

# Follett | Discover

## Department Administrator

### Manage and Review Adoptions

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. Follett Faculty Discover Administrator role is designed to work with Faculty Discover and allow department administrators to manage adoptions.

Follett Faculty Discover Administrator role will allow you to:

- Set adoption permissions
- Review and approve submitted adoptions
- Pre-approve materials for faculty
- View adoption progress and compliance at a glance

## Getting Started

**To access your Follett Discover website:**

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

**Note:** Contact your campus store manager if you currently do not have an administrator 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 in yellow. Below the password field is an orange 'LOG IN' button. At the bottom of the form, there is a link that says 'Forgot your password?'.

## Set Adoption Permissions

Within each department you have the ability to select the adoption permissions and discover materials to pre-approve.

**Note:** Pre-approved materials can be chosen for all permission options and will not require your approval before the adoption is sent to the campus store.

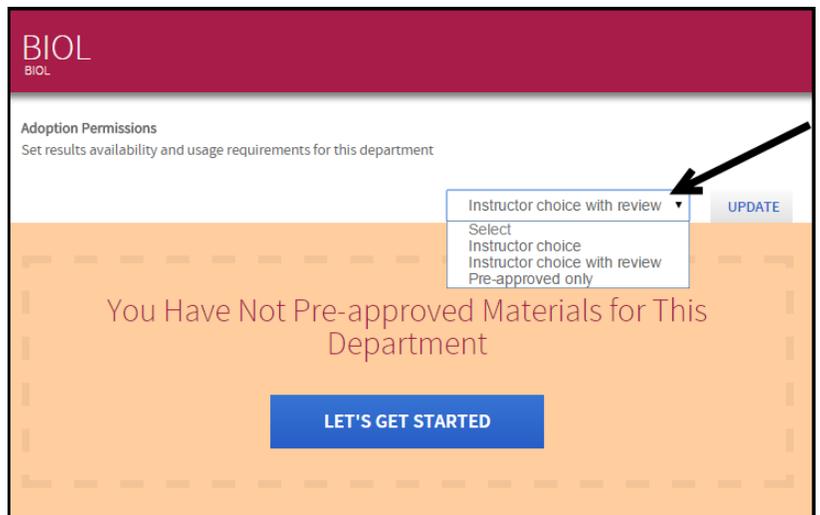
### To set the adoption permissions for a department:

1. Select a department to set adoption permissions and start discovering materials to pre-approve.

**Tip:** Click the **Follett | Faculty Discover** logo in the upper left corner to return to the main dashboard at any time.

<b>Instructor Choice</b> (default)	Allows instructors to view the entire Follett catalog of titles to discover course materials. The instructor’s selected adoption request is automatically sent to the campus store.
<b>Instructor Choice with Review</b>	Allows instructors to view and discover from the extensive Follett catalog. The Department Admin reviews selections before the request is sent to the campus store.
<b>Pre-Approved Only</b>	Provides the ability to standardize what materials instructors are able to discover and adopt. The Department Admin can view the entire Follett catalog, but only approved materials show for instructors.

2. Select the adoption permission you want to assign for the department.
3. Click the **Update** button.

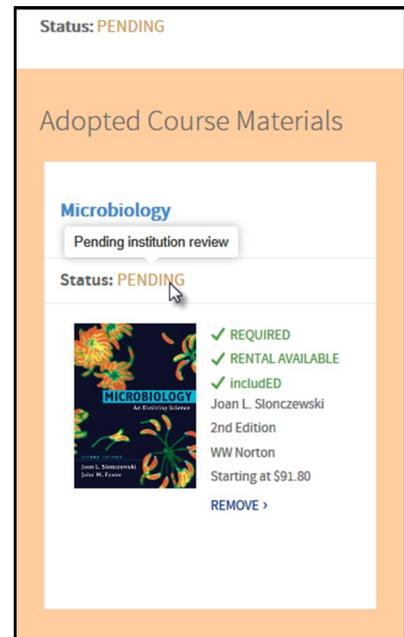


### Adoption Permissions: Instructor Choice with Review

Updating the adoption permissions to **Instructor Choice with Review** will allow your faculty to discover new materials but requires your approval in the **My Courses** dashboard before the adoption information is sent to the campus store.

When a faculty member selects an adopted title, the status shows that the material is pending institution review.

**Note:** If a course material has been pre-approved, it will not require your approval before the adoption is sent to the campus store.

