INTRODUCING THE NEW

BNC ADOPTION & INSIGHTS PORTAL

Administration & Academic Leadership - BNC

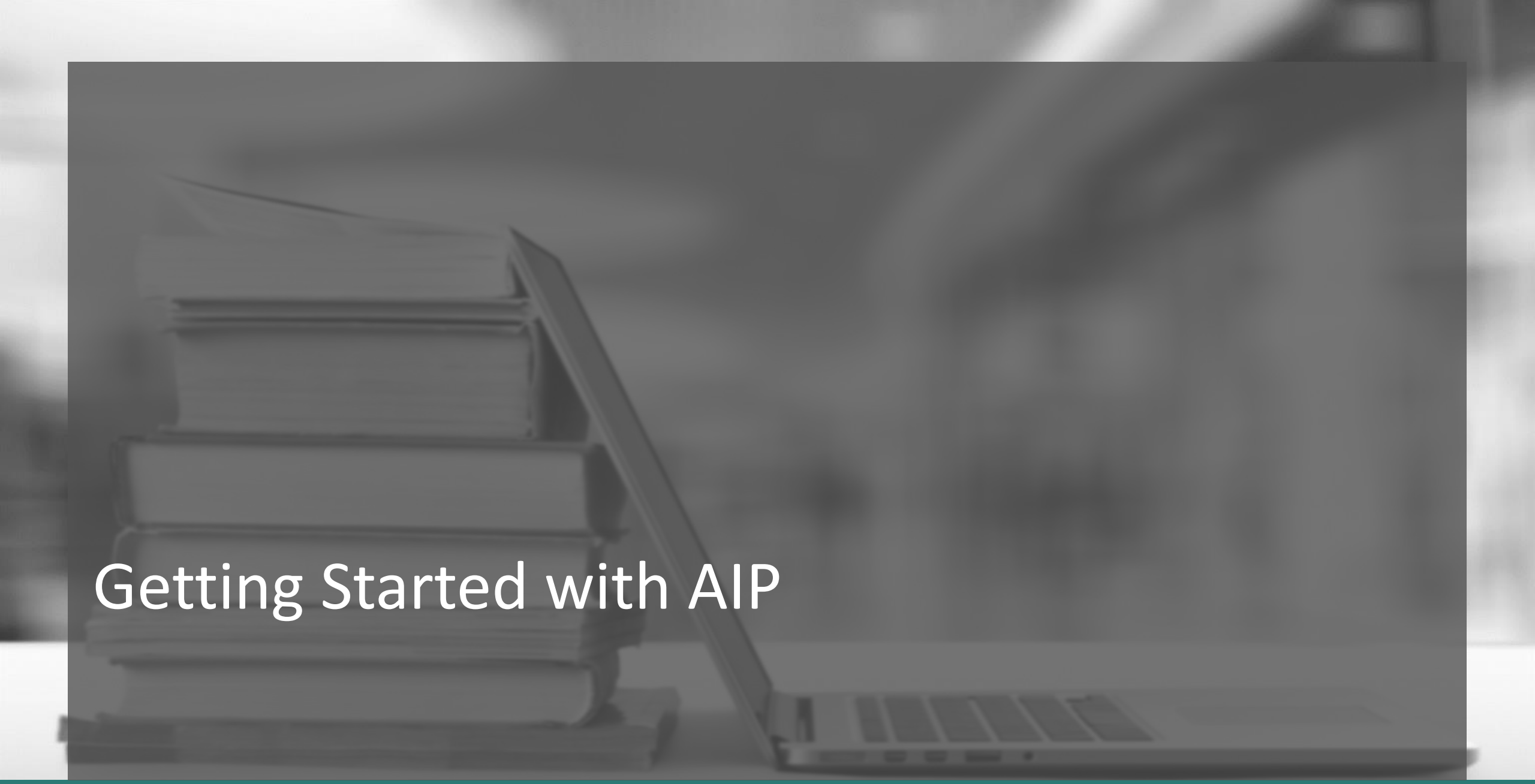
BNC ADOPTION & INSIGHTS

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

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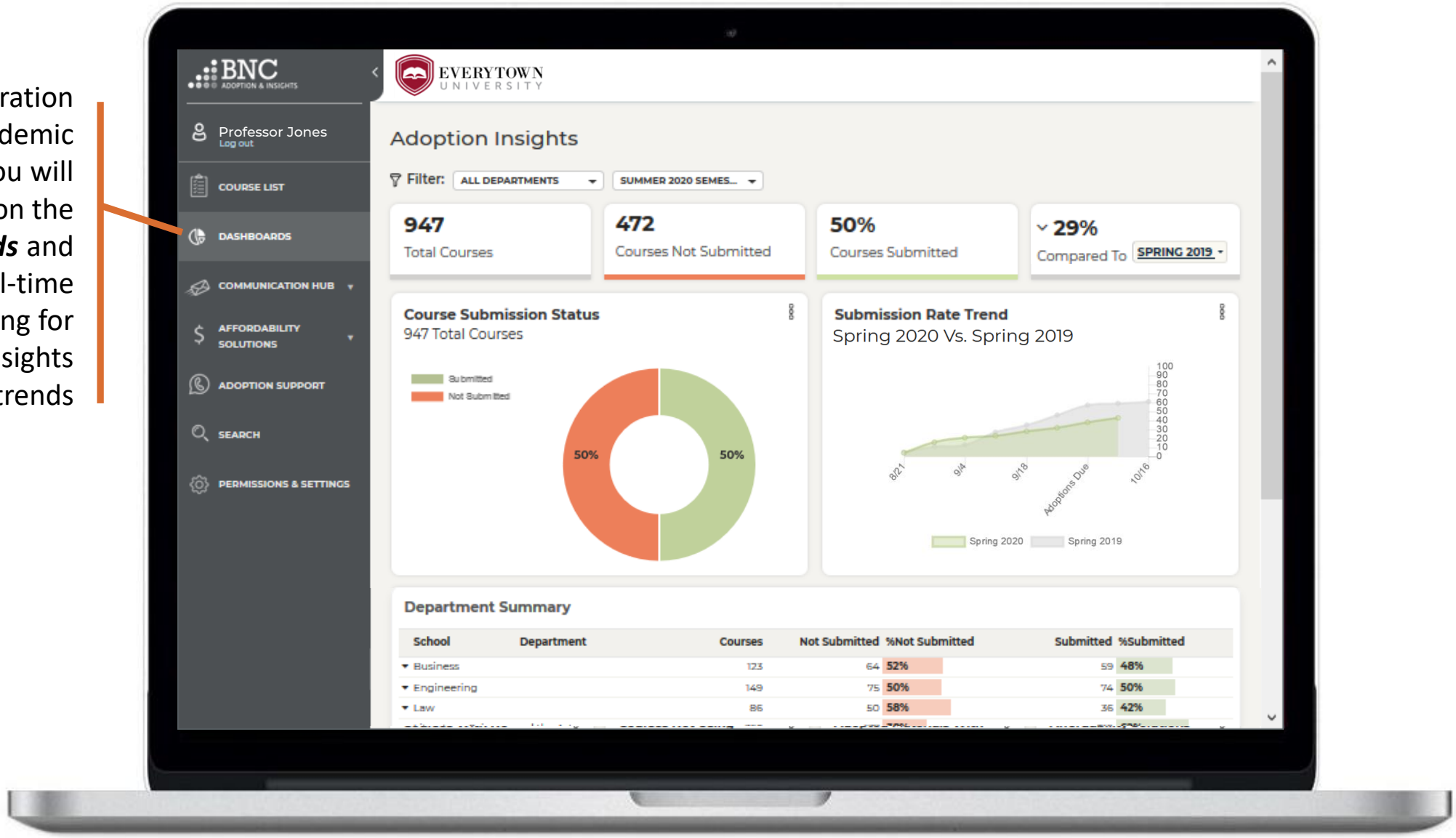
As administration and academic leadership, you will land on the ***Dashboards*** and see real-time reporting for adoption insights and trends



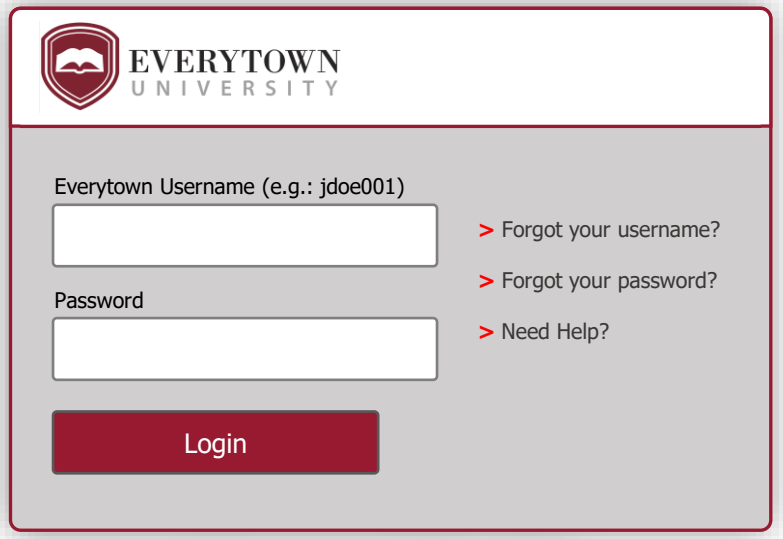
COURSE LIST

BNC ADOPTION & INSIGHTS

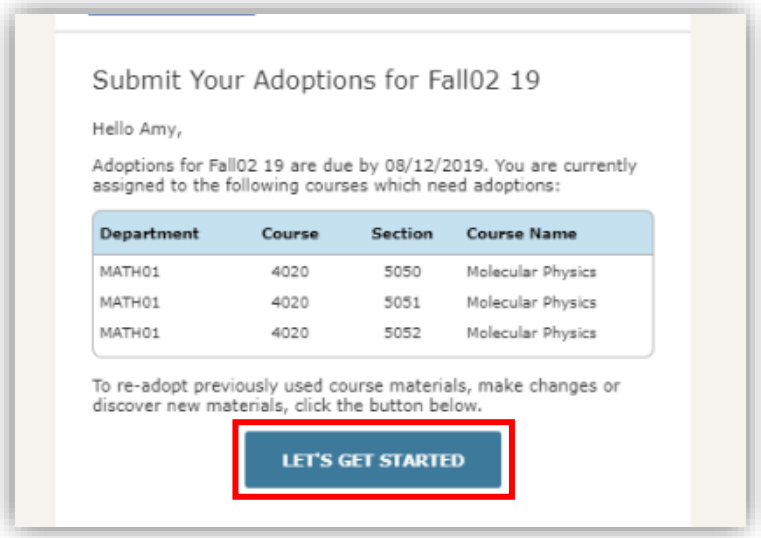
How do faculty log in?

- 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



Note: this is an example and only for illustrative purposes



Course List
One Click Re-Adopt

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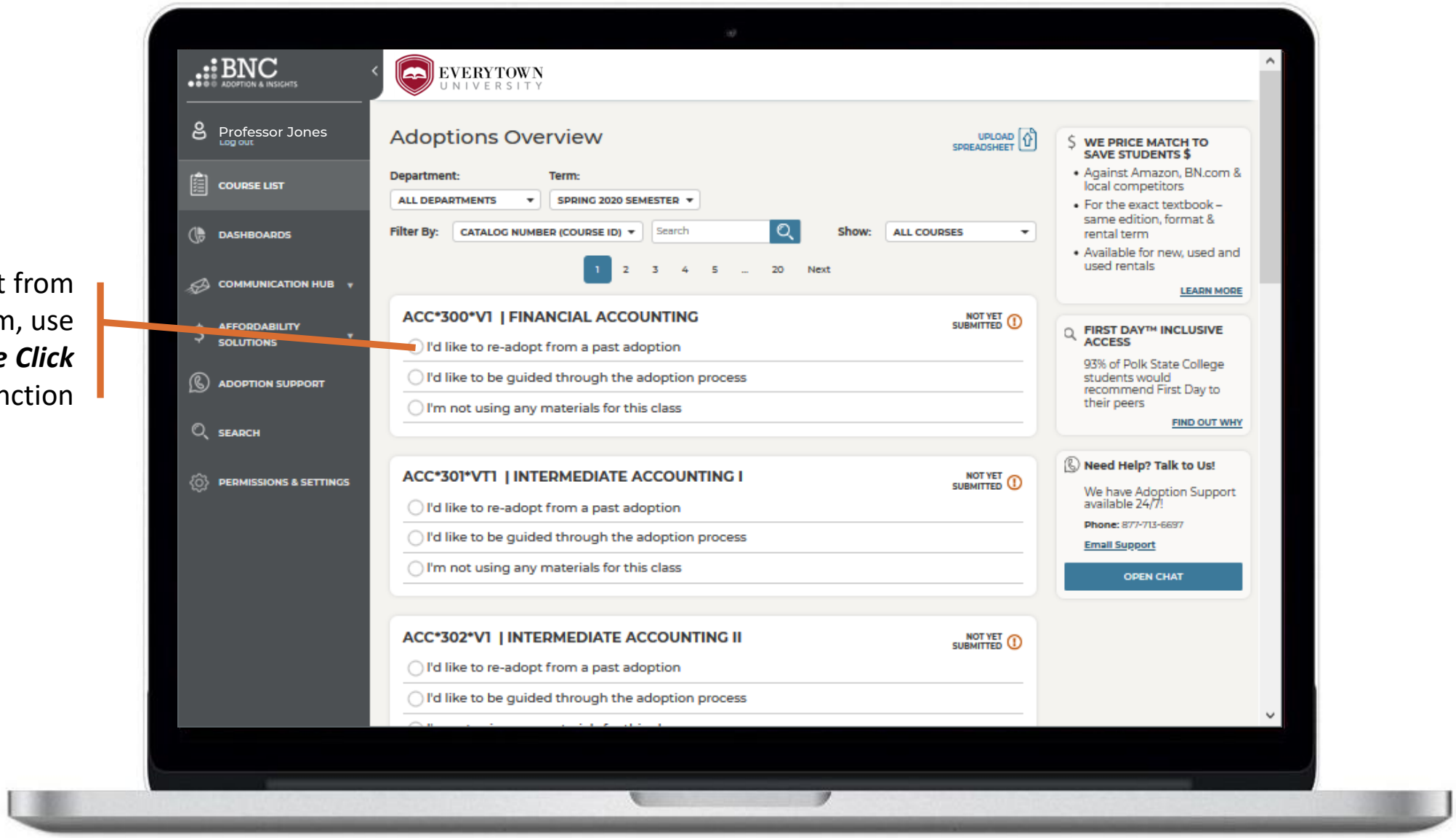
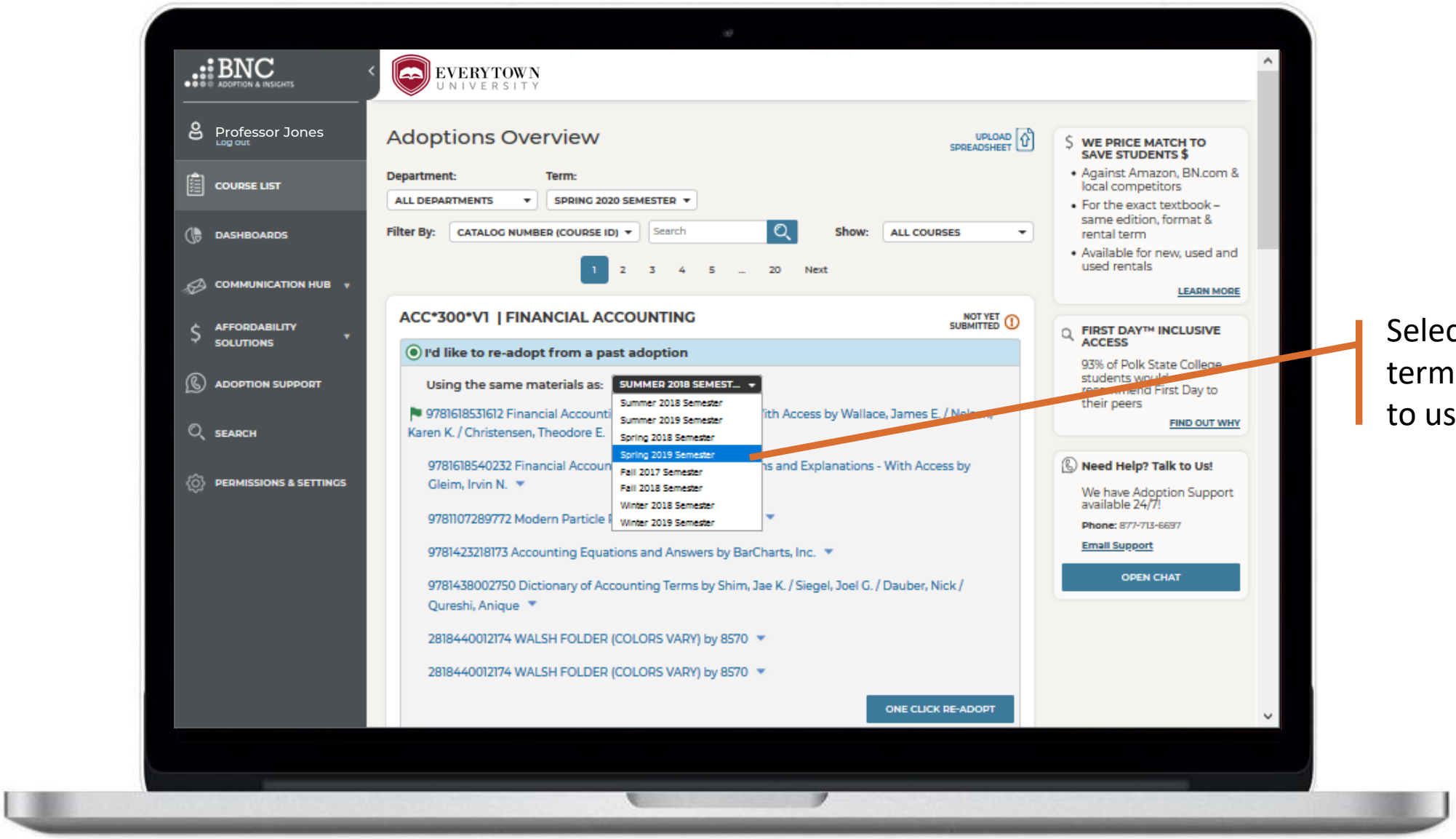
To Re-Adopt from a past term, use the new ***One Click Re-Adopt*** function





