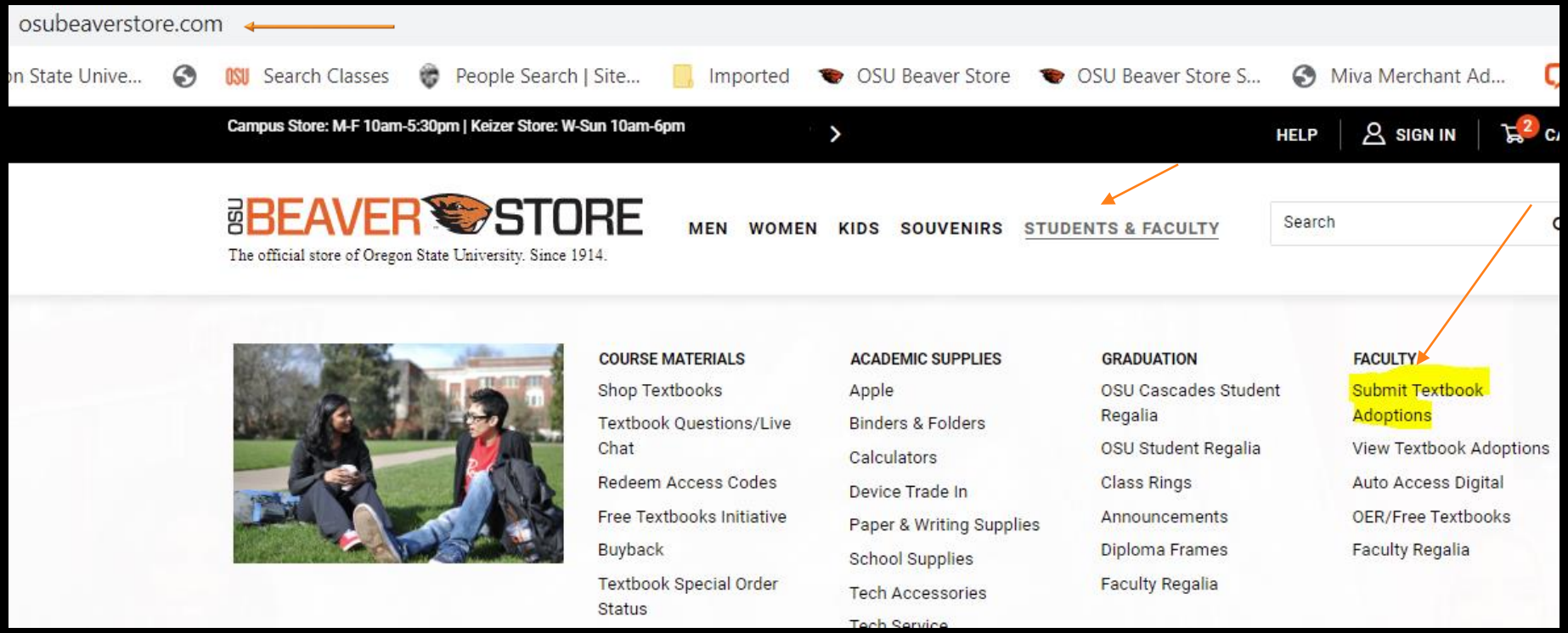
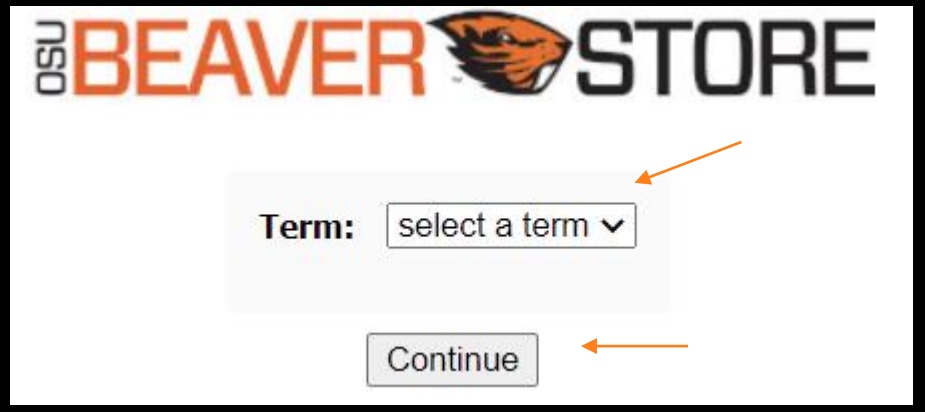
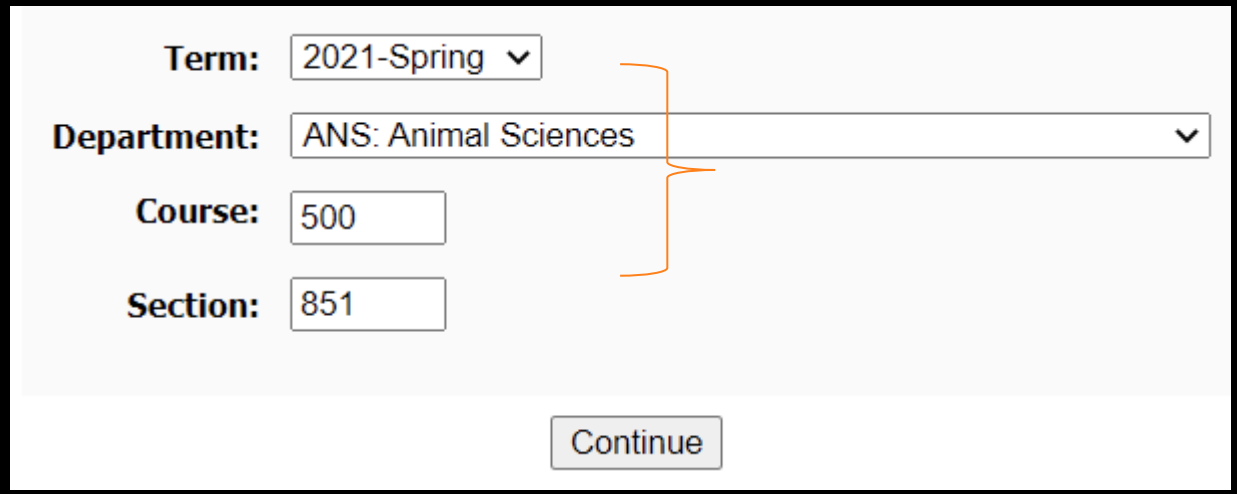
Step 1