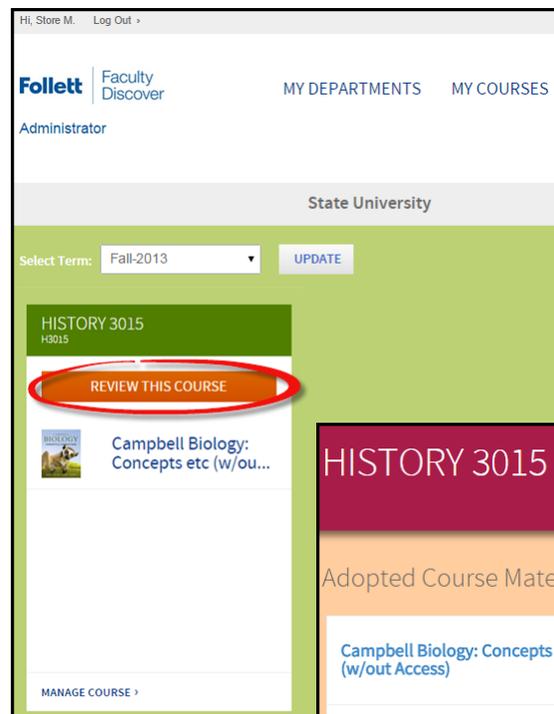


### Review/Approve Submitted Adoptions

1. Click the **My Courses** link to start reviewing all submitted adoptions awaiting your approval.
2. Click the **Review This Course** button within the course to review any materials awaiting approval.
3. Click the **Approve** or **Reject** button for each material.

**Note:** You also have the ability to select the title to find out more information and assign it as an approved title for the department.

Once a material has been approved, the adoption will be sent to the campus store for completion. If the material is rejected, the faculty will see that the title adoption status says Rejected by Institution.



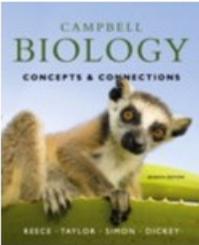
Once I approve or reject a title, what will it look like to my faculty?

As a faculty member, when I hover over the “Pending” status, I can see that my institution admin approved the title and is now pending campus store review. The title on the right shows that it was rejected and will not be sent to the campus store.

**Campbell Biology: Concepts etc (w/out Access)**

Approved by institution and pending campus store review

**Status: PENDING**



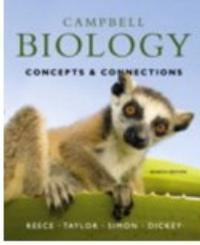
- ✓ REQUIRED
- ✓ RENTAL AVAILABLE
- ✓ includED

Jane B. Reece  
7 Edition  
Benjamin-Cummings Publishing Company  
Starting at \$123.89

REMOVE >

**Campbell Biology: Concepts etc (w/out Access)**

**Status: REJECTED BY INSTITUTION**



- ✓ REQUIRED
- ✓ RENTAL AVAILABLE
- ✓ includED

Jane B. Reece  
7 Edition  
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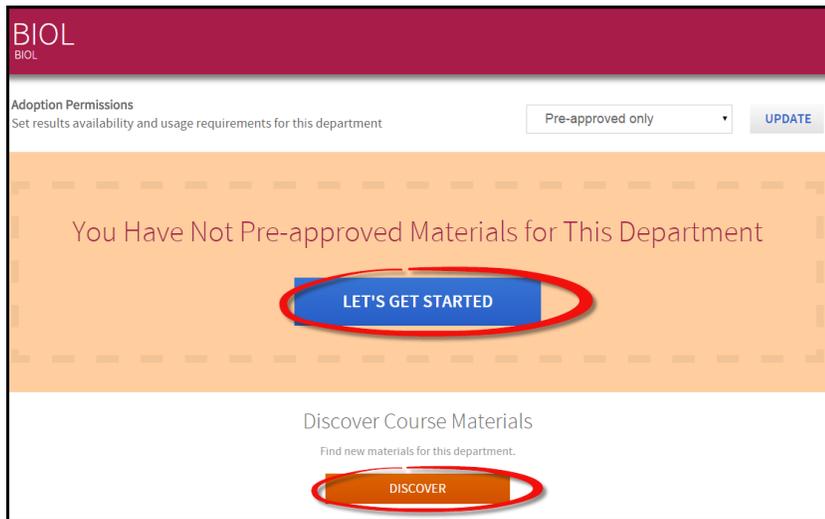
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## Adoption Permissions: Pre-Approved Only