Select which term you want to use

COURSE LIST

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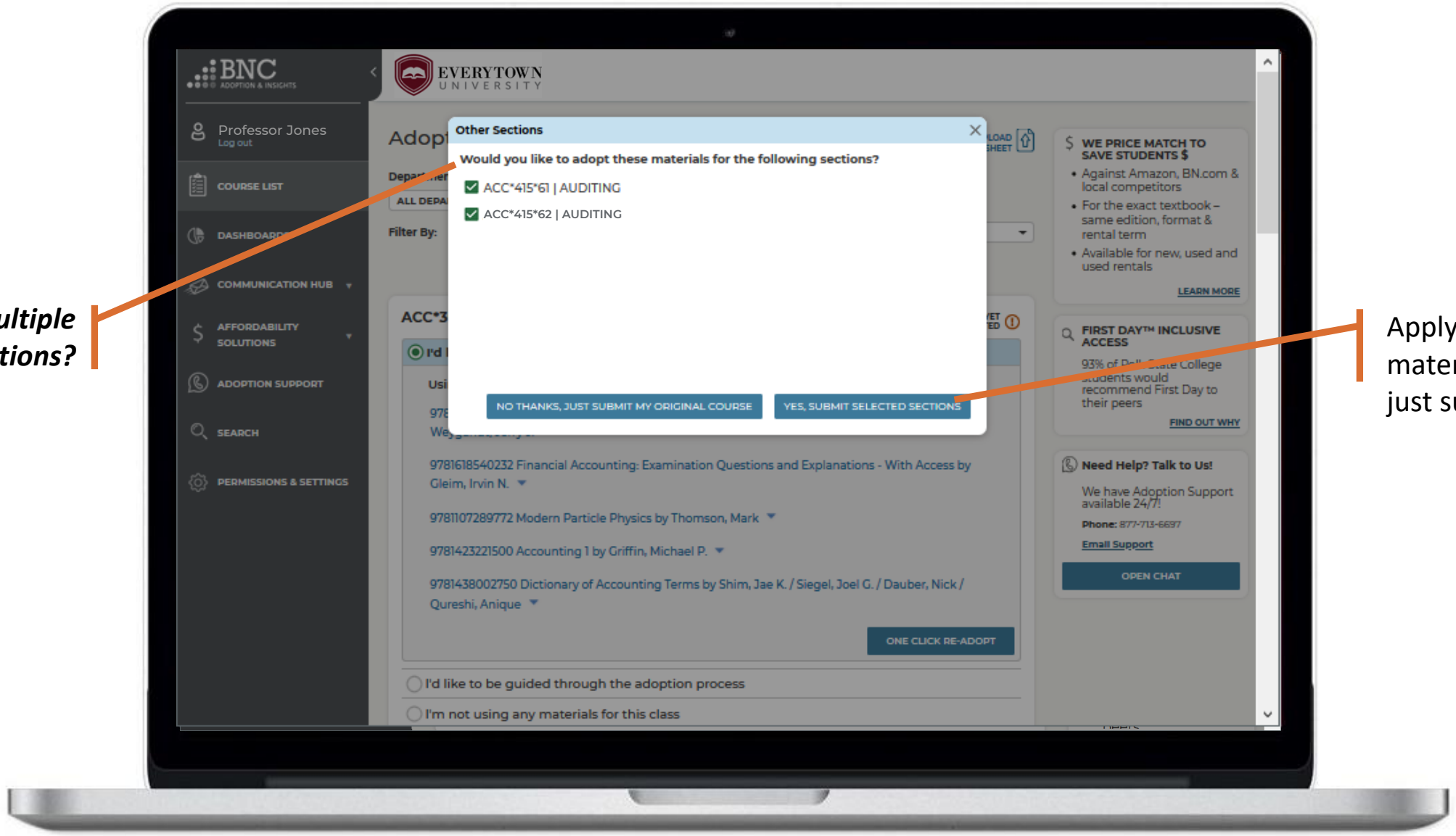
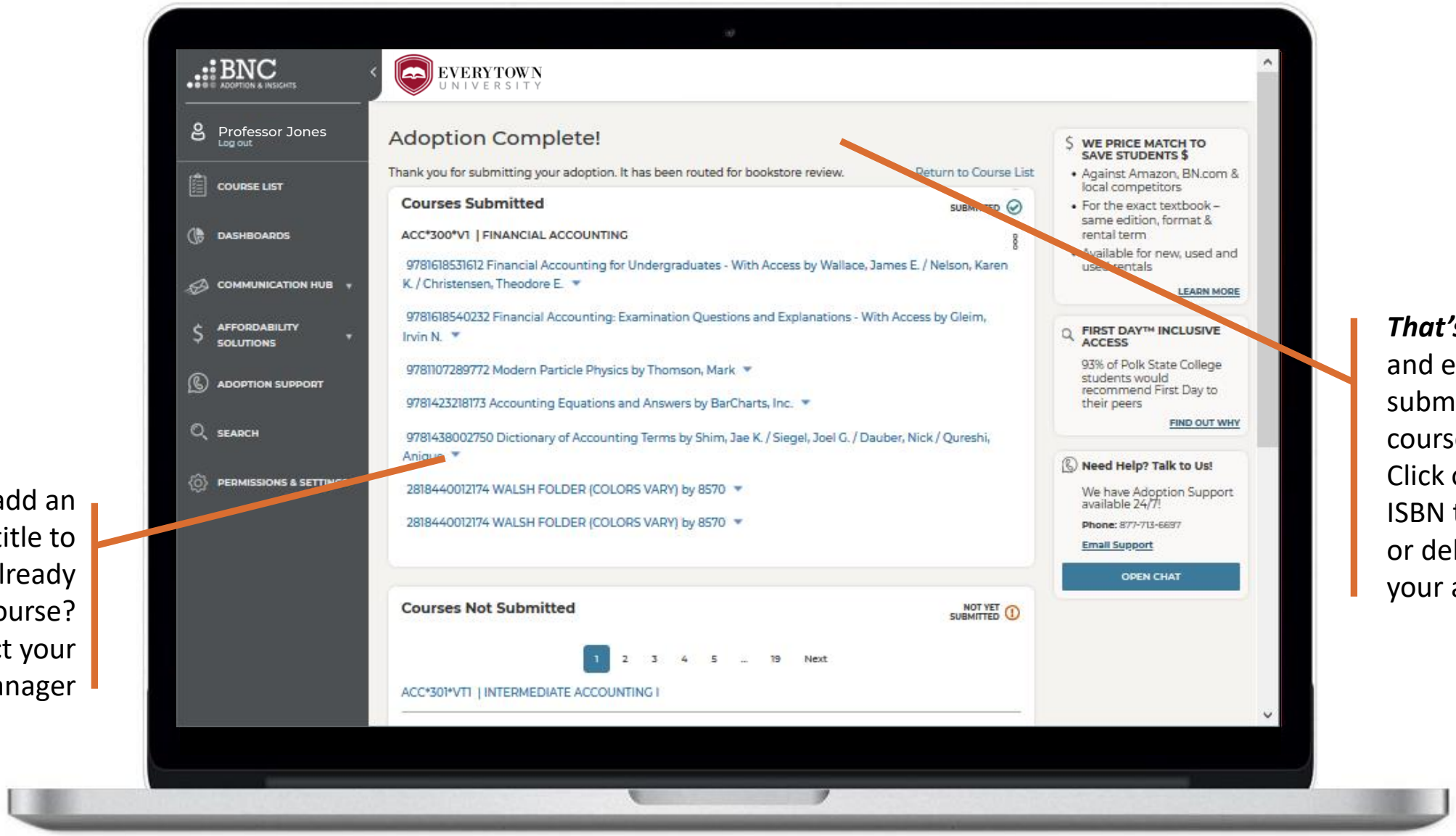
Teaching multiple sections?



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

Course List
Guided Adoption

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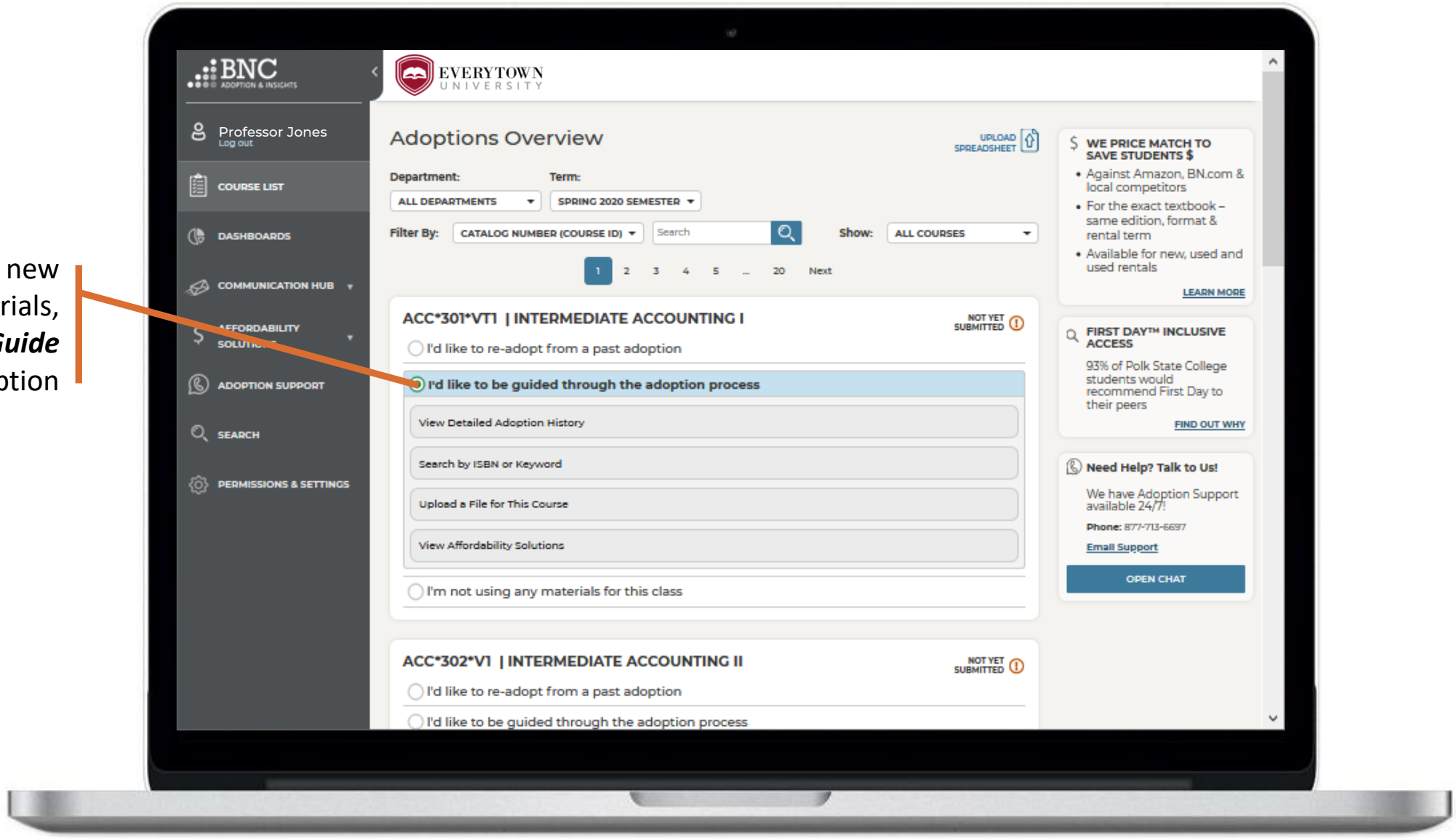
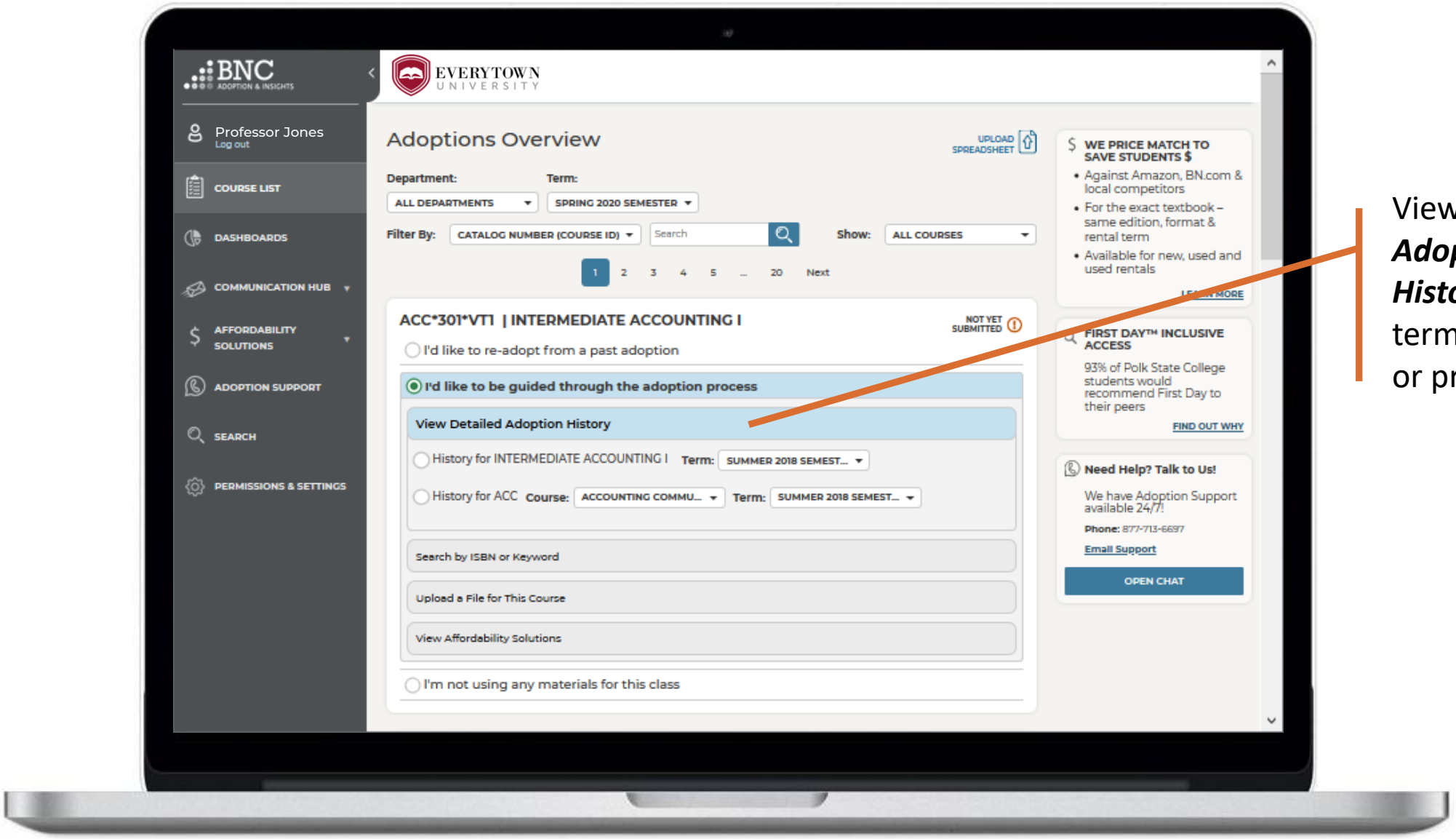
To find new course materials, select the ***Guide Me*** option

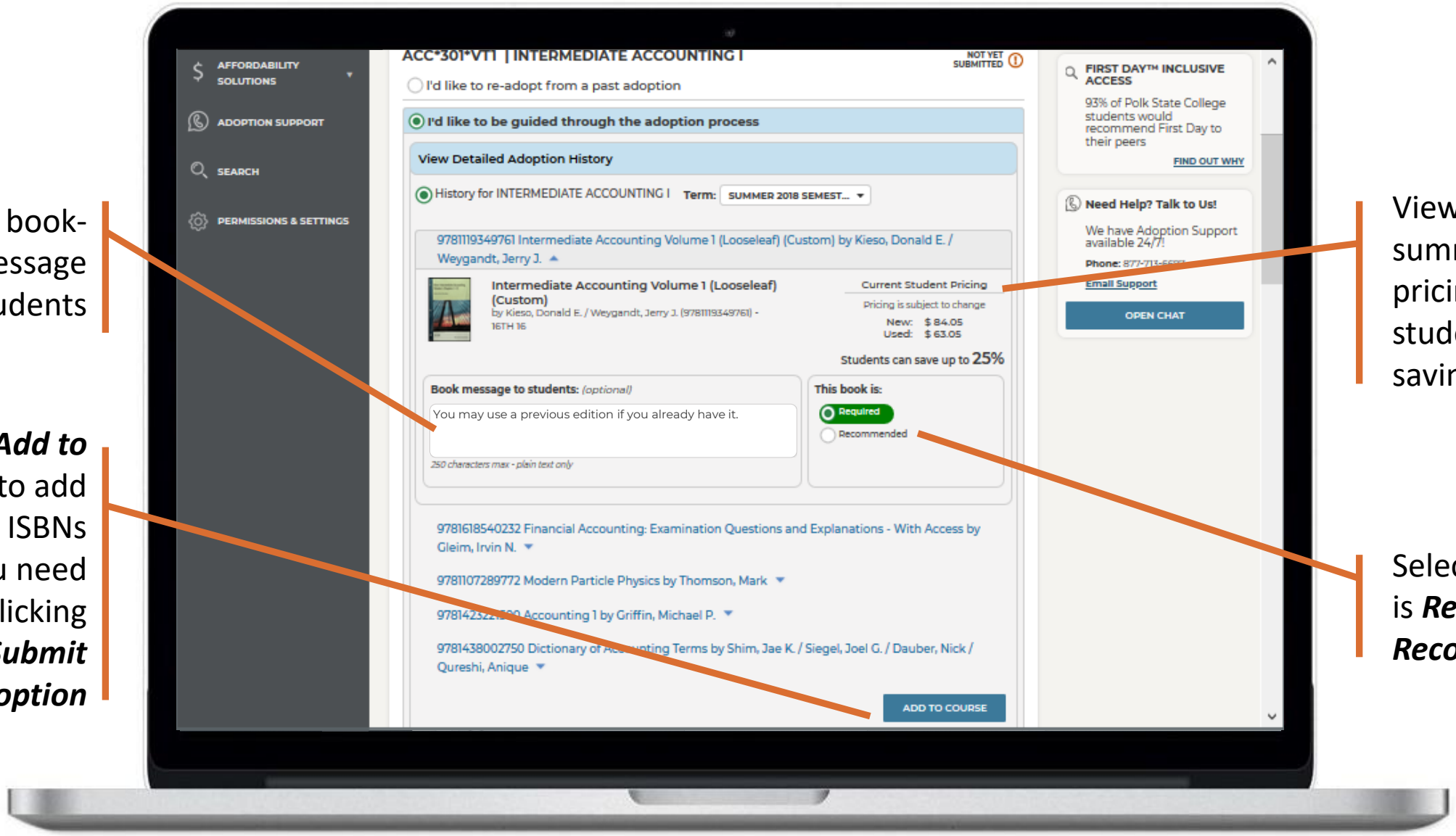




View ***Detailed Adoption History*** by term, course, or professor

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***

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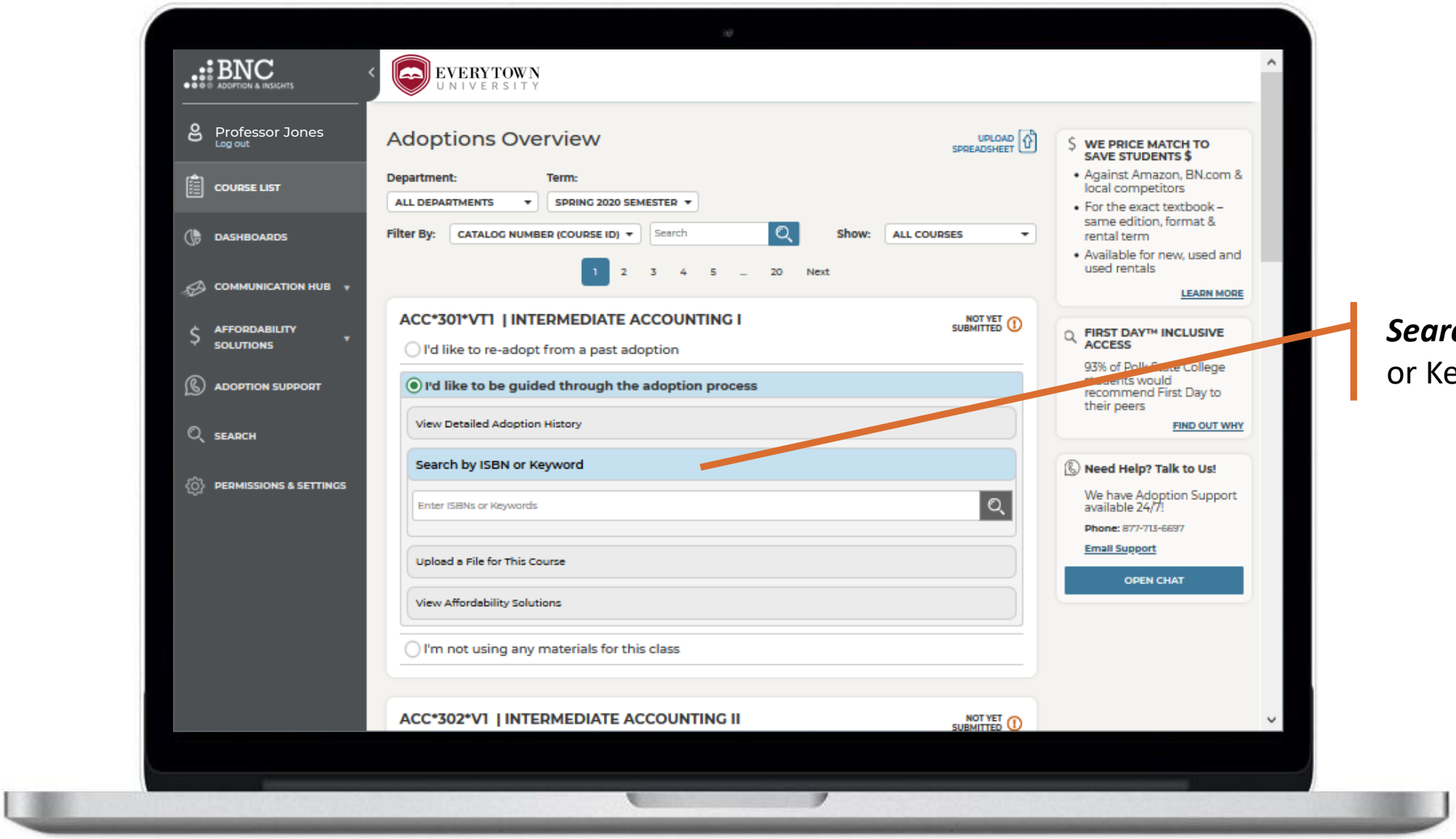

