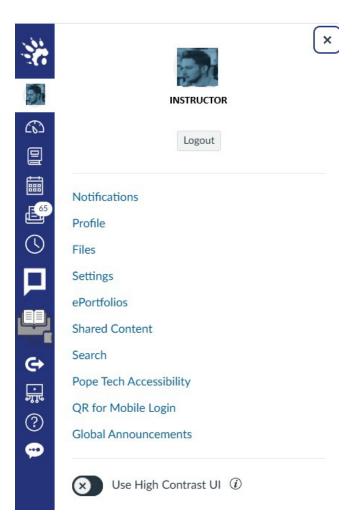
Faculty Adoptions

Using Follett Discover

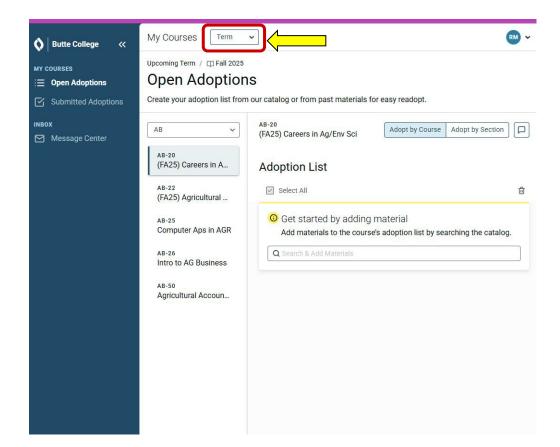


Log into Canvas.

- 1. Select *Account* from the top of the Global navigation.
- 2. Select *My Materials/Follett Discover*

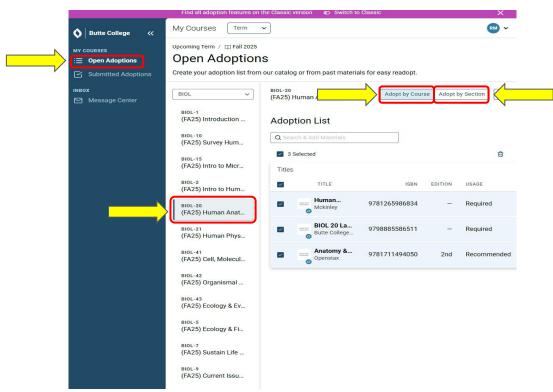


Select the correct term here:



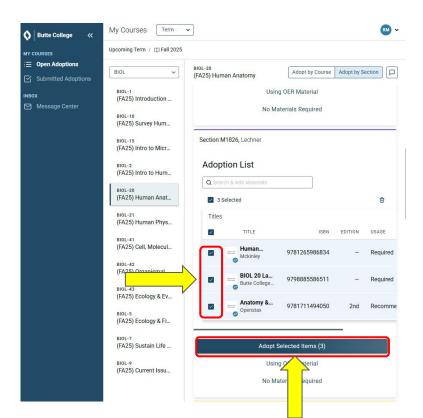
To enter missing adoptions, select *Open Adoptions, select a Course* and click *Adopt by Course* if all sections have the same material or *Adopt by Section* if material varies

by section:

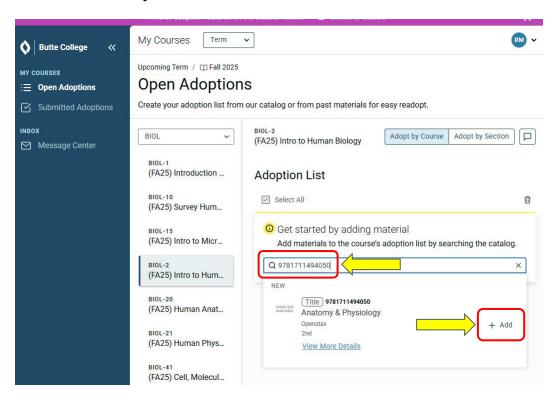


Click <u>here</u> to see instructions for Submitted Adoptions.

