

Follett | Discover

Concierge

Adopt On Behalf Of Faculty

Follett Discover is a powerful online tool that transforms the course materials discovery and adoption process for faculty, and helps students obtain, organize and instantly access their required and recommended course materials from within your learning management system. The Follett Faculty Discover Concierge role is designed to work with Faculty Discover and allow course material adoptions to be submitted by users on behalf of faculty members.

As a Faculty Concierge, you are able to quickly submit adoptions on for faculty members for courses within your departments.

Getting Started—Follett Discover

To access your Follett Discover website:

1. Access your institution's Follett Discover site.
2. Log in with your email address and password.
The main dashboard is displayed.

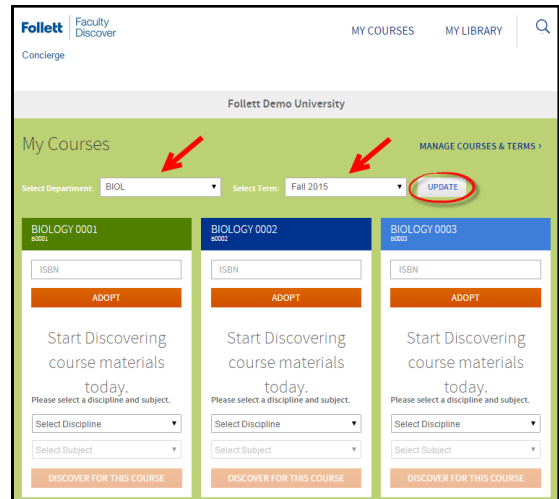
Note: Contact your campus store manager if you currently do not have a concierge account.



The screenshot shows the login interface for Follett Discover. At the top, the 'Follett | Discover' logo is displayed. Below the logo, the word 'Login' is centered. There are two input fields: one for 'Name:' and one for 'Password:'. Both fields are highlighted with a yellow border. Below the password field is an orange 'LOGIN' button. At the bottom of the form, there is a link that says 'Forgot your password?'.

The main dashboard makes it easy to start submitting adoptions for the current term. Use the **Department** and **Term** selectors to view each assigned department, and view past, current, and future term adoptions.

Tip: Click the **Follett Discover** logo to return back to the dashboard at any time.

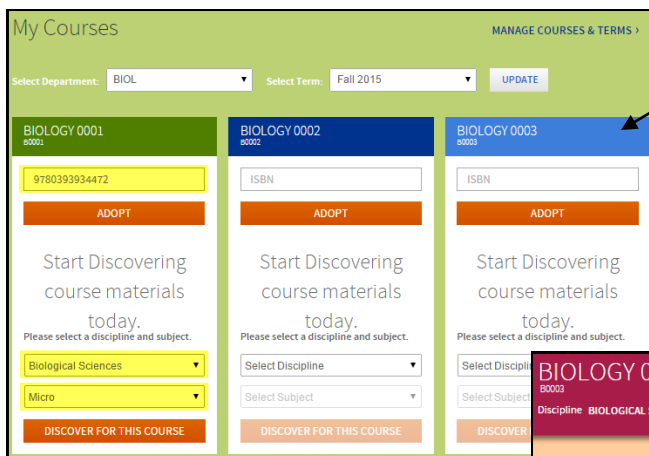


Submitting Adoptions

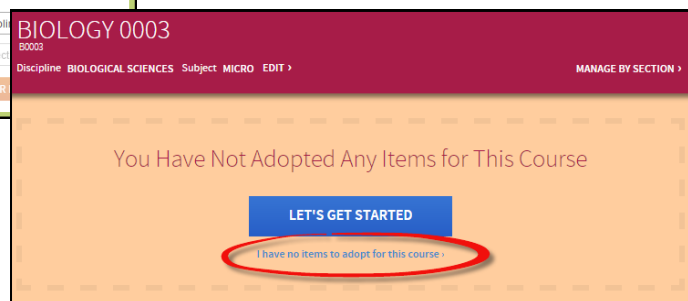
You can quickly submit adoptions by entering in the 13 digit ISBN for each course, or select the Discipline and Subject to start discovering new materials.

To search for specific materials, use the magnifying glass in the upper right corner of the screen at any time to search by title, author, or keyword.

Note: Materials adopted through quick entry submission are set as a required material. Adopted material preferences can be updated through the course management screen.