Search by ISBN or Keyword

COURSE LIST

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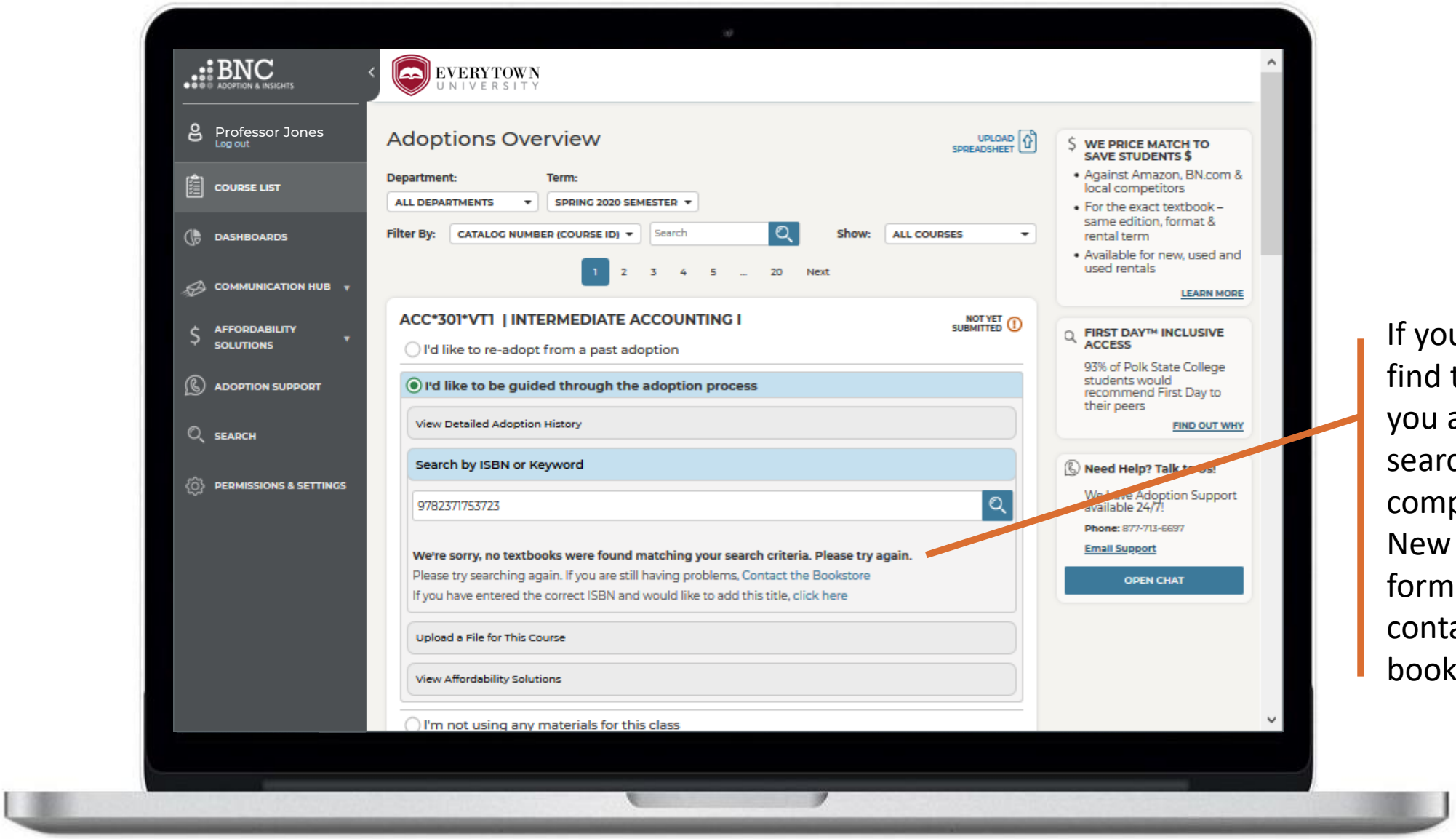
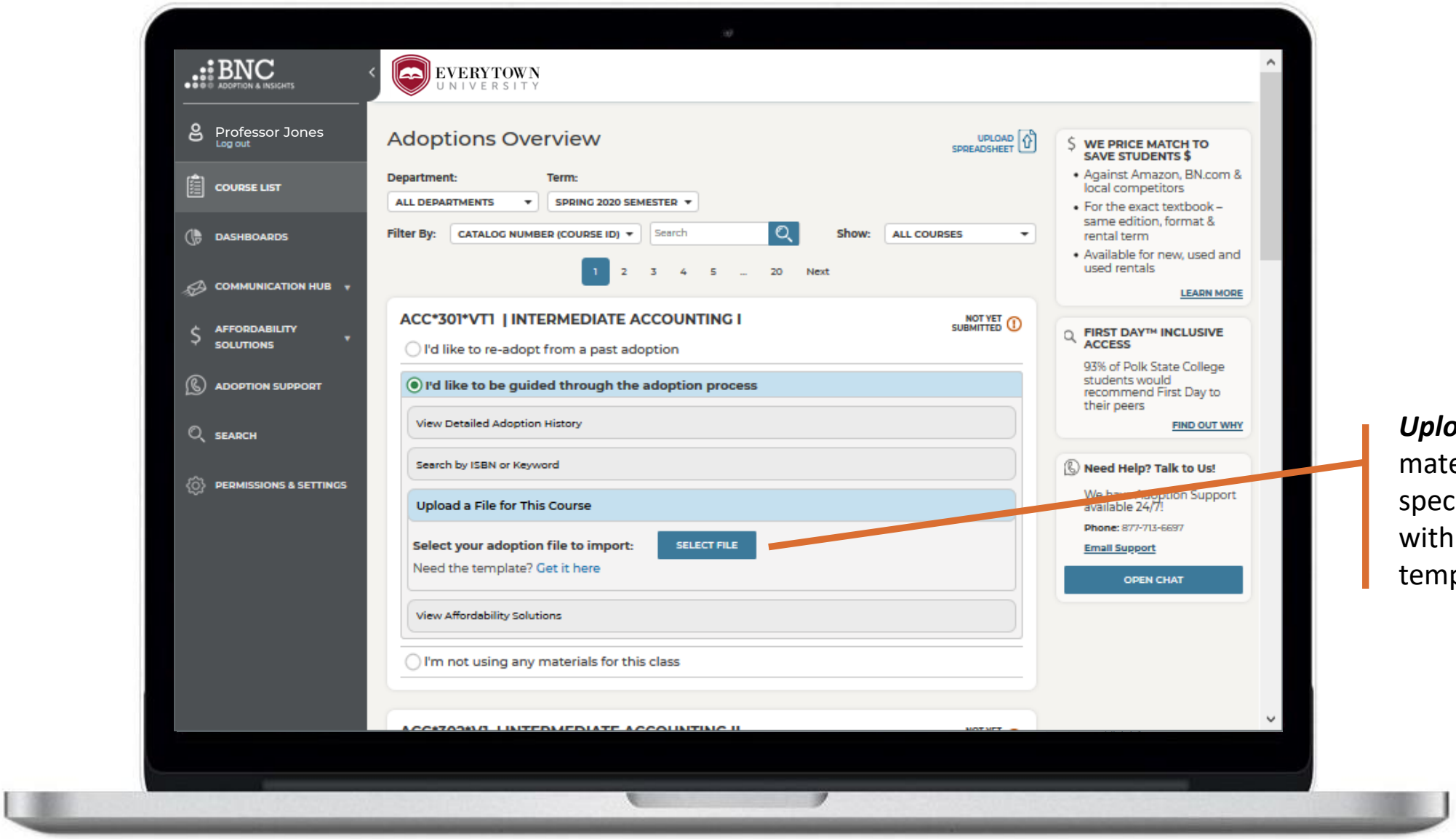
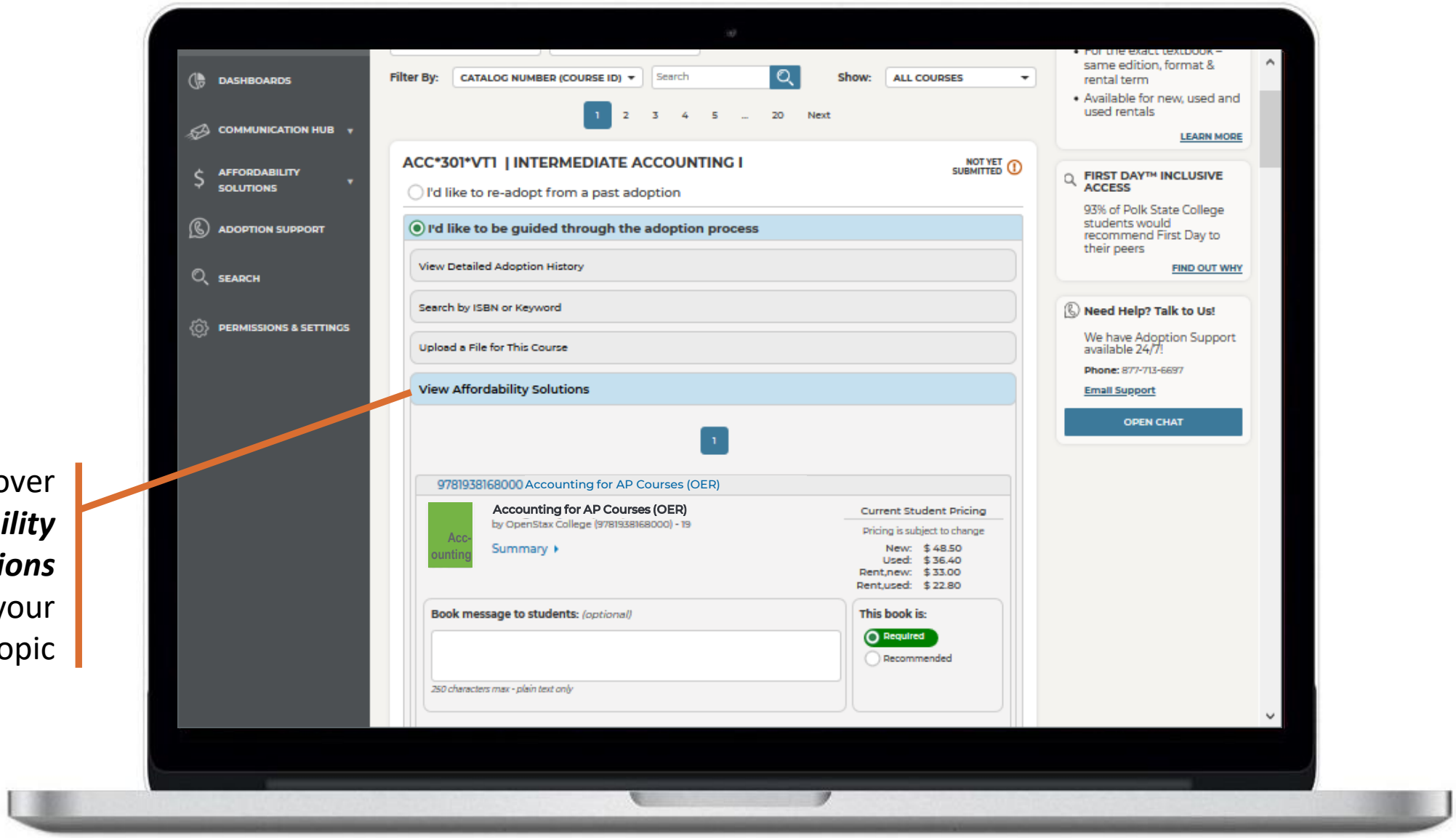


If you can't find the ISBN you are searching for, complete the New Title Add form here or contact the bookstore



Upload adoption materials for this specific section with an easy template

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



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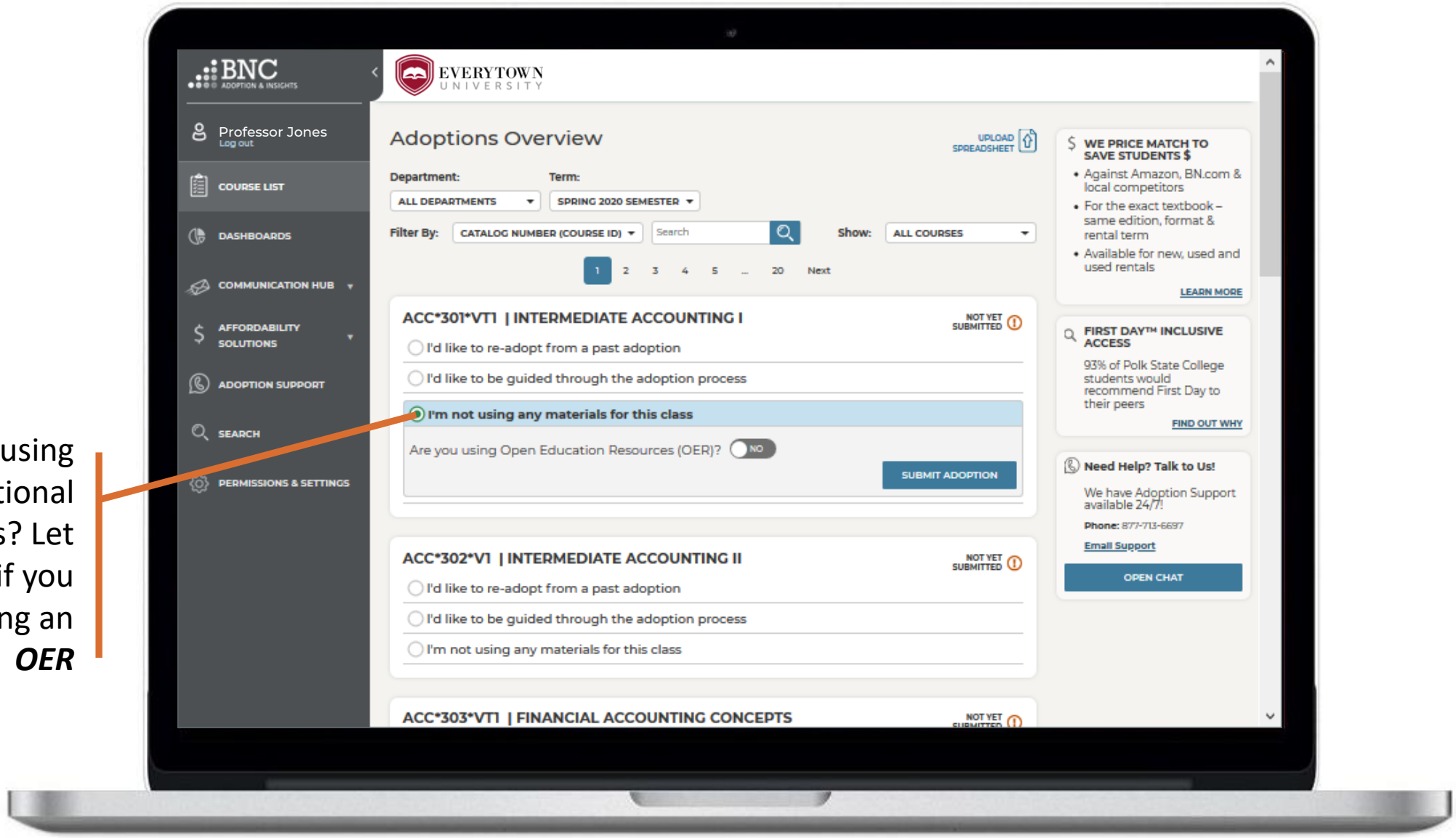
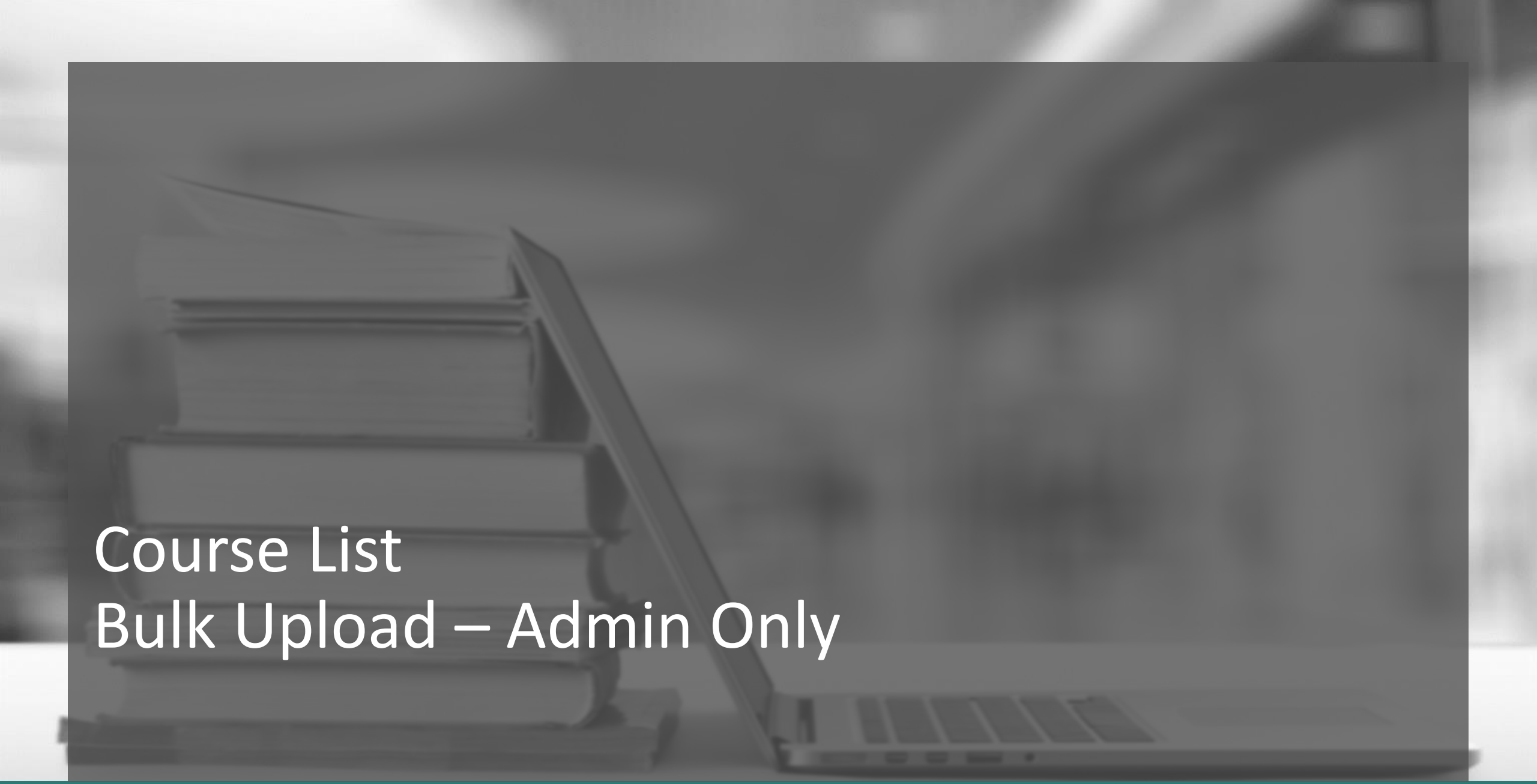
In-Line Affordability Solutions

