BNC Adoption & Insights Portal

Faculty Training Guide
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
How do I log in?

- The Adoption & Insights Portal lets you log in with your institution credentials via a link to AIP in your SIS or Learning Management System (LMS)

- You can also access AIP through the link in your Adoption Reminder emails
As faculty, you will land on the **Course List** and see all your courses for the term/semester, powered by data from your SIS.

In the Course List, you can submit your adoptions by using your adoption history, searching the catalog, and more.
One Click Re-Adopt
To Re-Adopt from a past term, use the **One Click Re-Adopt** function. Select which term and section you want to use.
Deselect any materials you don’t want to Re-adopt
Apply your course materials to all or just submit one.

Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions.
That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption.
Guided Adoption
To find new course materials, select the **Guide Me** option.
View Detailed Adoption History by term, course, or professor.
Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**.

Write a book-specific message to the bookstore.

View textbook summary, pricing for students, and savings.

Select if book is **Required** or **Recommended**.
Search by ISBN or Keyword
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.
For Adoption Type, enter Required or Recommended

Notes are optional and can be left blank

Enter **ISBNs** as separate lines

For **Material Type**, enter New Only, Digital Only, or Any

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<tr>
<th>ISBN</th>
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<th>Adoption Type</th>
<th>Notes</th>
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Discover **Affordability Solutions** specific to your course topic

**Note:** Affordability Solutions are shown based on availability and applicable subjects
If you do not wish to use any materials, click the *No Materials* option.

If you are using an *OER*, let us know by clicking on the toggle.
Editing an Adoption
On the Course List page, navigate to your Submitted Courses.

On a submitted course, click Add Course Materials to add additional materials to the already submitted course.
Once you’ve found a material you’d like to use, click ‘Use This Book’ to add it to the course.

Search by ISBN or Keyword and browse through the search results.
New materials are identified by an ‘Added’ note.

Make sure to click ‘Submit’ to save changes.
If you want to select new materials for this course, select ‘Yes, I’ll Choose Them Later’

If you want to use no materials, select ‘No Materials Required’

To Delete an adoption or start over, click ‘Delete Adoption’ below the submitted course
After you’ve made your updates, you will receive a confirmation email.
Search and Research course materials by ISBN, Keyword, or Author
Contact the Bookstore
Easily Contact the Bookstore with any questions

Specify the topic of your message or question using the drop down menu.
Affordability Solutions
Learn about **Affordable Course Material Solutions** to save students money.

**Open Educational Resources (OER)**

Open educational resources (OER) are free or low-cost teaching, learning, and research resources that are openly licensed for you to use in your courses.

If you are using no-cost or low-cost content, like YouTube videos, online lectures, or activity guides, you may already be using OER in your class.

**Advantages of OER:**

- **Empowering Instructors**
  - With OER, you can adapt and customize learning materials to meet the needs of your students and your course's learning objectives.

- **Save Money**
  - OER allows students to save money, as OER textbooks and companion products are more affordable than traditional course materials.

- **Keep Content Relevant and High Quality**
  - The open licenses of OER allow for sharing and continuous updates, to ensure the maintenance of quality and relevance of materials.

- **Flexibility and Choice**
  - OER can be used as supplemental materials, but many instructors are increasingly using OER as their core course materials.

**Learn more about OER by exploring these solutions:**

- OpenStax publishes high-quality, peer-reviewed, openly licensed college textbooks that are free online and low cost in

- MERLOT is a curated collection of free and open online teaching, learning and instructor development

- OER Commons is a digital library and collaboration platform for open license learning materials. Search, browse and
Adoption Support
Adoption Support

Contact Adoption Support
Call us: 877-785-6697
Hours: Mon-Sun 8:00 am - 5:00 pm (CST)

Your Bookstore
Your bookstore manager is Marion Ravenwood
Phone: 555-555-5555
Email: mravenwood@everytown.edu
Hours: Mon-Fri 9 am - 9 pm
Sat-Sun Closed

If you would like to send an email to the Bookstore Manager, please visit the Contact The Bookstore page.

Technical Support
For support with technical issues, please call Adoption Support or send an email via the Contact The Bookstore page.

Frequently Asked Questions

Placing Adoptions

Re-adoption
I would like to re-adopt course materials from a previous term. How can I do that?

I don’t see the option to re-adopt materials from a previous term. What should I do?

Find your Bookstore Information here

View the Frequently Asked Questions

Click Open Chat for dedicated Adoption Support
Technical Support

For support with technical issues, please call Adoption Support or send an email via the Contact the Bookstore page

Adoption Support: 877-713-6697
Monday – Friday  8:00am – 5:00pm (CST)*
Email: AIPsupport@bnkservices.com

*Please note: Adoption Support hours have been temporarily adjusted due to COVID-19 protocols. If you require assistance outside of these support hours, please refer to the Frequently Asked Questions.