

A photograph of four diverse students walking through a grand, arched hallway. The students are smiling and appear to be in a positive mood. The hallway features high ceilings with ornate arches and a polished floor. A semi-transparent dark grey box is overlaid on the image, containing the text.

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

**Administration & Academic Leadership - BNC**

# 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.

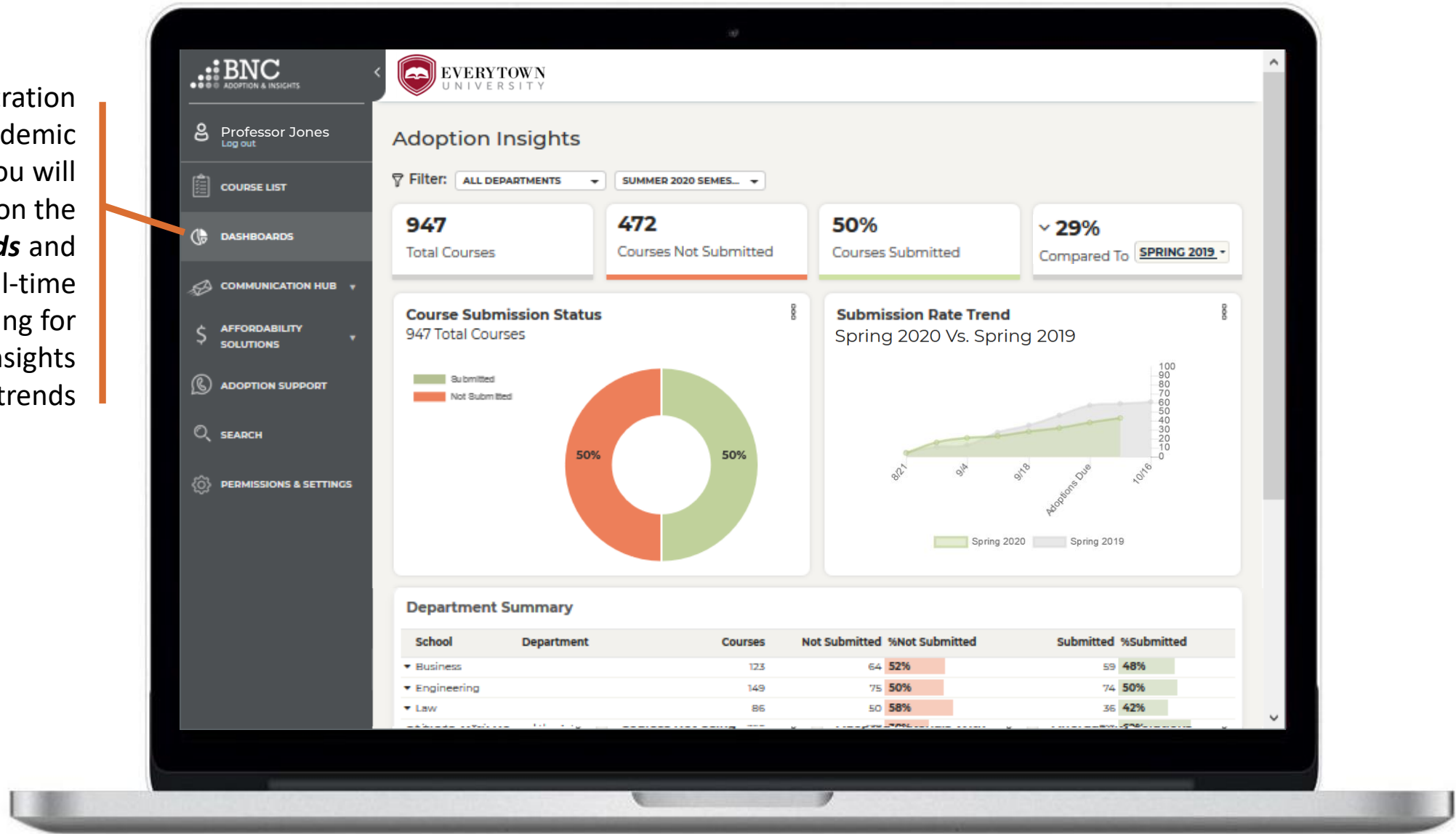
Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

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



# Getting Started with AIP

As administration and academic leadership, you will land on the **Dashboards** and see real-time reporting for adoption insights and trends



# How do faculty log in?

- The Adoption & Insights Portal lets faculty log in with their institution credentials via a link to AIP in the institution's SIS or Learning Management System (LMS)
- Faculty can also access AIP through the link in their 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 |

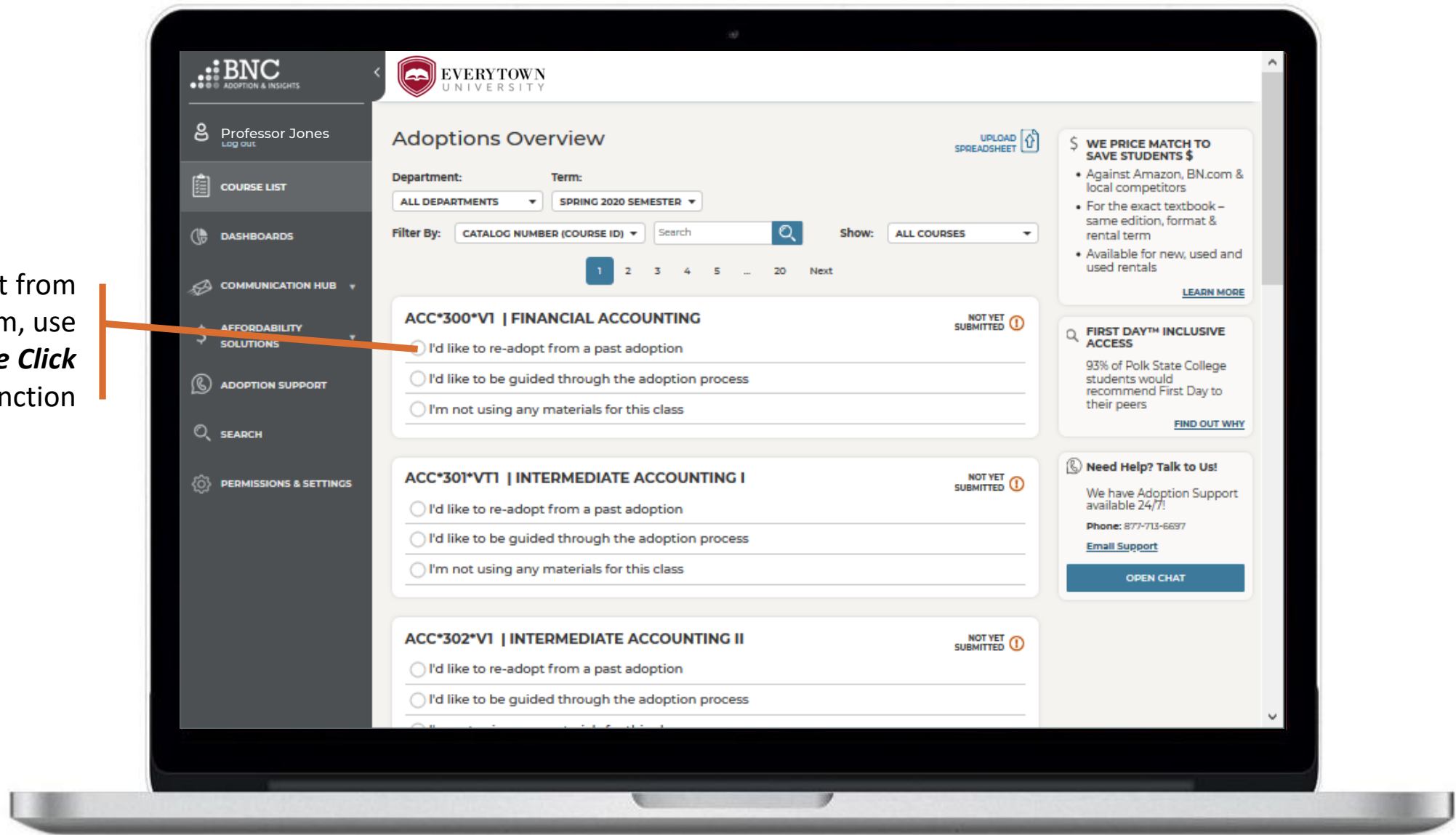
To re-adopt previously used course materials, make changes or discover new materials, click the button below.

LET'S GET STARTED

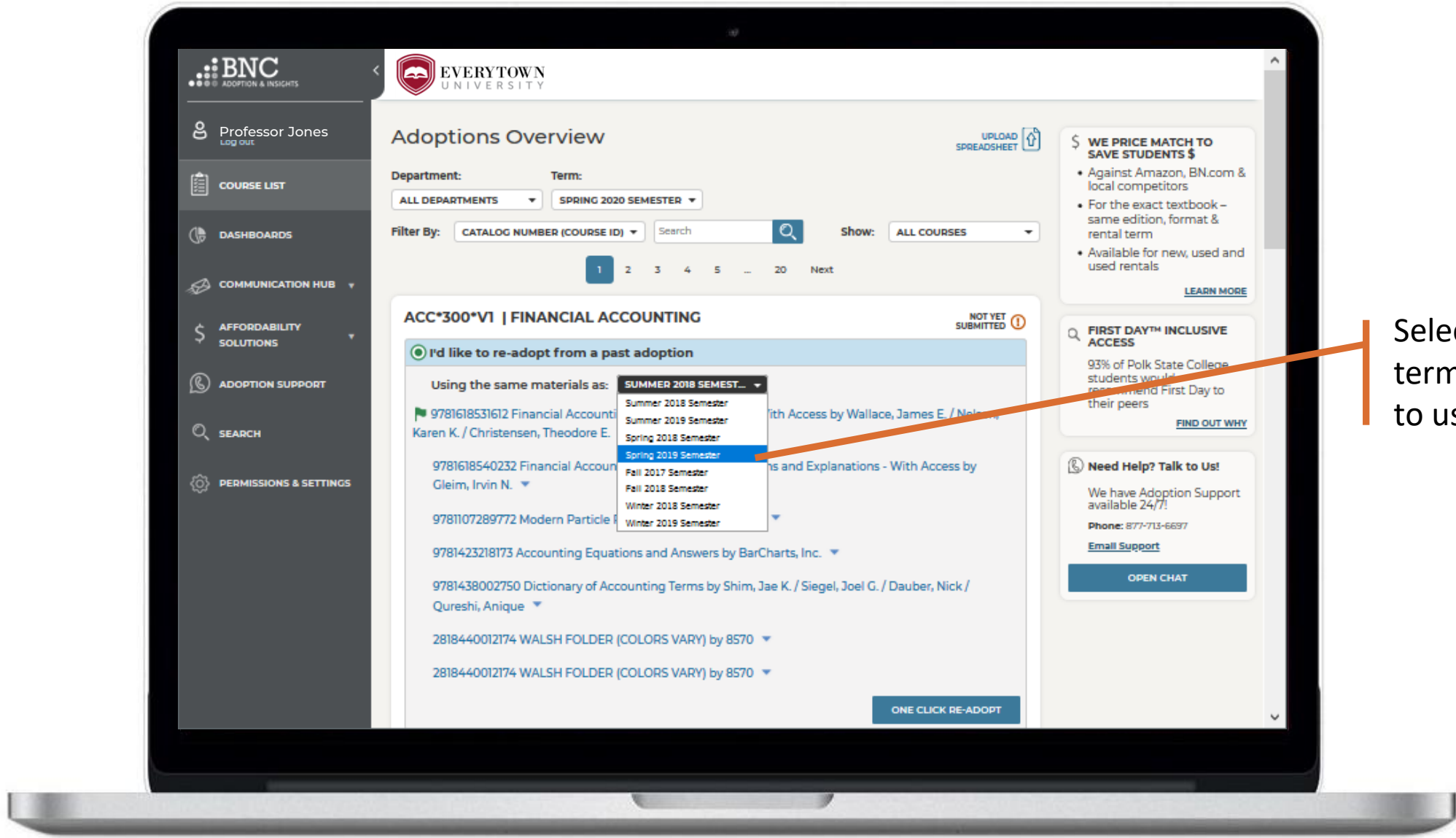
A grayscale photograph of a stack of books on the left and a laptop on the right, both resting on a desk. The background is a blurred window with light coming through. The entire image is overlaid with a semi-transparent dark gray rectangle.

# Course List One Click Re-Adopt

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



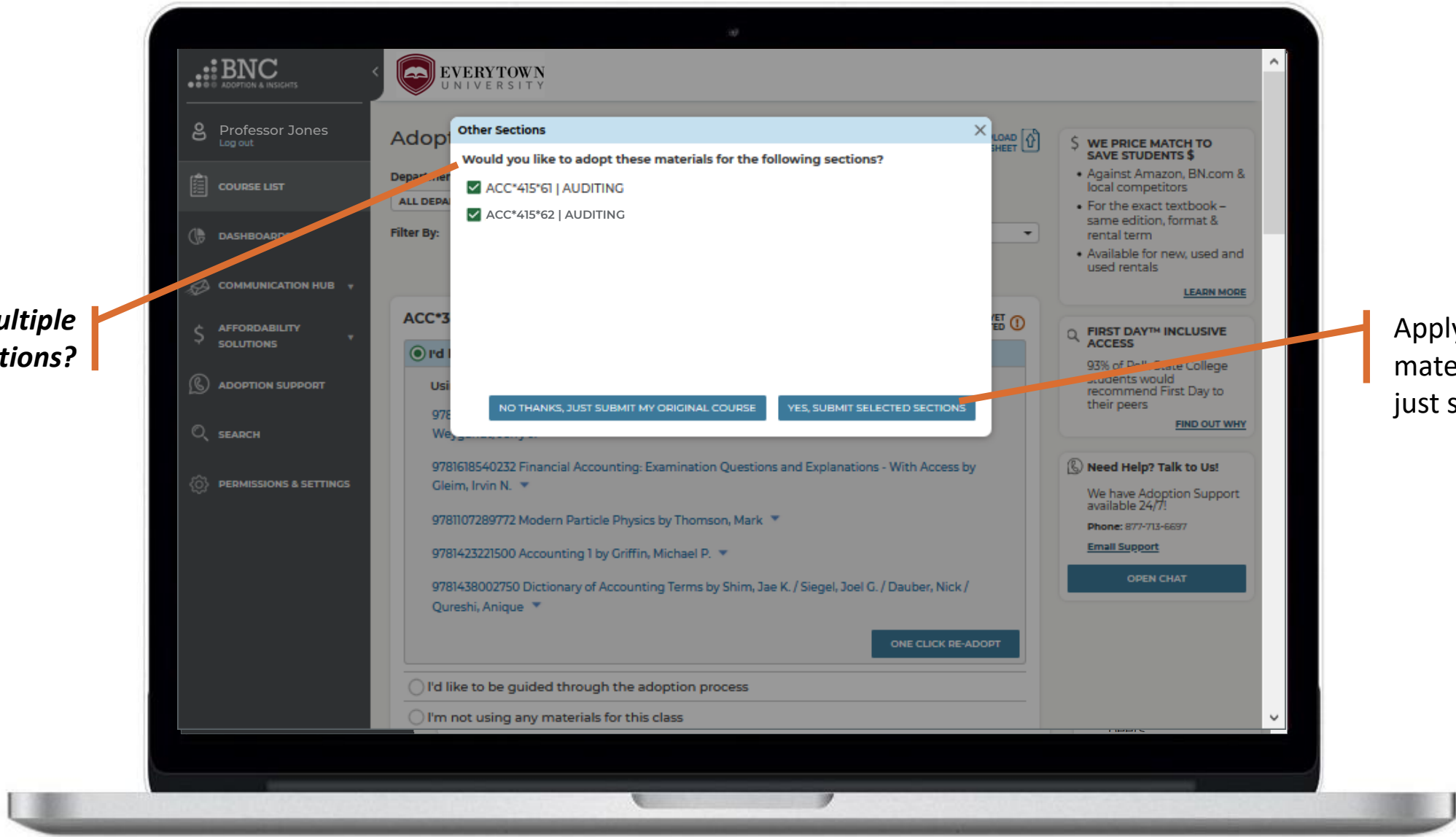




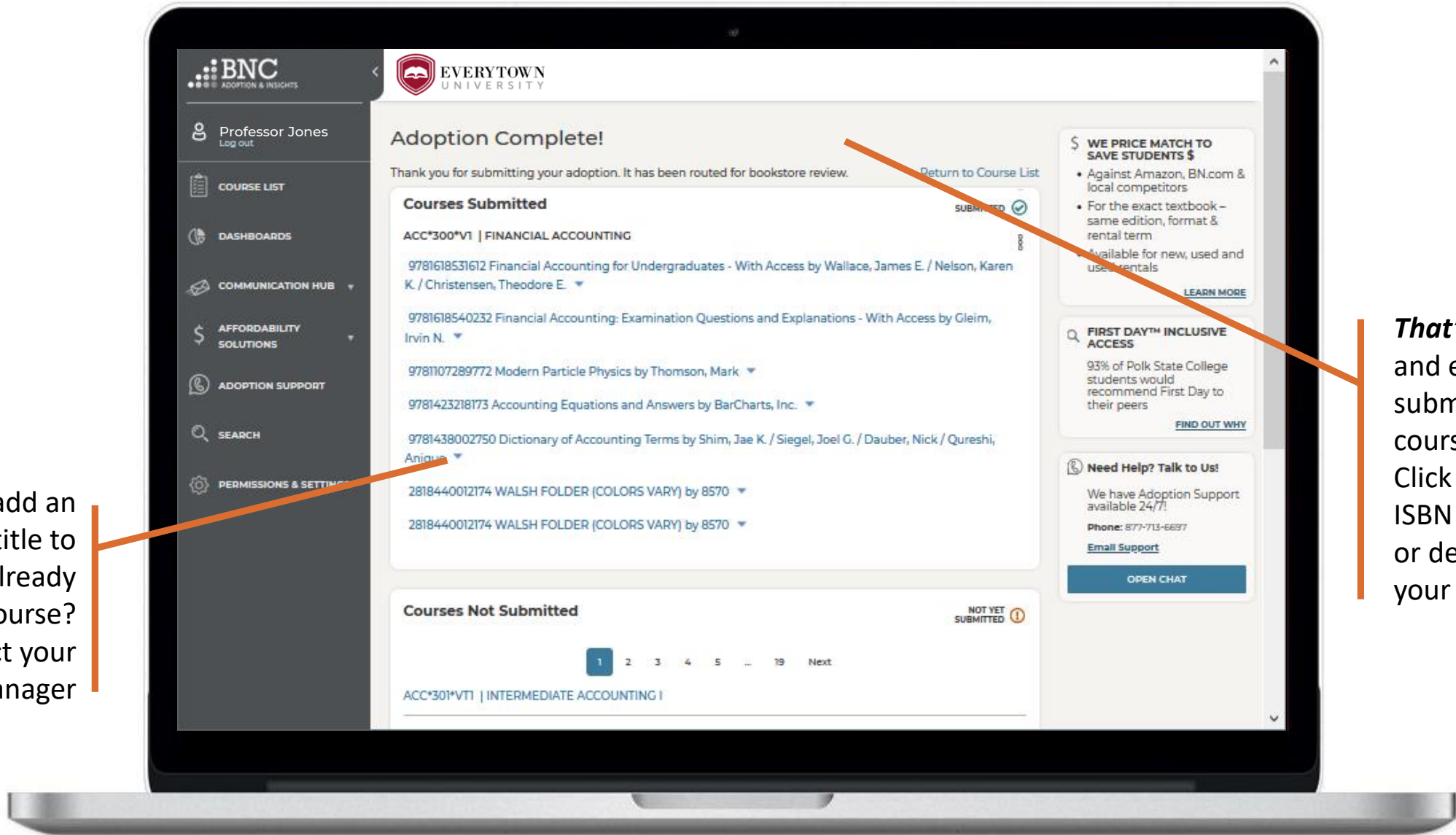
Select which term you want to use



Teaching multiple sections?