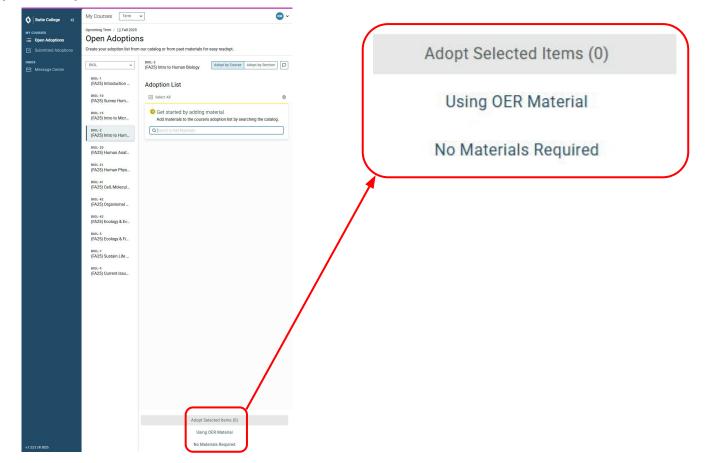
If your course had materials adopted in previous terms, they will be listed under the course/section. Unselect any material you do not want to keep. Make sure the materials you want to re-adopt are selected and click *Adopt Selected Items*.



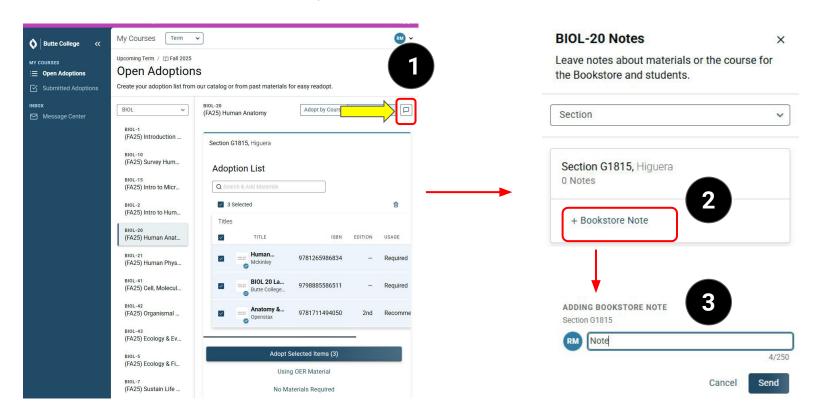
If your course did not have materials adopted previously or you would like to adopt new materials, you can search the ISBN needed and click *Add*.



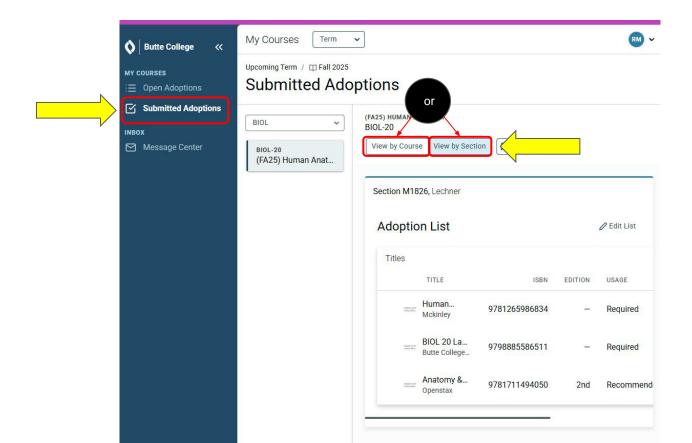
If your course is using OER material or doesn't require any materials, click the appropriate option:



If your course needs custom materials (e.g lab manual) that is not listed or needs to be updated, enter a note to the store to let us know and click *Send*. The Course Materials Manager will contact you with order forms/additional information.

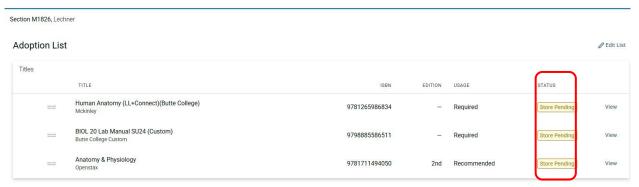


To see or change submitted adoptions, switch to Submitted Adoptions and select either View by Course or View by Section:

