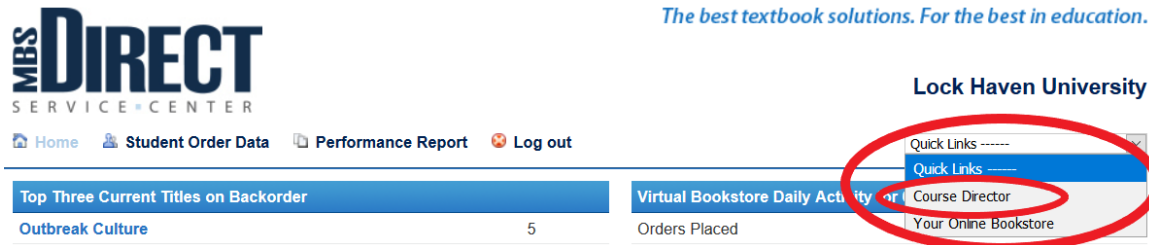


INSTRUCTIONS FOR TEXTBOOK ADOPTIONS

I. Accessing Course Director

1. Log in to <https://servicecenter.mbsdirect.net/> using the username and password provided to you.
2. Click in the "Quick Links" box and select "Course Director" from the dropdown list:



****PLEASE NOTE: Course Director opens in a new window or tab. If nothing happens when you click on course director in the dropdown box, you may have your popup blocker turned on**.**

II. Course Adoptions

IMPORTANT NOTE: It is recommended that you do not use the back button. You should use the breadcrumb trail provided in the navy blue bar to navigate screens.

Lock Haven University - Summer 2019 (Tentative) - Lock Haven University

Home | Site Overview | Course Overview

Submit Courses | Help | Log Out

1. Click on the term you wish to review:

Start	End
Summer 2019 (Tentative)	
05/20/2019	08/16/2019
Fall 2019 (Tentative)	
08/19/2019	12/13/2019

2. In the "Course ID" box, enter the course ID (e.g. MATH101). You may also enter just the first four letters of the course ID (e.g. MATH) for a complete listing of courses with that prefix:

Course Overview

Filter Courses

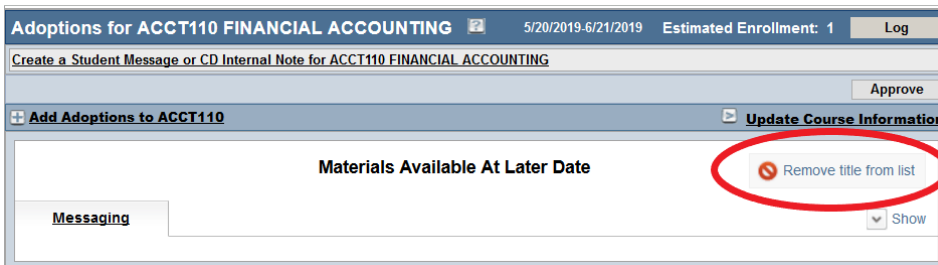
Course ID Status

3. Click on the course ID of the course you wish to review. **For example:**

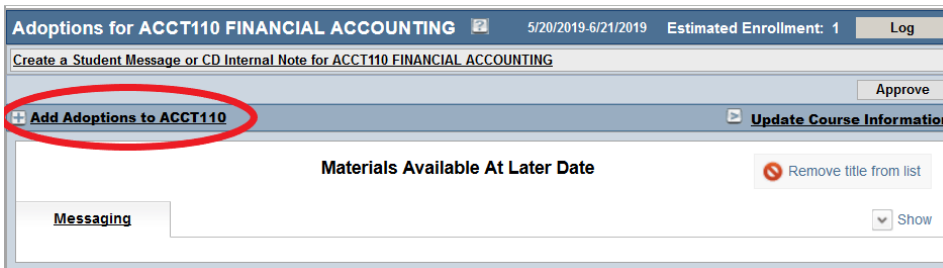
[ALTE618-1](#)

[ROLE OF COGNITION/SOCIAL](#)

4. Click on "Remove title from list." This will remove the statement, "Materials available at a later date."



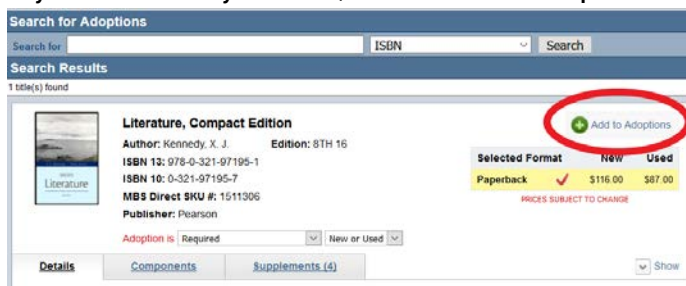
5. Click on "Add Adoptions."