Apply your course materials to all or just submit one



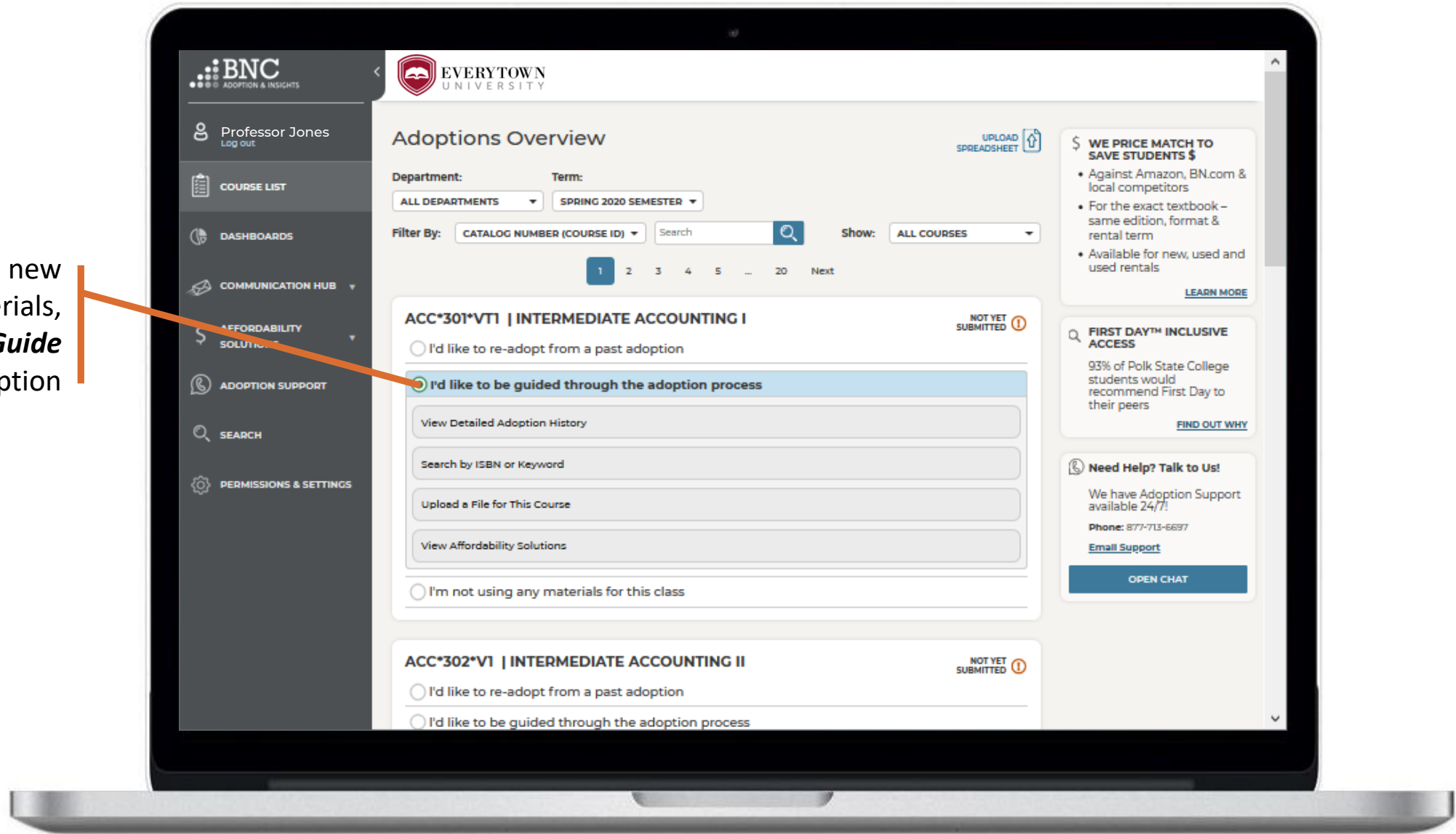
Need to add an additional title to your already submitted course? Contact your bookstore manager

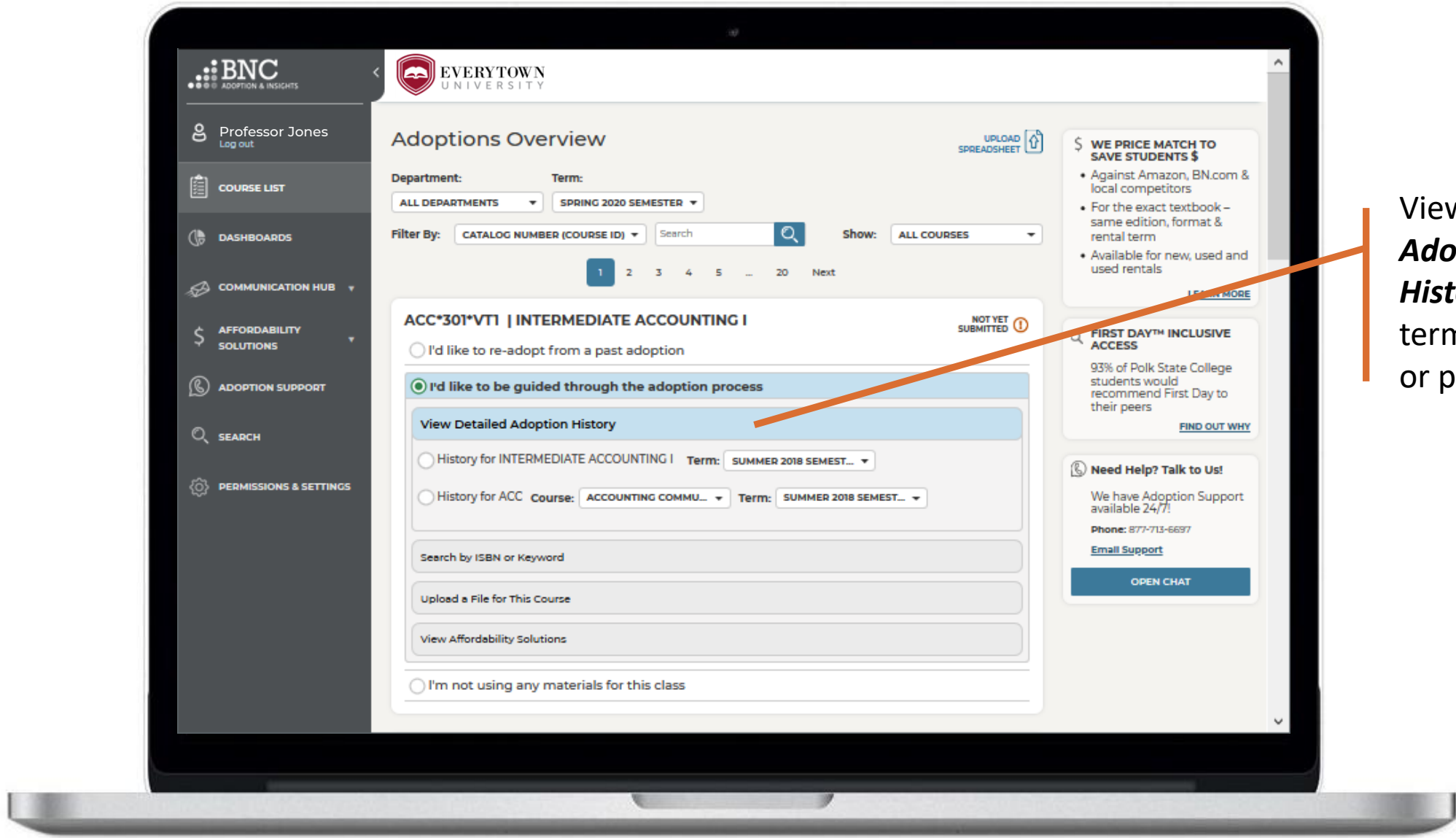
*That's it!* View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

A grayscale photograph of a stack of books on the left and a laptop on the right, both resting on a desk. The background is a blurred office setting with windows. The entire image is overlaid with a semi-transparent dark gray rectangle.

# Course List Guided Adoption

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





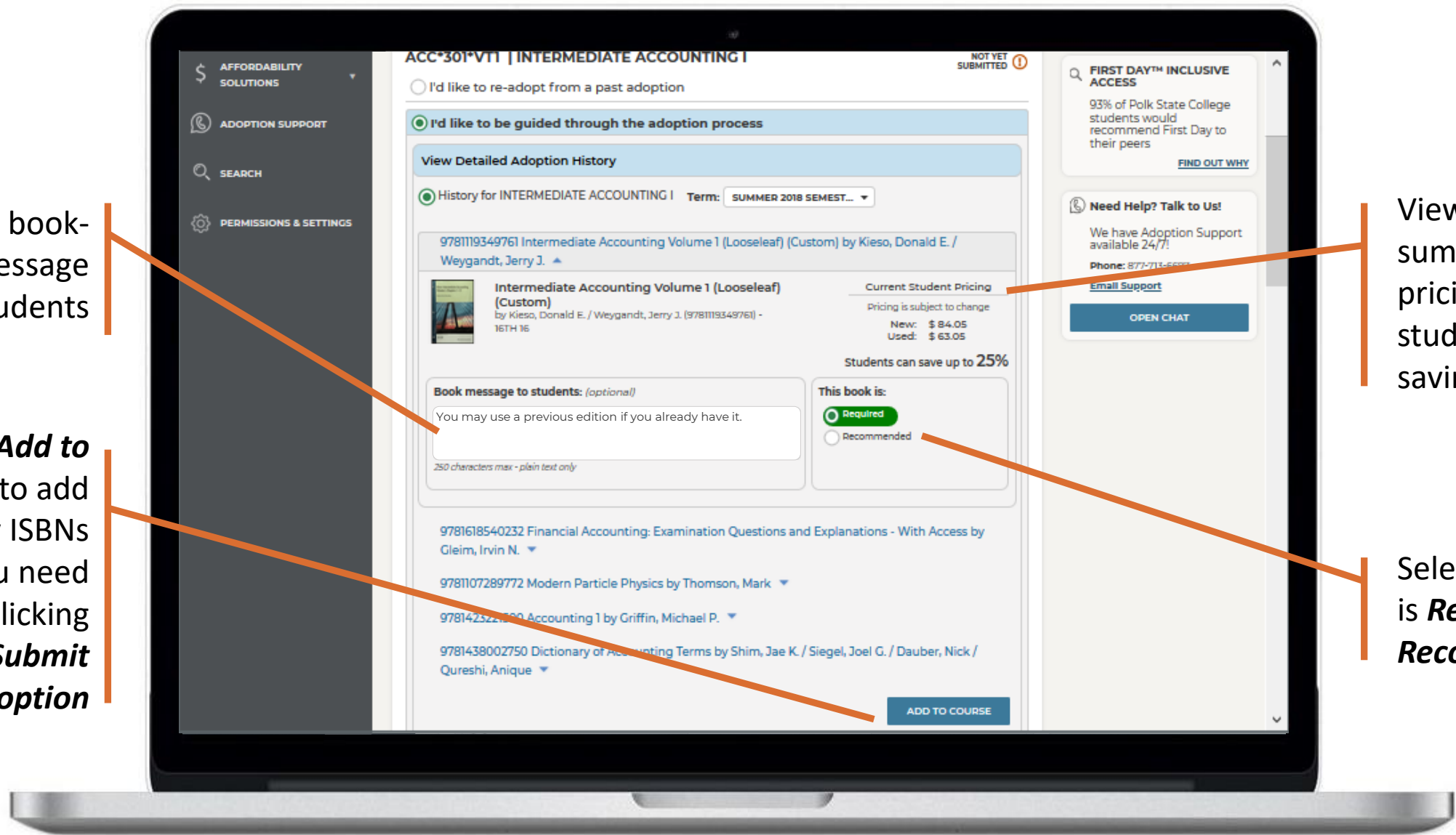
View *Detailed Adoption History* by term, course, or professor

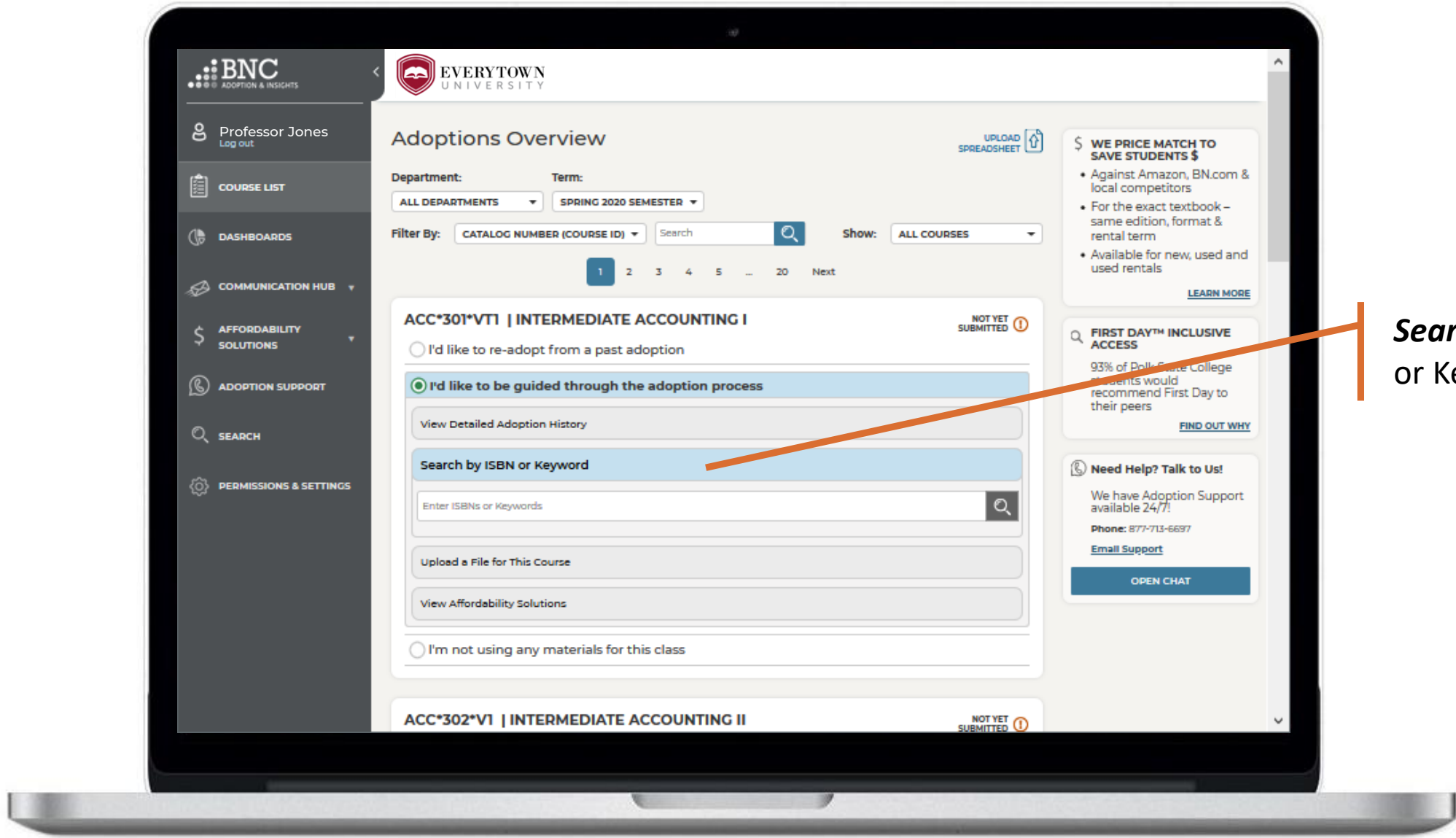
Write a book-specific message to students

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

View textbook summary, pricing for students, and savings

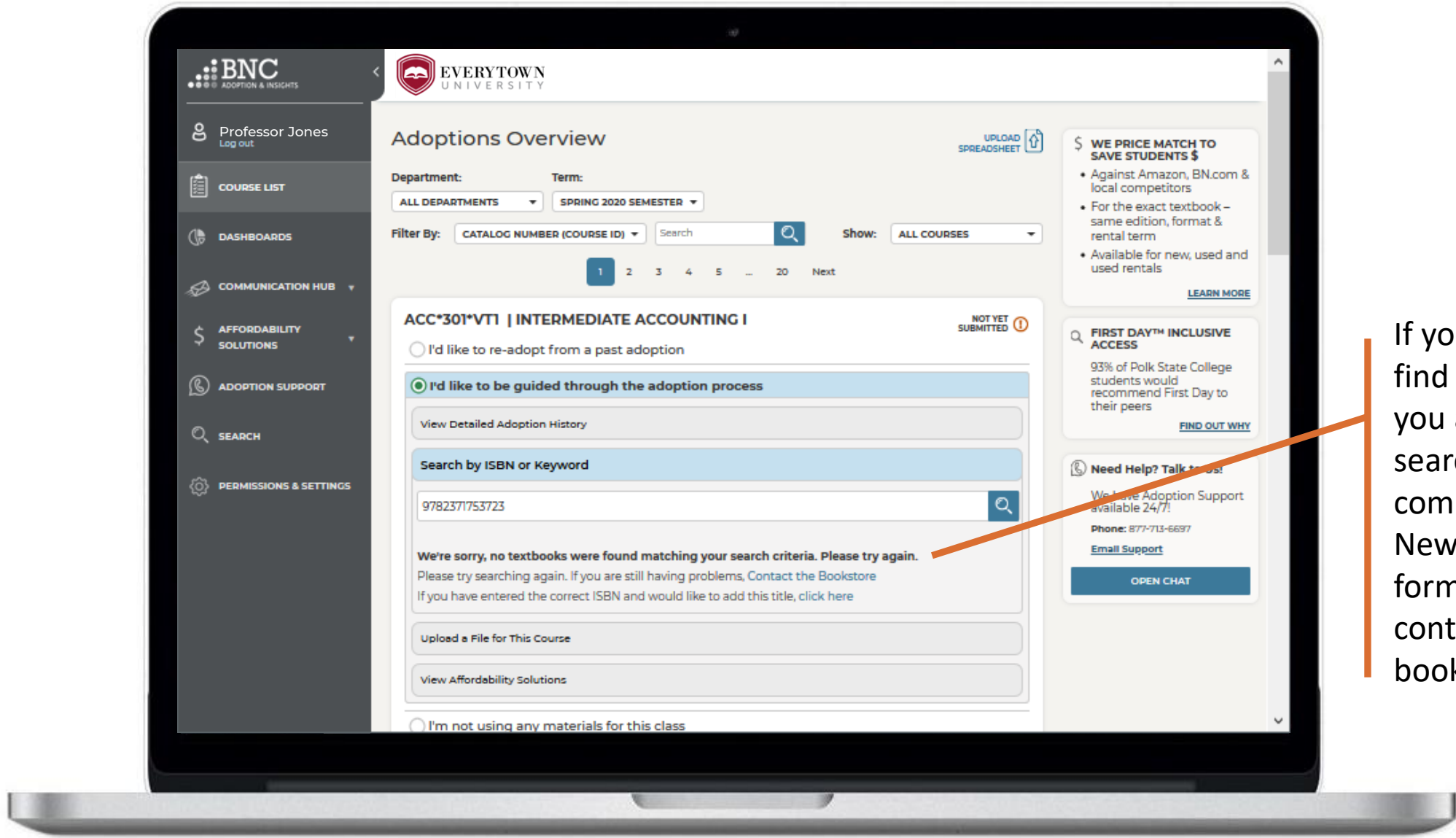
Select if book is **Required** or **Recommended**