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

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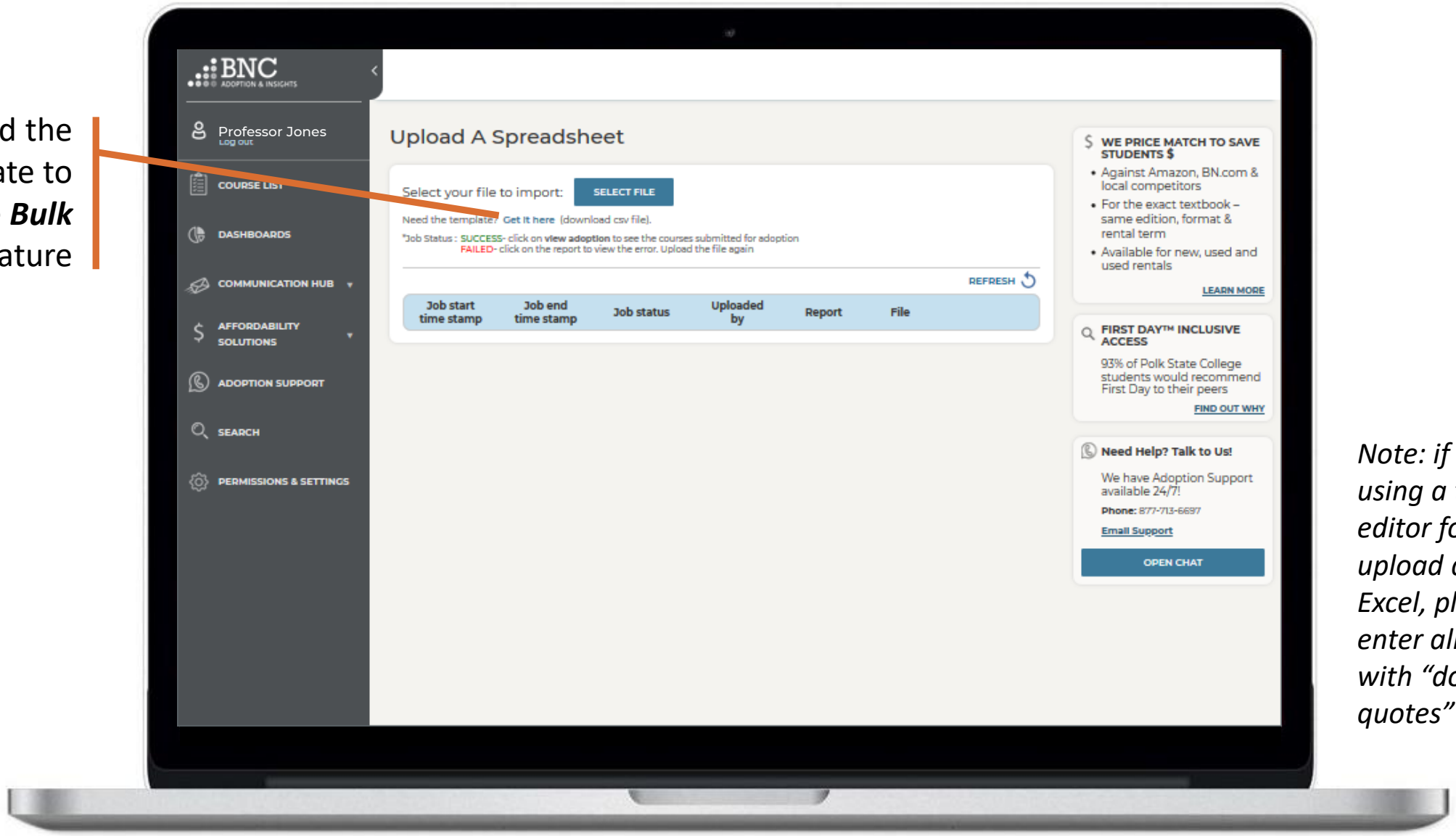
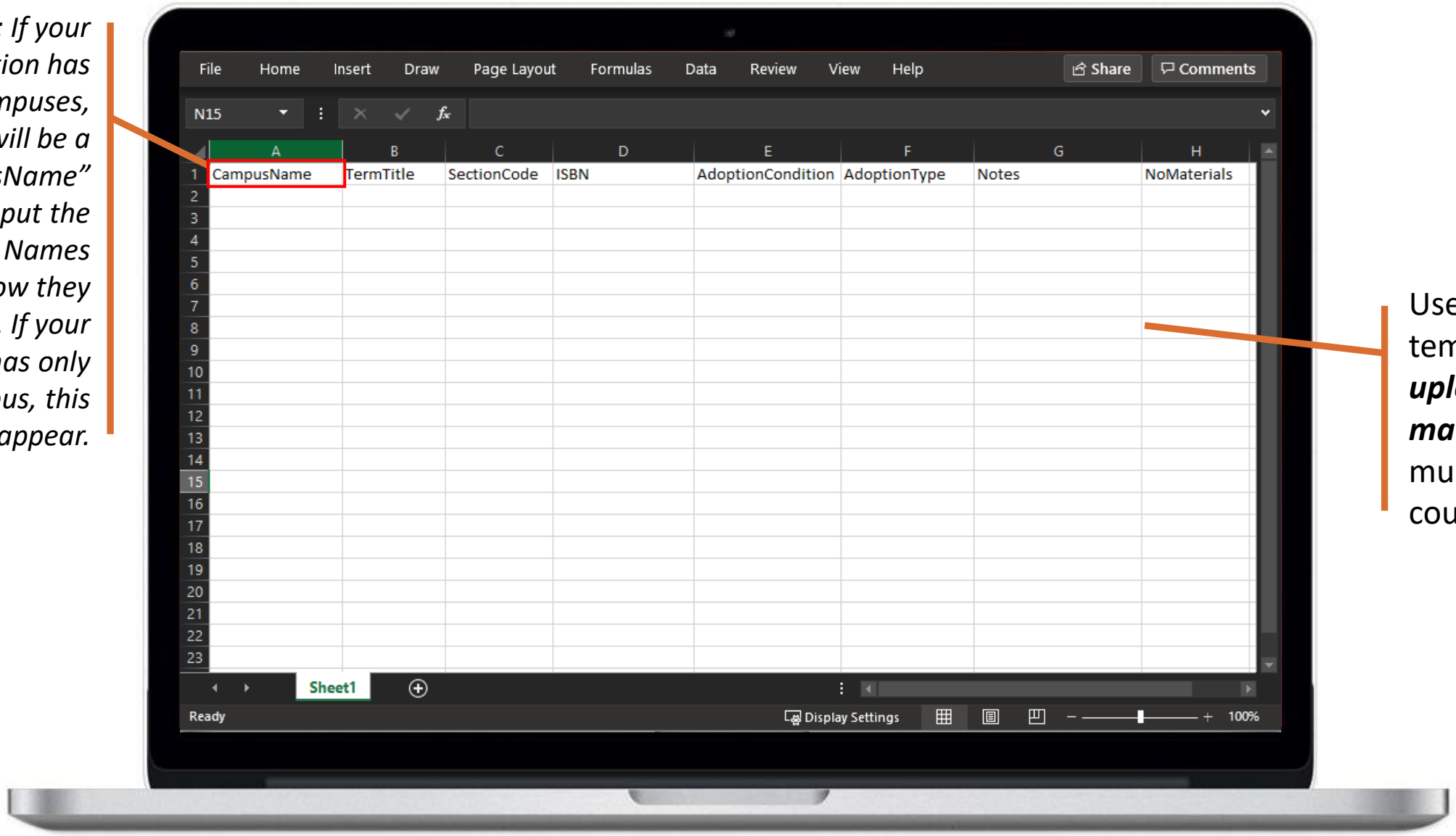
Download the template to use the ***Bulk Upload*** feature



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.

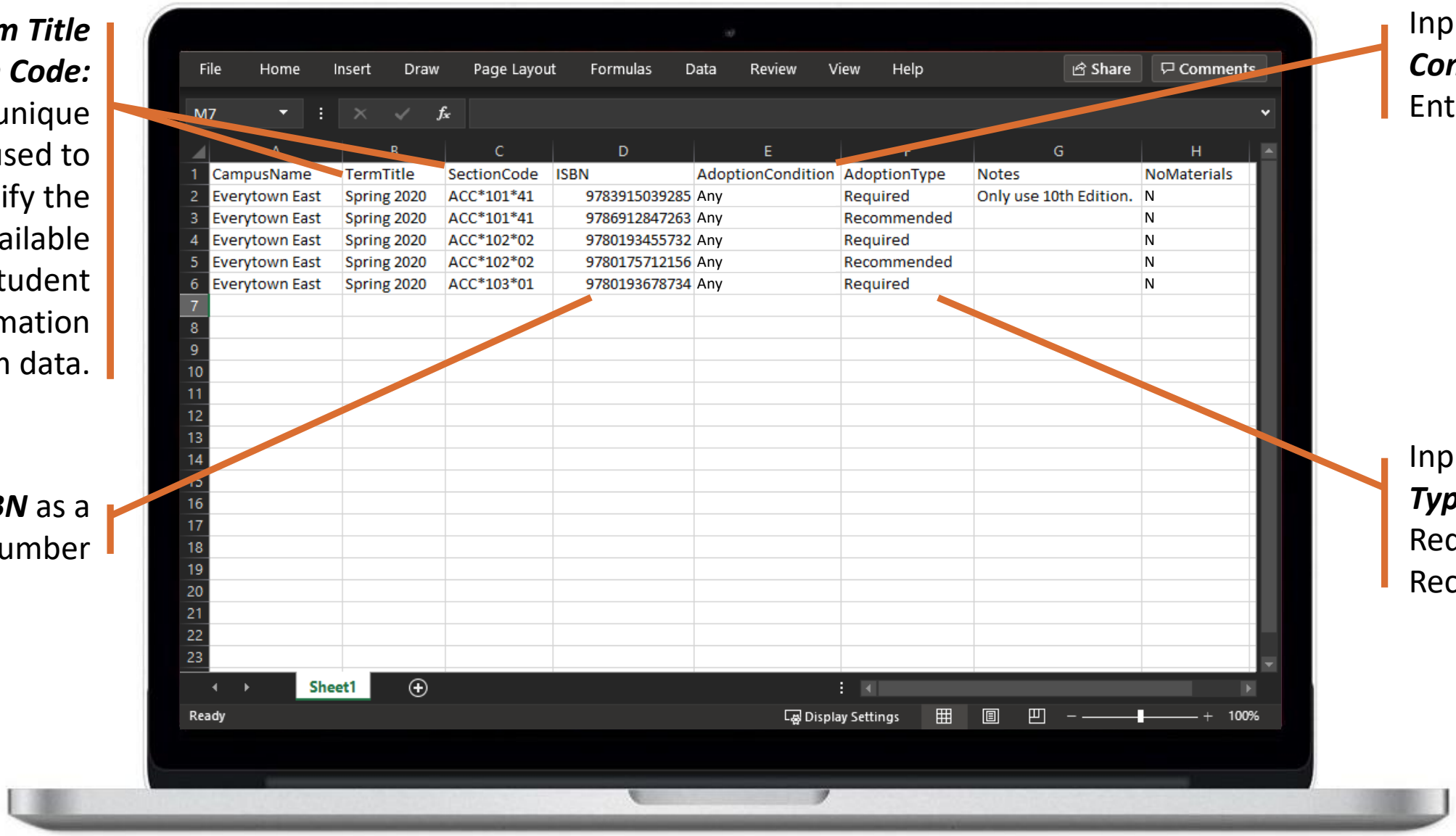


Use the template to ***upload materials*** to multiple courses

BNC ADOPTION & INSIGHTS

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



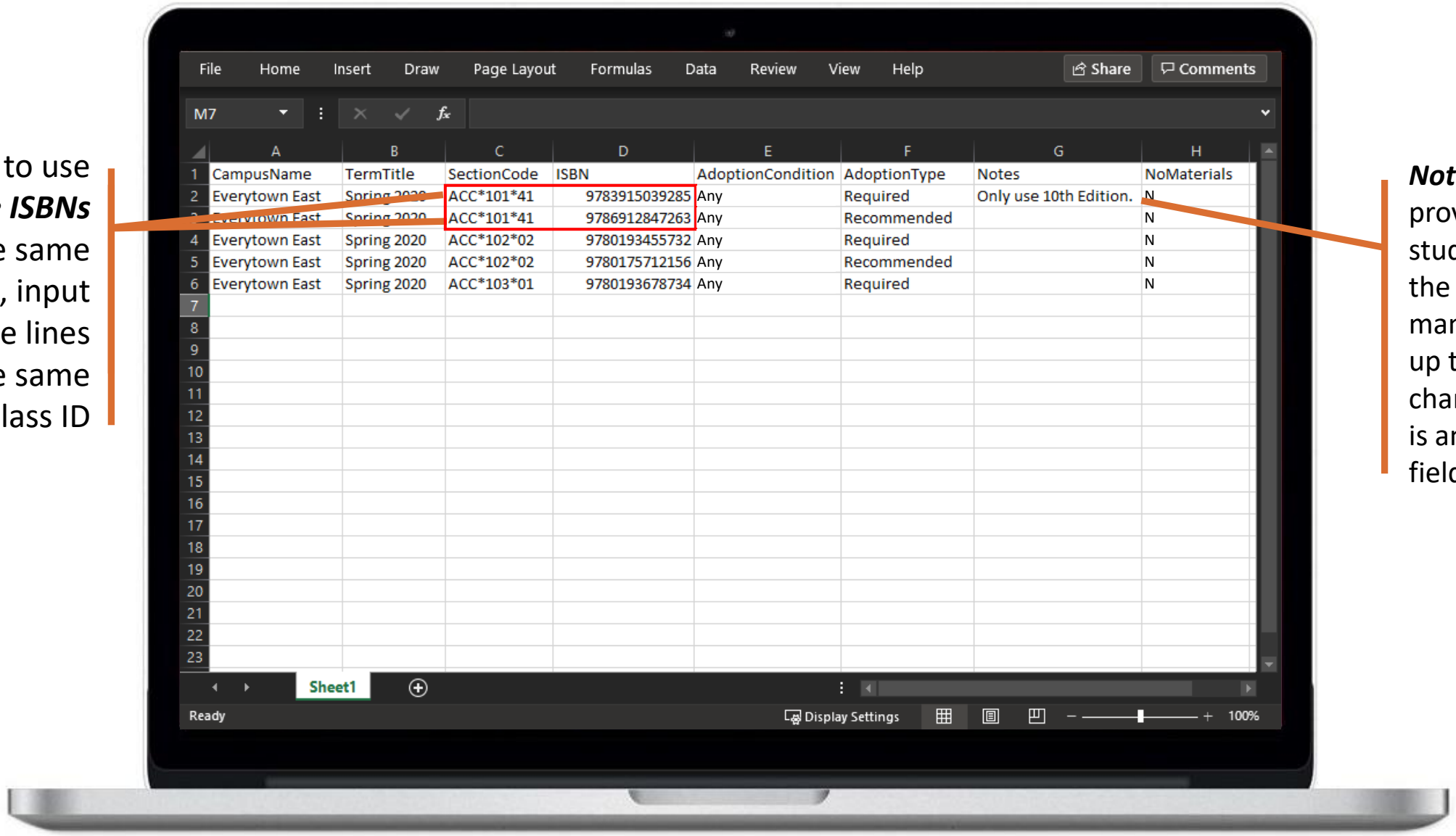
	A	B	C	D	E	F	G	H
1	CampusName	TermTitle	SectionCode	ISBN	AdoptionCondition	AdoptionType	Notes	NoMaterials
2	Everytown East	Spring 2020	ACC*101*41	9783915039285	Any	Required	Only use 10th Edition.	N
3	Everytown East	Spring 2020	ACC*101*41	9786912847263	Any	Recommended		N
4	Everytown East	Spring 2020	ACC*102*02	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

