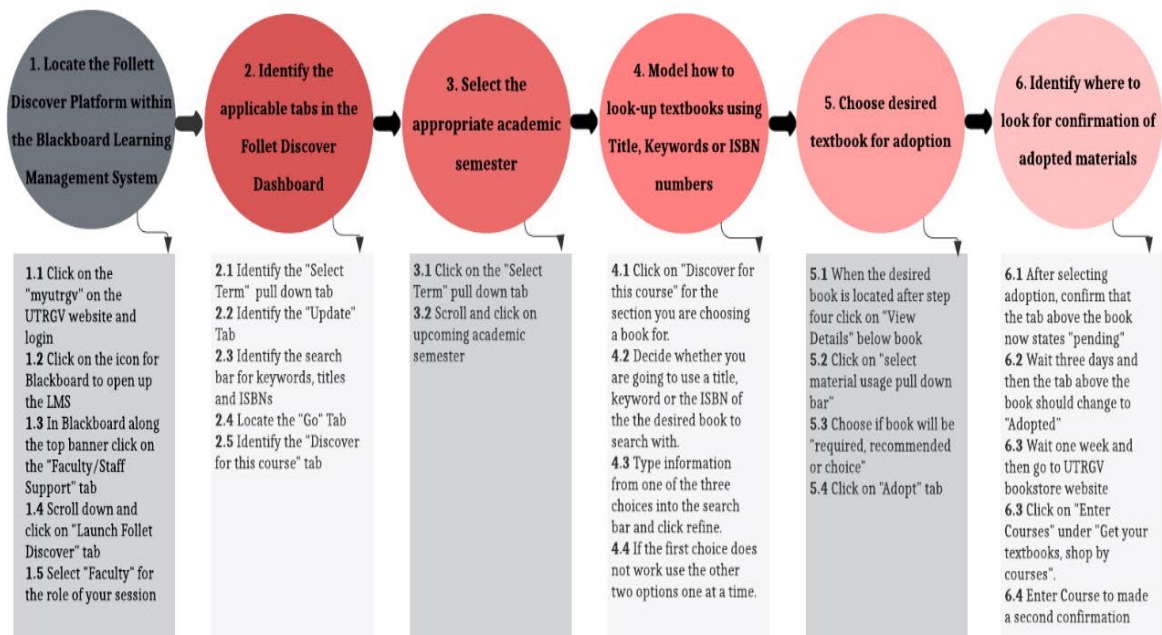# Adopting Textbooks through Follett Discover

As a faculty member you want to get your students motivated and excited for a course, and by allowing them to be prepared ahead of time you can facilitate that confidence. This instructional guide will walk you through the steps of how to successfully adopt your textbooks at UTRGV prior to the semester which will in turn allow students to access their materials prior to the first day of class.

Option 1:

1. Locate the Follett Discover Platform within the Blackboard Learning Management System	2. Identify the applicable tabs in the Follet Discover Dashboard	3. Select the appropriate academic semester	4. Model how to look-up textbooks using Title, Keywords or ISBN numbers	5. Choose desired textbook for adoption	6. Identify where to look for confirmation of adopted materials
1.1 Click on the "myutrgv" on the UTRGV website and login **1.2** Click on the icon for Blackboard to open up the LMS **1.3** In Blackboard along the top banner click on the "Faculty/Staff Support" tab **1.4** Scroll down and click on "Launch Follet Discover" tab **1.5** Select "Faculty" for the role of your session	**2.1** Identify the "Select Term" pull down tab **2.2** Identify the "Update" Tab **2.3** Identify the search bar for keywords, titles and ISBNs **2.4** Locate the "Go" Tab **2.5** Identify the "Discover for this course" tab	**3.1** Click on the "Select Term" pull down tab **3.2** Scroll and click on upcoming academic semester	**4.1** Click on "Discover for this course" for the section you are choosing a book for. **4.2** Decide whether you are going to use a title, keyword or the ISBN of the the desired book to search with. **4.3** Type information from one of the three choices into the search bar and click refine. **4.4** If the first choice does not work use the other two options one at a time.	**5.1** When the desired book is located after step four click on "View Details" below book **5.2** Click on "select material usage pull down bar" **5.3** Choose if book will be "required, recommended or choice" **5.4** Click on "Adopt" tab	**6.1** After selecting adoption, confirm that the tab above the book now states "pending" **6.2** Wait three days and then the tab above the book should change to "Adopted" **6.3** Wait one week and then go to UTRGV bookstore website **6.3** Click on "Enter Courses" under "Get your textbooks, shop by courses". **6.4** Enter Course to made a second confirmation

Option 2:

***Step 1.* From the UTRGV website** > **click** myUTRGV > **type** in utrgv email and password > **click** "Sign In" > **click** on Blackboard icon > **click** on "Faculty/Staff Support" link in upper right-hand corner > **scroll down** the page to Follett Discover text box > **Click** on "Launch Follett Discover" tab > **select** "Faculty" for the session

***Step 2:* From the Follett Discover Dashboard >** **click** on the select term bar > **scroll down** to the appropriate semester > **click** on the semester > **click** "Update" tab

***Step 3:* From the Follett Discover Dashboard >** **click** on the select term bar > **scroll down** to the appropriate semester > **click** on the semester > **click** "Update" tab

Step 4: **From the Follett Discover Dashboard after clicking update tab in last step** > **click** "Discover for this course" tab" > **input** keyword, title or ISBN of desired textbook in search bar > **click** "Refine" tab > **click** "view details" tab under desired book > **click** on "select material usage" pull down tab > **scroll and select** one of three options > **click** on "Adopt" tab

Step 5: **From UTRGV bookstore website** > **click** on "Textbooks" link in upper left-hand corner > **click** on "Enter courses" > **input** information in available scroll down bars > **click** "Find materials for course" > **confirm** appropriate materials are listed