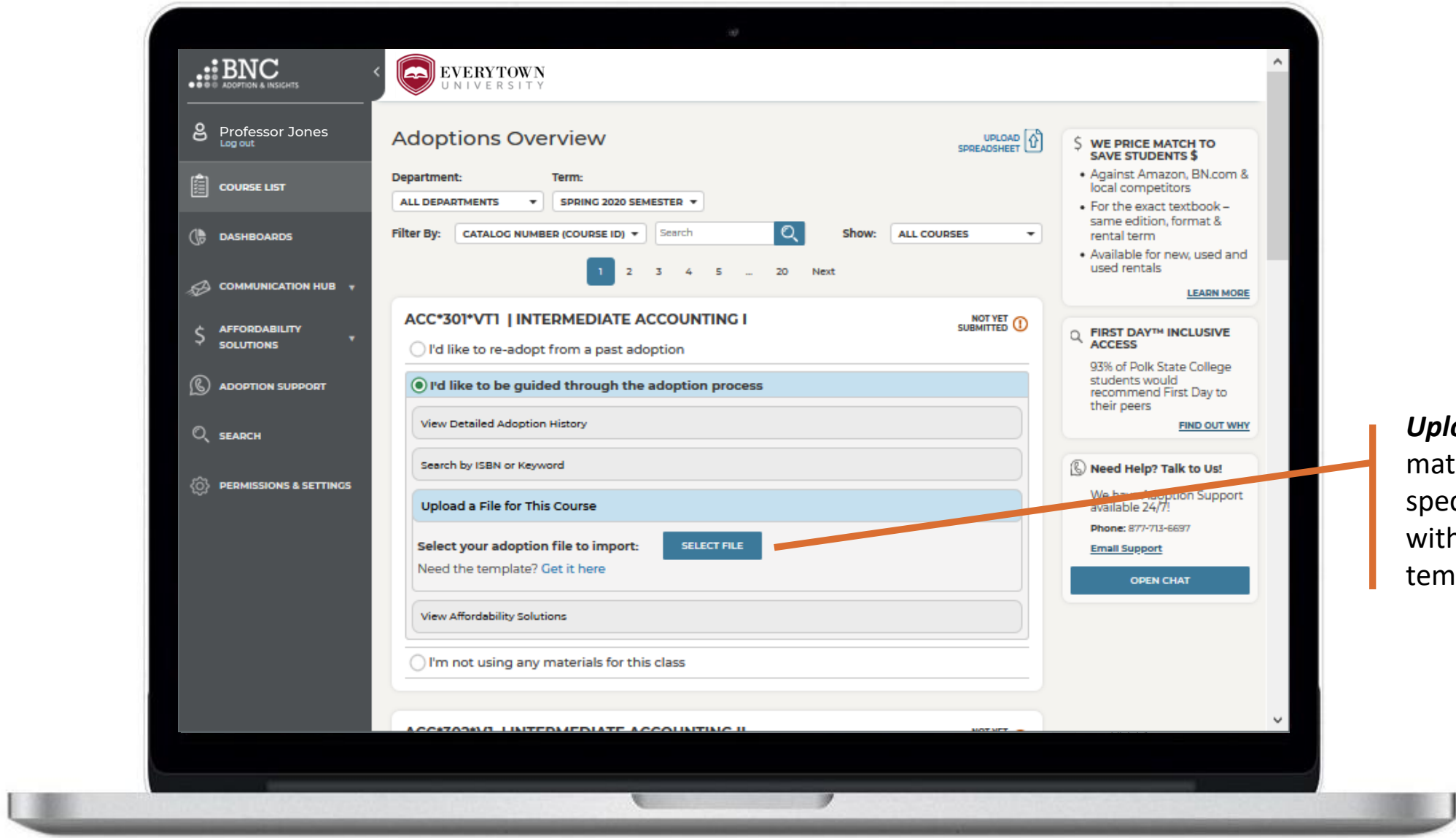


*Search* by ISBN or Keyword



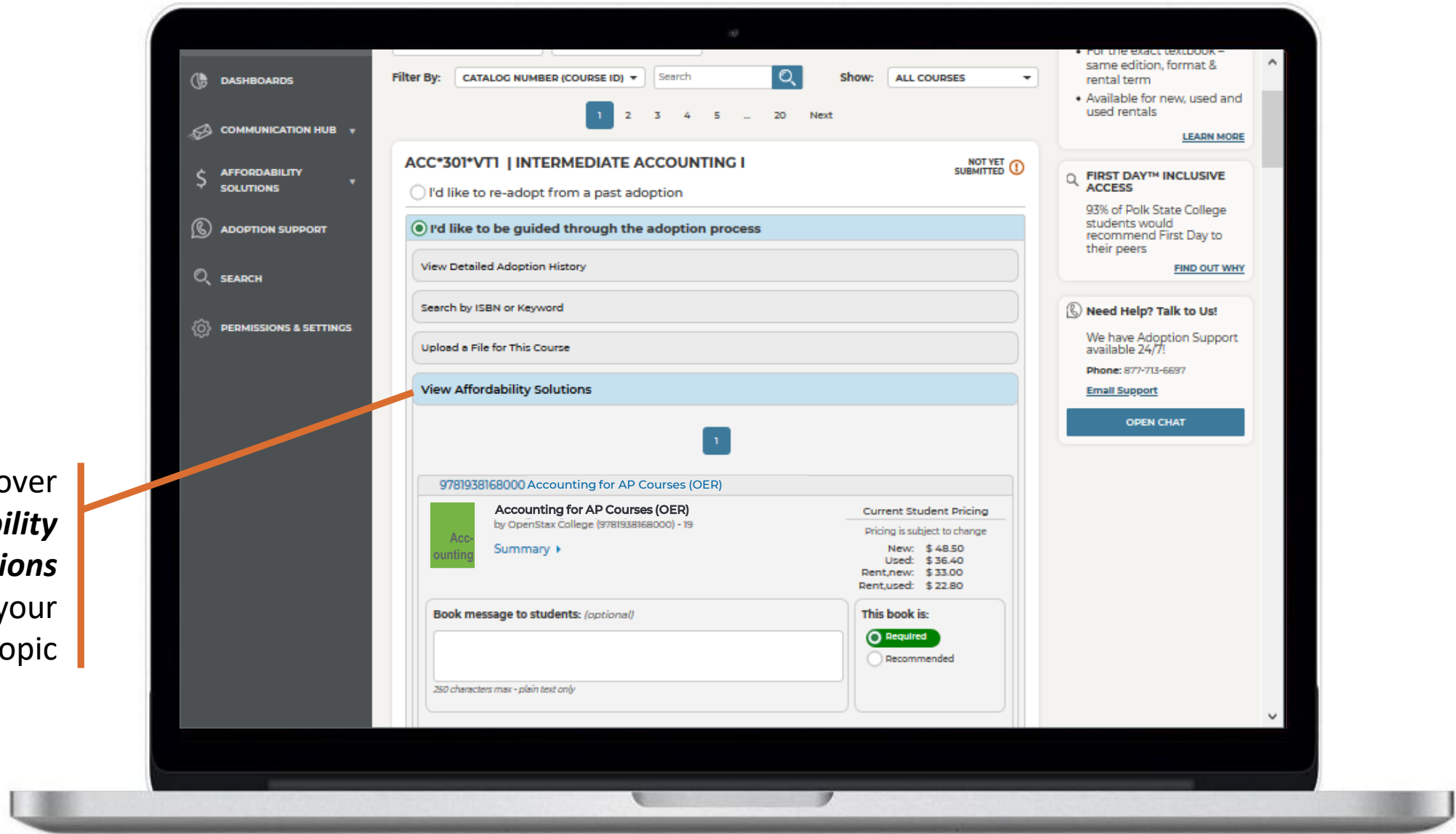


If you can't find the ISBN you are searching for, complete the New Title Add form here or contact the bookstore



**Upload** adoption materials for this specific section with an easy template

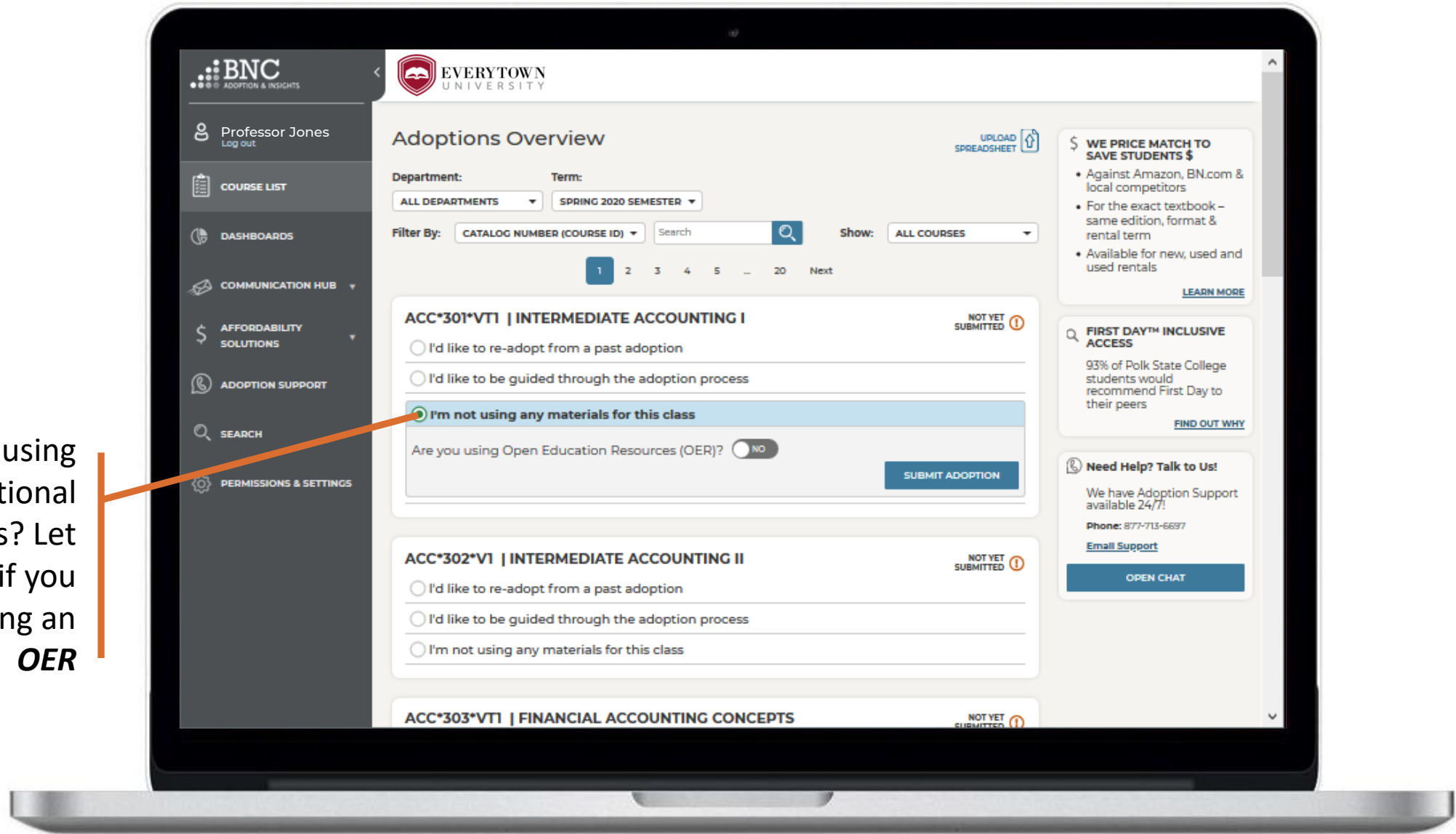
Discover  
**Affordability  
Solutions**  
specific to your  
course topic

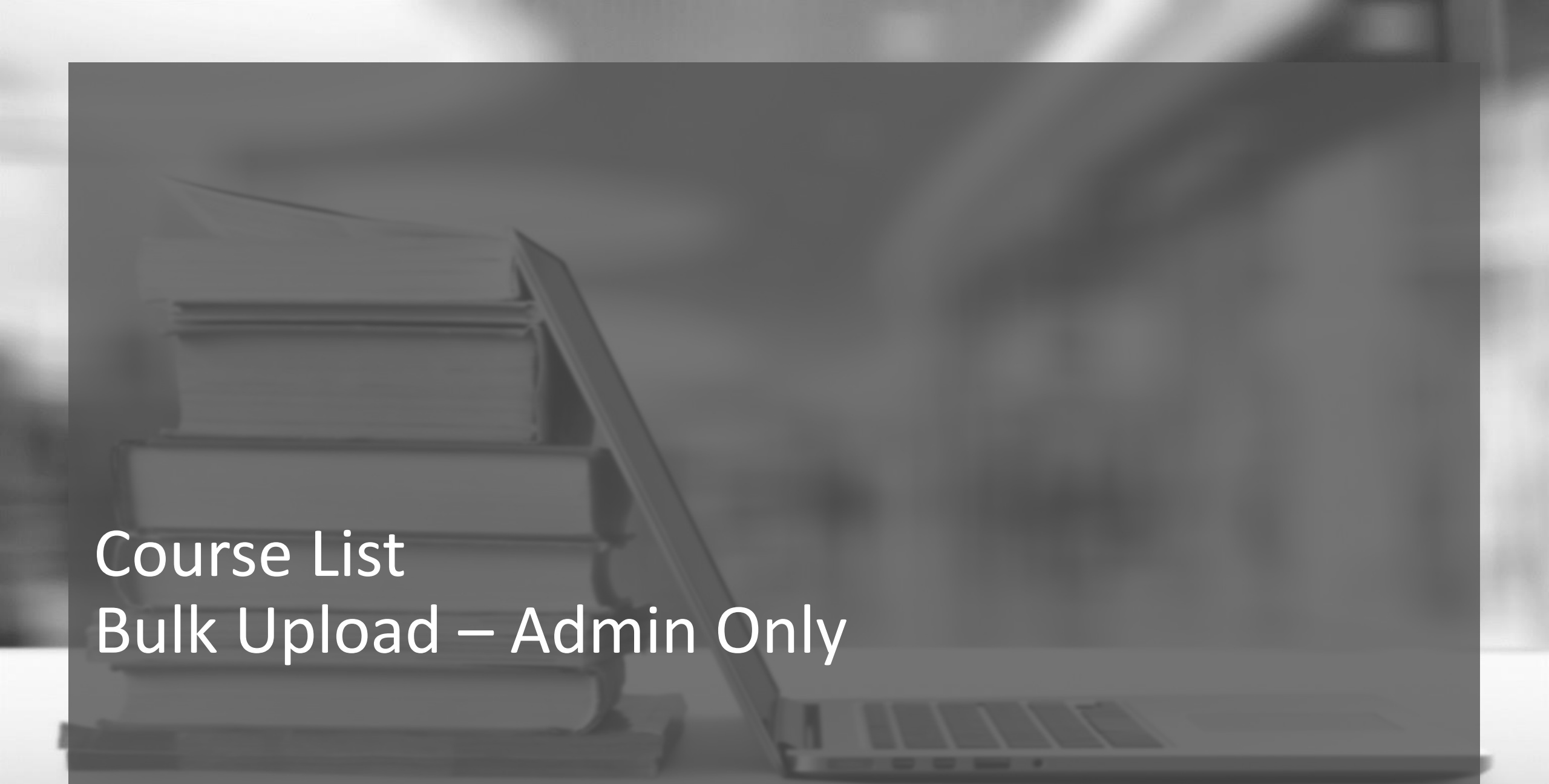


# In-Line Affordability Solutions

*The "View Affordability Solutions" feature populates at the course/section level depending on course history. The feature will display if there is course adoption history for terms and an appropriate affordability option that maps to that course adoption history. If this isn't available, users can utilize the "Search" functionality for affordable option materials in the catalog.*

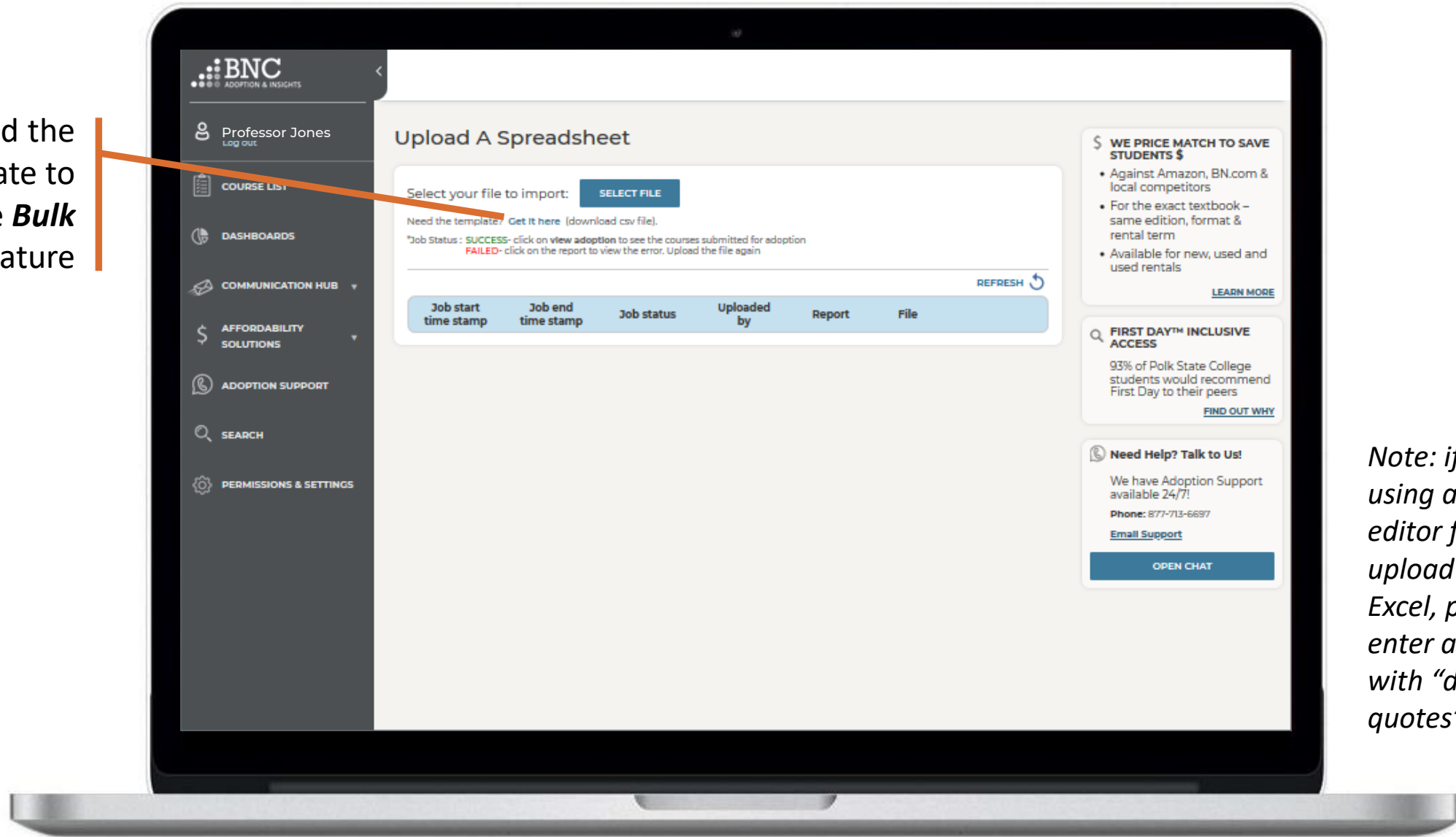
Not using traditional materials? Let us know if you are using an **OER**





