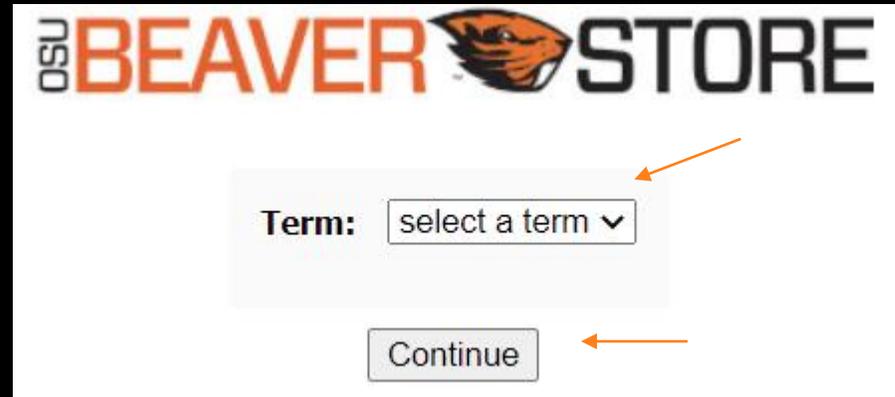


# Step 1

The screenshot shows the OSU Beaver Store website. The browser address bar displays 'osubeaverstore.com'. The navigation menu includes 'MEN', 'WOMEN', 'KIDS', 'SOUVENIRS', and 'STUDENTS & FACULTY'. The 'STUDENTS & FACULTY' menu is expanded, showing categories like 'COURSE MATERIALS', 'ACADEMIC SUPPLIES', 'GRADUATION', and 'FACULTY'. The 'FACULTY' category is highlighted in yellow, and the 'Submit Textbook Adoptions' link is also highlighted in yellow. An orange arrow points to the 'STUDENTS & FACULTY' menu item, and another orange arrow points to the 'Submit Textbook Adoptions' link. A search bar is visible in the top right corner.

OSU Beaver Store website...new look...same address.  
Same address for the website but the faculty adoption submission page  
has changed to: <https://beavs.osubeaverstore.com/adoptions/>

# Steps 2, 3 & 4!

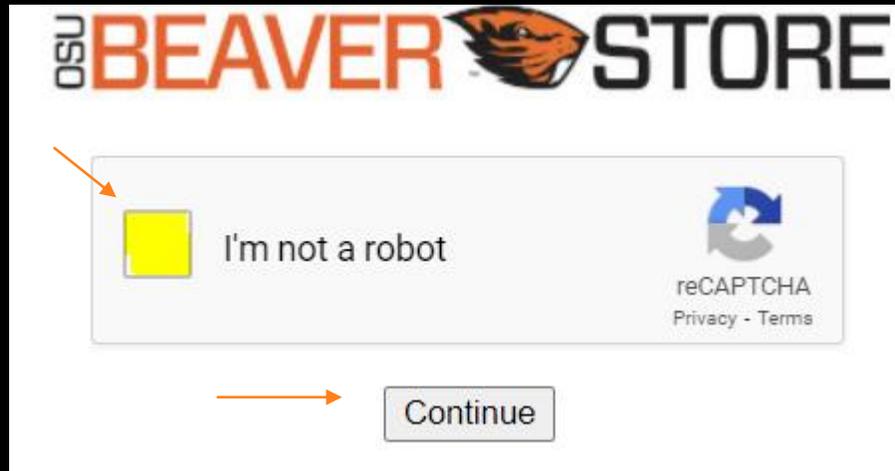


OSU BEAVER STORE

Term:

Continue

This screenshot shows the top of the OSU Beaver Store website. The header includes the OSU logo and the text 'BEAVER STORE'. Below the header is a form with a 'Term:' label and a dropdown menu currently displaying 'select a term'. An orange arrow points to the dropdown menu. Below the dropdown is a 'Continue' button, also indicated by an orange arrow.