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/

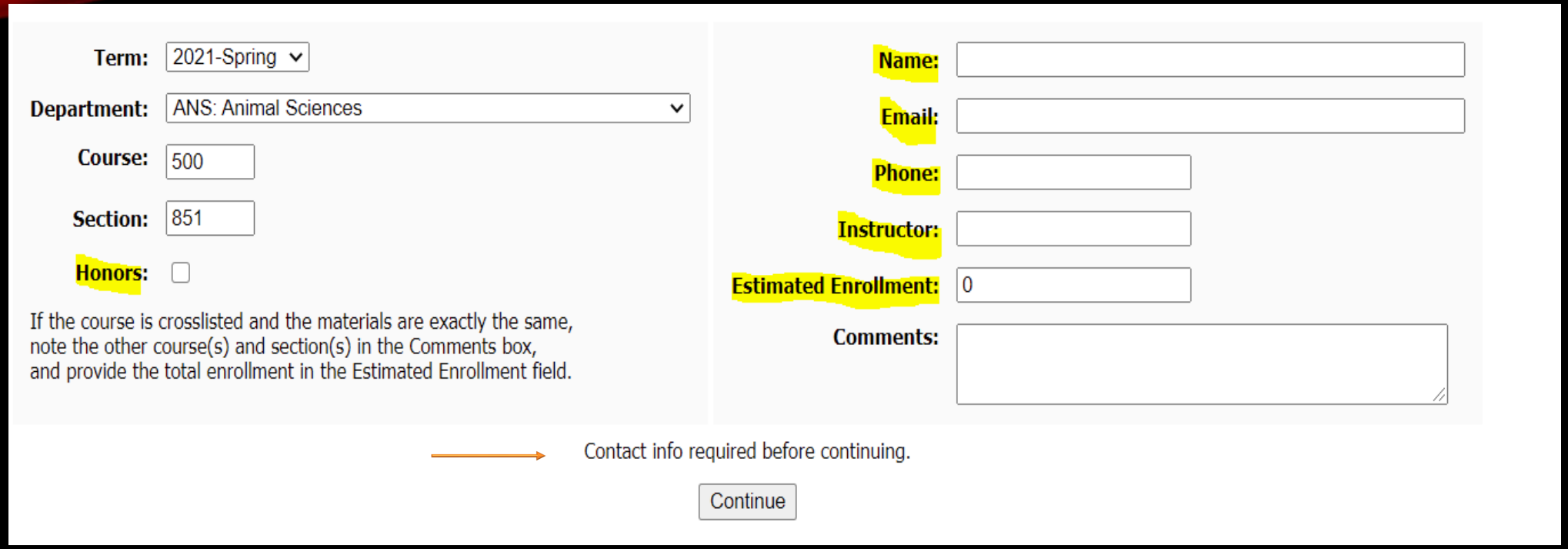
Steps 2, 3 & 4!