# Course List Bulk Upload – Admin Only

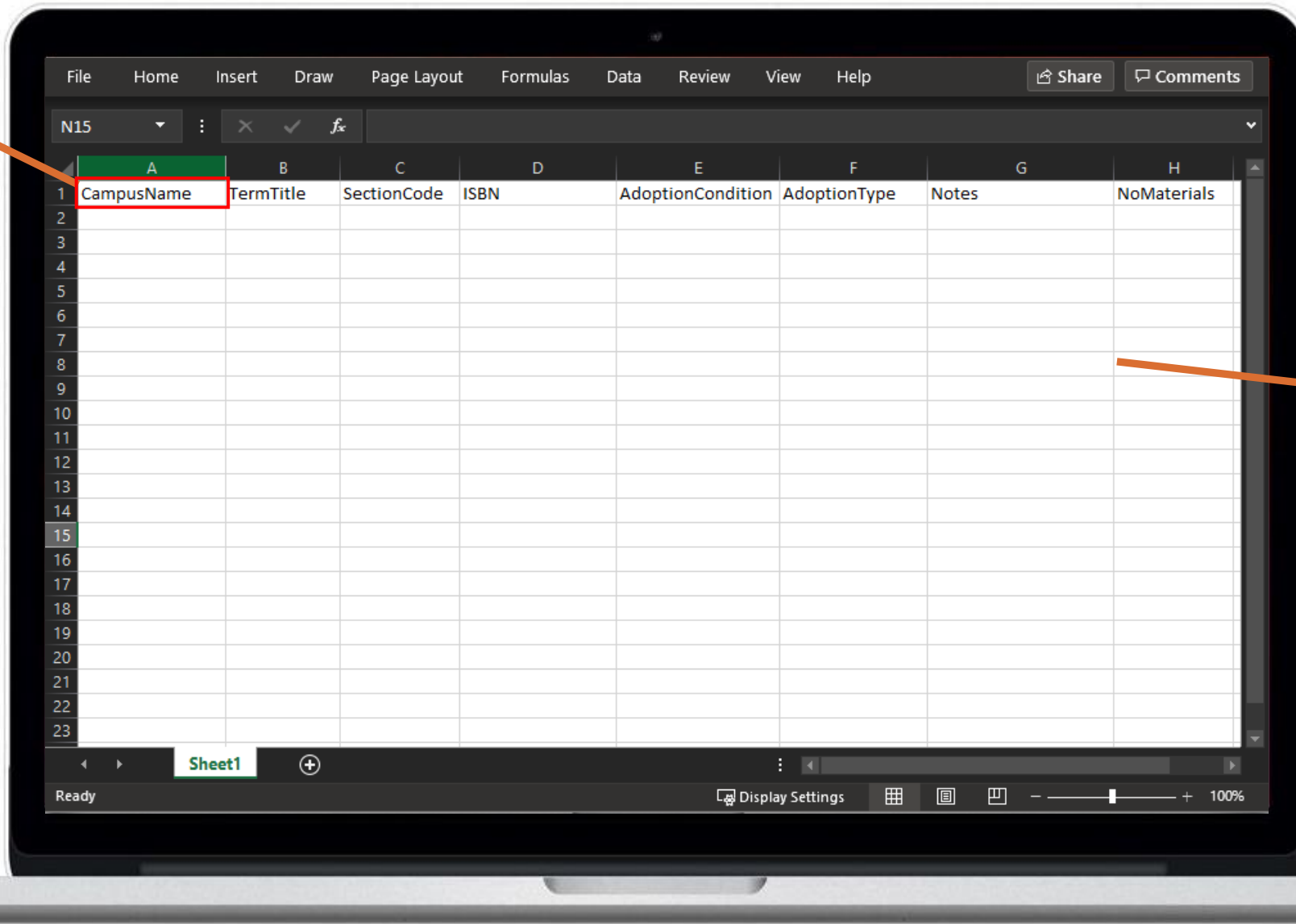
Download the template to use the **Bulk Upload** feature



*Note: if you are using a text editor for bulk upload and not Excel, please enter all values with “double quotes”*



*Note: If your institution has multiple campuses, there will be a "CampusName" column. Input the Campus Names exactly how they appear in AIP. If your institution has only one campus, this field will not appear.*



Use the template to **upload materials** to multiple courses

Input **Term Title** and **Section Code**:

This is a unique value used to identify the section available in your Student Information System data.

Input **ISBN** as a 13-digit number

Input **Adoption Condition**: Enter Any

Input **Adoption Type**: Enter Required or Recommended

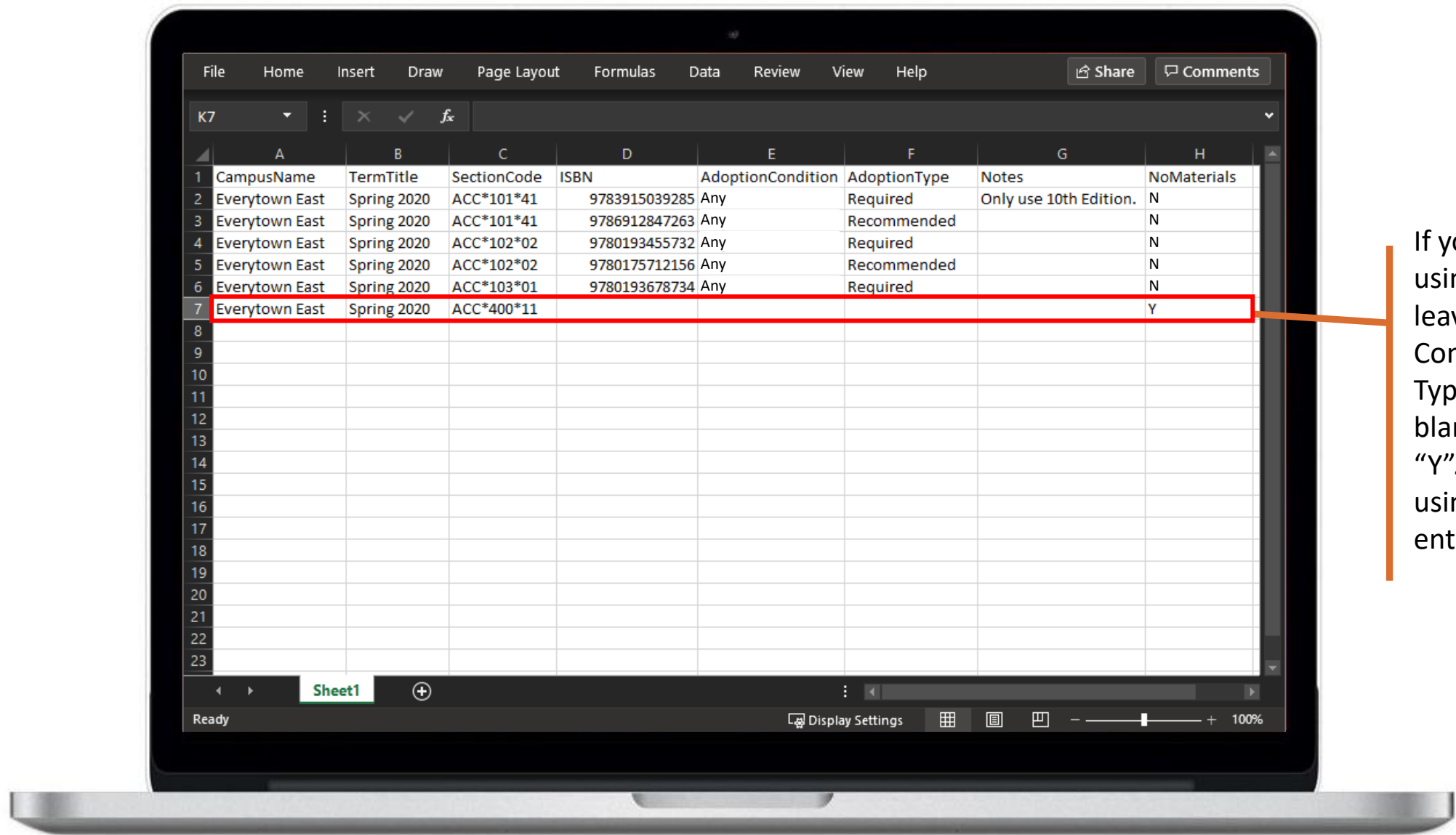
|    | A              | B           | C           | D             | E                 | F            | G                      | H           |
|----|----------------|-------------|-------------|---------------|-------------------|--------------|------------------------|-------------|
| 1  | CampusName     | TermTitle   | SectionCode | ISBN          | AdoptionCondition | AdoptionType | Notes                  | NoMaterials |
| 2  | Everytown East | Spring 2020 | ACC*101*41  | 9783915039285 | Any               | Required     | Only use 10th Edition. | N           |
| 3  | Everytown East | Spring 2020 | ACC*101*41  | 9786912847263 | Any               | Recommended  |                        | N           |
| 4  | Everytown East | Spring 2020 | ACC*102*02  | 9780193455732 | Any               | Required     |                        | N           |
| 5  | Everytown East | Spring 2020 | ACC*102*02  | 9780175712156 | Any               | Recommended  |                        | N           |
| 6  | Everytown East | Spring 2020 | ACC*103*01  | 9780193678734 | Any               | Required     |                        | N           |
| 7  |                |             |             |               |                   |              |                        |             |
| 8  |                |             |             |               |                   |              |                        |             |
| 9  |                |             |             |               |                   |              |                        |             |
| 10 |                |             |             |               |                   |              |                        |             |
| 11 |                |             |             |               |                   |              |                        |             |
| 12 |                |             |             |               |                   |              |                        |             |
| 13 |                |             |             |               |                   |              |                        |             |
| 14 |                |             |             |               |                   |              |                        |             |
| 15 |                |             |             |               |                   |              |                        |             |
| 16 |                |             |             |               |                   |              |                        |             |
| 17 |                |             |             |               |                   |              |                        |             |
| 18 |                |             |             |               |                   |              |                        |             |
| 19 |                |             |             |               |                   |              |                        |             |
| 20 |                |             |             |               |                   |              |                        |             |
| 21 |                |             |             |               |                   |              |                        |             |
| 22 |                |             |             |               |                   |              |                        |             |
| 23 |                |             |             |               |                   |              |                        |             |

Note: If your institution has multiple campuses, there will be a "CampusName" column, input the Campus Names exactly how they appear in AIP.

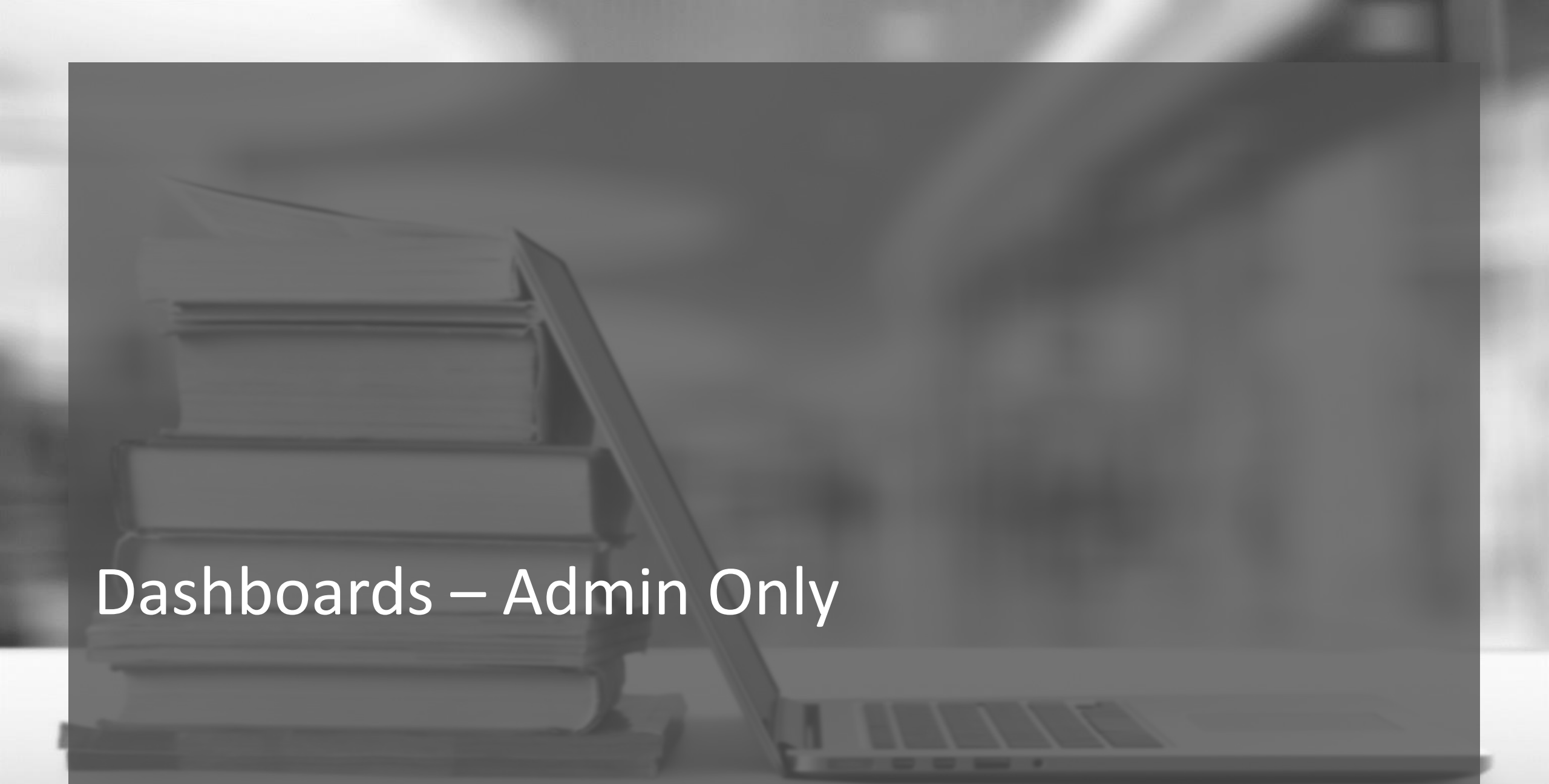
If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID

|    | A              | B           | C           | D             | E                 | F            | G                      | H           |
|----|----------------|-------------|-------------|---------------|-------------------|--------------|------------------------|-------------|
| 1  | CampusName     | TermTitle   | SectionCode | ISBN          | AdoptionCondition | AdoptionType | Notes                  | NoMaterials |
| 2  | Everytown East | Spring 2020 | ACC*101*41  | 9783915039285 | Any               | Required     | Only use 10th Edition. | N           |
| 3  | Everytown East | Spring 2020 | ACC*101*41  | 9786912847263 | Any               | Recommended  |                        | N           |
| 4  | Everytown East | Spring 2020 | ACC*102*02  | 9780193455732 | Any               | Required     |                        | N           |
| 5  | Everytown East | Spring 2020 | ACC*102*02  | 9780175712156 | Any               | Recommended  |                        | N           |
| 6  | Everytown East | Spring 2020 | ACC*103*01  | 9780193678734 | Any               | Required     |                        | N           |
| 7  |                |             |             |               |                   |              |                        |             |
| 8  |                |             |             |               |                   |              |                        |             |
| 9  |                |             |             |               |                   |              |                        |             |
| 10 |                |             |             |               |                   |              |                        |             |
| 11 |                |             |             |               |                   |              |                        |             |
| 12 |                |             |             |               |                   |              |                        |             |
| 13 |                |             |             |               |                   |              |                        |             |
| 14 |                |             |             |               |                   |              |                        |             |
| 15 |                |             |             |               |                   |              |                        |             |
| 16 |                |             |             |               |                   |              |                        |             |
| 17 |                |             |             |               |                   |              |                        |             |
| 18 |                |             |             |               |                   |              |                        |             |
| 19 |                |             |             |               |                   |              |                        |             |
| 20 |                |             |             |               |                   |              |                        |             |
| 21 |                |             |             |               |                   |              |                        |             |
| 22 |                |             |             |               |                   |              |                        |             |
| 23 |                |             |             |               |                   |              |                        |             |

**Notes:** This to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field

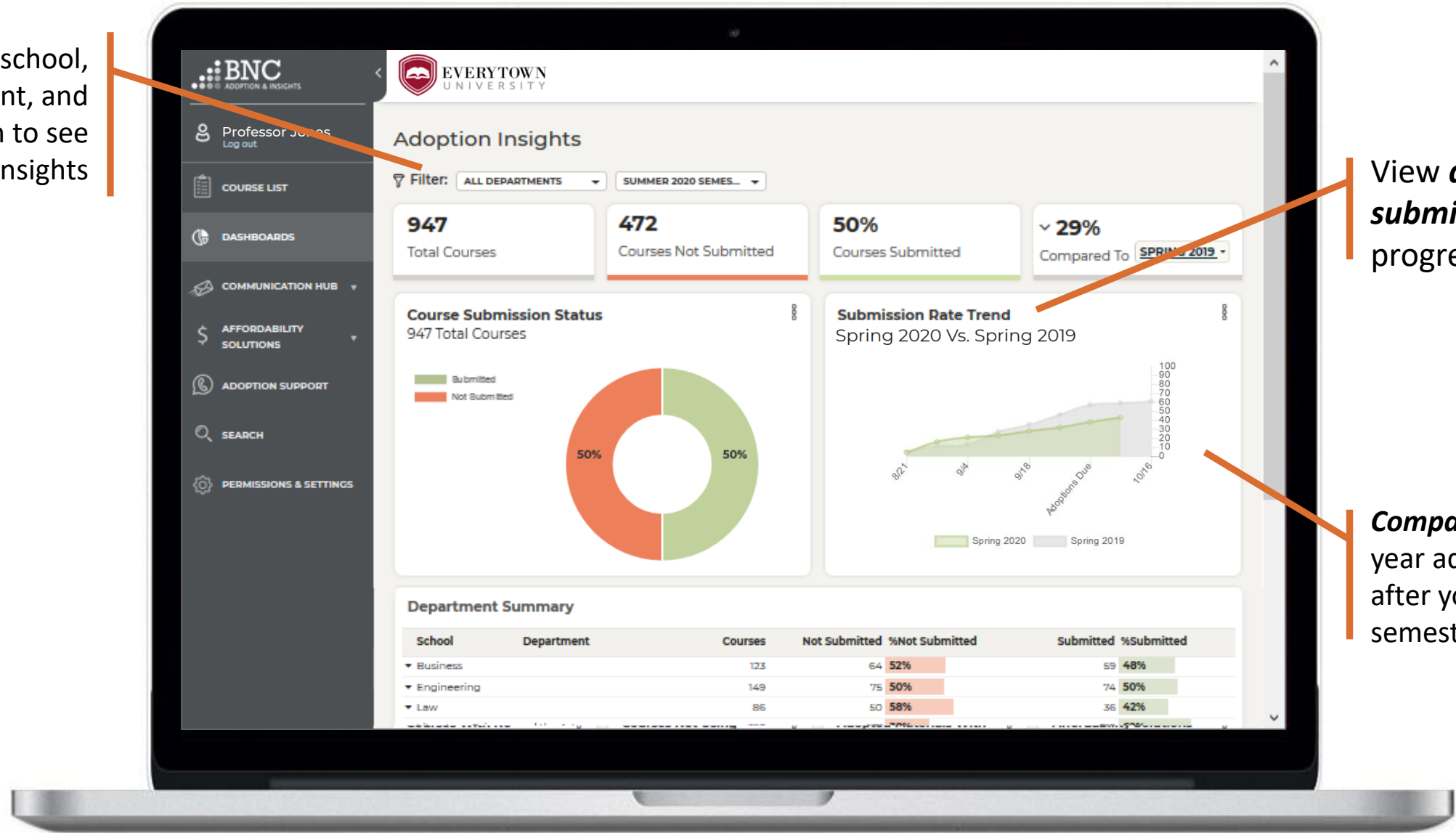


If you are **not** using materials, leave the ISBN, Condition, and Type columns blank, and enter “Y”. If you **are** using materials, enter “N”

A grayscale photograph of a desk with a stack of papers on the left and a laptop on the right. The image is semi-transparent, serving as a background for the text.