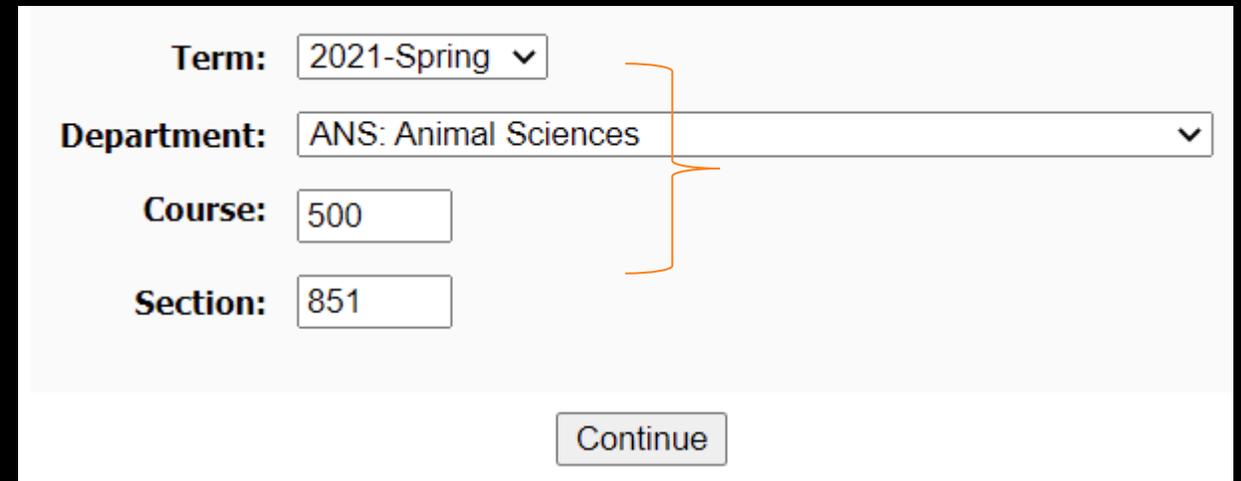
OSU BEAVER STORE

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

This screenshot shows the reCAPTCHA verification step on the OSU Beaver Store website. It features the 'I'm not a robot' checkbox with a yellow square icon. To the right is the reCAPTCHA logo and text. Below the checkbox is a 'Continue' button. An orange arrow points to the checkbox, and another orange arrow points to the 'Continue' button.



Term:

Department:

Course:

Section:

Continue

This screenshot shows the course selection step on the OSU Beaver Store website. It includes four dropdown menus: 'Term' (2021-Spring), 'Department' (ANS: Animal Sciences), 'Course' (500), and 'Section' (851). An orange bracket groups the Department, Course, and Section dropdowns. A 'Continue' button is located at the bottom of the form.

Some quick entry pages will get the submitter to the point of recording what course materials are necessary – or not – for the course/term.

# Step 5

<b>Term:</b> 2021-Spring ▾	<b>Name:</b> <input type="text"/>
<b>Department:</b> ANS: Animal Sciences ▾	<b>Email:</b> <input type="text"/>
<b>Course:</b> 500	<b>Phone:</b> <input type="text"/>
<b>Section:</b> 851	<b>Instructor:</b> <input type="text"/>
<b>Honors:</b> <input type="checkbox"/>	<b>Estimated Enrollment:</b> 0
<p>If the course is crosslisted and the materials are exactly the same, note the other course(s) and section(s) in the Comments box, and provide the total enrollment in the Estimated Enrollment field.</p>	<b>Comments:</b> <input type="text"/>

—————> Contact info required before continuing.

The submitter will enter contact info for the session.

Click “**Honors**” box if course is listed through Honors College. Adoption will automatically be designated.

“**Comments**” box can be used to pass along specific info the submitter thinks relevant for Beaver Store.

# Step 6

Save Above Changes (Save any changes before submitting adoptions)

## Adopt an item - Choose an option below

### → Adopt a special item.

- Printing & Mailing Courses/Lab Packet
- Open Educational Resource
- No-cost: See Instructor for any Course Materials



### → Adopt from a previous term listing.

Term-Dept-Course-Section  

### → Adopt using ISBN, Title & Author.

ISBN:

Title:

Author:  

[Return to OSU Beaver Store](#)

Adopting an item(s) is easy. There are 3 categories for entry:

- **Adopt a Special Item**
- **Adopt from Previous Term**
- **Adopt using ISBN, Title & Author**

### Adopt a special item.

- Printing & Mailing Courses/Lab Packet
- Open Educational Resource
- No-cost: See Instructor for any Course Materials



ADOPTIONS									
Action	Status	SKU	ISBN	Author	Title	Ed.	Publisher	Options	
<input type="button" value="Remove"/>	Unsubmitted	19734545		STAFF	OPEN EDUCATION RESOURCE - NO COST - Availability noted in course Canvas page			<input type="button" value="Required"/>	
<input type="button" value="Update"/>									
<input type="button" value="Remove"/>	Unsubmitted	19707174		STAFF	SEE CANVAS AND/OR INSTRUCTOR FOR COURSE MATERIALS - NO COST			<input type="button" value="Required"/>	
<input type="button" value="Update"/>									
<input type="button" value="Remove"/>	Unsubmitted	19729787		STAFF	COURSE/LAB PACKET (PRICE TO BE DETERMINED)			<input type="button" value="Required"/>	
<input type="button" value="Update"/>									

Here is an example of using “**Adopt a Special Item**”. Depending on what is selected, once you click “**go**” the system populates the appropriate identifier.