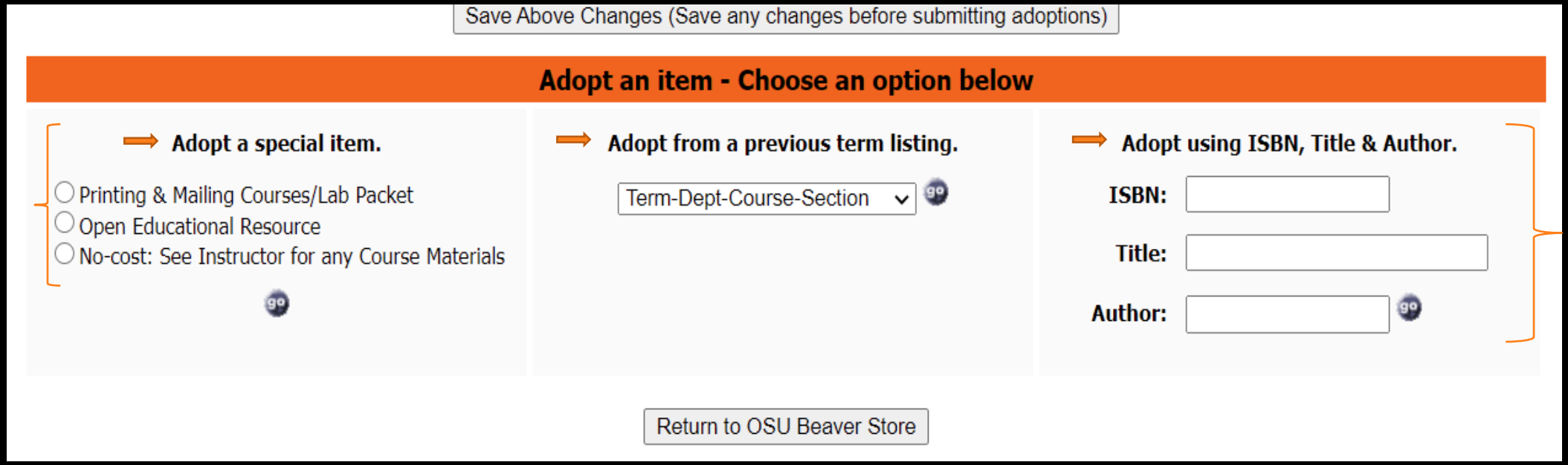
Some quick entry pages will get the submitter to the point of recording what course materials are necessary – or not – for the course/term.

