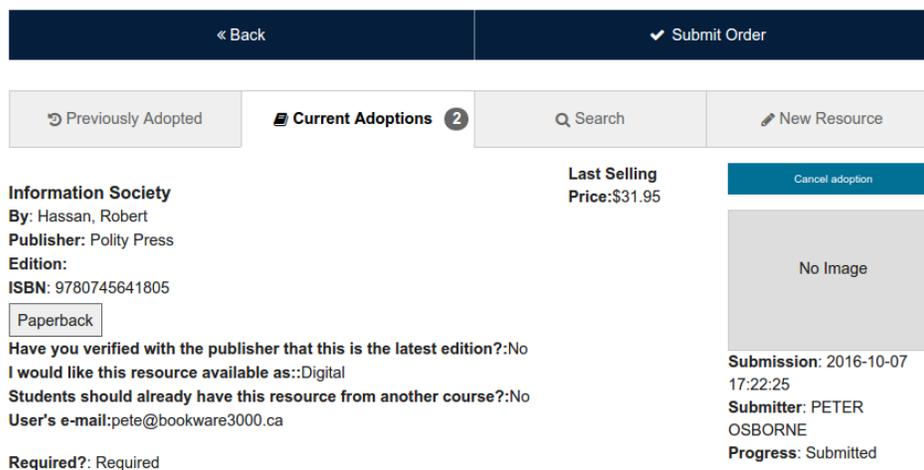
Select Adopt, you will then be brought redirected to a page that says “**Adoption Successful**”.

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

Cancelling an Adoption

To cancel a resource which has been adopted, log into OCA3, select the term, go to the Complete tab and select Resume Adoption for the course you'd like to cancel a resource for. Click the Cancel Adoption button.

Resource Selection



A screenshot of the "Resource Selection" page in OCA3. At the top, there are two buttons: "Back" and "Submit Order". Below these are three tabs: "Previously Adopted", "Current Adoptions" (with a "2" badge), and "Search". To the right of the "Search" tab is a "New Resource" button. The main content area is divided into two columns. The left column displays details for a resource: "Information Society", "By: Hassan, Robert", "Publisher: Polity Press", "Edition:", "ISBN: 9780745641805", "Paperback", "Have you verified with the publisher that this is the latest edition?: No", "I would like this resource available as:: Digital", "Students should already have this resource from another course?: No", "User's e-mail: pete@bookware3000.ca", and "Required?: Required". The right column displays "Last Selling Price: \$31.95", a "Cancel adoption" button, a "No Image" placeholder, and submission details: "Submission: 2016-10-07 17:22:25", "Submitter: PETER OSBORNE", and "Progress: Submitted".

Once you've clicked the "Cancel Adoption" button, you will immediately see the resource's status change to Cancelled.

Resource Selection

« Back ✔ Submit Order

🔍 Previously Adopted **📖 Current Adoptions 1** 🔍 Search ✎ New Resource

Information Society
By: Hassan, Robert
Publisher: Polity Press
Edition:
ISBN: 9780745641805
 Paperback

Have you verified with the publisher that this is the latest edition?: No
I would like this resource available as:: Digital
Students should already have this resource from another course?: No
User's e-mail: pete@bookware3000.ca

Required?: Required

Last Selling Price: \$31.95

Cancelled

No Image

Submission: 2016-10-11 15:18:08
Submitter: PETER OSBORNE
Progress: Edited

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

Updating Enrolment Information

To update the enrolment after submitting the adoption: select the "My Courses" tab, go to the "Complete" tab, select "Resume Adoption" on the course you'd like to update the enrolment on, select the "Edit" button beside the enrolment button, change the enrolment amount, select "Next" and continue with whether resources are required or not.

📖 Course Adoptions Home My Courses Report 👤 pete@bookware3000.ca 🚪 Logout

CHYS3P96 - RACISM & CONSTRUCTIONS OF RACE

SOCIAL SCIENCES W17 DURATION 2

Enrolment: 15 [Edit](#)

Resource Selection

« Back ✔ Submit Order

User Name and Password Maintenance

To reset your password, go to the OCA website, click on the “Forgot password?” link and follow the password reset instructions emailed to you.

To have your email address changed, contact the Bookstore Manager they can change it for you and provide you with a temporary password. If the Bookstore Manager doesn't provide you with a temporary password but confirms they have changed your email, you can reset the password yourself. To reset it yourself go to the OCA website, click on the “Forgot password?” link and follow the password reset instructions emailed to you.

The screenshot shows two forms side-by-side on a website. The left form is titled "Login" and has fields for "Email Address" and "Password", with a "Log In" button below. Below the login form are links for "Adoption Admin" and "Forgot password?". The right form is titled "Sign Up" and has fields for "Name", "Phone Number", "Ext.", "Email Address", "Password", and "Confirm", with a "Sign Up" button at the bottom.

Viewing and Printing an Adoptions Report

The Adoptions Report is your own personal activity report. This report will show you everything you have completed in OCA, any books you've adopted and any books you've cancelled. To run this report, select the “Report” button in the grey header, filter the start date, end date and select how you'd like to sort the report (Campus, Term, Program, Course) from the “Sort by” drop down menu.

The screenshot shows the "Adoption Report" form on the OCA website. The form is titled "Adoption Report" and has a "Submit" button. It includes fields for "Start date" (10/18/2016) and "End date" (10/18/2016). There are three "Sort by:" dropdown menus. The form is located in a grey header area with navigation links for "Course Adoptions", "Home", "My Courses", and "Report". The user's email address "pete@bookware3000.ca" and a "Logout" link are also visible in the header. Social media icons for Facebook, Twitter, and LinkedIn are present in the top right corner.

Frequently Asked Questions

Once I've submitted an order, how can I submit another?

Go back to the Courses tab, select another course and start an adoption. You also have the option to go to the Complete tab and select Resume Adoption to Cancel an adoption if it was entered in incorrectly. At that point you can go back to the Courses tab and start a new adoption for the course.

What if I can't find my course in OCA?

If your course isn't listed under My Courses in OCA, first check under the All Courses to see if the course is listed there. If it isn't listed there, you can add a course by selecting the New Course tab and following the 2 (b) on page 3 of this guide.

How can I change the books on my course after submitting the adoption?

Currently, there is no option through OCA to change an adoption that has been submitted. You would have to cancel your adoption and re-submit it.

How can I tell if my adoption was submitted?

To confirm your adoption was completed successfully, go to the Complete tab, select Resume Adoption for the course you'd like to check and ensure the item is listed there. Another way to confirm your adoption was completed successfully

is to check your email and make sure you've received the Completed Adoption email.