Clicking “**Submit adoptions...**” sends the adoption to the Beaver Store.

A confirmation will be sent to the email entered at beginning of adoption process. No confirmation email received would mean adoption was not submitted and there may be an issue. Contact the Beaver Store.

## Adopt an item - Choose an option below

Adopt from a previous term listing.

Term-Dept-Course-Section



- Term-Dept-Course-Section
- 2021-Winter-ANS-121-400
- 2021-Winter-ANS-216-001
- 2021-Winter-ANS-313-001
- 2021-Winter-ANS-314-001
- 2021-Winter-ANS-316-400
- 2021-Winter-ANS-441-001
- 2021-Winter-ANS-541-001
- 2020-Fall-ANS-100-001
- 2020-Fall-ANS-121-400
- 2020-Fall-ANS-121H-001
- 2020-Fall-ANS-320-400
- 2020-Fall-ANS-341-002
- 2020-Fall-ANS-378-001
- 2020-Fall-ANS-380-400
- 2020-Fall-ANS-445-001
- 2020-Fall-ANS-545-001

ADOPTIONS								
Action	Status	SKU	ISBN	Author	Title	Ed.	Publisher	Options
<input type="button" value="Remove"/>	Unsubmitted	20274962	978-1-137-61126-0	WYNNE	ANIMAL COGNITION	3	INGRAM	<input type="button" value="Required"/>
<input type="button" value="Update"/>								

Here is an example using the “**Adopt from a previous term...**” Once this particular term is selected and “**go**” is clicked the system will populate what was on the previous term adoption.

Clicking “**Submit adoptions...**” sends the adoption to the Beaver Store. A confirmation will be sent to the email entered at beginning of adoption process. No confirmation email received would mean adoption was not submitted and there may be an issue. Contact the Beaver Store.

**Adopt using ISBN, Title & Author.**

**ISBN:**

**Title:**

**Author:**  



**Adopt using ISBN, Title & Author.**

**ISBN:**

ISBN does not exist.

**Title:**

**Author:**  



ADOPTIONS								
Action	Status	SKU	ISBN	Author	Title	Ed.	Publisher	Options
Remove	Unsubmitted		9781234567891	Buck	Stefanie Goes to the Zoo			Required ▾
Update								

Submit adoptions. But first verify above header info (name, email, instructor, etc.)



Lastly an item can be entered just using the ISBN / Title / Author information. Click “go” and the item you entered shows up on the adoption record. All 3 fields must be filled. However, if item is not a book and no ISBN is assigned can use the checkbox “ISBN does not exist” ...but still need Title (description) and Author fields filled out.

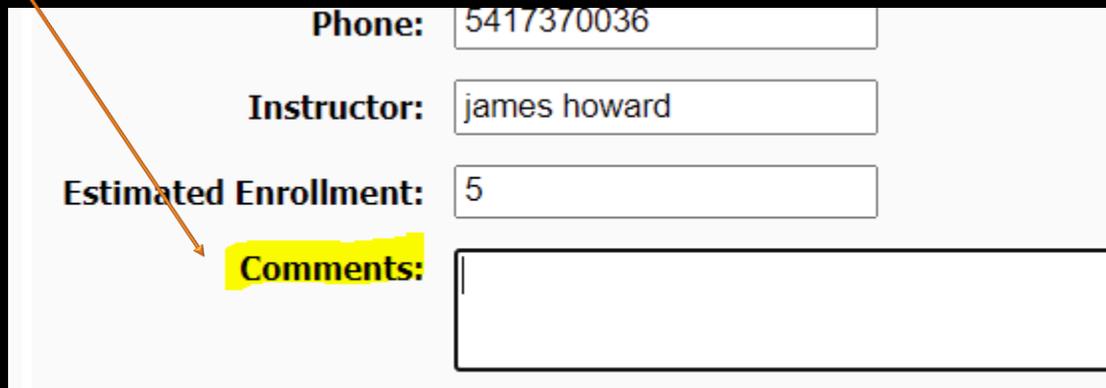
Clicking “**Submit adoptions...**” sends the adoption to the Beaver Store. A confirmation will be sent to the email entered at beginning of adoption process. No confirmation email received would mean adoption was not submitted and there may be an issue. Contact the Beaver Store.