Input ***Adoption Condition:*** Enter Any

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

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
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2	Everytown East	Spring 2020	ACC*101*41	9783915039285	Any	Required	Only use 10th Edition.	N
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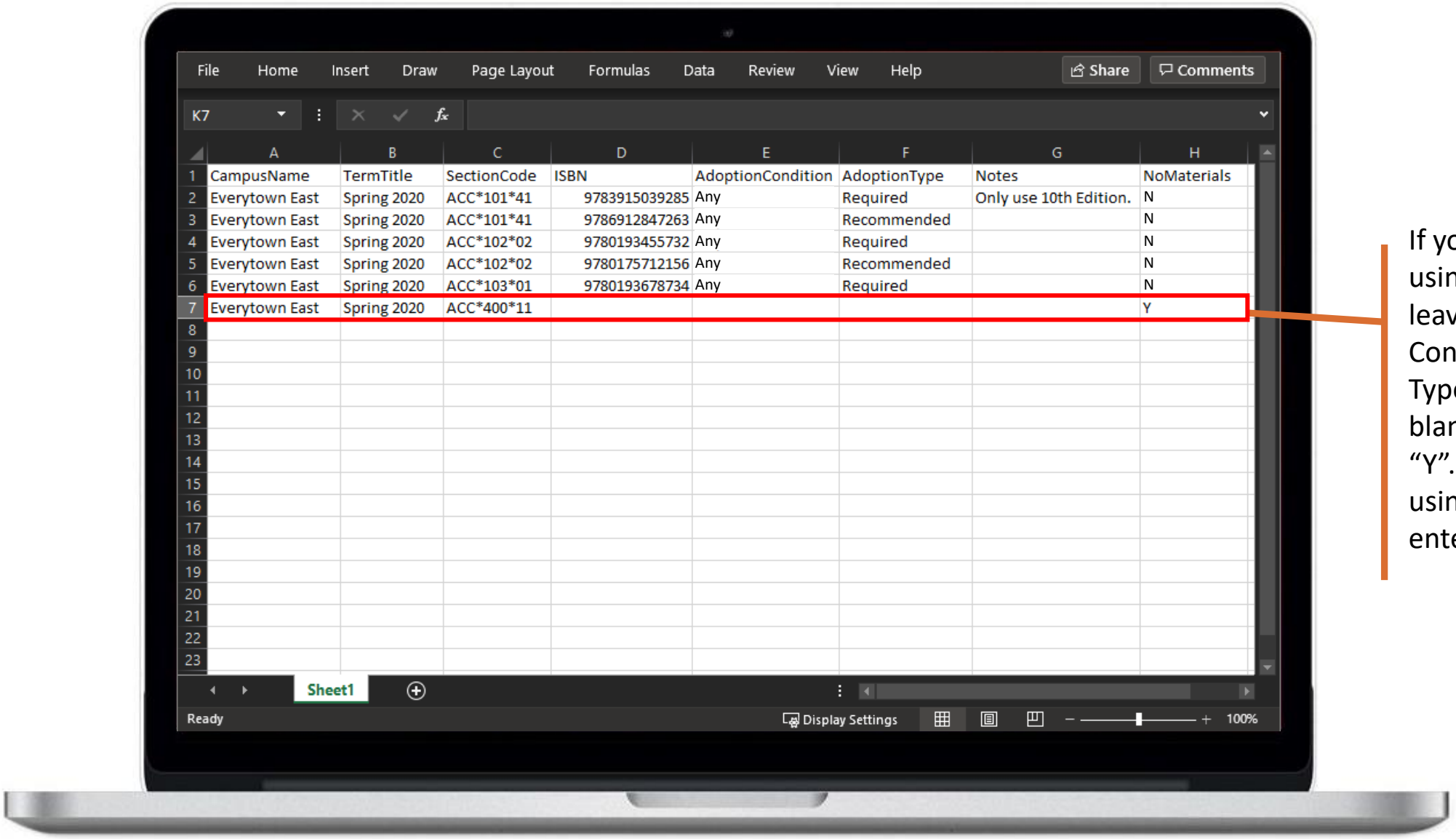
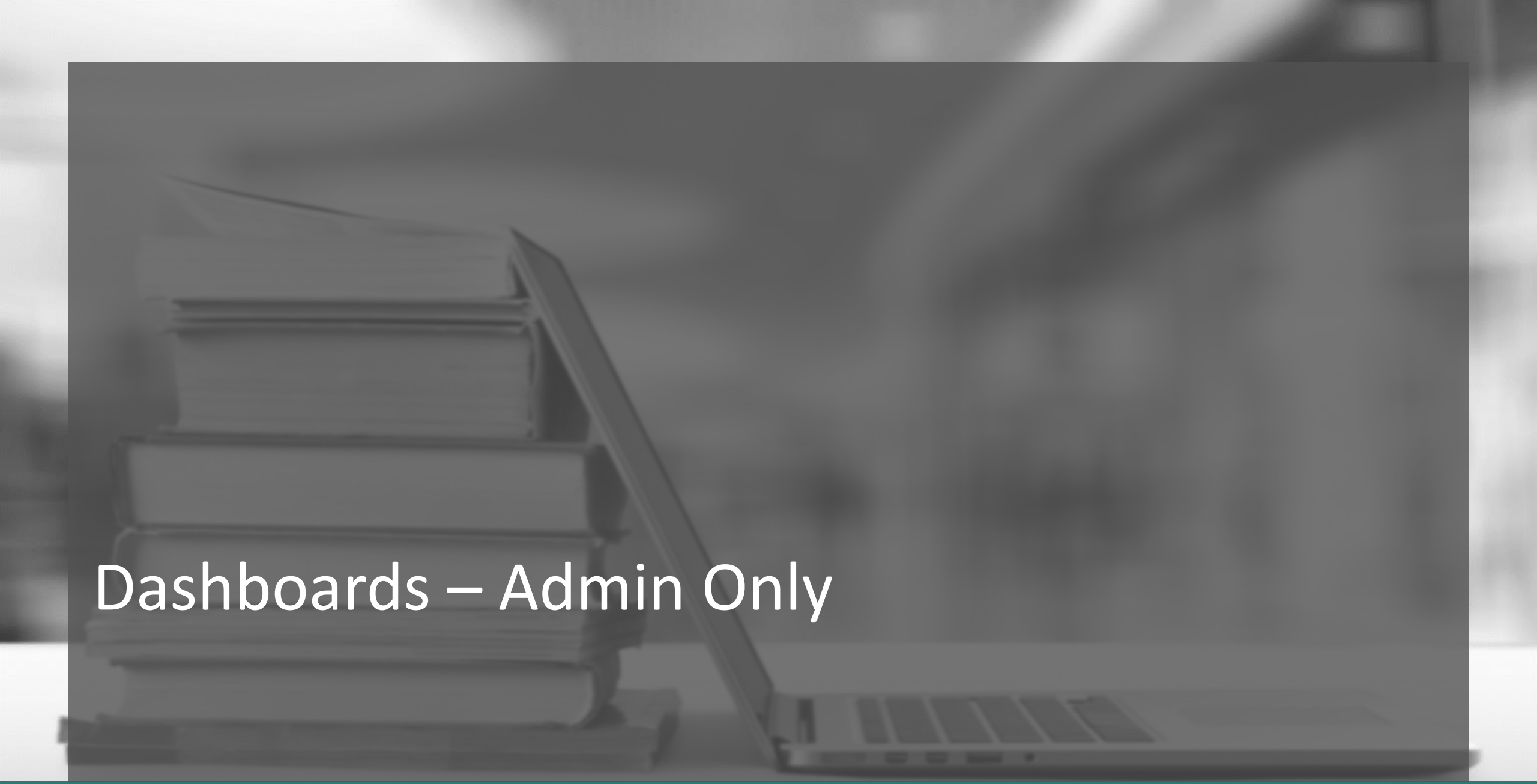
4	Everytown East	Spring 2020	ACC*102*02	9780193455732	Any	Required		N
5	Everytown East	Spring 2020	ACC*102*02	9780175712156	Any	Recommended		N
6	Everytown East	Spring 2020	ACC*103*01	9780193678734	Any	Required		N

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"



Dashboards – Admin Only

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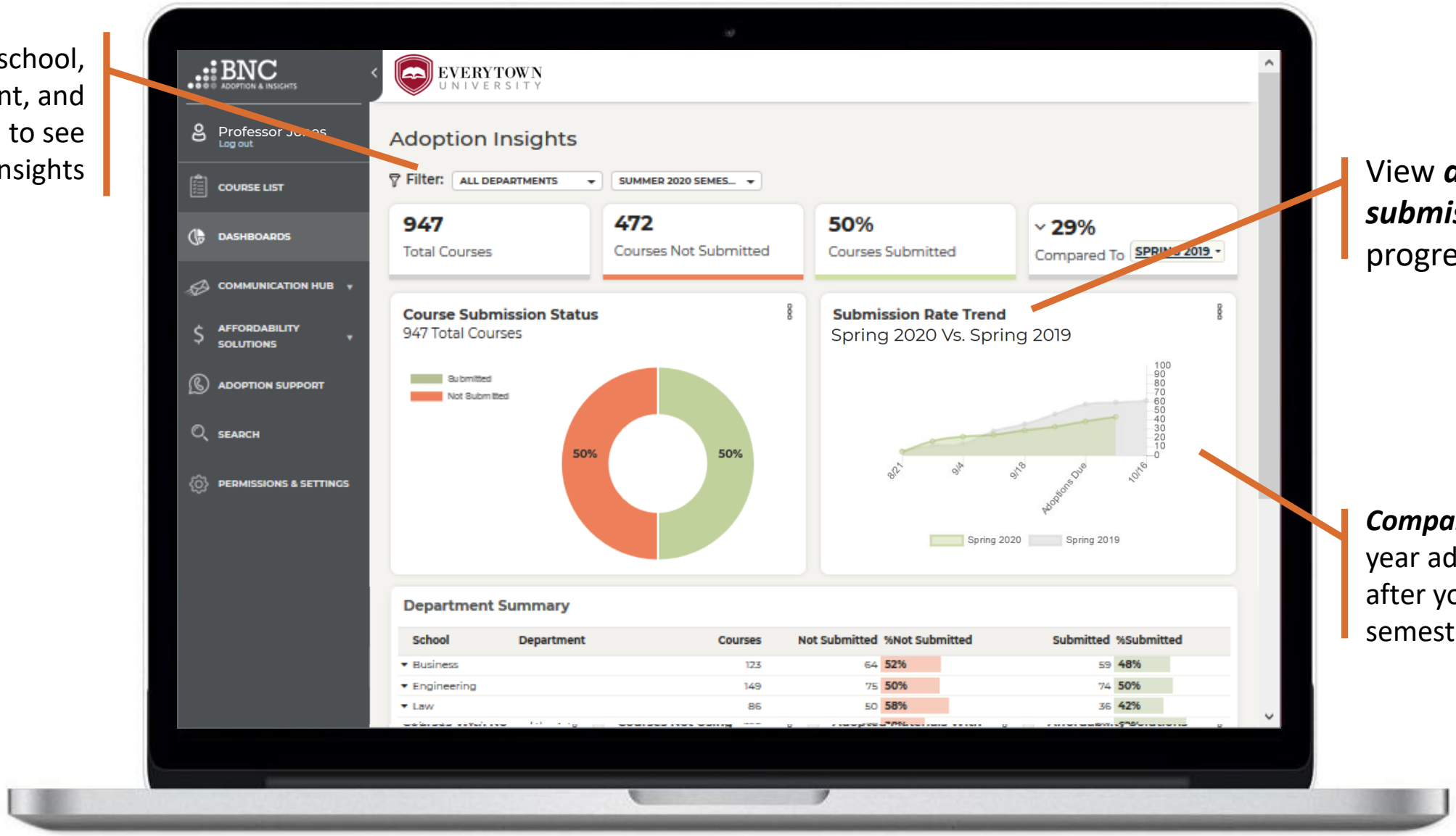
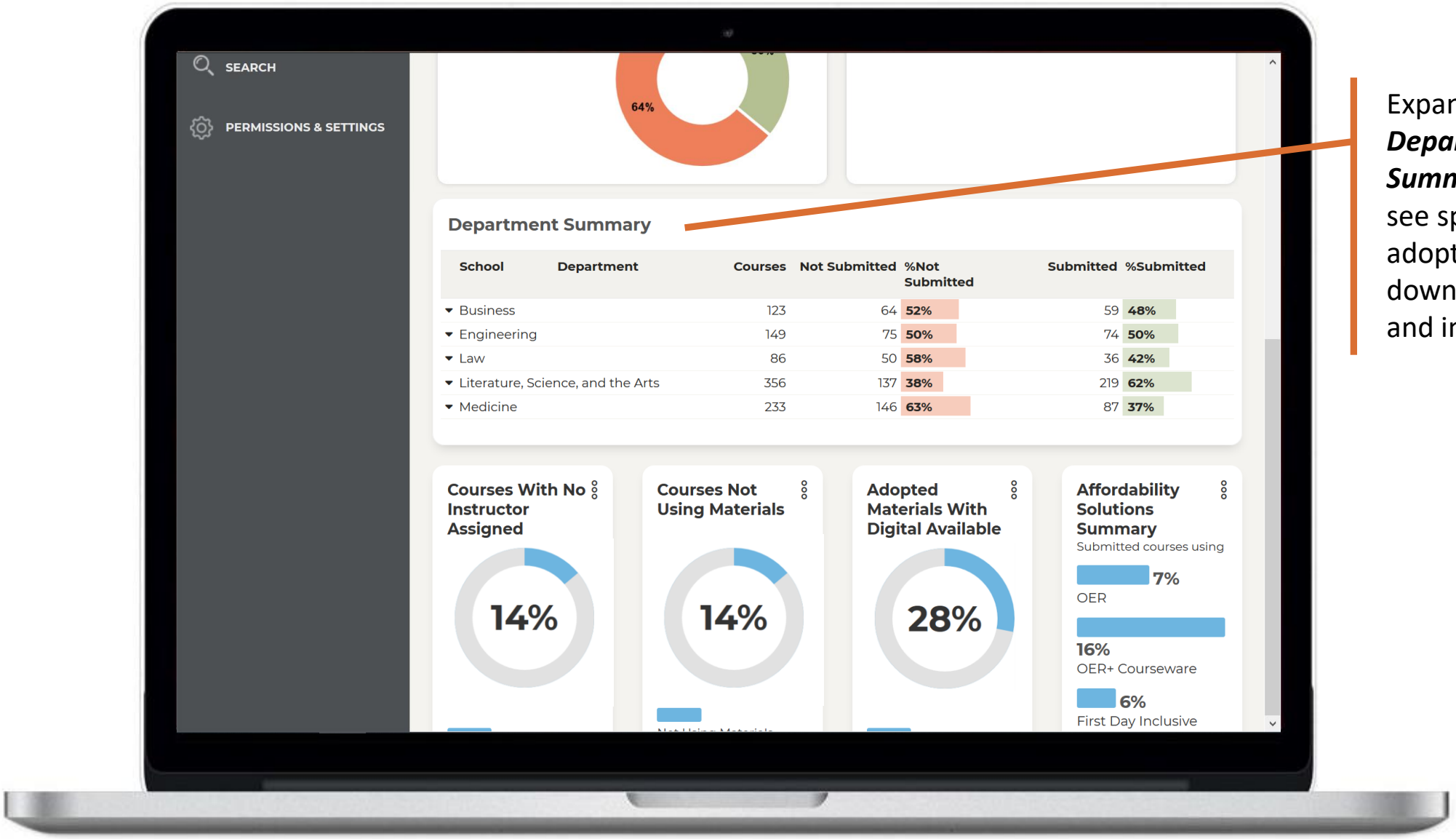
Filter by school, department, and term to see detailed insights



View ***adoption submission*** progress

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

BNC ADOPTION & INSIGHTS



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

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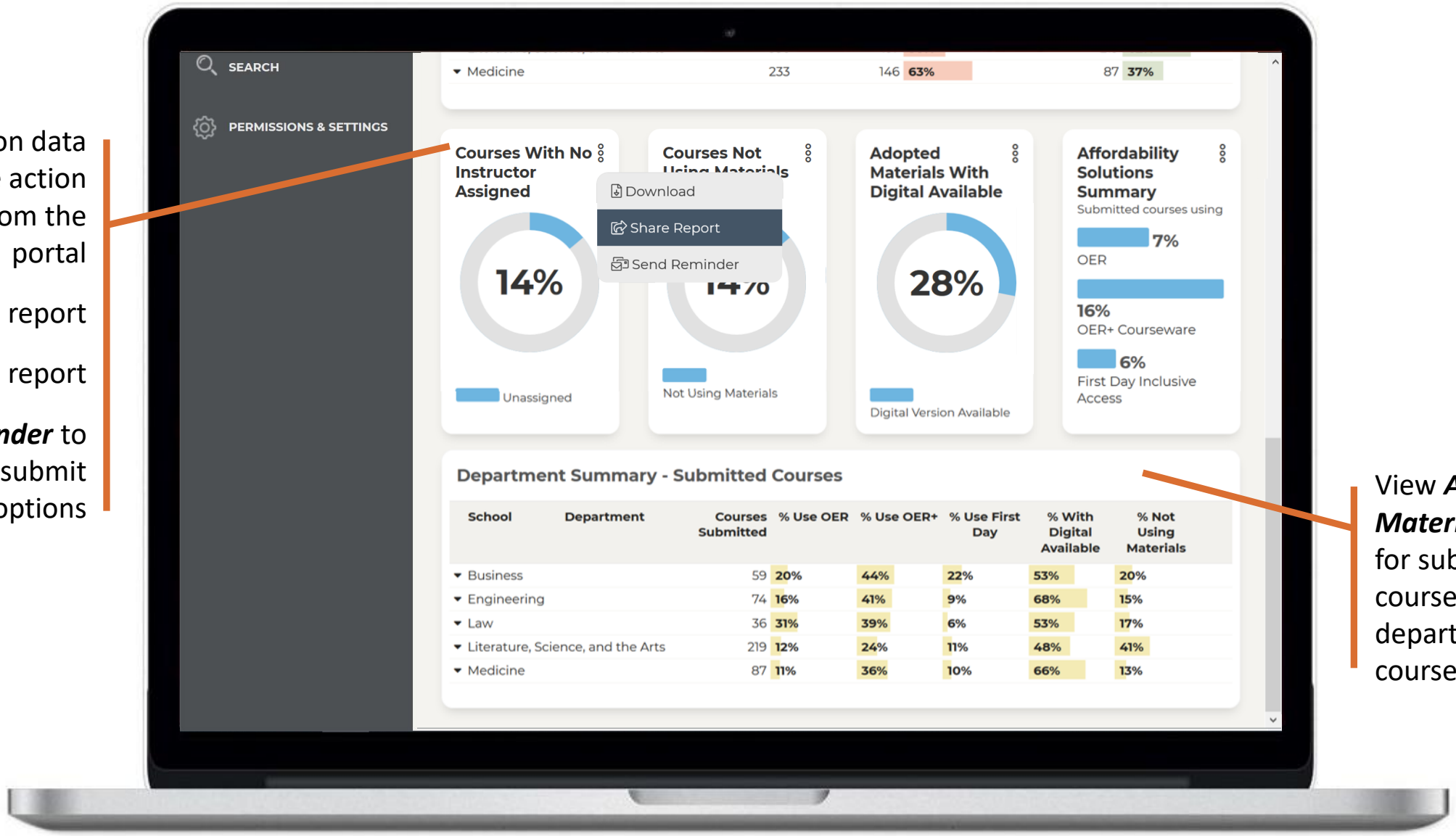
See adoption data and take action directly from the portal

Download a report

Share a report

Send a Reminder to faculty to submit missing adoptions



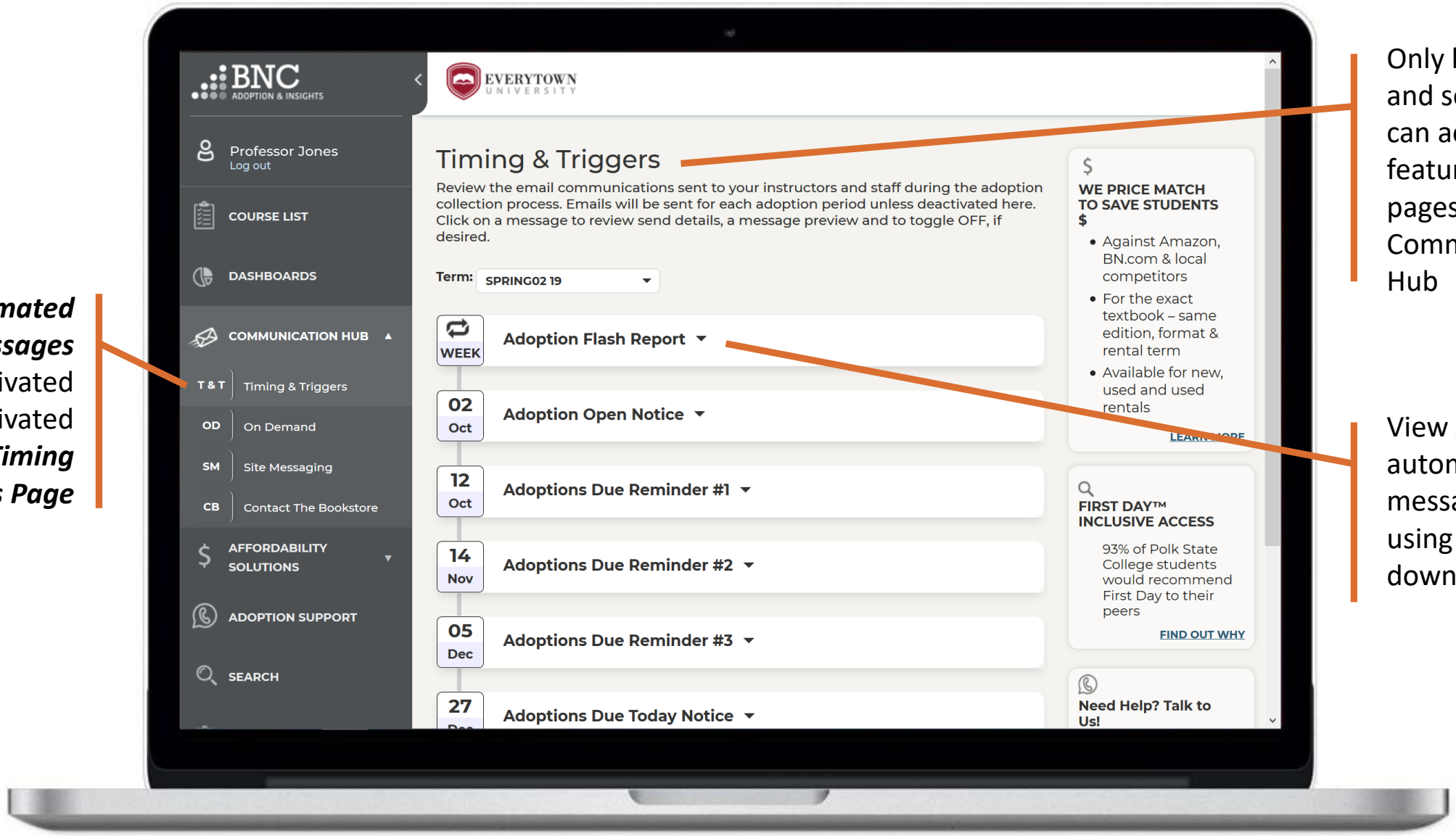
View ***Adopted Material Insights*** for submitted courses by school, department, and course