Step 5



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



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

go

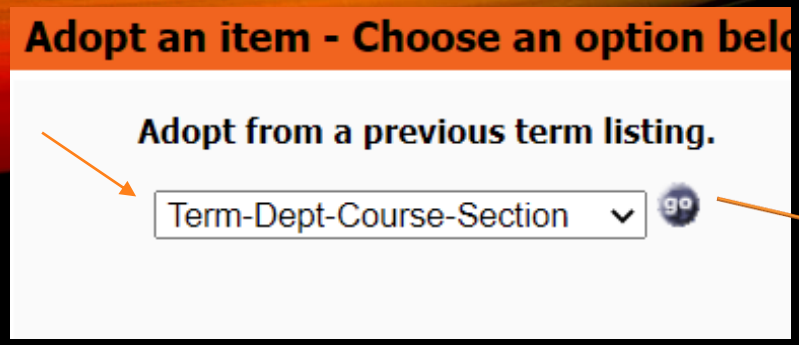
ADOPTIONS

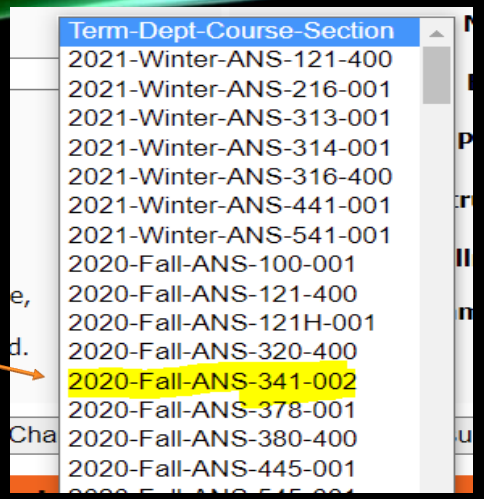
Action	Status	SKU	ISBN	Author	Title	Ed.	Publisher	Options
Remove / Update	Unsubmitted	19734545		STAFF	OPEN EDUCATION RESOURCE - NO COST - Availability noted in course Canvas page			Required
Remove / Update	Unsubmitted	19707174		STAFF	SEE CANVAS AND/OR INSTRUCTOR FOR COURSE MATERIALS - NO COST			Required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

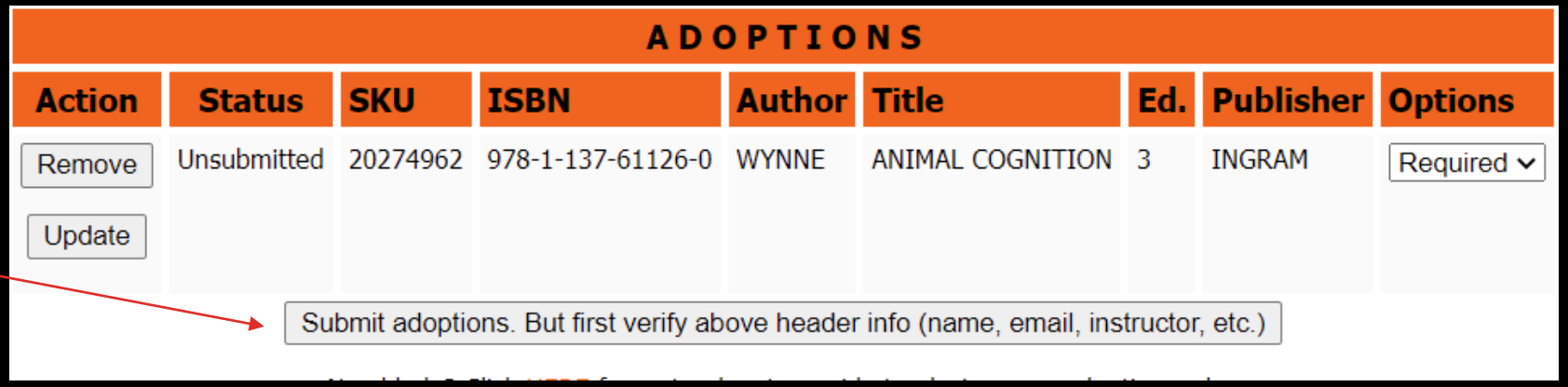
Submit adoptions. But first verify above header info (name, email, instructor, etc.)

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.







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.

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.