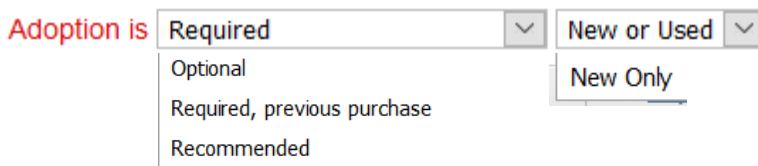
6. Enter the ISBN in the box and click "search." You may also search for your title in other ways (author, title, etc.) by clicking on the drop down arrow. **However, ISBN is the easiest way to locate the book you desire.**



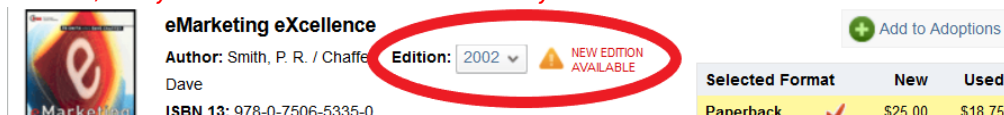
7. Once you see the title you desire, click on "Add to Adoptions."



8. Click on the arrow next to the "adoption is" dropdown box and select whether the book is "required," "optional," "required, previous purchase," or "recommended." Also, be sure to select whether the book must be "new only" or if it can be "new or used."



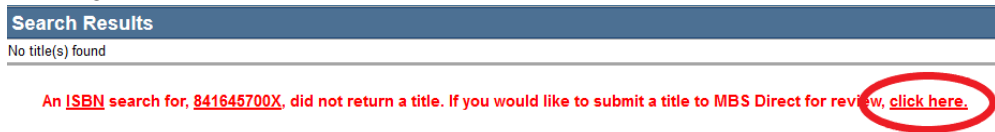
9. If a new edition is available, you will see a yellow triangle with additional information. The edition you select will affect the formats that are available, as well as the price. You may select whichever edition you prefer. If you wish to change the edition or format, simply click on your preference to update the information. **PLEASE NOTE: If you select an older edition, it may not be able to be included in First Day Access.**



10. There are several tabs at the bottom:

- a. "Messaging" allows you to provide information to the student at the course level
****Great opportunity to communicate information to students taking YOUR courses.**
- b. "Details" shows a little more information about the title
- c. "Components" shows if the item is part of a bundle, has an access code, or other materials available
****Students will not see these materials.**
- d. "Supplements" shows additional materials that have been tagged in MBS as relating well to the selected book.
****Students will not see these materials unless you choose to adopt them.**

11. If the textbook has not previously been adopted by an MBS client, it may not be in their database as of yet. You will see the following notice and will need to click on "click here" to request that the book be added.

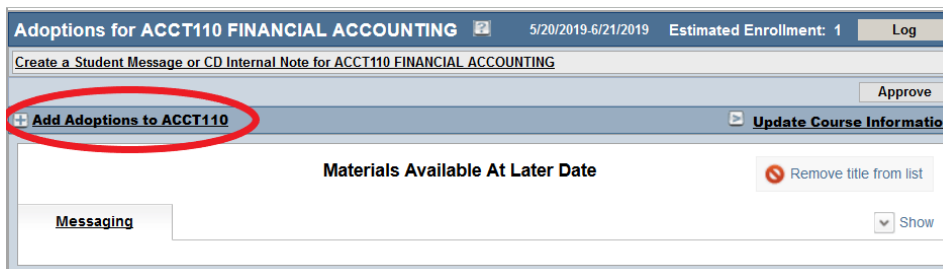


IMPORTANT NOTE: If you wish to request that your title be added, you MUST click on "click here" (as shown above) when the notice appears on the screen. This will take you to the title request form. Be sure to submit the form once you have added the necessary information.

