Introduction

This guide is intended to help faculty members use the online textbook adoption tool. It is geared towards faculty who have relatively simple adoption needs such as just assigning textbooks to a course. If you have more complex needs such as adding/creating course packs, please see the full guide at www2.clarku.edu/bookstore/faculty/faculty_guide.pdf

Additional resources, including a link to this document and an FAQ are available at: www2.clarku.edu/bookstore/faculty
Step 1 – Log In

• Log into ClarkYOU and select “Online Textbook Store” from the menu on the left of the page:

![Online Textbook Store](image)

• Click on the “Log in” button and enter your Clark credentials:

![Log in with your Clark University Account](image)

• Alternatively, you may go directly to bookstore.clarku.edu and click on the “Log in” button. You will then be asked to enter your Clark login credentials.
Step 2: Review your homepage

You will see a homepage like the one below which will list your courses. Courses that need attention will have the red “Fix” button. Click on the “Fix” button to continue.
A note about course listings

Please keep in mind that when you are preparing for future semesters, you may see courses listed that have been carried over from previous semesters. This might occur if you are looking at your assigned courses during the preliminary stages of the course grid editing period for a given semester.

The course schedule only becomes official once the course grid is posted by the Registrar’s Office. If you are unsure of what courses you will be teaching or have questions about your course assignments, please check with your departmental liaison with the Registrar’s Office (usually the department administrative assistant or department chair).
Step 3 – Search for book title

Enter either a book title or an ISBN # in the search box:

Alternatively, if the course does not use any textbooks, check the box next to “This course does not use textbooks”: 
Step 4 – Review and adopt book

When you enter a title or an ISBN number to search for, you will see a list of books matching your search. Click on a book to see more information including an estimate of the price students will pay.

If you wish to adopt that book, click on the blue “Adopt” button:

Adopt

If you want to view other books, click on the “X” at the upper right corner:

X

Adopt this Material for:
Step 5: Add additional books or continue

You should now be back at the “Select Materials” screen. On the right you will see the book you adopted. You can optionally indicate if the book is required or optional or if the book must be purchased new (this is rare but would apply if the book comes with an access code). You can also delete it:

At this point you can add additional text books by repeating steps 3 and 4 or you can continue by clicking the “Next” button toward to the top of the screen:
Step 6 – Select ancillaries

The “Select ancillaries” step is currently not supported so either click the blue “Next” button:

Next  Select Ancillaries

or click on “Skip this step”
Step 7: Add course notes (optional)

You can optionally add course notes or files that a student will be able to see when they view the course/books in the website. These can be instructions for the student, a syllabus, etc.

If you don’t want to add course notes, just click the blue “Next”

To add course notes, either type the notes into the provided text area or click on the green “Add Course Files” button to upload a file:

When you are done, click on the blue “Next button” (see above).
Step 8: Preview course

This page will show how a student will see your course, including current pricing. Pricing is subject to change.
Step 9: Submit course

If you are all done adding materials for this course, click on the blue “Complete Course” button. If you would like to add more materials click on the “Add More Materials” button:

If you click the “Submit” button, you will see a confirmation page.

At this point you are all done. You can click the home button to go back you your home page and adopt books for additional courses:
Getting help

You can click on the “Help” icon (see below) to view FAQs and access additional help.

In the help section, you can also address questions to Clark’s Account Manager at Akademos by completing the form towards the middle of page:

You may also address questions to Clark’s Campus Store Manager, Robin Dziczek at rdziczek@clarku.edu or 508-793-7755.

Additional resources are also available at Clarku.edu/bookstore/faculty.