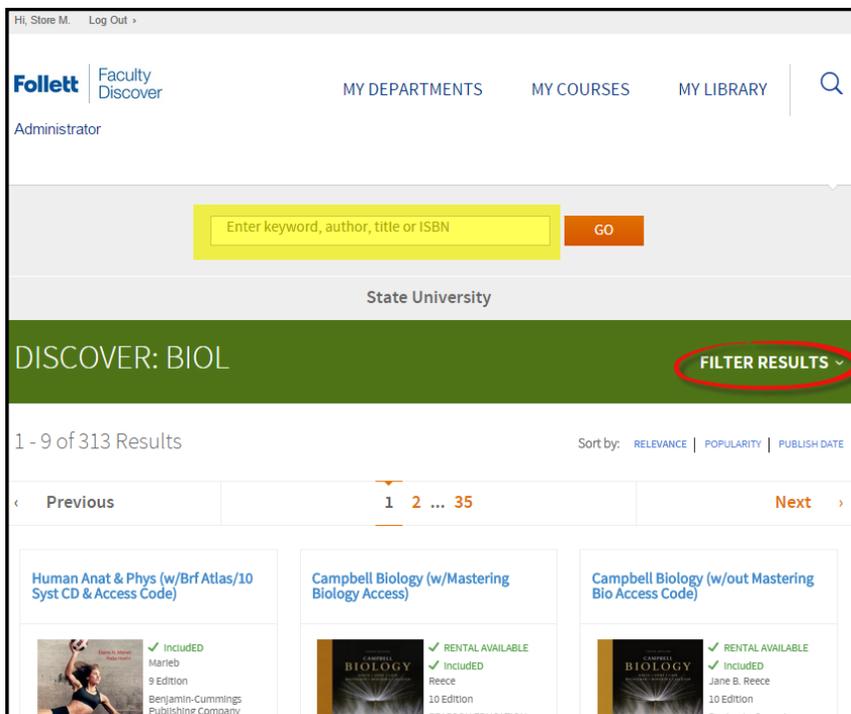
Updating the adoption permissions to **Pre-Approved Only** will allow the most control over what faculty are able to discover and adopt. Faculty will only be able to discover and adopt from the list of pre-approved materials including free open educational resources and will not be able to see Follett’s extensive library of course materials. Once a faculty member has selected one of the pre-approved materials to adopt, the adoption information is sent to the campus store.

### To start pre-approving materials:

1. Select **Get Started** or **Discover**.

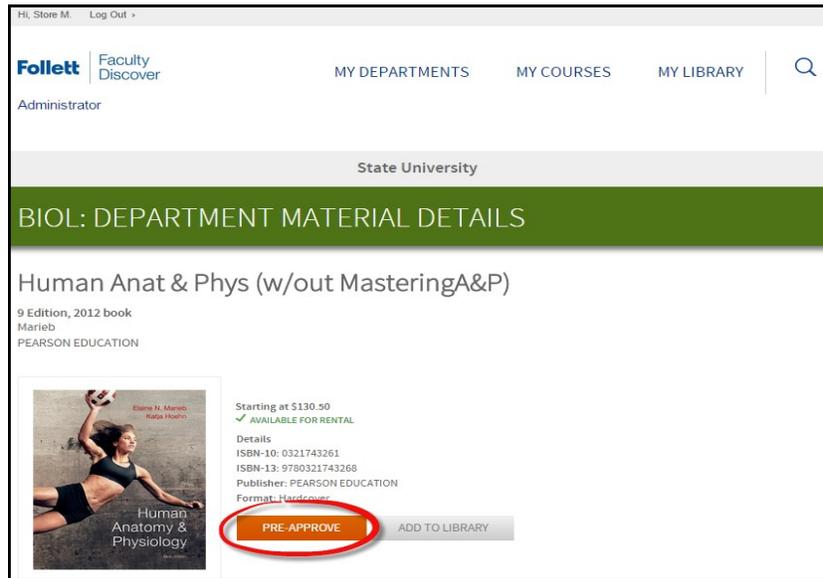


2. Click the **Filter Results** link to filter by subject and discipline, or quickly search for materials by keyword, author, title, or ISBN.