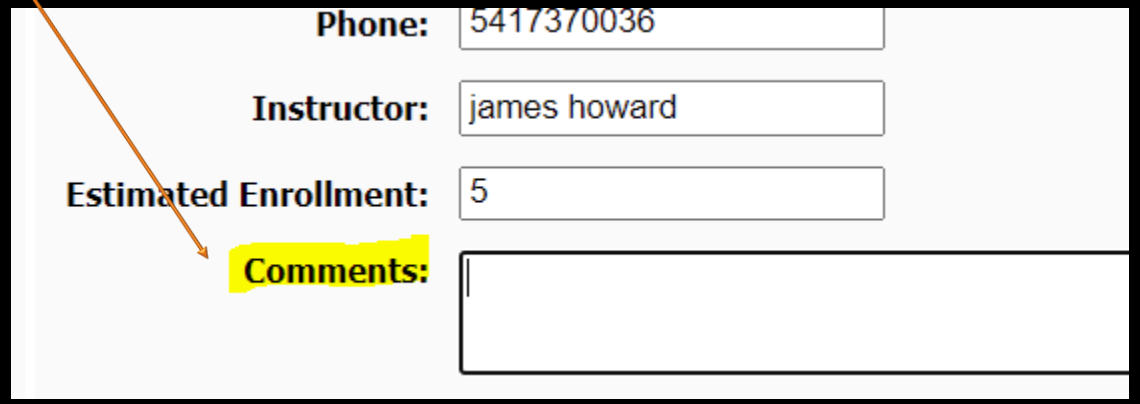
Clicking "**Submit adoptions…**" sends the adoption to the Beaver Store. A confirmation will be sent to the email entered at beginning of adoption process. No confirmation email received would mean adoption was not submitted and there may be an issue. Contact the Beaver Store.

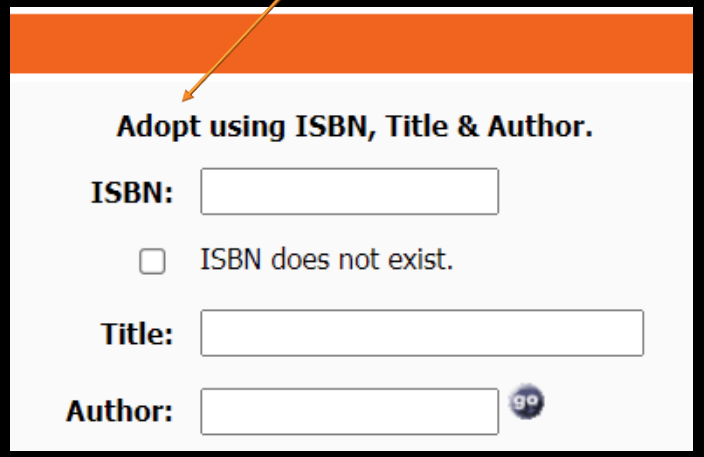
Special materials to adopt

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.