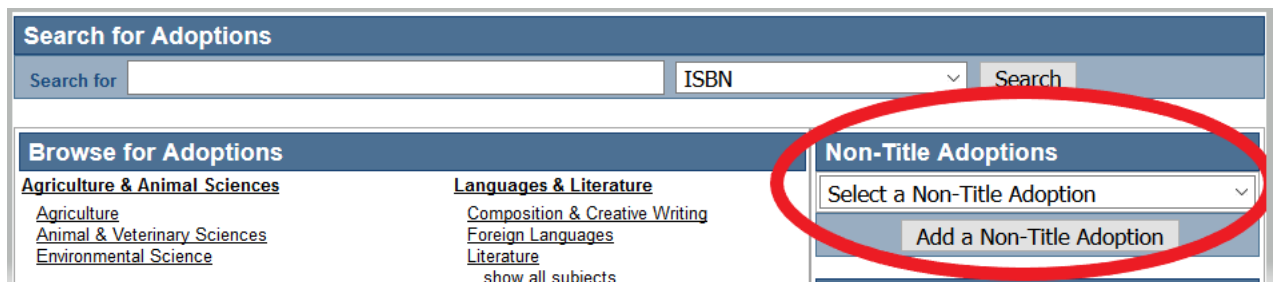
III. Non-Title Adoptions (*goggles, lab materials, etc.*)

There may be times that your course does not require a book but still requires materials. Whether it is a course pack, lab manual, goggles, etc. To be as transparent as possible to the student, you should provide this information (non-title adoptions) as part of your course adoption. This will help ensure that students are informed in advance about all of the materials they need for class.

To add a Non-Title Adoption, you will first click on "Add Adoptions..."



...then click on the dropdown arrow next to "Select a Non-Title Adoption"



...and select from one of several options:

Non-Title Adoptions

- Select a Non-Title Adoption
- Select a Non-Title Adoption
- No Text Required
- Materials Available from Instructor
- Materials Available from School
- Materials Available at a Later Date
- Add'l Materials Available at Later Date
- Course Pack Available at a Later Date
- Add'l Materials Avail. from Other Source

Finally, click on the “**Add a Non-Title Adoption**” button below the Non-Title Adoption dropdown box to add to the course. Then click “approve”.

Search for Adoptions

Search for ISBN Search

Browse for Adoptions

Agriculture & Animal Sciences
[Agriculture](#)
[Animal & Veterinary Sciences](#)
[Environmental Science](#)

Languages & Literature
[Composition & Creative Writing](#)
[Foreign Languages](#)
[Literature](#)
[show all subjects](#)

Non-Title Adoptions

Select a Non-Title Adoption

Add a Non-Title Adoption

IV. Approving Materials for a Course

Once you have added all course materials and are ready to submit your request to MBS for addition to the Virtual Bookstore, click on the “**Approve**” button.

Adoptions for ENGL110-3 INTRODUCTION TO LITERATUR 1/22/2019-5/14/2019 Estimated Enrollment: 35

Create a Student Message or CD Internal Note for ENGL110-3 INTRODUCTION TO LITERATUR

Approve

Add Adoptions to ENGL110-3 Update Course Information

Literature, Compact Edition

Author: Kennedy, X. J. Edition: 8TH 16

ISBN 13: 978-0-321-97195-1

ISBN 10: 0-321-97195-7

MBS Direct SKU #: 1511306

Publisher: Pearson

Adoption is Required New or Used

Selected Format	New	Used
Paperback	✓ \$116.00	\$87.00

PRICES SUBJECT TO CHANGE

Remove title from list

V. Things to Know

There are several **status** codes. Below is a listing with description:

- **No Adoptions**= course materials have not yet been added to a course
- **Title Notice**= the course materials selected have a note for faculty to review
- **Not Approved**= faculty member teaching the course must still approve textbook adoption materials
- **Approved**= faculty member has approved the textbook adoption materials and is ready for submission to MBS
- **Submitted**= LHU has submitted the approved textbook adoption to MBS
- **Received**= MBS has received the textbook adoption and is reviewing to ensure they can obtain materials
- **Locked**= materials have been secured and adoptions have been posted to LHU Virtual Bookstore

Important Note: If you wish to make a change to your textbook adoptions after the course has been submitted to MBS, you must send your requested changes to Robin Rockey rockey@lockhaven.edu as soon as possible.