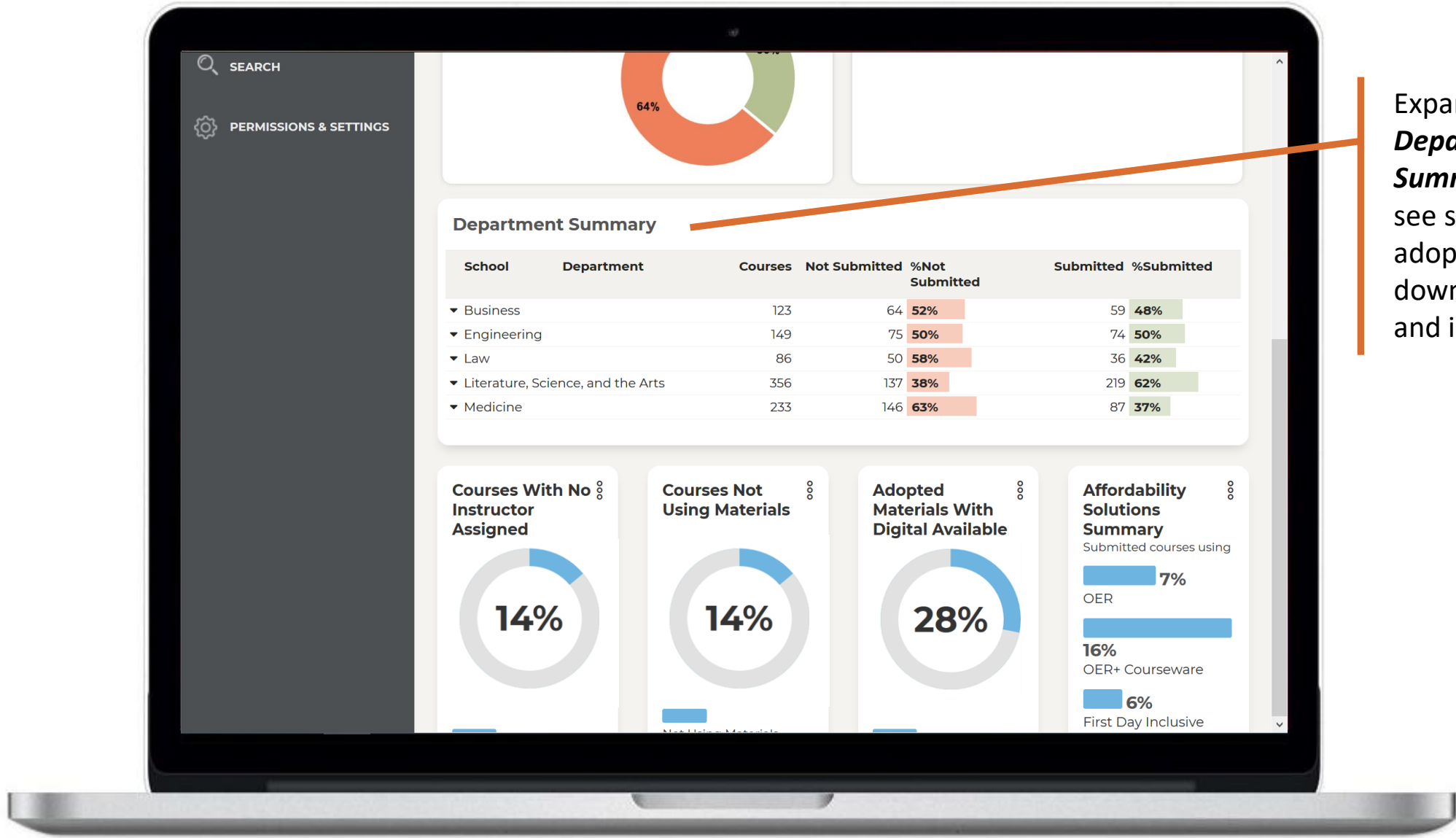
# Dashboards – Admin Only

**Filter** by school, department, and term to see detailed insights



View **adoption submission** progress

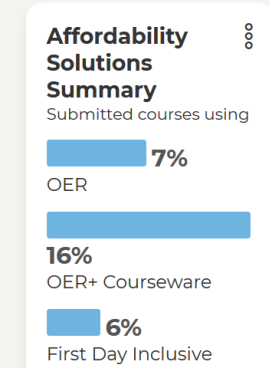
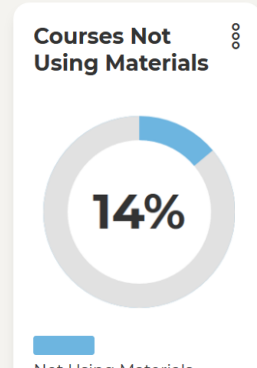
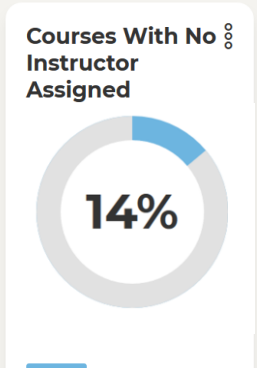
**Compare** year over year adoption trends after your first semester using AIP



Expand the **Department Summary Table** to see specific adoption data down to course and instructor level

**Department Summary**

| School | Department                        | Courses | Not Submitted | %Not Submitted | Submitted | %Submitted |
|--------|-----------------------------------|---------|---------------|----------------|-----------|------------|
| ▼      | Business                          | 123     | 64            | 52%            | 59        | 48%        |
| ▼      | Engineering                       | 149     | 75            | 50%            | 74        | 50%        |
| ▼      | Law                               | 86      | 50            | 58%            | 36        | 42%        |
| ▼      | Literature, Science, and the Arts | 356     | 137           | 38%            | 219       | 62%        |
| ▼      | Medicine                          | 233     | 146           | 63%            | 87        | 37%        |



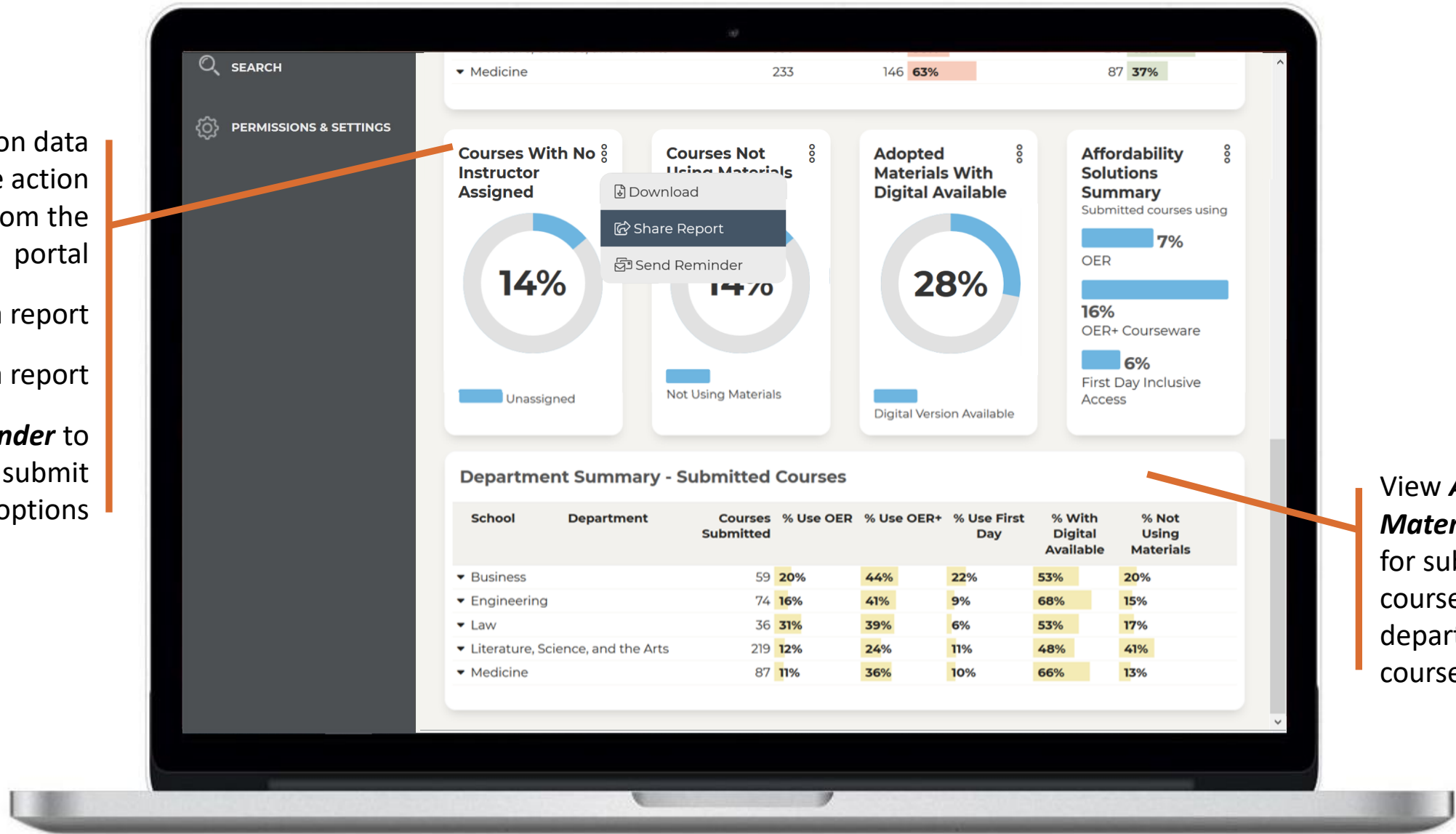


See adoption data and take action directly from the portal

**Download** a report

**Share** a report

**Send a Reminder** to faculty to submit missing adoptions

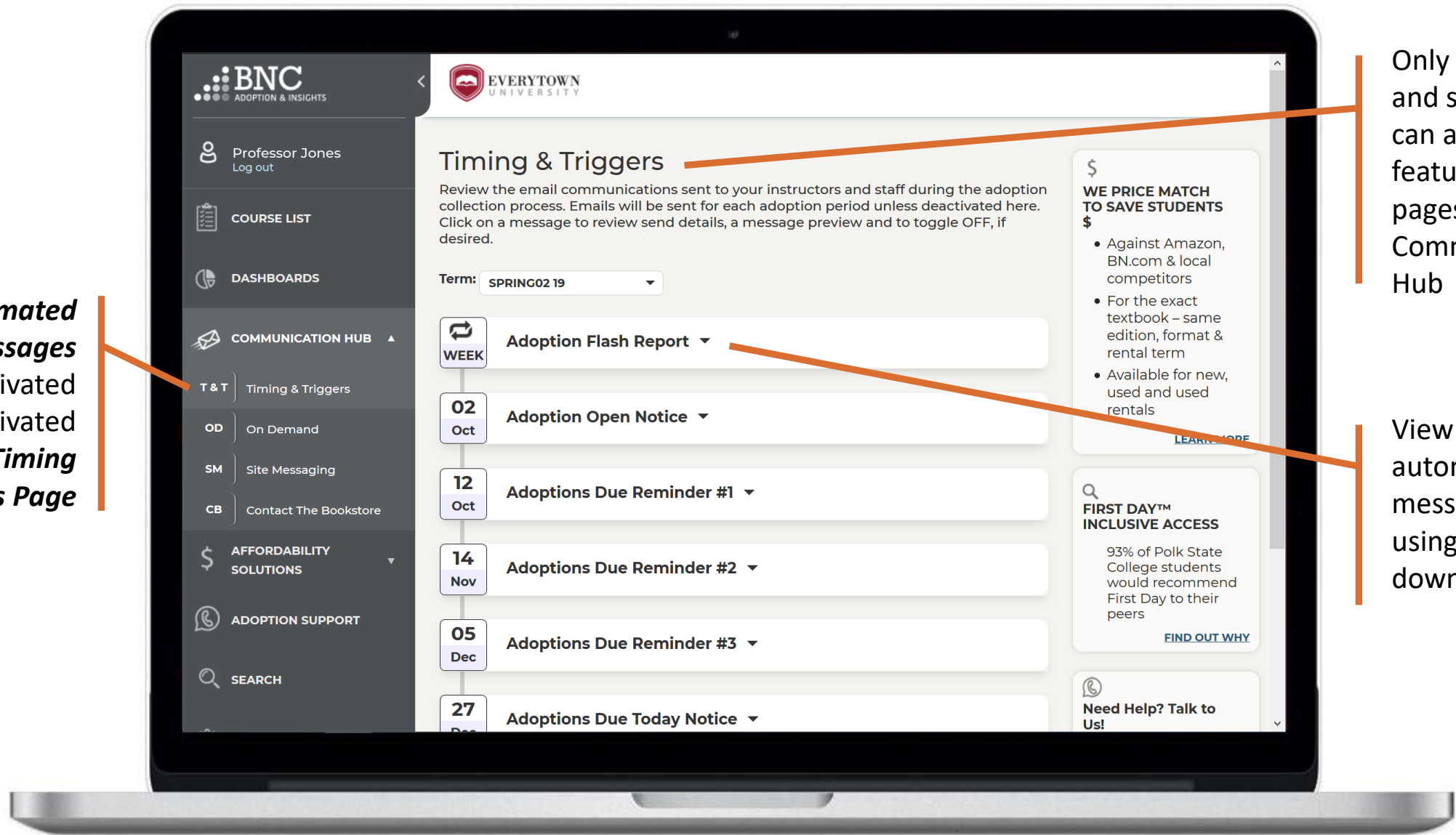


View **Adopted Material Insights** for submitted courses by school, department, and course



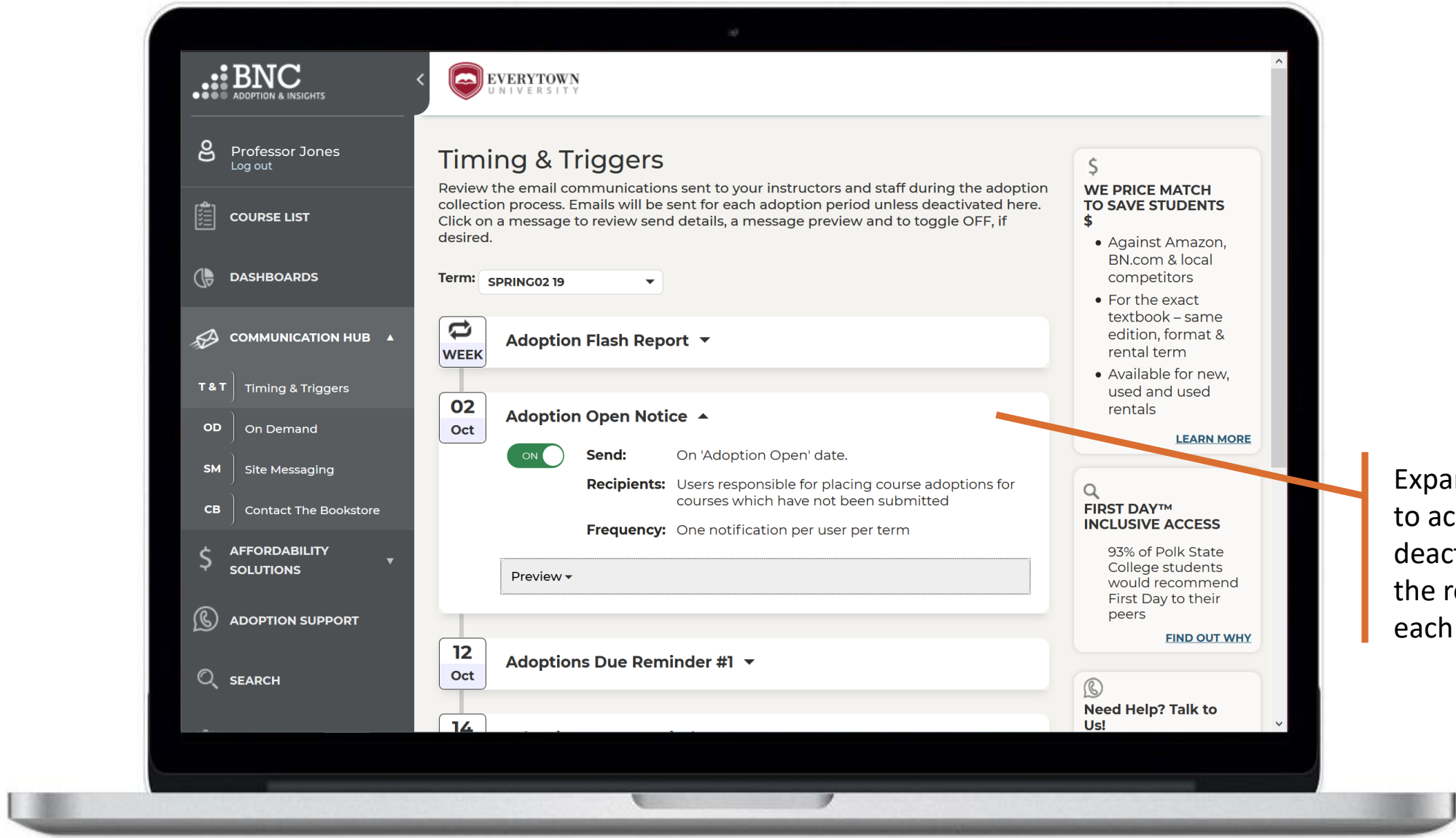
# Communication Hub

Automated Email Messages can be activated and deactivated from the **Timing & Triggers Page**



