INTRODUCING THE NEW

BNC ADOPTION & INSIGHTS PORTAL

Administration & Academic Leadership - BNC
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
As administration and academic leadership, you will land on the **Dashboards** and see real-time reporting for adoption insights and trends.
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
Course List
One Click Re-Adopt
To Re-Adopt from a past term, use the new **One Click Re-Adopt** function.
Select which term you want to use.
COURSE LIST

Teaching multiple sections?

Apply your course materials to all or just submit one
That's it! View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption.

Need to add an additional title to your already submitted course? Contact your bookstore manager.
Course List
Guided Adoption
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**

You may use a previous edition if you already have it.
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.
Discover **Affordability Solutions** specific to your course topic.
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
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.
<table>
<thead>
<tr>
<th>CampusName</th>
<th>Title</th>
<th>Section Code</th>
<th>ISBN</th>
<th>Adoption Condition</th>
<th>Adoption Type</th>
<th>Notes</th>
<th>NoMaterials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everytown East</td>
<td>Spring 2020</td>
<td>ACC<em>101</em>41</td>
<td>97865912847263</td>
<td>Any</td>
<td>Recommended</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Everytown East</td>
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<td>9780193455732</td>
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<td>Required</td>
<td>N</td>
<td>N</td>
</tr>
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<td>ACC<em>103</em>01</td>
<td>9780193678784</td>
<td>Any</td>
<td>Required</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

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.

**Notes:** This to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field.

<table>
<thead>
<tr>
<th>CampusName</th>
<th>TermTitle</th>
<th>SectionCode</th>
<th>ISBN</th>
<th>AdoptionCondition</th>
<th>AdoptionType</th>
<th>Notes</th>
<th>NoMaterials</th>
</tr>
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<tbody>
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<td>Any</td>
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<td></td>
<td>N</td>
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<td>97801934557932</td>
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<td>Everytown East</td>
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<td>ACC<em>102</em>02</td>
<td>978017512156</td>
<td>Any</td>
<td>Recommended</td>
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<td>N</td>
</tr>
<tr>
<td>Everytown East</td>
<td>Spring 2020</td>
<td>ACC<em>103</em>01</td>
<td>9780193678784</td>
<td>Any</td>
<td>Required</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>
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
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.
Expand the Department Summary Table to see specific adoption data down to course and instructor level.

### Department Summary

<table>
<thead>
<tr>
<th>School</th>
<th>Department</th>
<th>Courses</th>
<th>Not Submitted</th>
<th>%Not Submitted</th>
<th>Submitted</th>
<th>%Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td>123</td>
<td>64</td>
<td>52%</td>
<td>59</td>
<td>48%</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td>149</td>
<td>75</td>
<td>50%</td>
<td>74</td>
<td>50%</td>
</tr>
<tr>
<td>Law</td>
<td></td>
<td>86</td>
<td>50</td>
<td>58%</td>
<td>36</td>
<td>42%</td>
</tr>
<tr>
<td>Literature, Science, and the Arts</td>
<td></td>
<td>356</td>
<td>137</td>
<td>39%</td>
<td>219</td>
<td>62%</td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
<td>233</td>
<td>146</td>
<td>63%</td>
<td>87</td>
<td>37%</td>
</tr>
</tbody>
</table>

- **Courses With No Instructor Assigned**: 14%
- **Courses Not Using Materials**: 14%
- ** Adopted Materials With Digital Available**: 28%

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**Affordability Solutions Summary**

- Submitted courses using OER: 7%
- Submitted courses using OER+ Courseware: 16%
- Submitted courses using First Day Inclusive: 6%
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.
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.
COMMUNICATION HUB – TIMING & TRIGGERS

Expand a message to activate/deactivate. View the recipients of each message.
View a preview of the message to be sent. The message will be personalized to each faculty member.
Select the topic of message you’d like to send.

Send a message directly to faculty with the On-Demand section.

Select audience using the filters, preview and send message.
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.
Easily Contact the Bookstore with any questions

Specify the topic of your message or question using the drop down
Affordability Solutions
Learn about Affordable Course Material Solutions to save students money.
Adoption Support
Click **Open Chat** for dedicated Adoption Support

Find your **Bookstore Information** here

View the **Frequently Asked Questions**
Search & Research
Search and Research course materials by ISBN, Keyword, or Author
Permissions & Settings
Administration & Academic Leadership
Set **Adoption Dates**: this drives the visibility of the term in other areas of the platform. Click **Remove** to remove the term from view.

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.

**Flash Report Recipients** - specify who should receive the automated flash report by adding email addresses here.
Set *School-Specific Terminology* to configure AIP for your institution.

Edit *Bookstore Manager* information.
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.
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.

### USER PERMISSIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Permissions</th>
<th>Assignments</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jock Lindsey</td>
<td><a href="mailto:JLindsey@everytown.edu">JLindsey@everytown.edu</a></td>
<td>Tier 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>René Belloq</td>
<td><a href="mailto:RBelloq@everytown.edu">RBelloq@everytown.edu</a></td>
<td>Tier 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marcus Brody</td>
<td><a href="mailto:MBrody@everytown.edu">MBrody@everytown.edu</a></td>
<td>Tier 2</td>
<td>Assign</td>
<td>Updated</td>
</tr>
<tr>
<td>Marion Ravenwood</td>
<td><a href="mailto:MRavenwood@everytown.edu">MRavenwood@everytown.edu</a></td>
<td>Tier 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herman Dietrich</td>
<td><a href="mailto:HDietrich@everytown.edu">HDietrich@everytown.edu</a></td>
<td>Tier 2</td>
<td>Assign</td>
<td>Updated</td>
</tr>
<tr>
<td>Henry Jones</td>
<td><a href="mailto:HJones@everytown.edu">HJones@everytown.edu</a></td>
<td>Tier 3</td>
<td>Review</td>
<td>Updated</td>
</tr>
<tr>
<td>Walter Donovan</td>
<td><a href="mailto:WDonovan@everytown.edu">WDonovan@everytown.edu</a></td>
<td>Tier 2</td>
<td>Assign</td>
<td>Updated</td>
</tr>
<tr>
<td>Elsa Schneider</td>
<td><a href="mailto:ESchneider@everytown.edu">ESchneider@everytown.edu</a></td>
<td>Tier 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Click Edit to customize the message to your state and institution.

Turn on the toggle to enable Active Affirmation for your institution.

The toggle is located at the bottom of the page.
People responsible for submitting adoptions will now have to check this box to affirm that all materials will be used in their course.
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 – Sunday  8:00am – 5:00pm (CST)
Email: AIPsupport@bnccservices.com