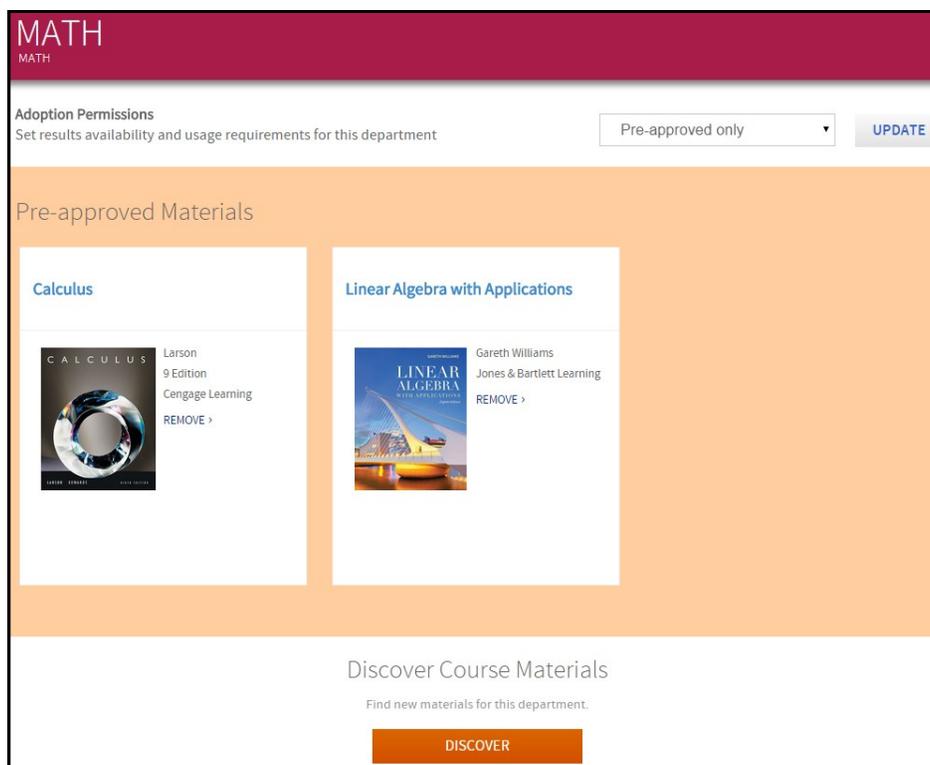
3. Select the title you want to pre-approve and click **Pre-Approve** within the title details screen.

**Note:** If you'd like to save a title to adopt for another course or to review at a later date you can **Add To Library**.



After selecting a pre-approved material, you are returned to the department management screen. From here you can:

- Review pre-approved materials for the department
- Remove materials
- Update the adoption permissions
- Continue discovering and approving materials

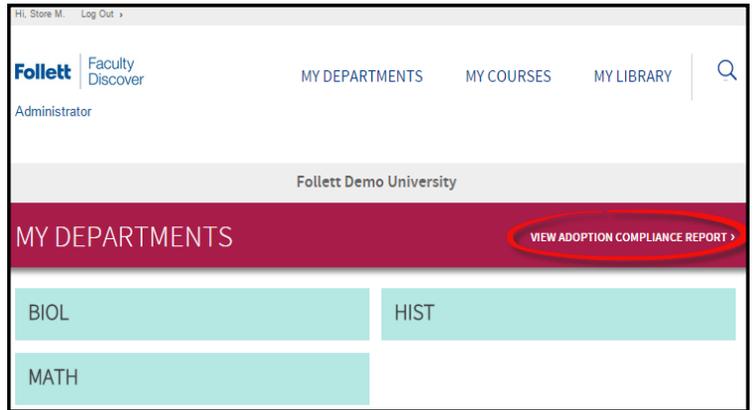


## Adoption Compliance Report

Another feature available within the Follett Faculty Discover Administrator role is the Adoption Compliance Report. View adoption status by campus, department, course, and even drill down to the section. You can select to export the report to Excel or PDF.

### To run the Adoption Compliance Report:

1. Click **View Adoption Compliance Report**.
2. Choose the term.
3. Filter results by **Campus, Department, Course,** and **Status**.
4. Click the **Course** name to expand down to sections and view adoption compliance at a section level.



### To save the currently viewed report:

1. Click the format in which to export the report.

**Note:** The adoption compliance report only shows the departments that have been assigned to you. Contact the campus store manager to request additional access.

Adoption Compliance Report > State University > Fall 2014 [change term](#)

2015-2-03 12:09 PM

[Export as CSV, PDF](#)

Adoption compliance for current view: 54% (6 of 11)

Campus	Department	Course	Status
State University	ARCH	ARCH 1301	Complete
State University	ARCH	ARCH 1302	INCOMPLETE
State University	ARCH	ARCH 1303	Complete
State University	ARCH	ARCH 1304	INCOMPLETE
State University	ARCH	ARCH 1307	INCOMPLETE
State University	ARCH	ARCH 1308	Complete
State University	ARCH	ARCH 1311	Complete
State University	ARCH	ARCH 1315	INCOMPLETE
State University	ARCH	ARCH 2301	Complete
State University	ARCH	ARCH 2312	Complete
State University	ARCH	ARCH 2313	INCOMPLETE

Filter by

- Campus
- Department
- Course
- Status: all

[Apply](#) [Reset](#)