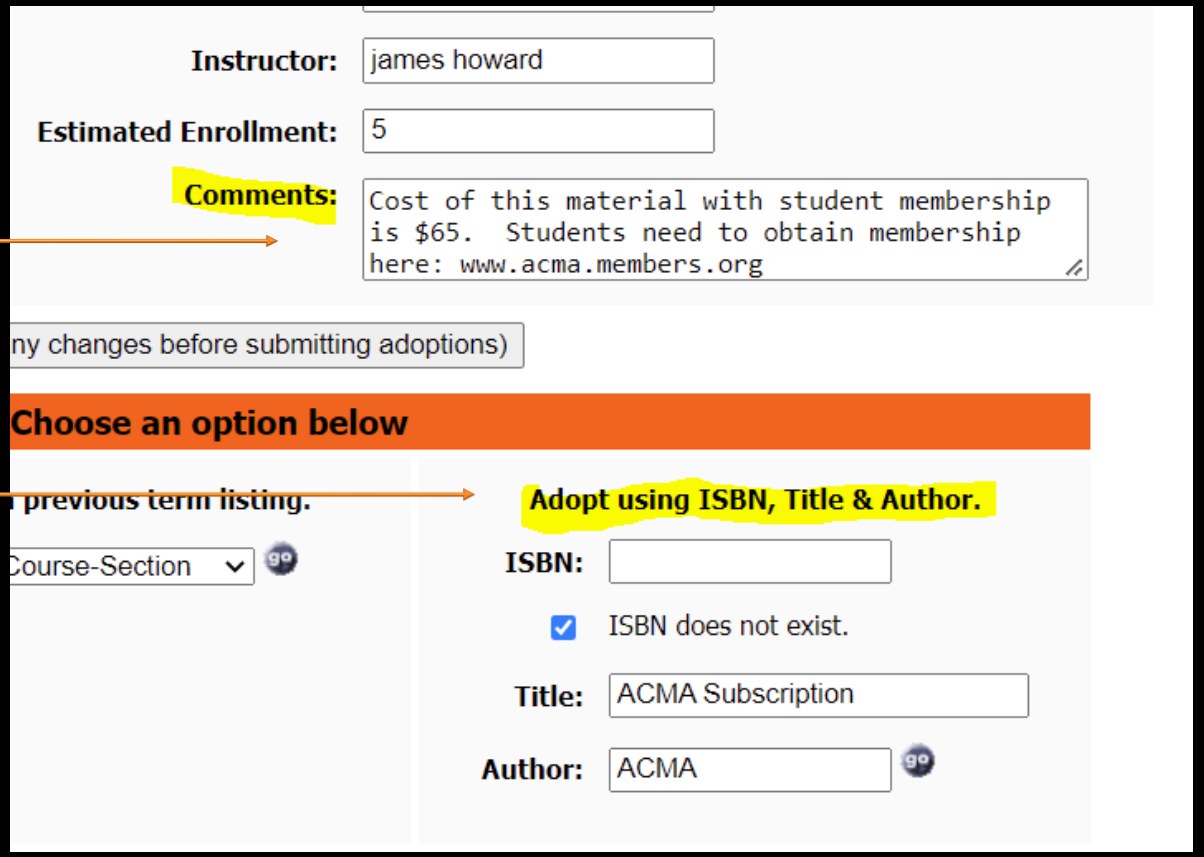


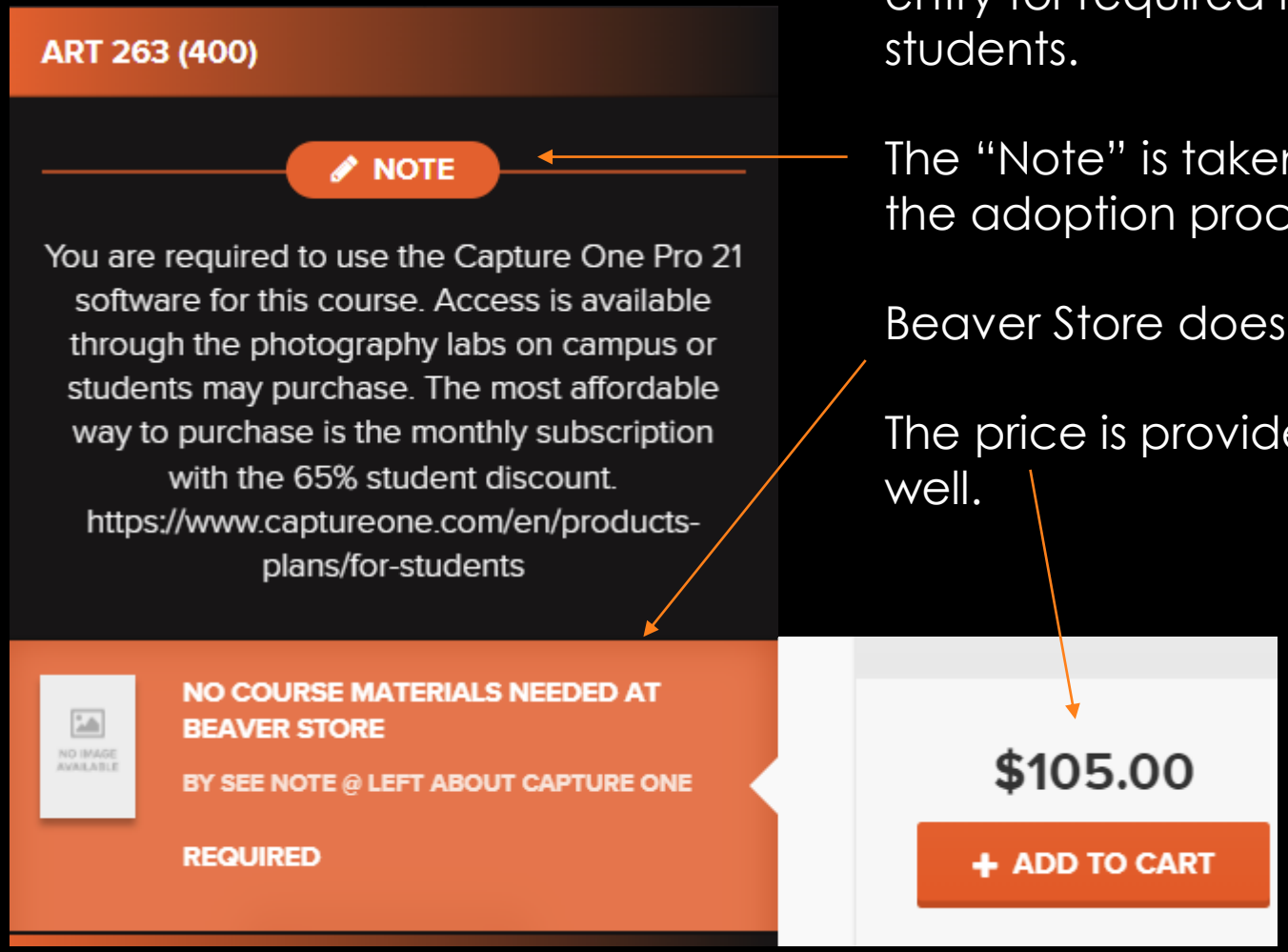


Here is an example of how a non-book item can be entered.

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.





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.