Only leadership and select users can access certain features and pages within the Communication Hub

View **Send Dates** of automated email messages by term using the drop down



**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

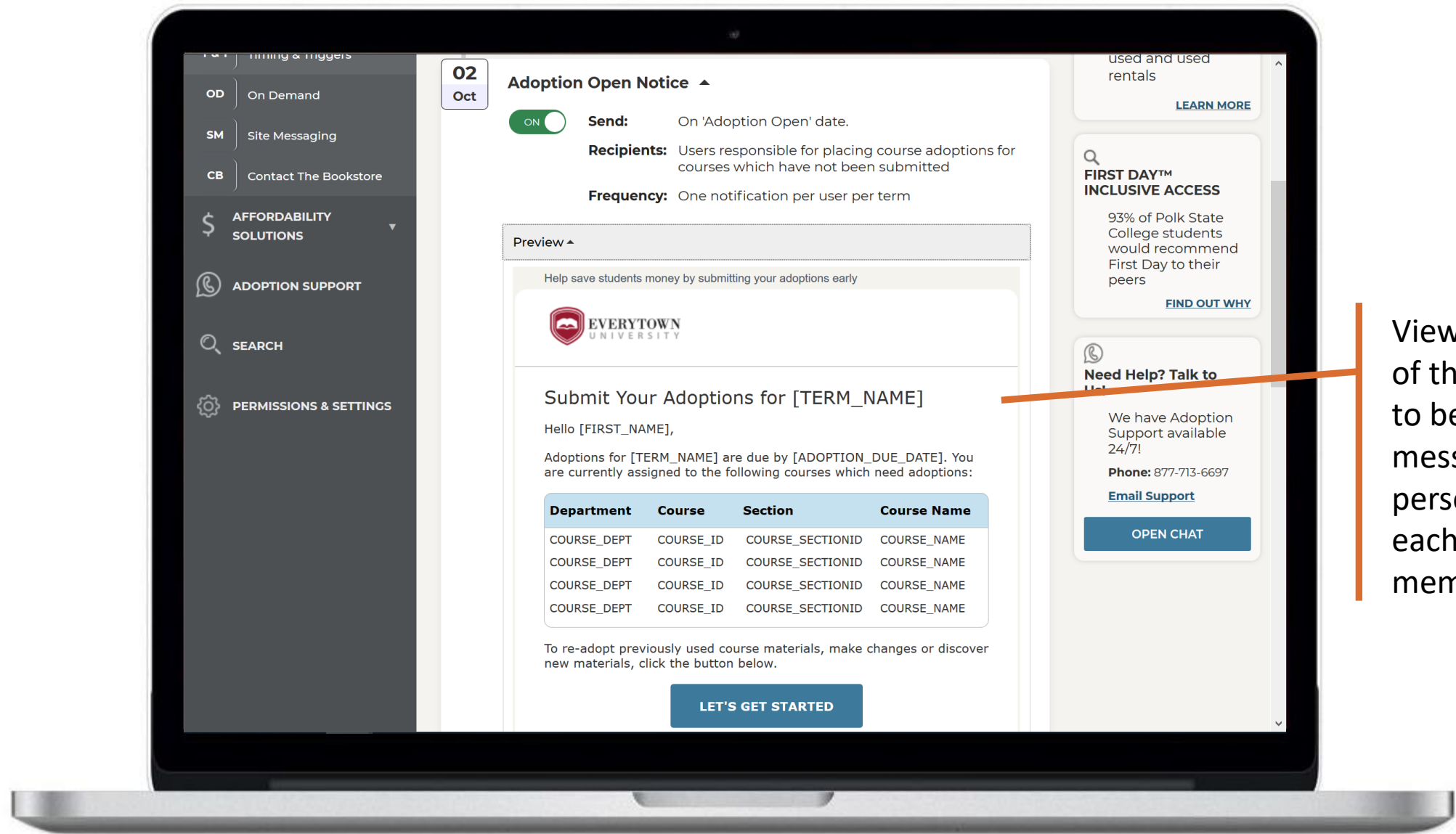
[LEARN MORE](#)

**FIRST DAY™ INCLUSIVE ACCESS**

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

[FIND OUT WHY](#)

Expand a message to activate/deactivate. View the recipients of each message.




02  
Oct

### Adoption Open Notice

**Send:** On 'Adoption Open' date.  
**Recipients:** Users responsible for placing course adoptions for courses which have not been submitted  
**Frequency:** One notification per user per term

Preview

Help save students money by submitting your adoptions early



#### Submit Your Adoptions for [TERM\_NAME]

Hello [FIRST\_NAME],

Adoptions for [TERM\_NAME] are due by [ADOPTION\_DUE\_DATE]. You are currently assigned to the following courses which need adoptions:

| Department  | Course    | Section          | Course Name |
|-------------|-----------|------------------|-------------|
| COURSE_DEPT | COURSE_ID | COURSE_SECTIONID | COURSE_NAME |
| COURSE_DEPT | COURSE_ID | COURSE_SECTIONID | COURSE_NAME |
| COURSE_DEPT | COURSE_ID | COURSE_SECTIONID | COURSE_NAME |
| COURSE_DEPT | COURSE_ID | COURSE_SECTIONID | COURSE_NAME |

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

**LET'S GET STARTED**

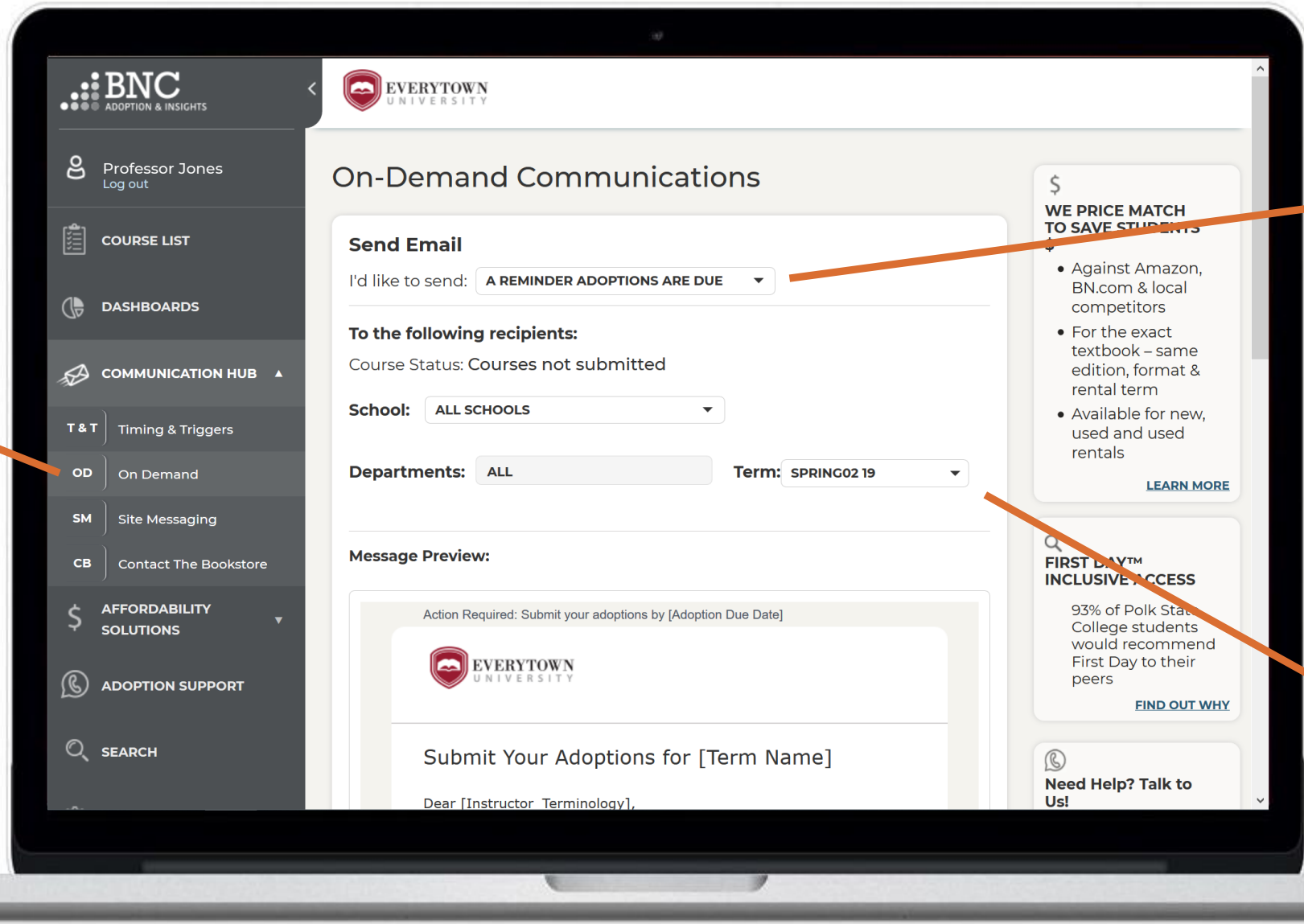
used and used rentals  
[LEARN MORE](#)

**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**

View a *preview* of the message to be sent. The message will be personalized to each faculty member

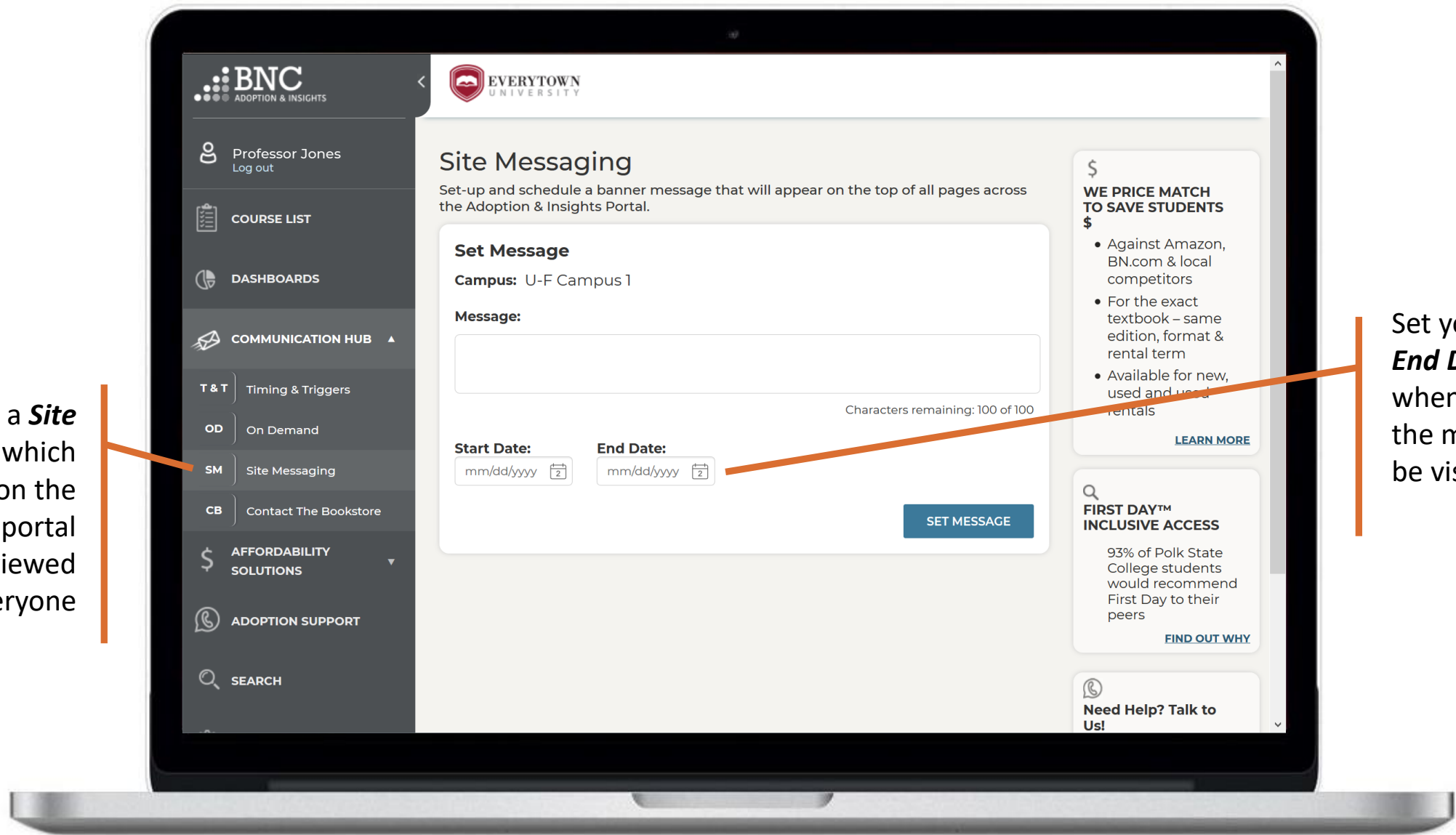
Send a message directly to faculty with the **On-Demand** section



Select the **topic** of message you'd like to send

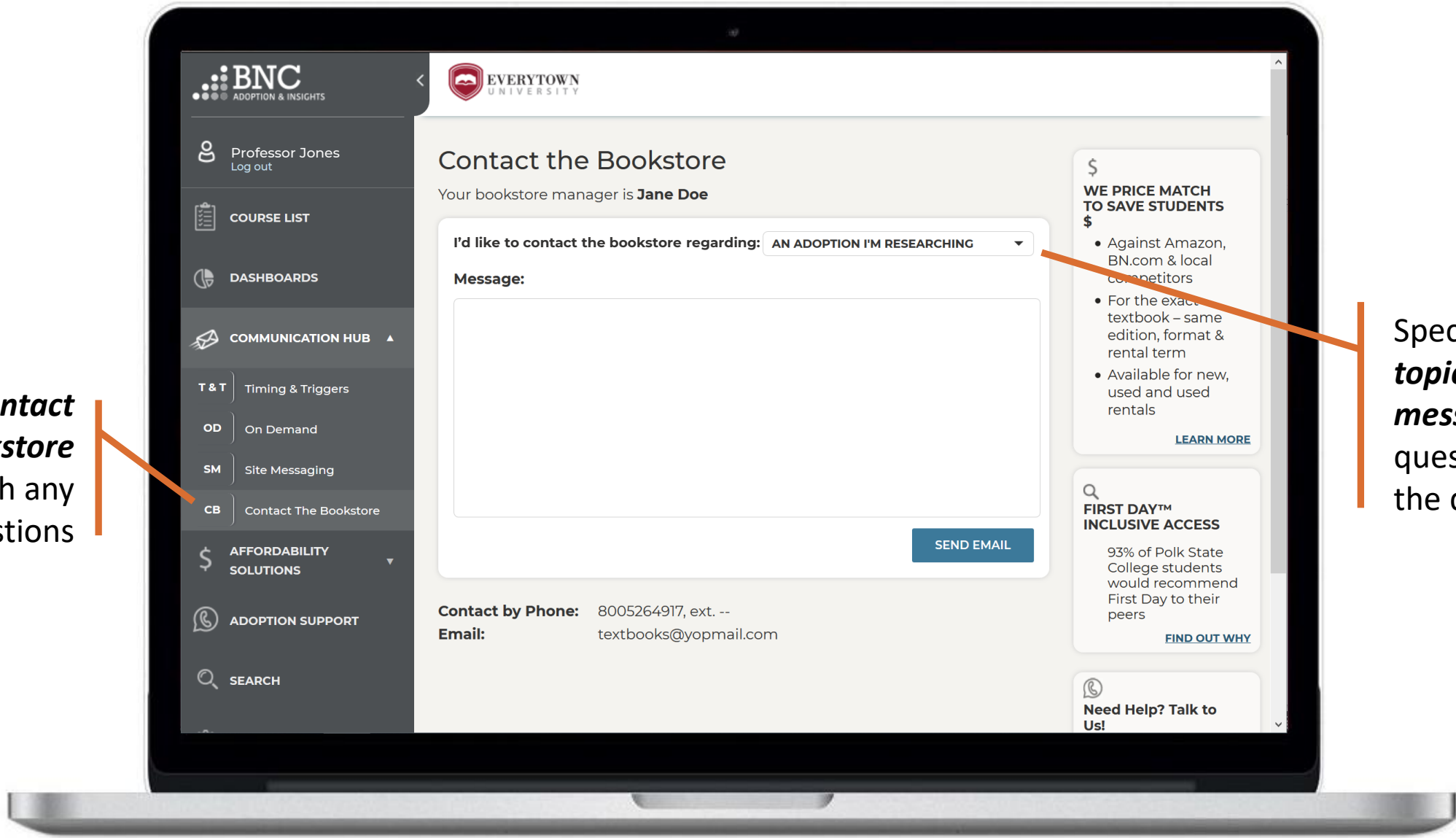
Select **audience** using the filters, preview and send message

Craft a **Site Message** which will live on the top of the portal and be viewed by everyone



