

# Online Faculty Adoptions

To begin, go to the bookstore's website: [www.bookstore.riverland.edu](http://www.bookstore.riverland.edu)

1. Click "**Faculty Adoptions**"
2. Log in with your Riverland email address and password

-To setup an account, please click [Register Here](#)

## Faculty Log In

Email Address:   
Password:

- [Lost Your Password?](#)
- [Register Here](#)

**Log In**

3. Click "**Guided Adoption**"

## Submit Your Adoptions

### 1-2-3 Step-by-Step Method

#### **Guided Adoption**

- Limited to one course/section
- Can add merchandise
- Cannot save partial adoption

### Maintenance

- View Adoptions
- » [View submitted adoptions](#)
  - » [Search adoption history](#)
- Edit Adoptions
- » [Copy an adoption](#)
- Book List
- » [View your book list](#)
  - » [View your merchandise list](#)

4. **Step 1: Create Course** (Course information will pull from the schedule of classes)

Term: Select from drop down menu

Section: Select from drop down menu\*

Department: Select from drop down menu Course: Select from drop down menu\*

Instructor: Name will populate if associated with Dept, Course and Section. Enter name if nothing populates in this field.

## Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Create Course](#)

### Step 1: Create Course → Step 2 → Step 3 → Step 4

#### Department and Term

Term \*  Department \*  [Add Department](#)

#### Instructor Filter

Filter by Instructor

#### Course Information

Course \*  [Add Course](#) Instructor \*   
Section \*  [Add Section](#) Select Course Type  
 Evening  Continuation  Extension  
**Materials**  
 **Check if course does not require materials**

#### Section Information

Estimated Enrollment  Pre-Enrollment

**Continue** **Cancel**

Note: All fields marked with a red asterisk ( \* ) are required.

**Click check box if course does NOT require any books**

Click '**Continue**' once all required fields have been entered

## 5. Step 2: Find Books

A. **History**: An easy way to find books previously adopted for that course. Search past terms for entire book lists for the entire department. Find the term, course number, and instructor for the book you want to copy to the current term, then click adopt.

Search previous adoptions by Department or Term

Department \*  ACC

Term  All Terms

Instructor

Date Range: from  to

**Search** Note: All fields marked with a red asterisk ( \* ) are required.

**B. Add a book:** (for custom materials) Add an unlisted book. Please input all the information listed to avoid mistakes in filling your request.



Note: All fields marked with a red asterisk ( \* ) are required.

\*Eventually **Your Book List** will reflect your previous adoptions for your own courses.

C. You may also **Browse Books** and **Book Search** by ISBN number of the book you may want to adopt. (Bundles have different ISBN numbers than individual books.)

**6. Step 3: Add Merch** Choose items such as lab kits or CPR masks to adopt

**7. Step 4: Select Usage** Choose one for each book adopted: Required or Optional

Step 1 → Step 2 → Step 3 → **Step 4: Select Usage**

\***Message to the Bookstore:** Add any extra instructions as needed:

Examples: -New ONLY (access code required) or used books are okay

**8. Step 5: Adoption Review** Click **“Submit”** if ALL information is correct. Adoptions are not final until you submit them. Information may be lost if this is not completed. You may print a submitted adoption for your records.

Step 1 → Step 2 → Step 3 → Step 4 → **Step 5: Adoption Review**

**9. To adopt the same book(s) for multiple sections of a course:**

On the Faculty Adoption Home Page- Click **“View Submitted Adoptions”** and then click **“Copy”** for the course. Proceed by entering the course information of the new section number and it will adopt the copied book(s).

As always, if you have questions, please reach out to Kimberly, Teri, or Carissa.

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