



# inSite

## Faculty Online Adoption

[www.venturacollege.edu](http://www.venturacollege.edu)

Faculty & Staff

Faculty Adoptions



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- [Faculty Adoptions](#)
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### Faculty Registration

\* = Required

\*First Name:

Middle Initial:

\*Last Name:

\*Email Address:

\*Confirm Email Address:

\*Password:

\*Confirm Password:

### Department Access

\*Department Username:

\*Department Password:

\*Campus/Office phone number:  Ext.

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# Guided Adoption for Textbooks

Guided Adoption is a streamlined process available on your bookstore's website. The step-by-step functionality helps you create a course, select materials and submit adoption information.

To get started, click **Guided Adoption** from the Faculty Adoption main menu.

Welcome Faculty Member

Adoption Textbooks Search

Keywords  Search

Adoptions

Step-by-step Adoption Method  
**Guided Adoption**

Advanced Adoption Method  
Create Courses  
Enter Course Information

View & Edit Adoptions  
Recently Submitted Adoptions

Direct Entry Adoption Method  
Quick Adoption

Find Course Materials  
Browse For Textbooks  
Browse For Merchandise

View and Copy Adoption History  
Search Adoption History

Match Courses & Materials  
Add/Edit Course Materials

Account Options

Update Your Membership Profile  
Add Departments  
Log Out

**NOTE:** The "back" browser button should not be used once you've started the Guided Adoption process. This action goes to the main menu rather than backing up a step.

## Step 1 - Create Course (1 of 4 steps)

STEP 1 of 4  
Create Course

Find Books

Select Usage

Review & Submit

Carol York

Create Course

Department and Term

Term: Winter 07

Department: Select Department Choose from list OR Add New Department

Course Information

Course: Select Course Choose from list OR Add Course

Section: Select Section Choose from list OR Add Section

Instructor:

Course does not require materials

Section Information (Optional)

Estimated Enrollment:

Pre-Enrollment:

Course Type:

Evening  Continuation  Extension

Cancel Add Course

You create your course by entering the following required fields:

- **Term**
- **Department**
- **Course** (you may enter a course if allowed by the bookstore)
- **Section** (you may enter a section if allowed by the bookstore)
- **Instructor**

If the course does not require any textbooks or merchandise, check the box for **Course does not require materials**.

Optional Information may be entered including **Estimated Enrollment**, **Pre-Enrollment**, and **Course Type**.

Click **Add Course** when information is complete.

**Step 2 - Find Books (2 of 4 steps)** – A pop-up prompts you to choose a method for finding books for your course:

Select an option:

- Find textbooks by keywords, author, title or ISBN.
- Browse for textbooks by subject.
- View and select previously adopted textbooks by Term and Department.
- Enter a textbook not located during browsing or searching.
- Browse for textbooks from your own list of previously adopted materials.

OK

- **Find textbooks by keywords, author, title or ISBN** – Find textbooks by searching via **keyword, title, author, or ISBN**. Search results are returned from the mammoth **Faculty Center Network** database. Additionally, the search looks at books your local bookstore has used in the past.
- **Browse for textbooks by Subject** - Browse for textbooks by clicking on a subject heading. Depending on how many subjects are available, you may need to continue clicking headings until they reach the individual book screen.
- **View and select previously adopted textbooks by Term and Department** - Selecting this option allows you to search for courses and books from previous terms made available to you by the bookstore. This is the ideal path to take if you use the same books from year-to-year.
- **Enter a textbook not located during Browsing or Searching** – If enabled by the bookstore, you may choose to enter your own book information. This is used for course packs and other items which are not part of the book database.
- **Browse for textbooks from your own list of previously adopted materials** – If you have used the online adoptions features, select this option to view the books you've previously added to adoptions.

Choose one of the methods to begin adding books to your adoption. Click the **Adopt** button to add a title to the course you created in the first step. As you adopt each book, you are asked if you want to continue adopting books or if you are finished. Clicking **Yes** returns you to the previous search method, and you may continue adding books.

Do you want to adopt more books for this course?

Yes No