Set your **Start** and **End Dates** for when you want the message to be visible





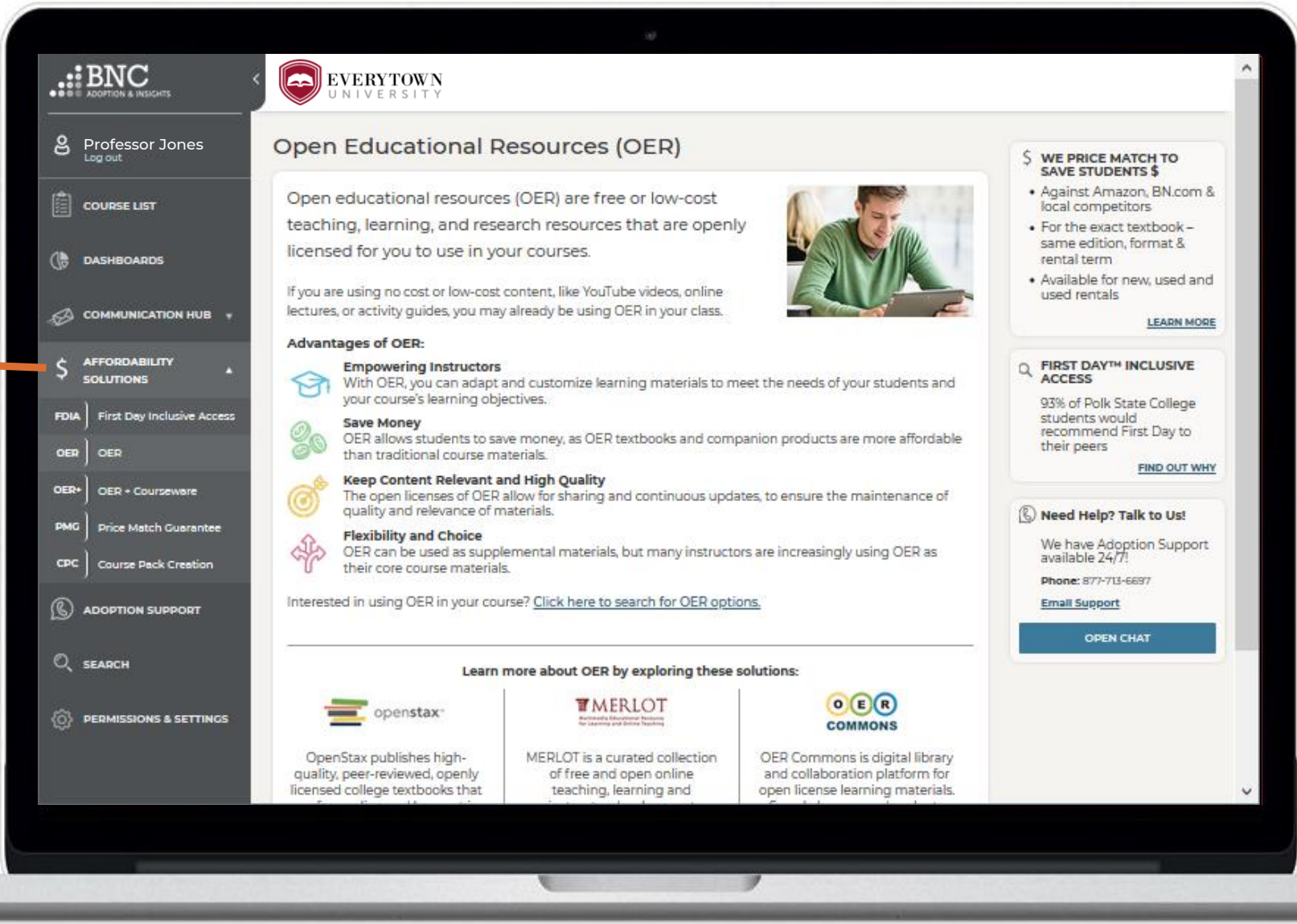
Easily **Contact the Bookstore** with any questions

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



# Affordability Solutions

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



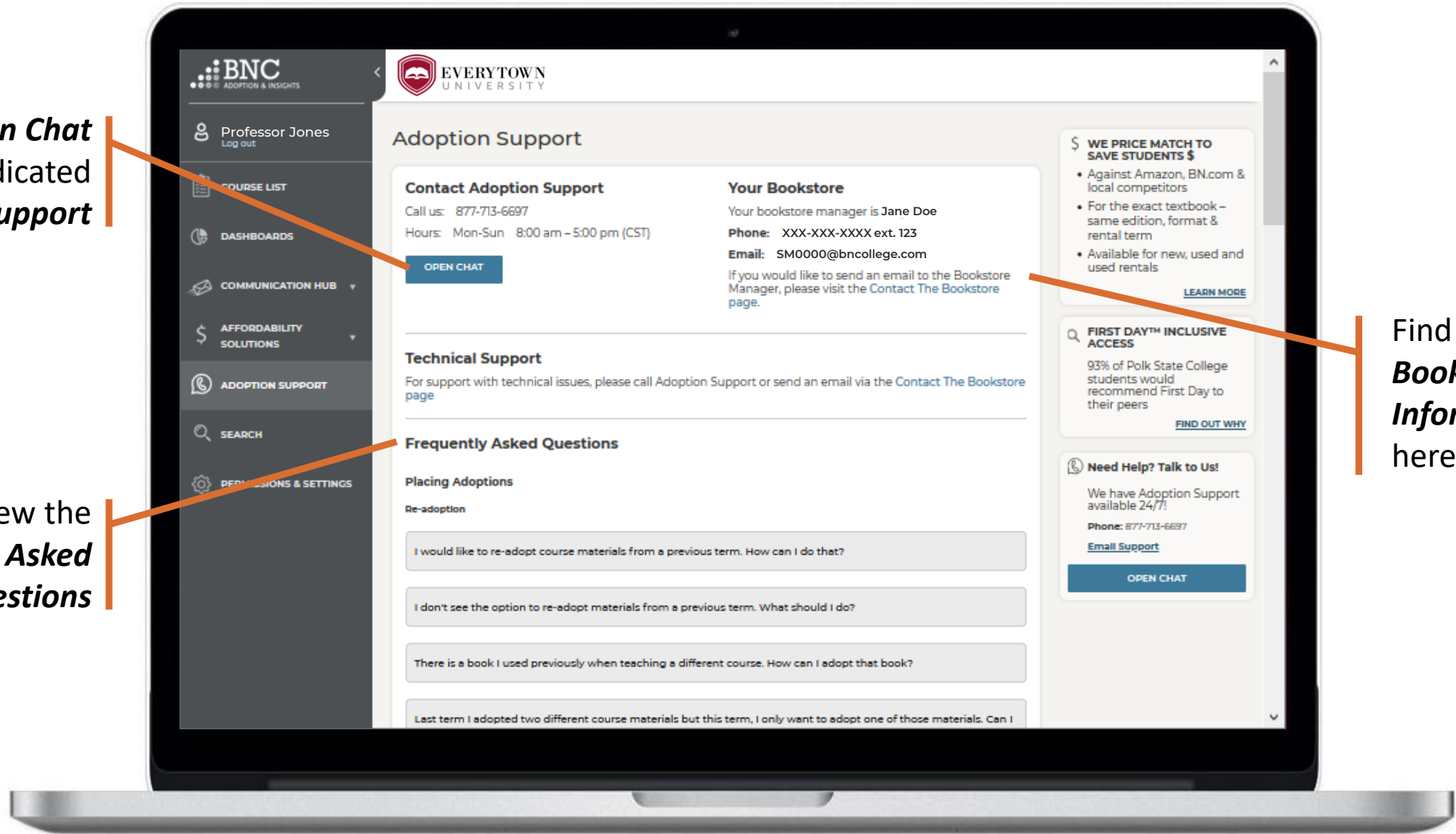
A grayscale photograph of a desk with a stack of papers on the left and a laptop on the right. The scene is dimly lit, with a soft light source from the right creating a glow on the laptop and the papers. The background is blurred, suggesting an office or study environment.

# Adoption Support

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

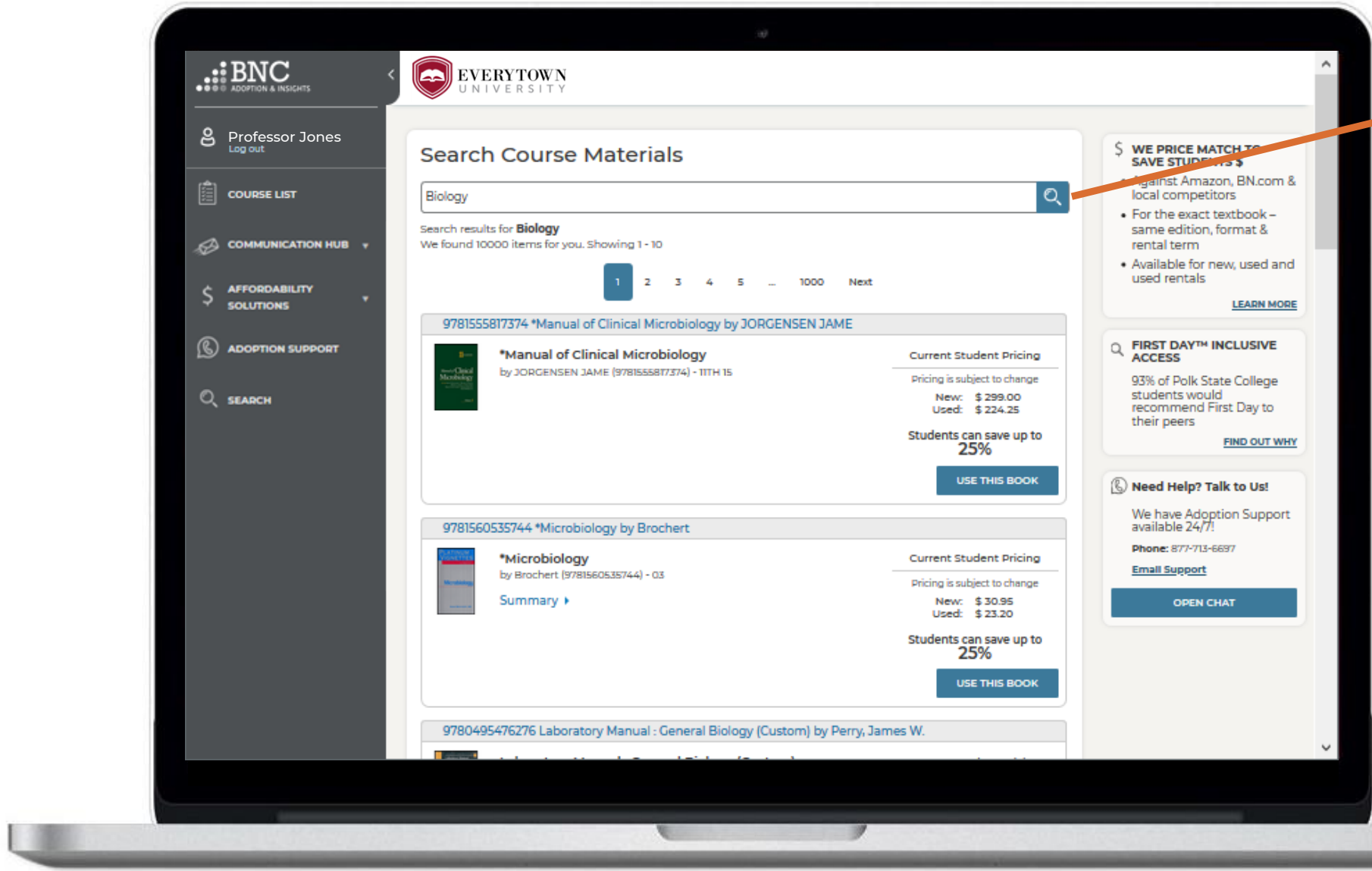
View the **Frequently Asked Questions**

Find your **Bookstore Information** here





# Search & Research



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

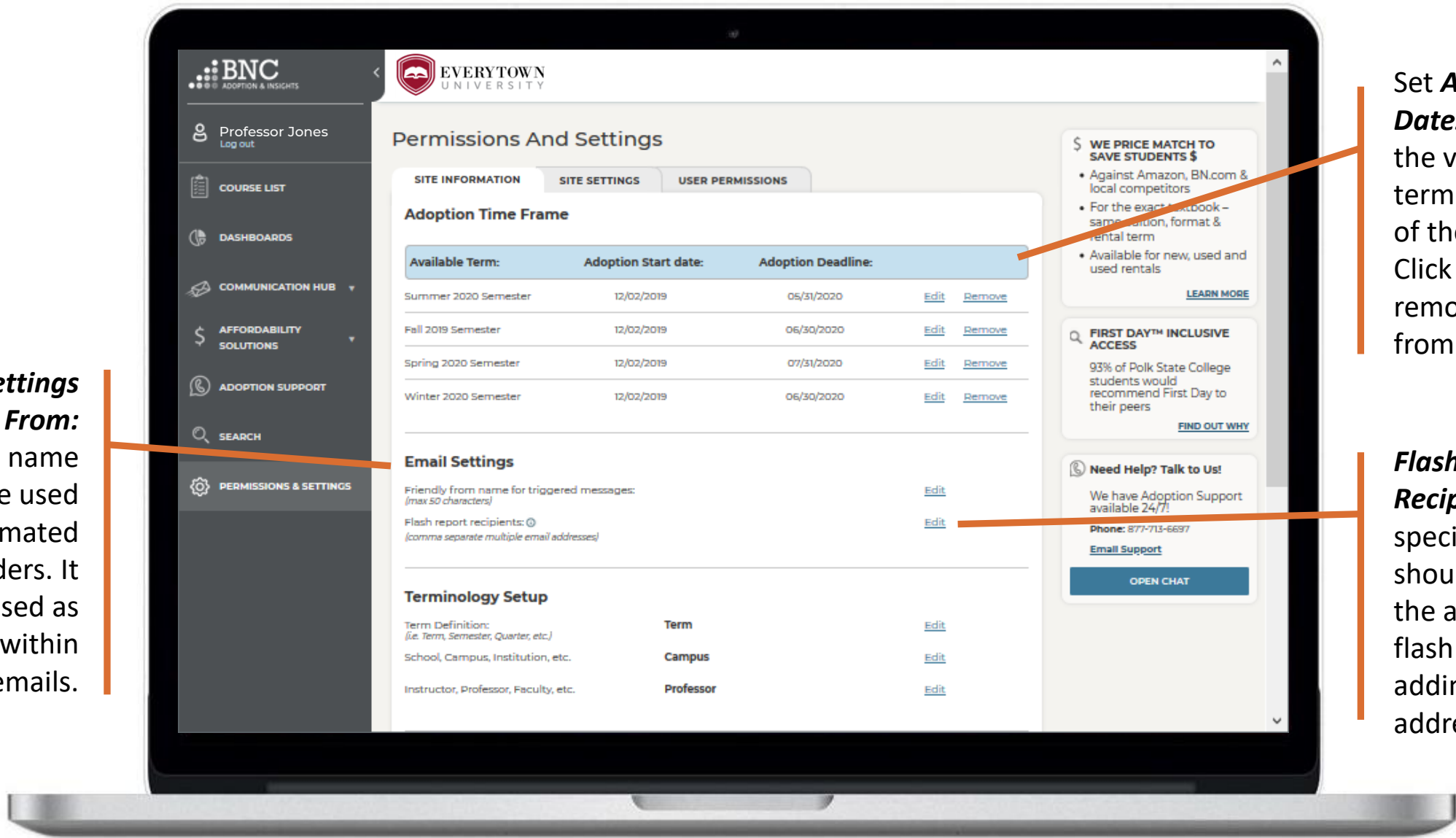




# Permissions & Settings

Administration & Academic Leadership

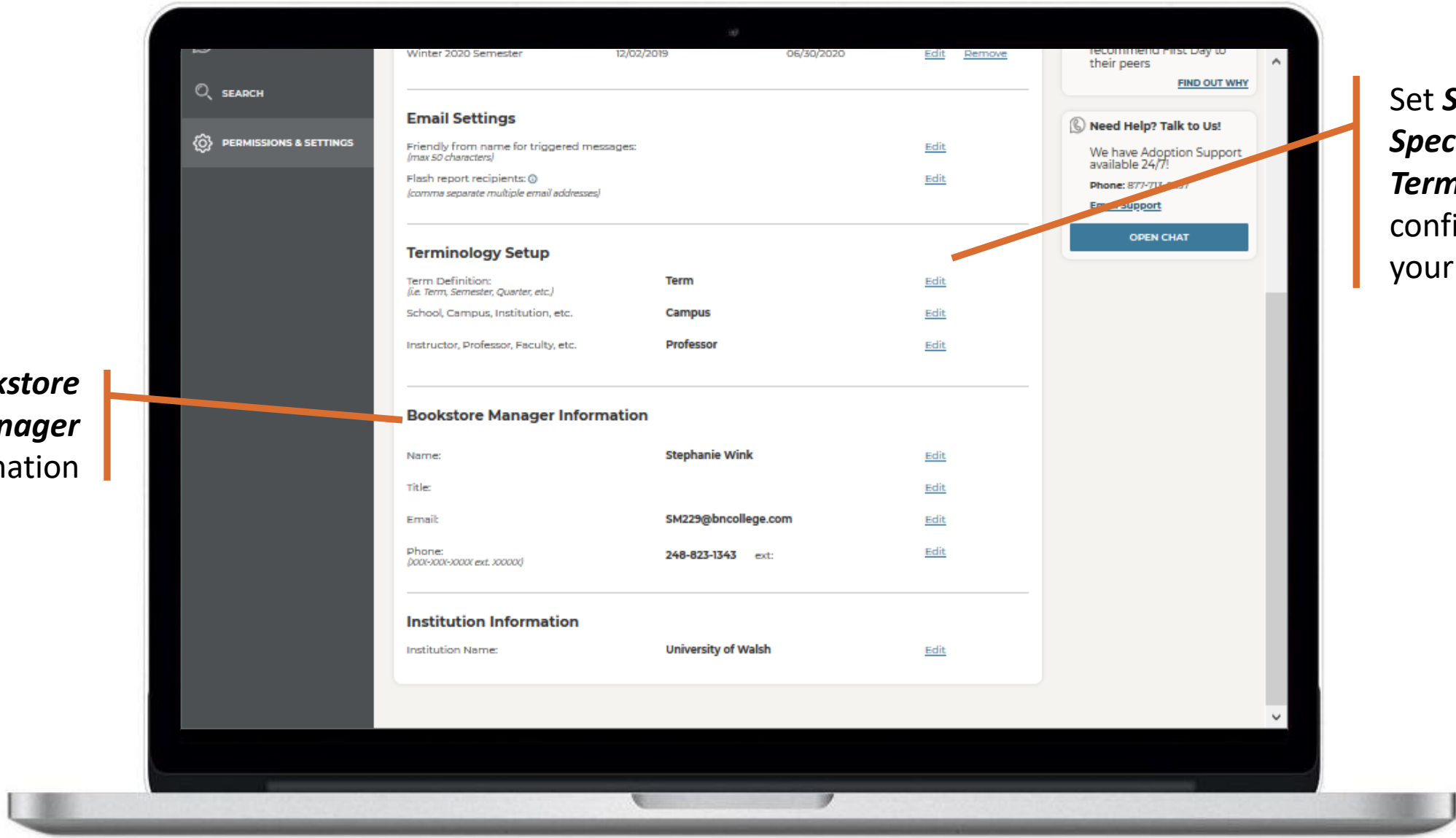




Set **Email Settings Friendly From:** 'from' sender name which will be used for the automated email reminders. It will also be used as the sign-off within those emails.