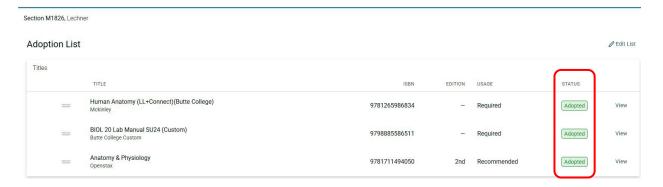


Adoption status

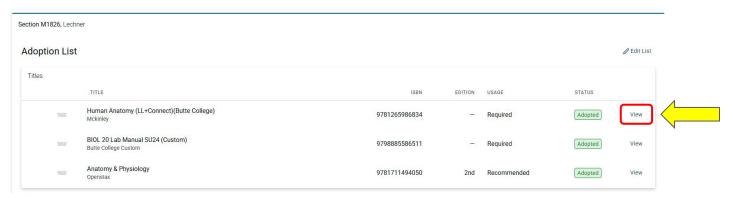
Still pending store processing:



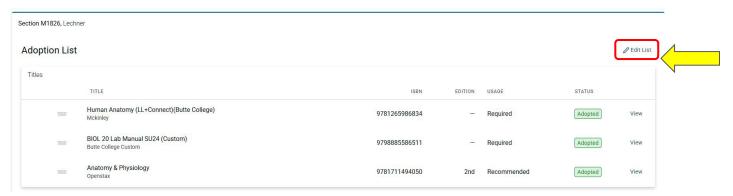
Processing complete:



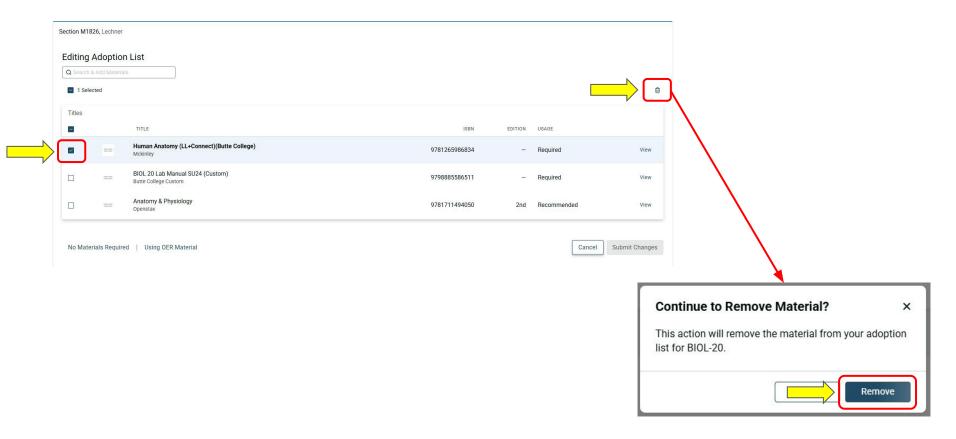
To view individual title details, click *View*:



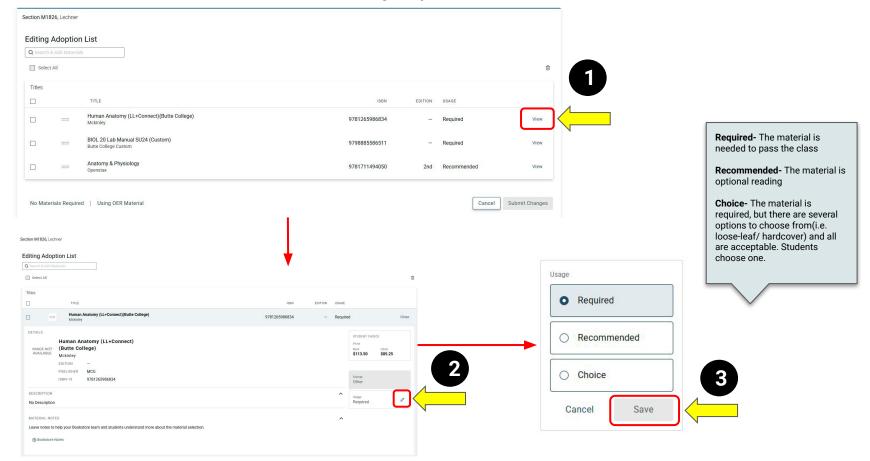
To make changes to the materials in the list, click Edit List:



To remove a title, select the title by clicking in the box and then click the discon. Then click *Remove*.



To change usage designation for a title, click *View* for that title, click the *pencil* icon and select one of the usage options. Then click *Save*.



For questions or assistance, contact your Course Materials Manager, Widi Setia.



w.setia@follett.com