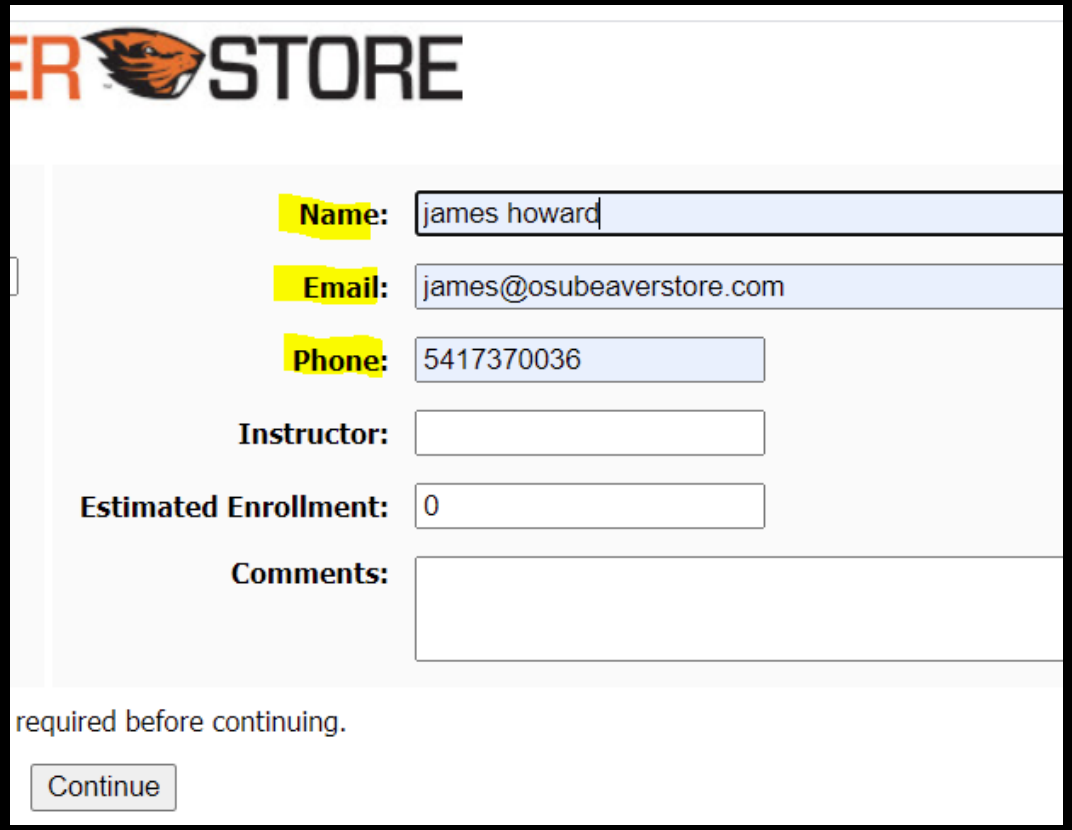
The price is provided in the *Comments* field as well.

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!

- 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



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