Set **Adoption Dates:** this drives the visibility of the term in other areas of the platform. Click **Remove** to remove the term from view

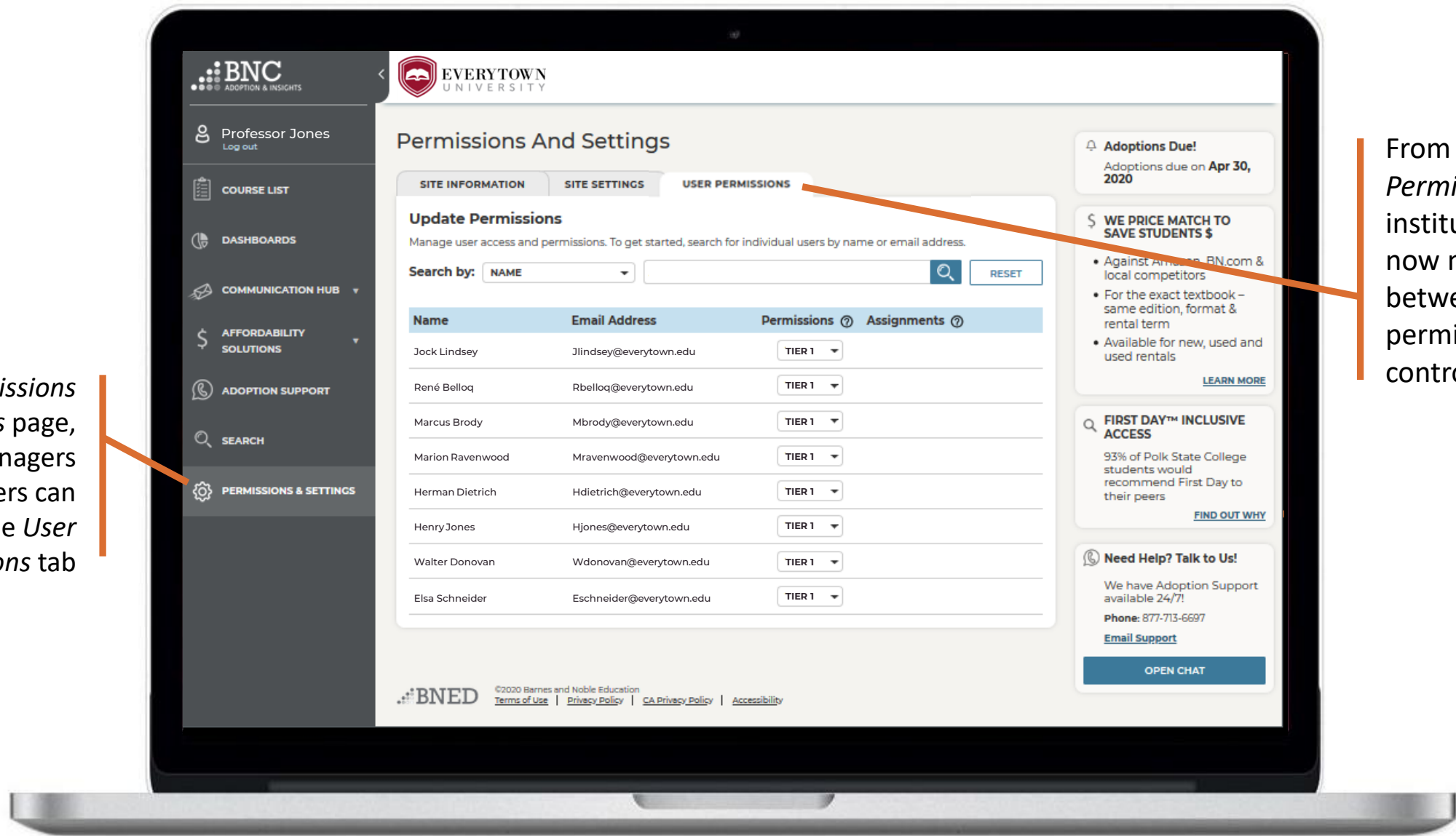
**Flash Report Recipients** - specify who should receive the automated flash report by adding email addresses here



Edit **Bookstore Manager** information

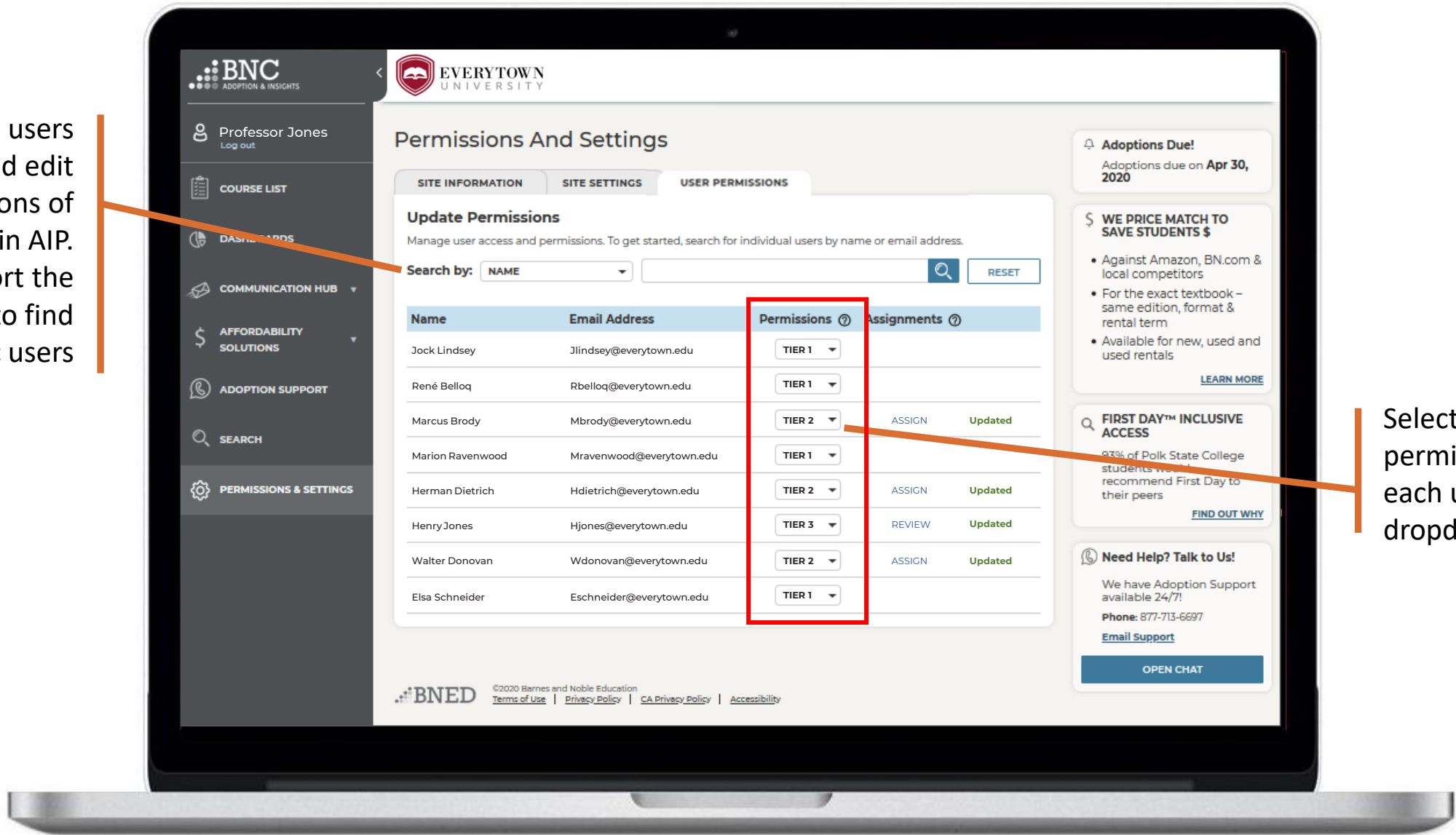
Set **School-Specific Terminology** to configure AIP for your institution

On the *Permissions & Settings* page, Bookstore Managers & Tier 3 users can access the *User Permissions* tab



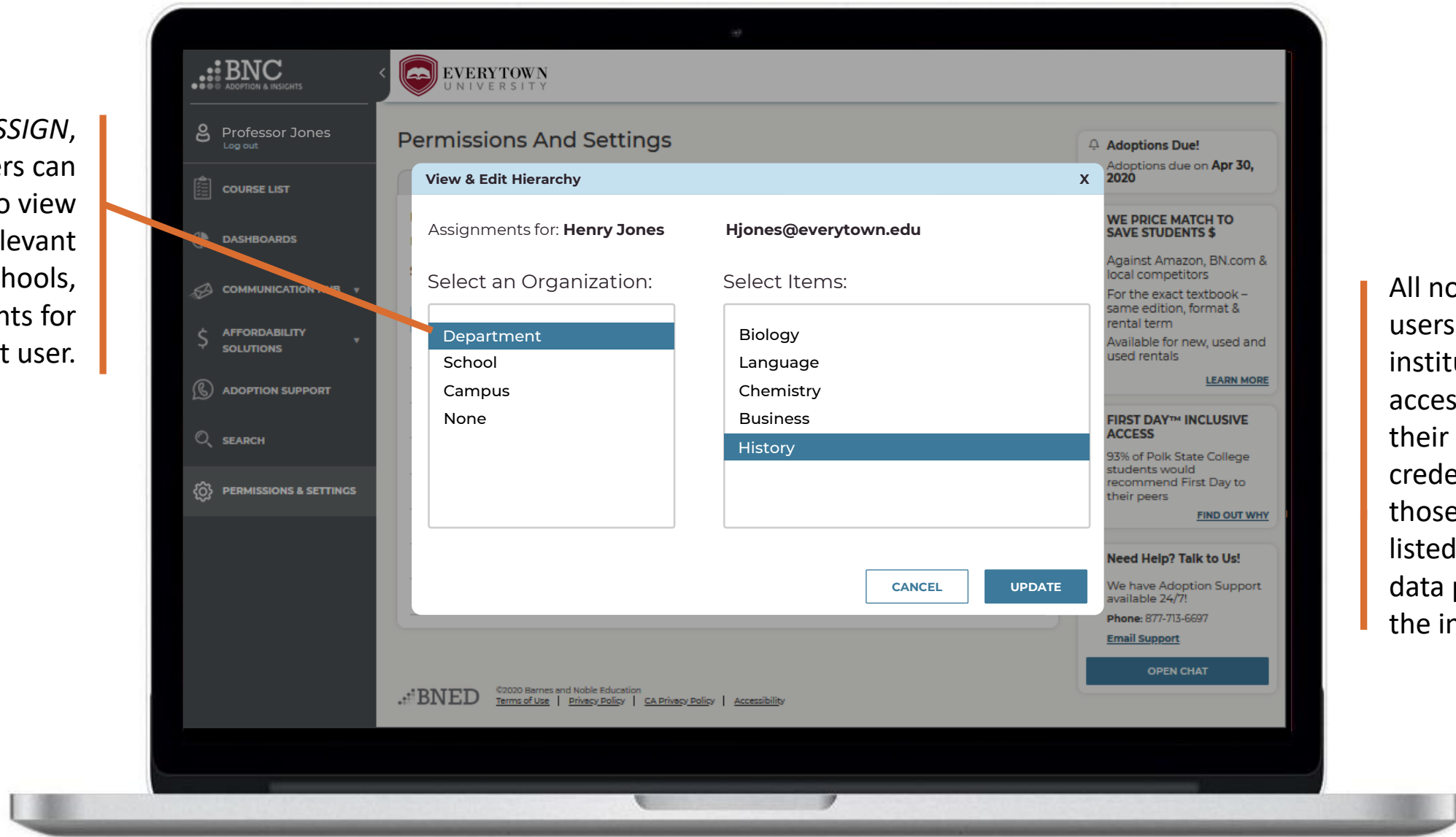
From the *User Permissions* tab, institutions can now move all users between different permission levels to control their access

Here, Tier 3 users can view and edit the permissions of all users in AIP. Search and sort the results to find specific users



Select the desired permissions level for each user with the dropdown menu

By clicking **ASSIGN**, Tier 2 & 3 users can be limited to view only relevant campuses, schools, or departments for that user.

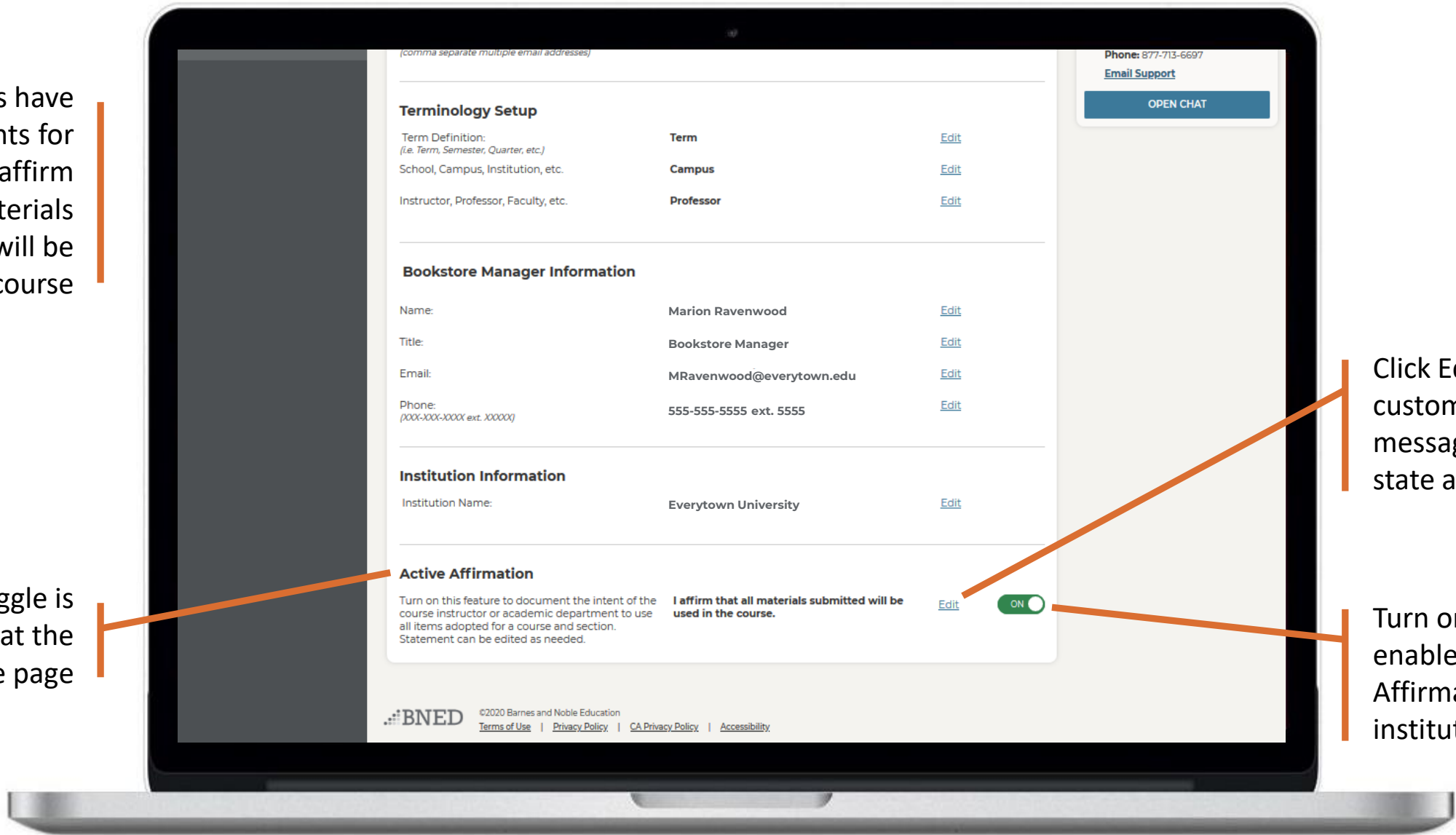


All non-student users at the institution can access AIP with their institutional credentials, even if those users are not listed in the roster data provided by the institution

*Note: AIP will always default to the information provided in the SIS roster data provided by the institution.*

Some states have requirements for professors to affirm that all materials they adopt will be used in their course

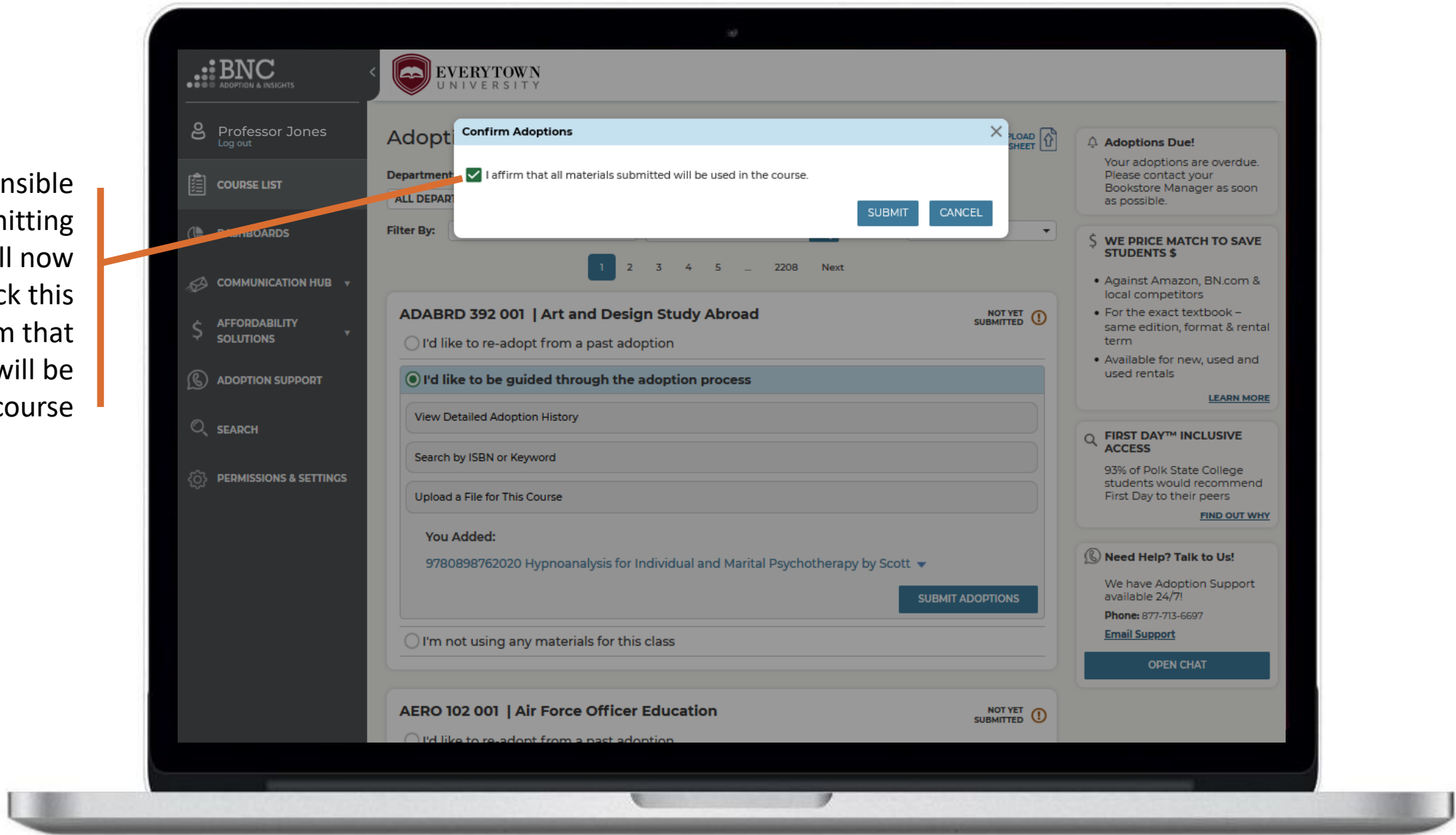
The toggle is located at the bottom of the page



Click Edit to customize the message to your state and institution

Turn on the toggle to enable Active Affirmation for your institution

People responsible for submitting adoptions will now have to check this box to affirm that all materials will be used in their course



# 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 – Sunday 8:00am – 5:00pm (CST)

Email: [ALPsupport@bncservices.com](mailto:ALPsupport@bncservices.com)