BNC ADOPTION & INSIGHTS

Communication Hub

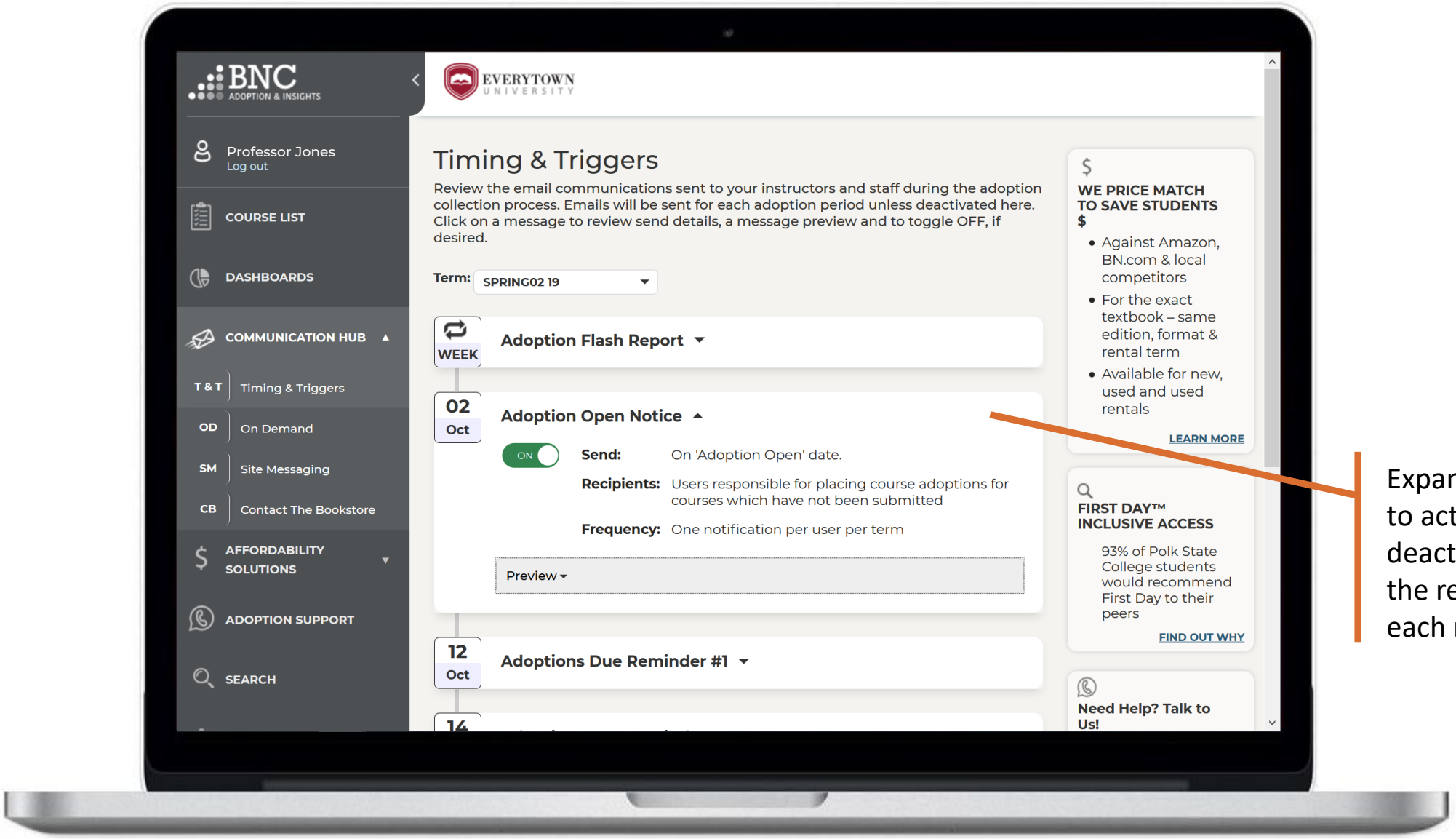
BNC
ADOPTION & INSIGHTS

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

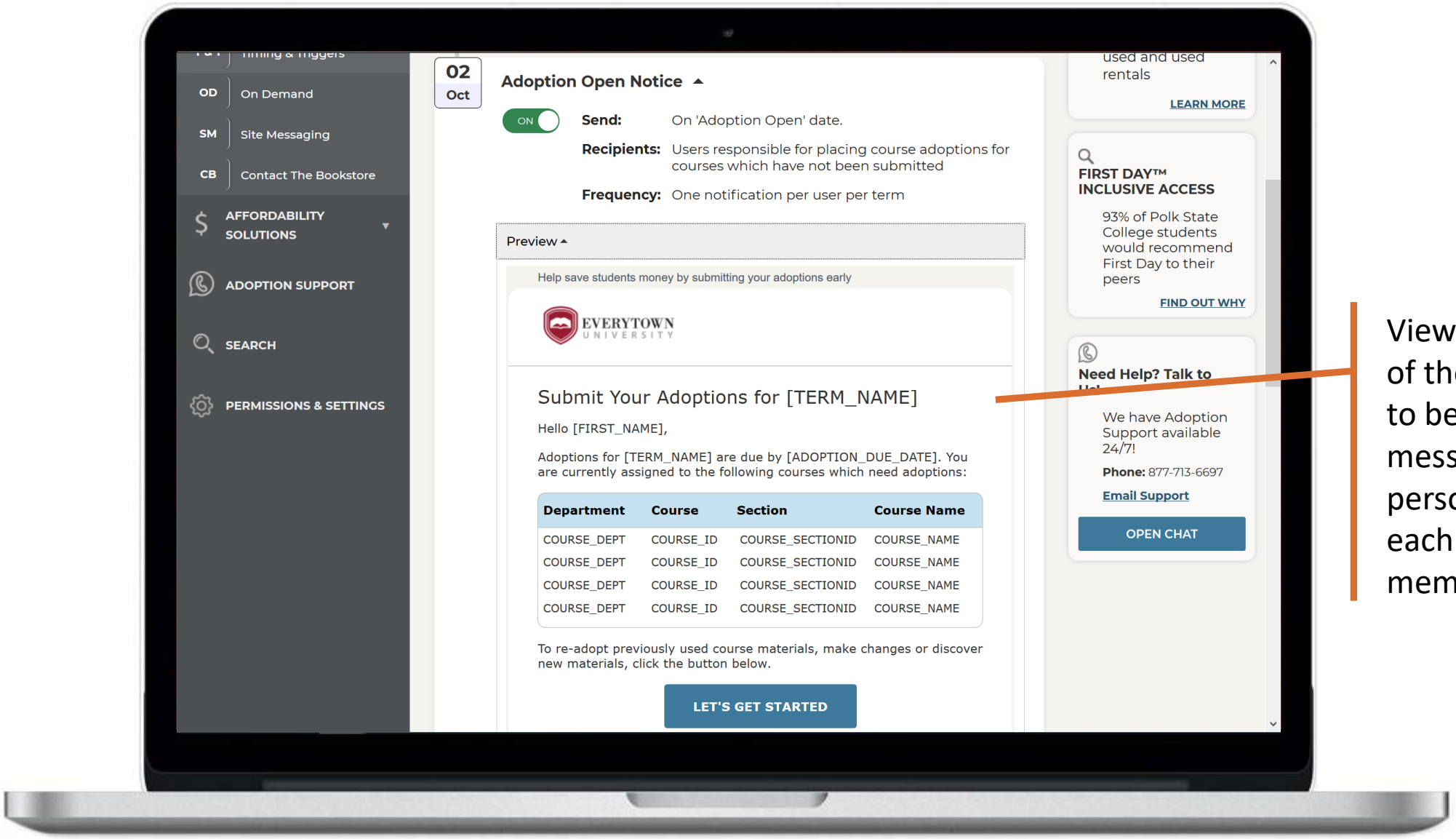
View ***Send Dates*** of automated email messages by term using the drop down



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

COMMUNICATION HUB – TIMING & TRIGGERS

BNC ADOPTION & INSIGHTS

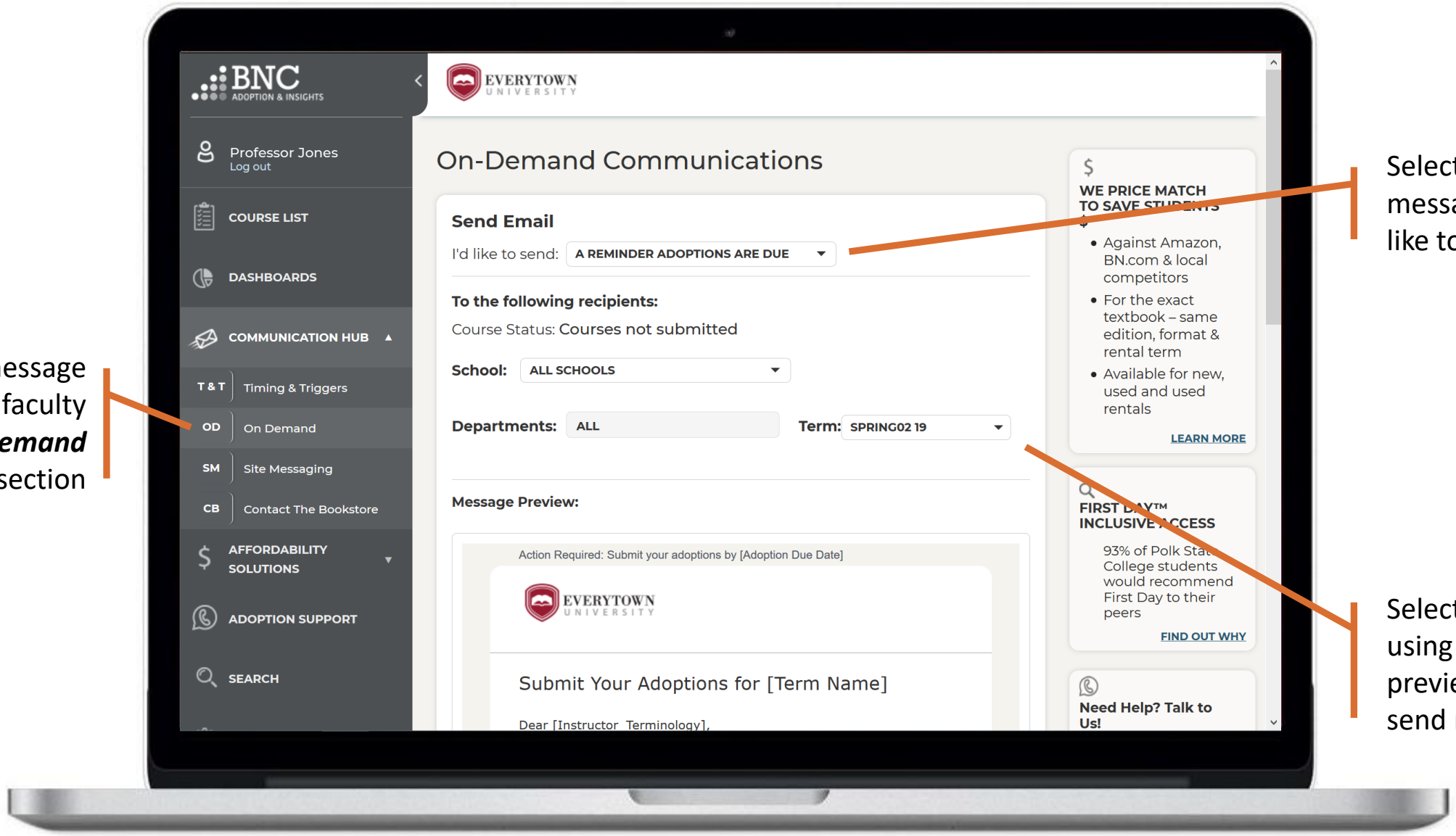


View a ***preview*** of the message to be sent. The message will be personalized to each faculty member

COMMUNICATION HUB – TIMING & TRIGGERS

BNC ADOPTION & INSIGHTS

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

COMMUNICATION HUB – ON DEMAND

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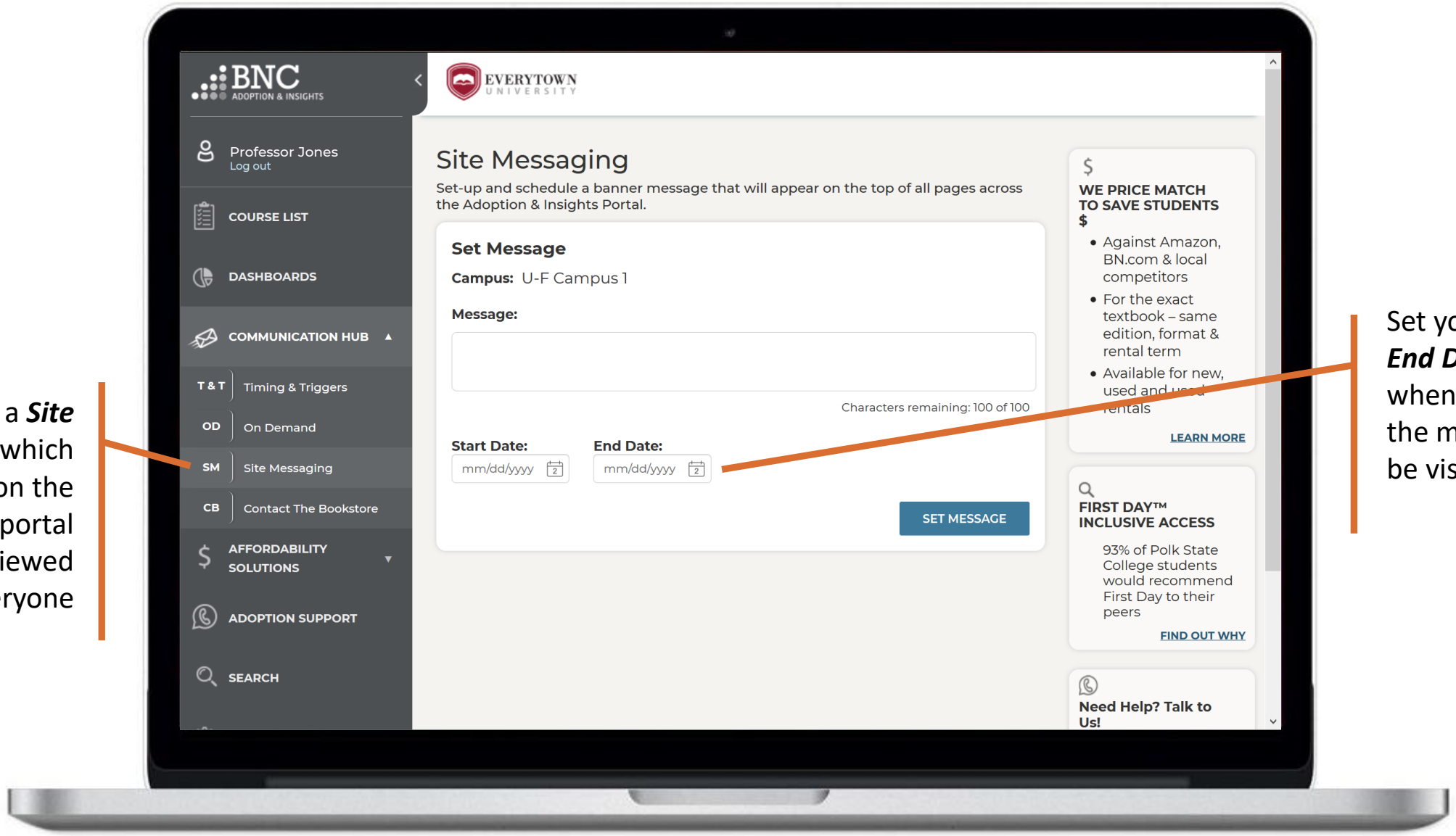
Craft a ***Site Message*** which will live on the top of the portal and be viewed by everyone



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

COMMUNICATION HUB – SITE MESSAGING

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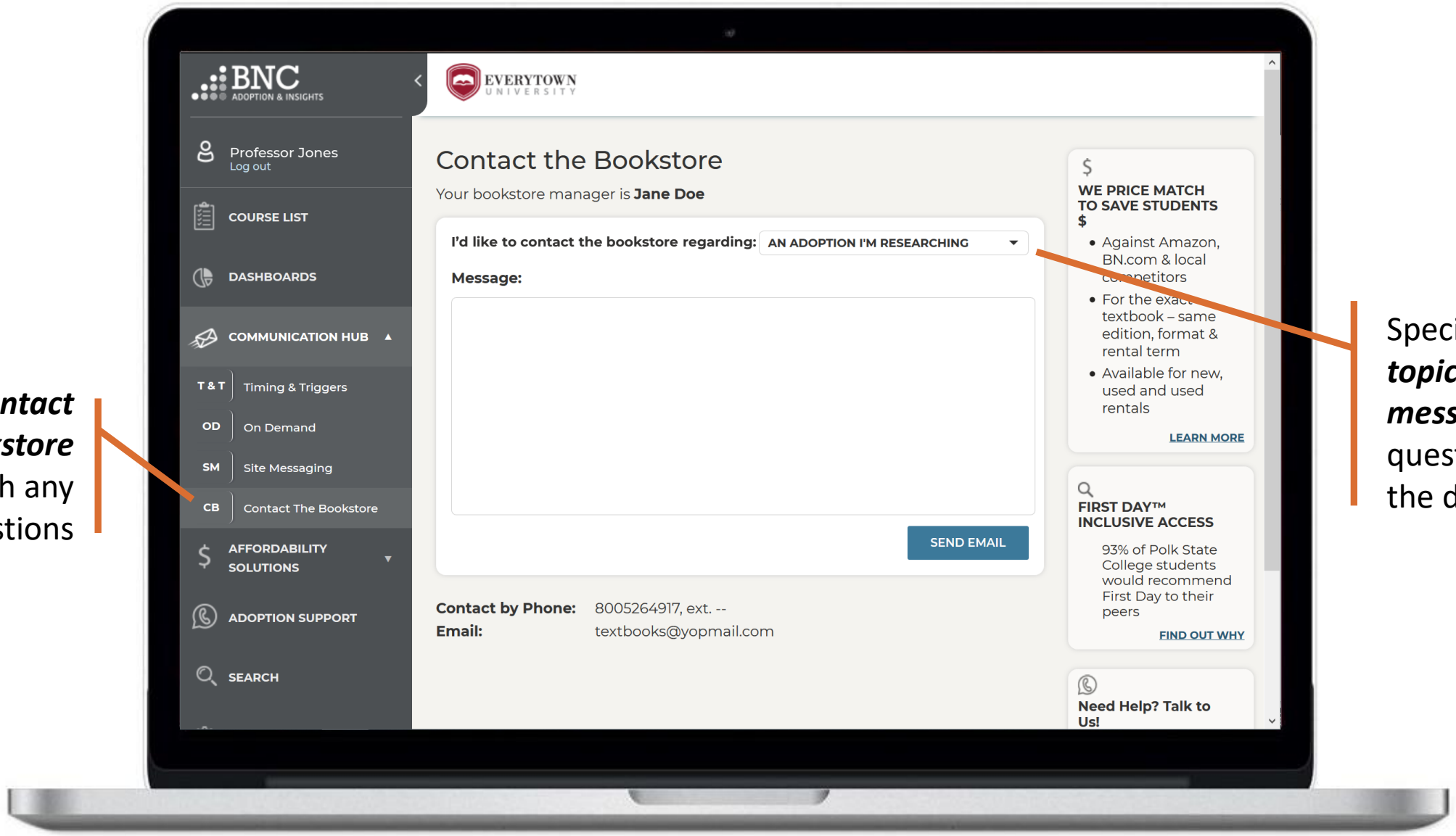
Easily ***Contact the Bookstore*** with any questions