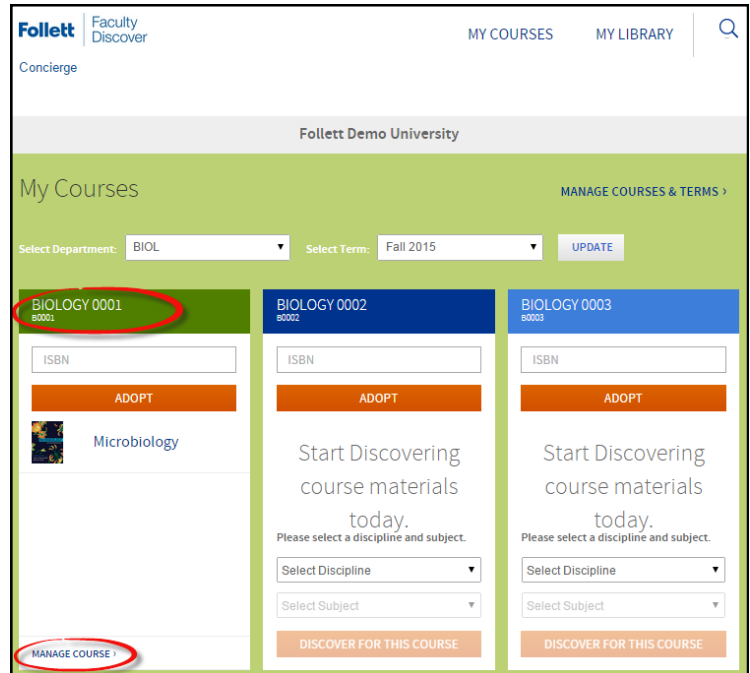
Tip: If the course does not have any required materials, select the course banner or subject and discipline to enter the Course Management screen and select **I have no items to adopt for this course.**



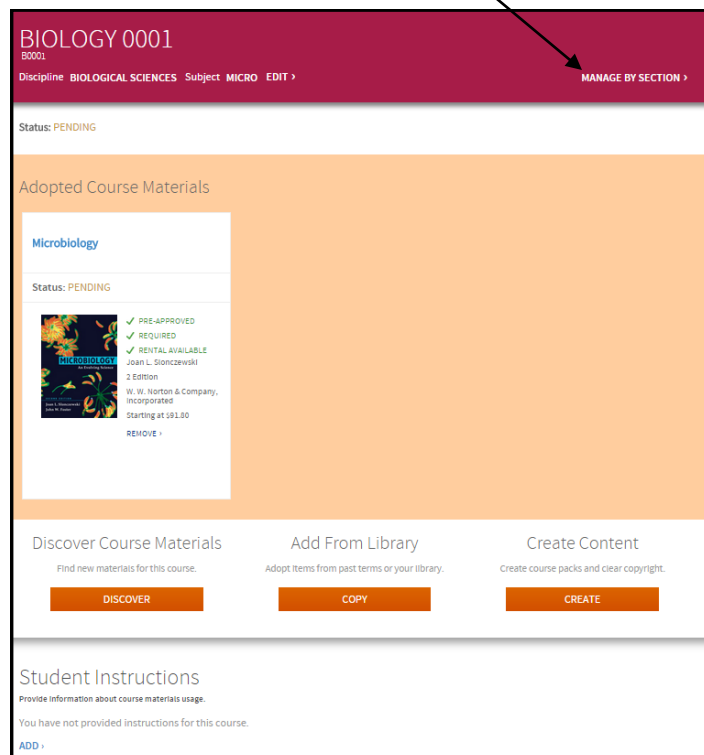
Manage A Course

Manage a course by selecting the course banner or **Manage Course** from the My Courses dashboard. Within the course management screen, you can:

- Update the Discipline and Subject
- View the status of your adopted materials
- Remove adopted materials
- Continue discovering new materials
- Adopt items from your library
- Create custom course packs
- Add instructions for your students

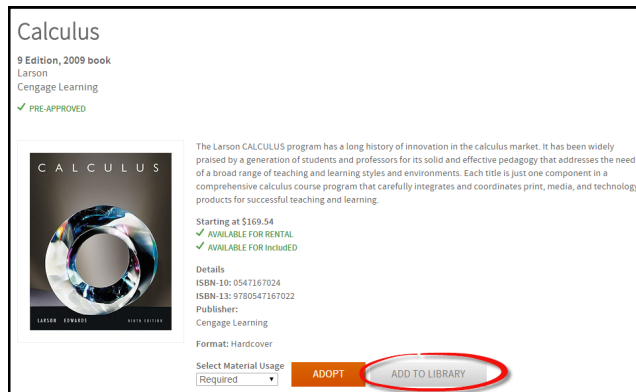


Adoptions for each course are automatically adopted for all included sections. To separate a course to individual sections, click the **Manage By Section** link.



My Library

When searching for titles through the discovery process or global search, you'll notice the option to **Add to Library**.



My Library allows you to save materials and quickly adopt them for multiple courses or save for later review. To adopt a material for multiple courses:

1. Select the **Adopt** link.
2. Select the Department and Term to populate the courses.
3. Check all courses that the material will be used for and select the usage for each course.
4. Click the **Adopt** button to submit.