# Special materials to adopt

There may be non-textbooks that are required to purchase. You can still enter this material so the students see the cost. If the Beaver Store can provide we will. If not, we'll direct students to their course Canvas page to see how to obtain.

Let's look at how to enter a non-book item! (i.e., supplies, memberships, subscriptions, software, etc...)

The two elements important for non-book entry are the Comments field and the *Adopt using...* option.

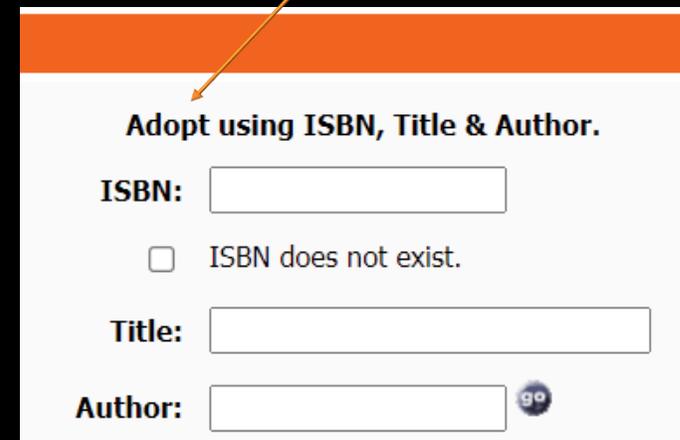


Phone: 5417370036

Instructor: james howard

Estimated Enrollment: 5

**Comments:**



**Adopt using ISBN, Title & Author.**

ISBN:

ISBN does not exist.

Title:

Author:  

Here is an example of how a non-book item can be entered.

The *Comments* provides the Beaver Store the necessary info to list the material.

The *Adopt using...* section provides the description and author info. No ISBN is assigned so that checkbox is engaged.

The screenshot shows a web form for entering course materials. It includes fields for Instructor (james howard), Estimated Enrollment (5), and a Comments section. The Comments field contains the text: "Cost of this material with student membership is \$65. Students need to obtain membership here: www.acma.members.org". Below this is a section titled "Choose an option below" with a highlighted option "Adopt using ISBN, Title & Author.". This option includes fields for ISBN, Title (ACMA Subscription), and Author (ACMA). A checkbox labeled "ISBN does not exist." is checked. Orange arrows point from the text on the left to the Comments field and the "Adopt using ISBN, Title & Author." option.

Instructor: james howard

Estimated Enrollment: 5

**Comments:** Cost of this material with student membership is \$65. Students need to obtain membership here: www.acma.members.org

any changes before submitting adoptions)

**Choose an option below**

previous term listing.

Course-Section  go

**Adopt using ISBN, Title & Author.**

ISBN:

ISBN does not exist.

Title: ACMA Subscription

Author: ACMA go

## ART 263 (400)

### NOTE

You are required to use the Capture One Pro 21 software for this course. Access is available through the photography labs on campus or students may purchase. The most affordable way to purchase is the monthly subscription with the 65% student discount.  
<https://www.captureone.com/en/products-plans/for-students>



**NO COURSE MATERIALS NEEDED AT BEAVER STORE**

BY SEE NOTE @ LEFT ABOUT CAPTURE ONE

**REQUIRED**

**\$105.00**

**+ ADD TO CART**

Here is a course that uses the special non-book entry for required materials and how presented to students.

The "Note" is taken from the *Comments* field in in the adoption process.

Beaver Store does not provide so is noted.

The price is provided in the *Comments* field as well.

Still have questions on how to enter non-book items that students must purchase? Contact the Beaver Store, we'll help you!

# Step 7: Ready for more!



**NSD BEAVER STORE**

**Submitted adoptions for 2021-Spring-ANS-500-851.**

**Term:**

**Department:**

**Course:**

**Section:**

- Once the adoption is submitted a confirmation will be sent to the email entered at beginning of adoption process.
- The system will then reset with the term and department originally selected so only the next course/section to be adopted needs to be entered

**ER**  **STORE**

**Name:**

**Email:**

**Phone:**

**Instructor:**

**Estimated Enrollment:**

**Comments:**

required before continuing.

Your contact info will appear once you enter the first few letters of your name. Then only the instructor and enrollment number needs to be entered. Then the 3 categories for entry appear again.

It is just that easy!



The Beaver Store course materials staff is here to help. Questions with adoptions process or submitted adoptions you can reach out to:

-Email [course.adoptions@osubeaverstore.com](mailto:course.adoptions@osubeaverstore.com)

- Chat line <https://osubeaverstore.com/textbook-questions-live-chat.html>