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

COMMUNICATION HUB – CONTACT THE BOOKSTORE

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Affordability Solutions

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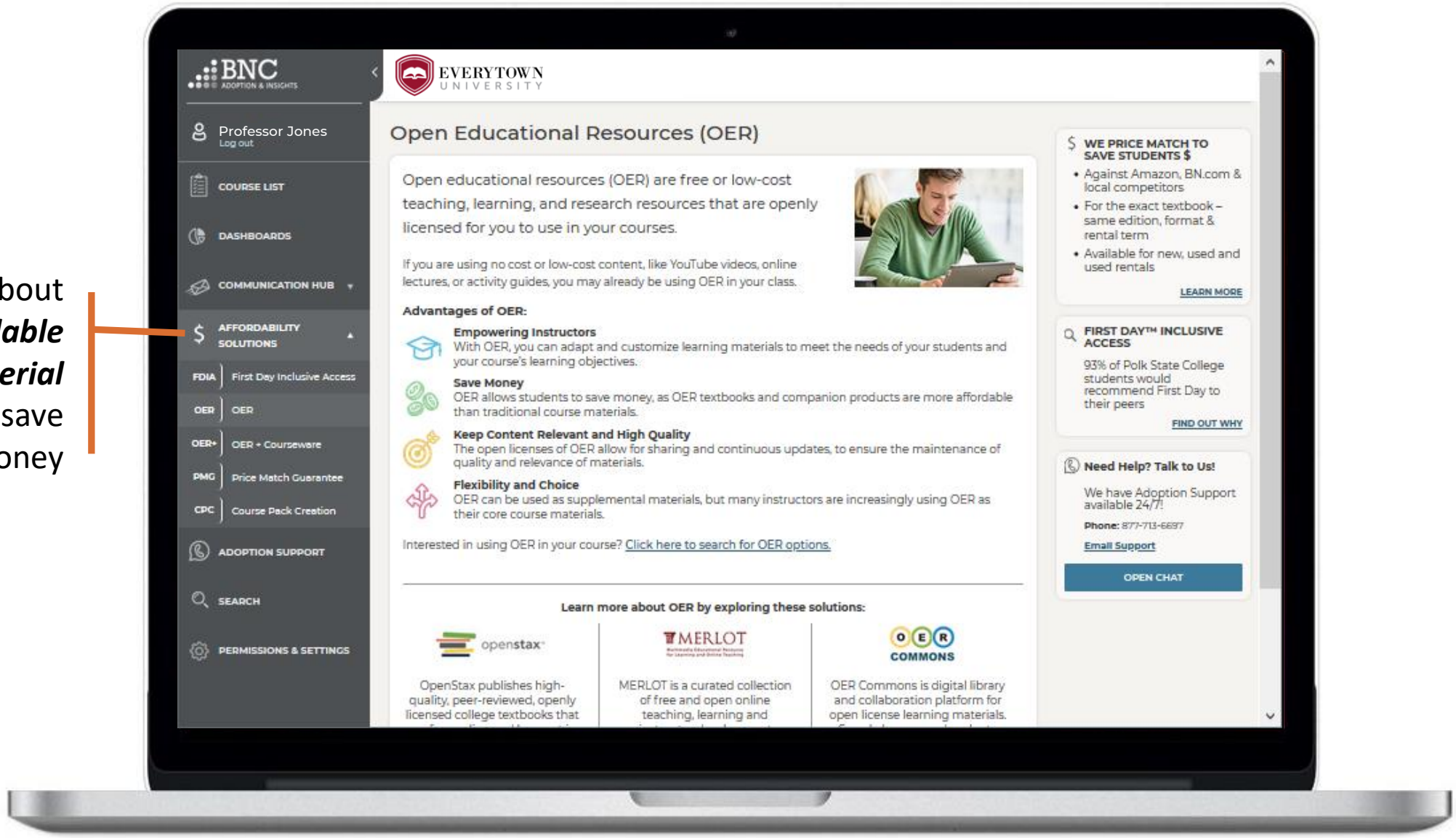
Learn about ***Affordable Course Material Solutions*** to save students money



Adoption Support

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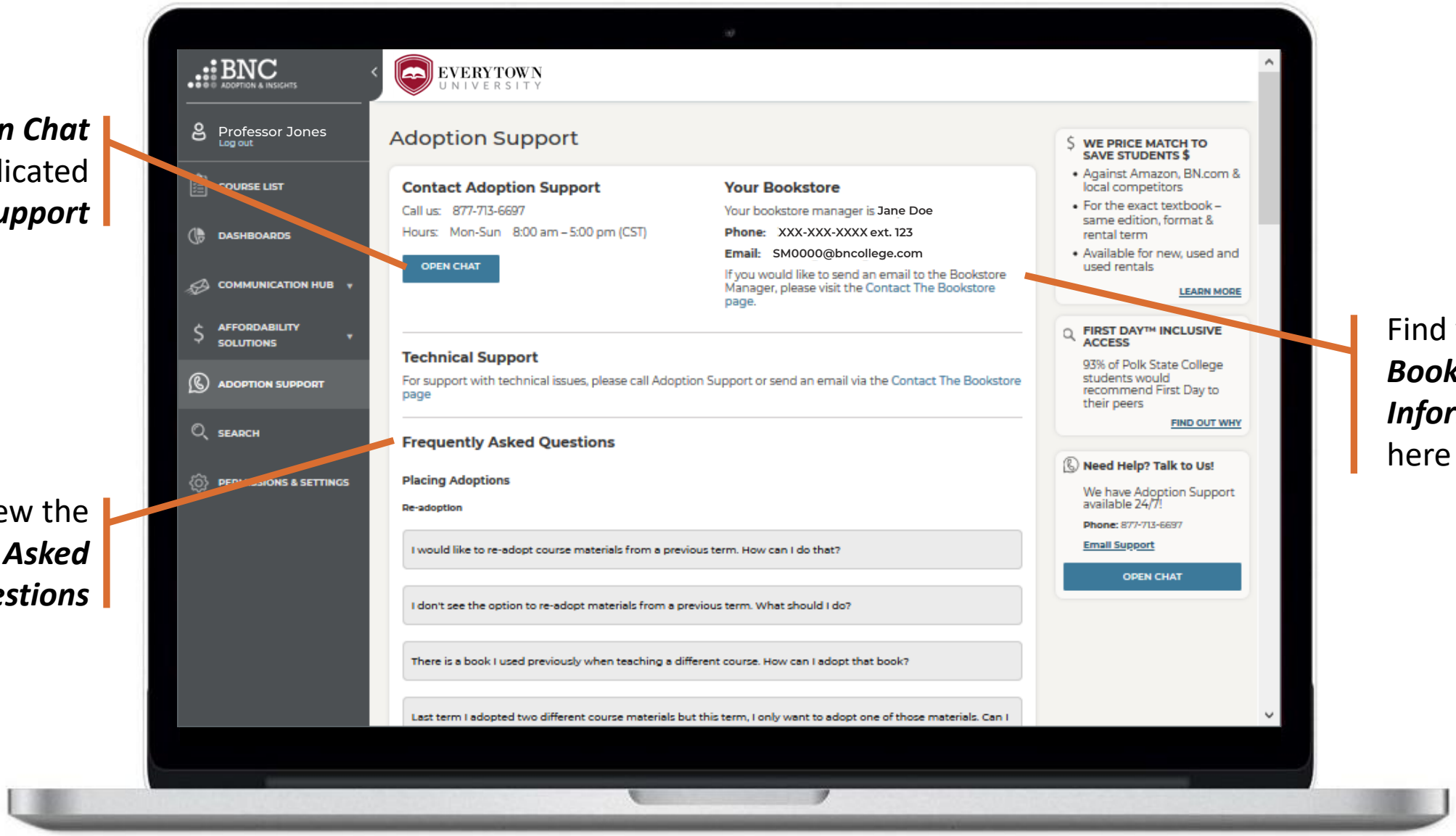
Click ***Open Chat*** for dedicated ***Adoption Support***

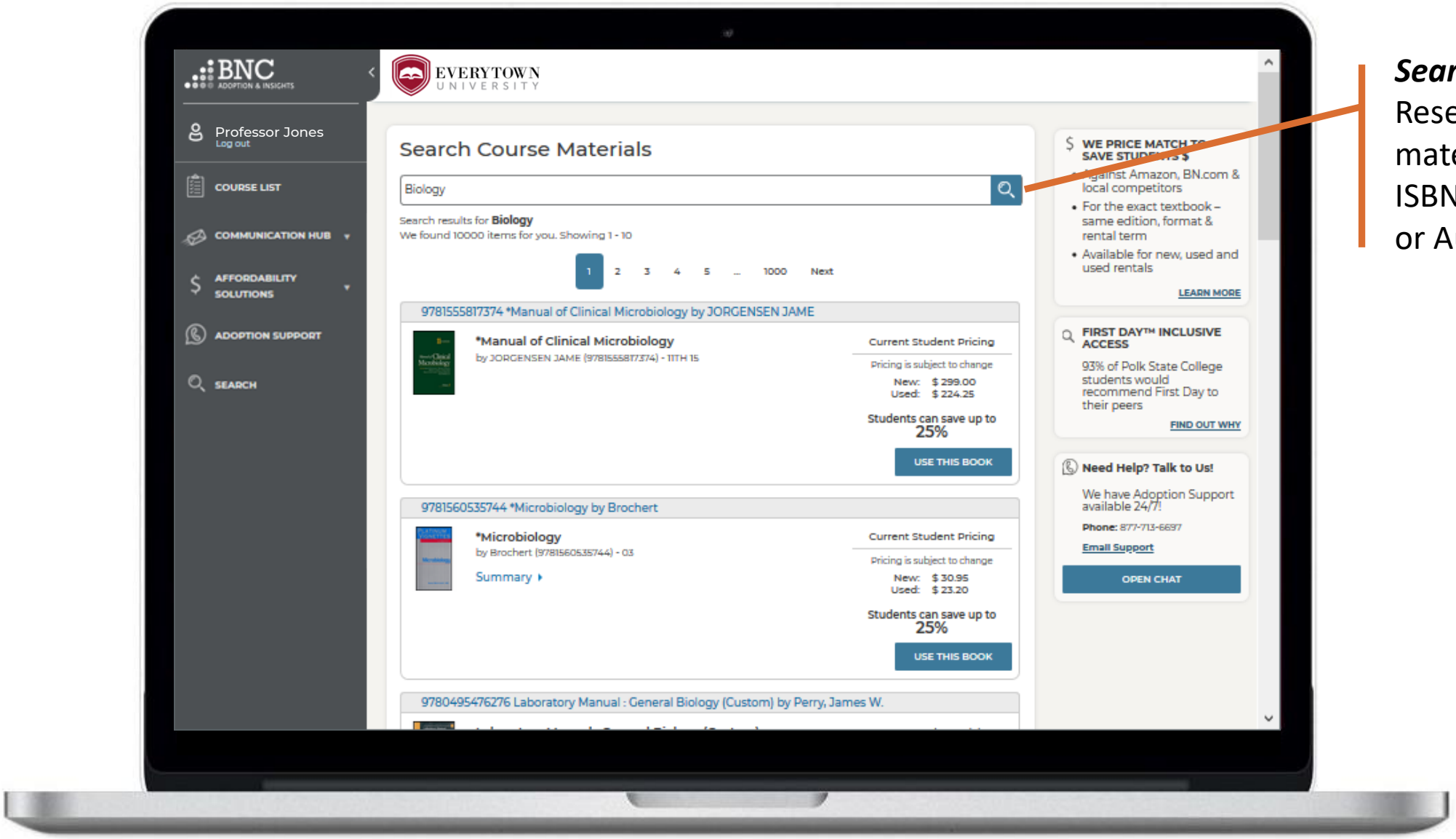
View the ***Frequently Asked Questions***



Find your ***Bookstore Information*** here

Search & Research

BNC
ADOPTION & INSIGHTS



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

Permissions & Settings

Administration & Academic Leadership

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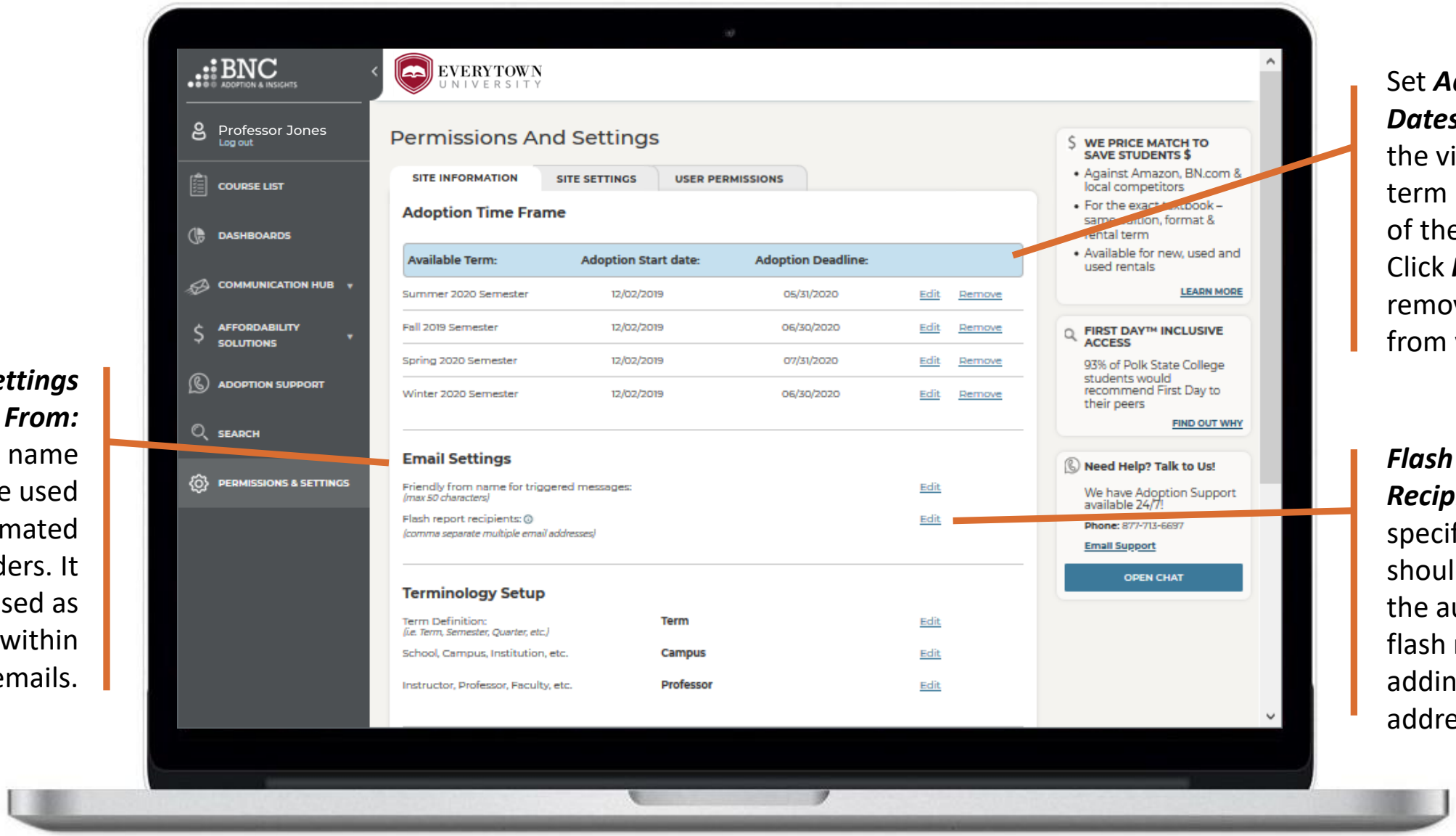
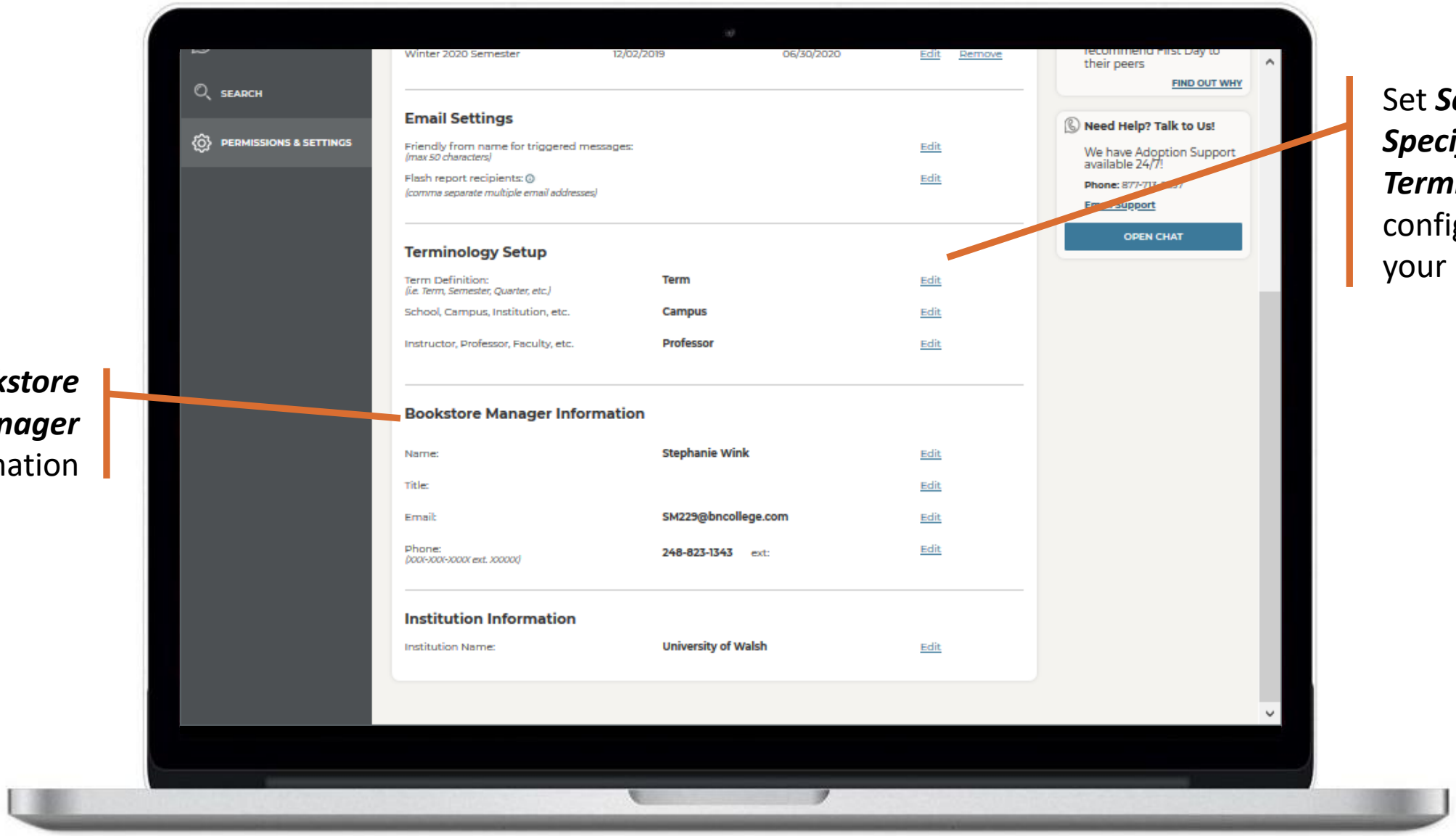
Set ***Email Settings Friendly From:*** 'from' sender name which will be used for the automated email reminders. It will also be used as the sign-off within those emails.



