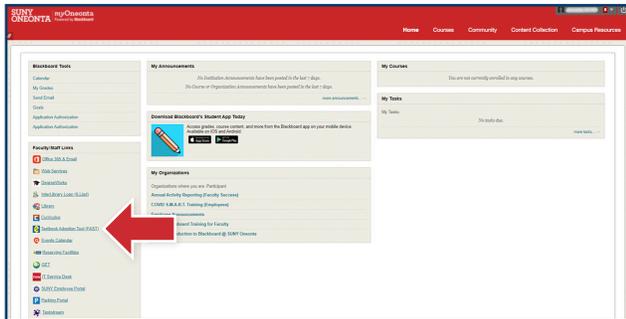


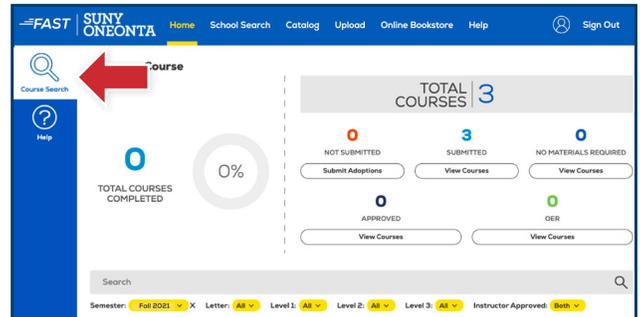
How to Submit Course Materials

1



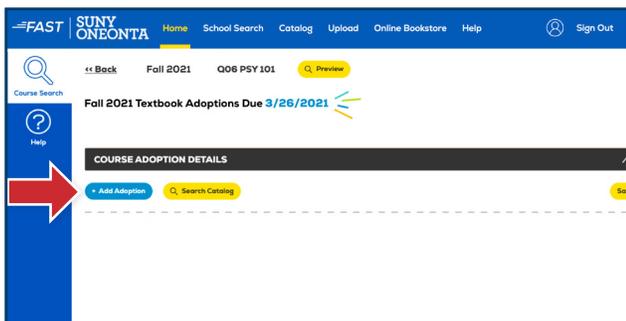
Log in to your myOneonta faculty portal and select the **Textbook Adoption Tool** under the Faculty/Staff links.

2



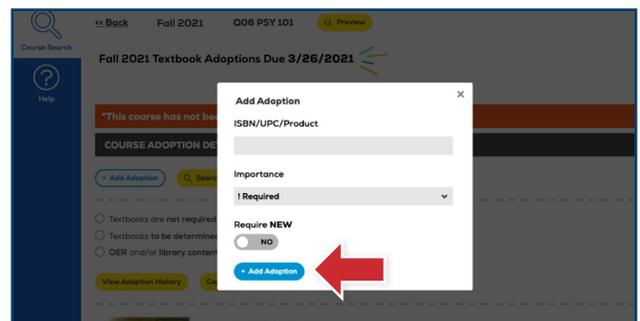
Select **Course Search** and choose the course you wish to edit. You may also use the search bar to locate a specific course or change the semester by selecting the filters underneath it.

3



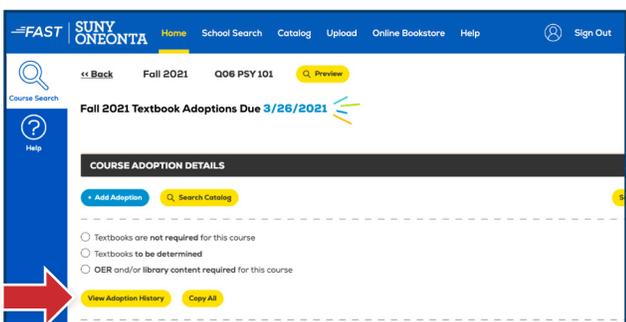
To add an adoption, select the **Add Adoptions** button under **Course Adoptions Details**. If there are no course materials required, select the button next to **Textbooks are not required for this course** and select **Save**.

4



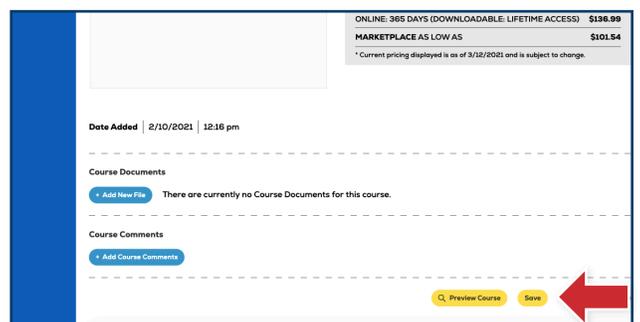
Enter the 10 or 13-digit ISBN in the **ISBN/UPC/Product** field and choose the **Importance** level. If the item you're adding is something that can only be purchased in new condition, toggle the **Require New** button to Yes. Select **Add Adoption** to add the product to the course. Once a text is added, you may add a **Book Comment**, re-sort, and delete items if needed.

5



You may view previous adoptions by selecting the **View Adoption History** button. To add a past adoption, select the button next to **Add this item** and select **Add Adoptions** at the bottom. After entering adoptions, you may utilize the **Copy All** feature to add the text(s) across multiple courses that require the same material(s).

6



Any time a change is made to a course, select **Save**. To view how the course will appear to students on the Online Bookstore, select the **Preview Course** button.