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

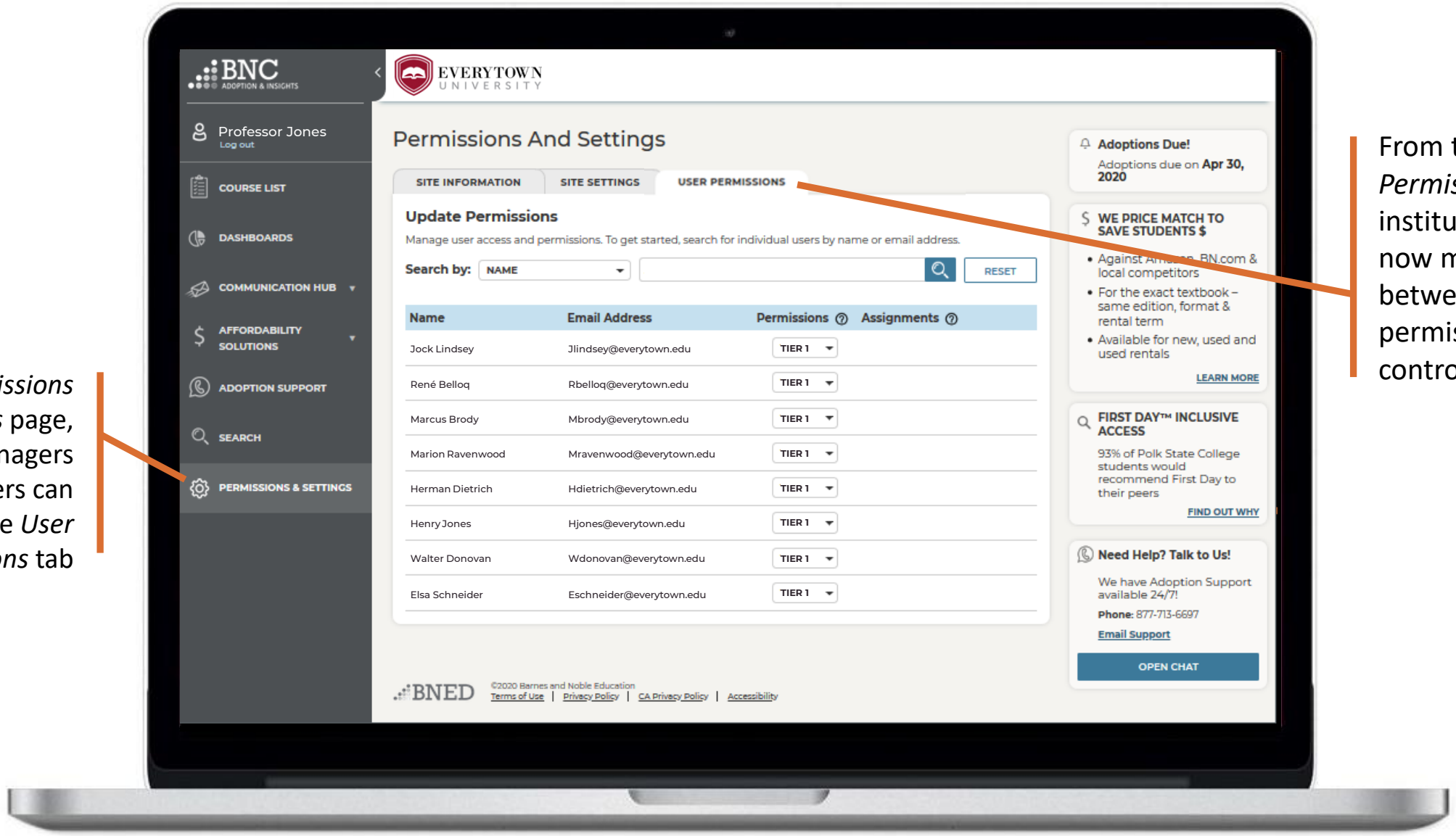
Flash Report Recipients - specify who should receive the automated flash report by adding email addresses here

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

USER PERMISSIONS

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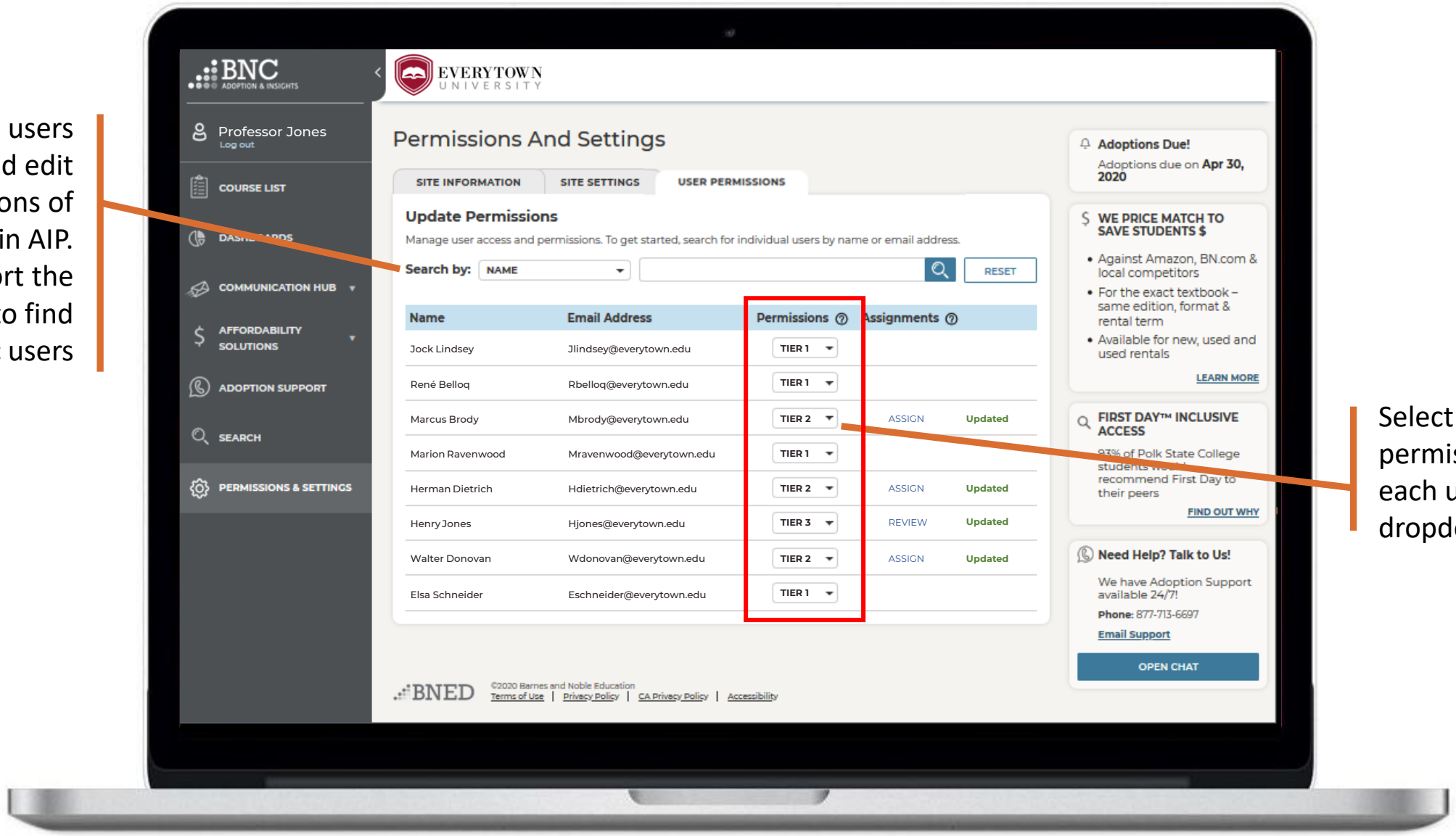
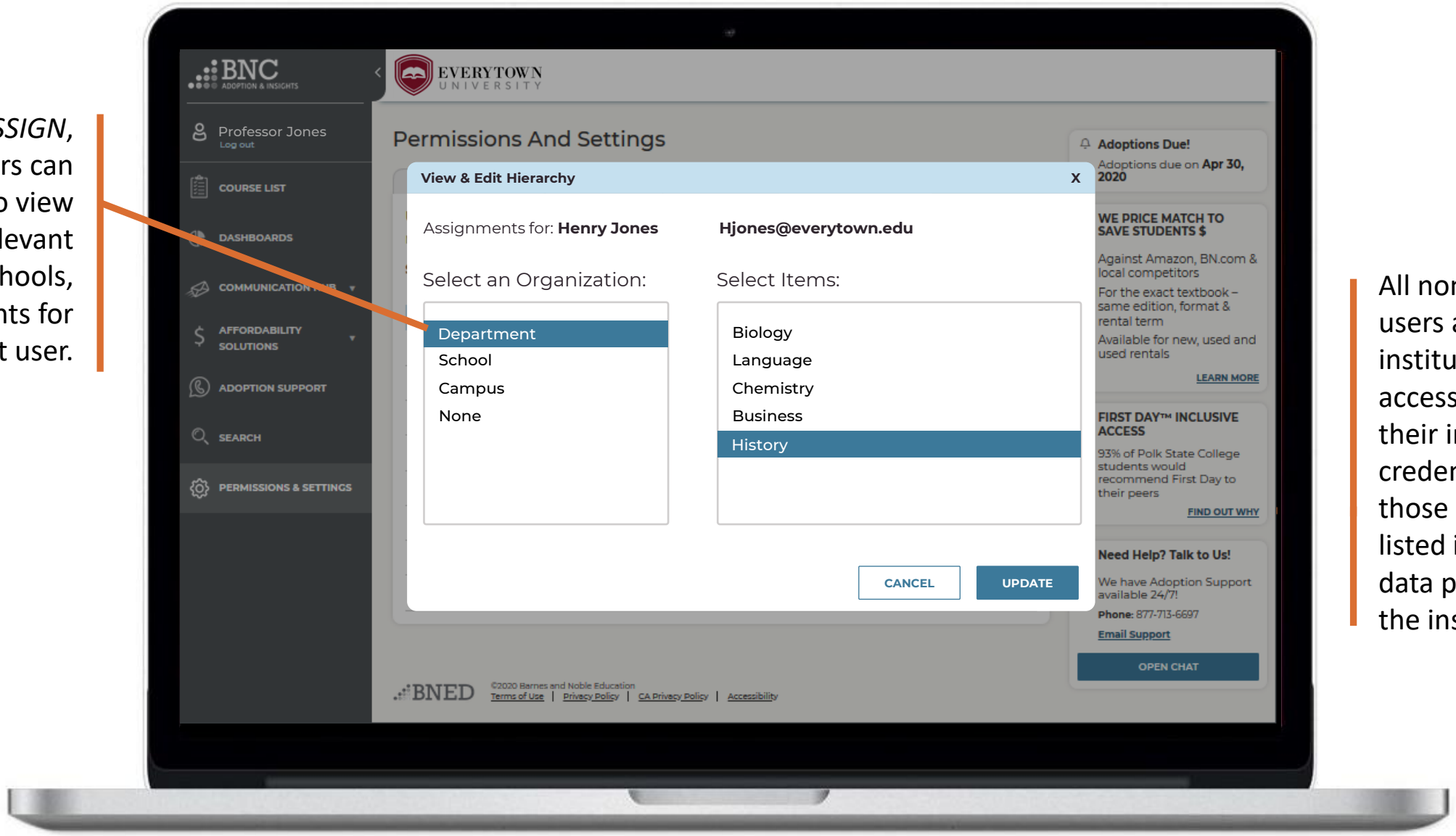
Here, Tier 3 users can view and edit the permissions of all users in AIP. *Search* and sort the results to find specific users



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.

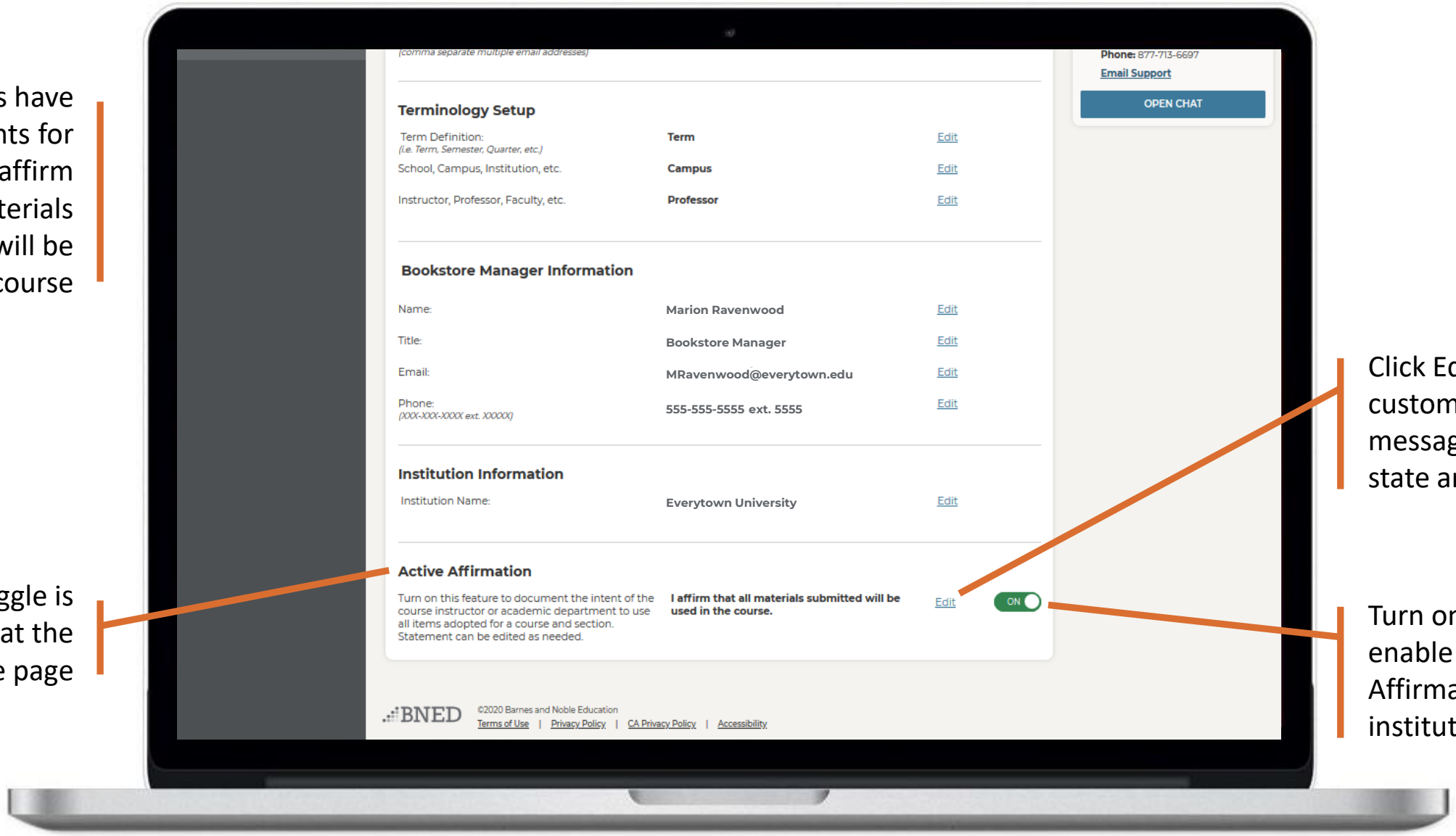


All non-student users at the institution can access AIP with their institutional credentials, even if those users are not listed in the roster data provided by the institution

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

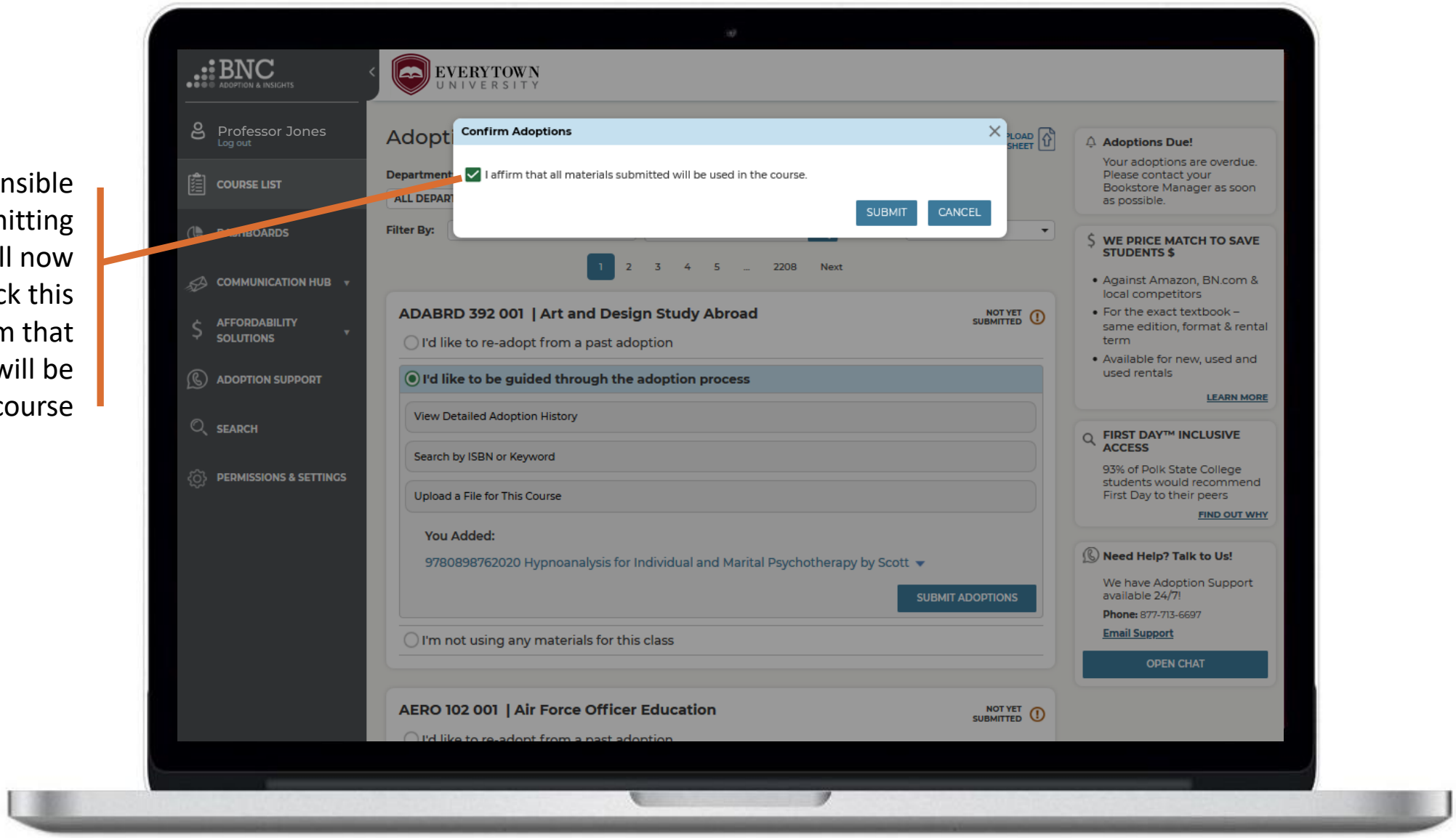
The toggle is located at the bottom of the page



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



ACTIVE AFFIRMATION

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