

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 Discover Concierge role is designed to work with the faculty experience and allow course material adoptions to be submitted by users on behalf of faculty members.

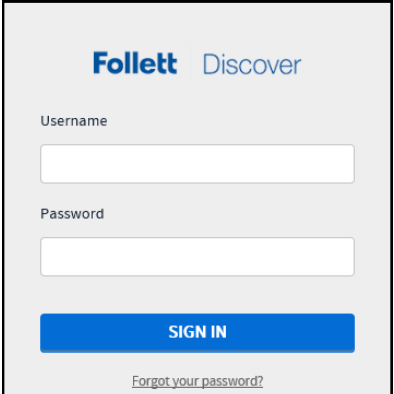
As a Faculty Concierge, you are able to quickly submit adoptions on behalf of faculty members for courses within your departments.

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.
3. The main dashboard is displayed.

Note: Contact your campus store manager if you do not have a concierge account or need to update your department access.



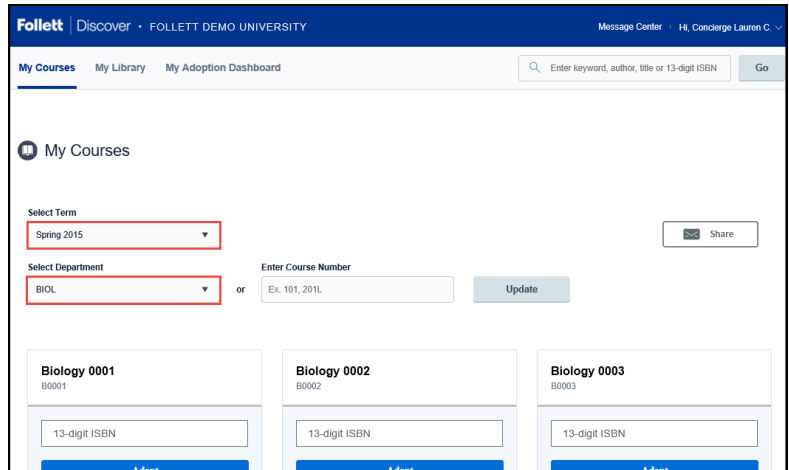
The screenshot shows the login interface for Follett Discover. At the top, the logo 'Follett Discover' is displayed. Below it, there are two input fields: 'Username' and 'Password'. A blue 'SIGN IN' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your password?'.

Tip: Forgot your password?

Click the Forgot your Password link below the login box.

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 or easily search for a particular course by course number.

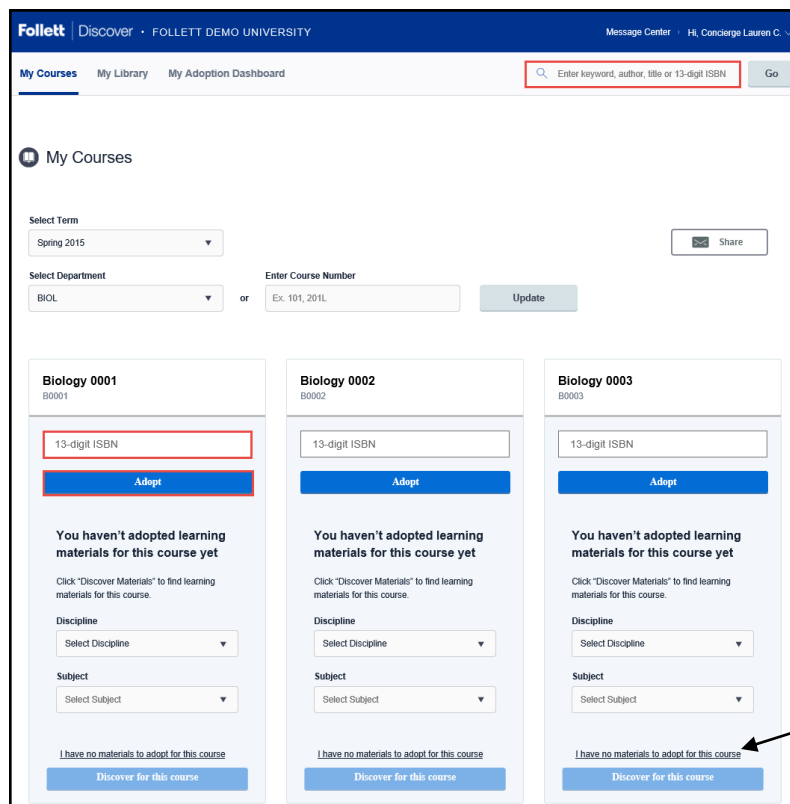
Tip: Click the **Follett Discover** logo to return back to the dashboard at any time.



Submitting Adoptions

You can quickly submit adoptions by entering in the 13 digit ISBN for each course and click **Adopt**

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, ISBN, or keyword



Tip: If the course does not have any required materials, click the **I have no items to adopt for this course** link.

Manage A Course

Manage a course by **selecting the course banner** or **View all materials** link from the My Courses dashboard.

The screenshot shows three course management panels. The first panel, 'Biology 0001', has a red border and shows a 'Pending' status for 'Campbell Essen Biology (w/out MasteringBiology)'. The second panel, 'Biology 0002', shows an 'Adopted' status for 'Introductory Biology, Spring 2013' and a red-bordered 'View all 2 materials' link at the bottom. The third panel, 'Biology 0003', has a message: 'You haven't adopted learning materials for this course yet' and a 'Discover for this course' button.

Within the course management screen, you can:

- Update the Discipline and Subject
- View the status of your adopted materials
- Remove adopted materials
- Adopt items from your library
- Add instructions for students

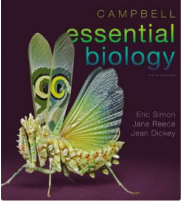
The screenshot displays the 'Adopted Course Materials' interface for 'Biology 0011'. It features two material cards: one pending and one adopted. Below the cards are four main action buttons: 'Add Title', 'Add from Library', 'Add My Content', and 'Discover Course Materials'. A 'Manage by Section' link is located in the top right corner. At the bottom, there is a 'Student Instructions' section with an 'ADD' button.

Tip: Adoptions for each course are automatically adopted for all sections. To separate a course to individual sections, select **Manage By Section**.

Tip: To remove an adopted material, click the X in the upper right corner of the course material card.

Adopting a Course Material For Multiple Courses

To adopt a material for multiple courses locate the material either through the discovery process or by searching for your material by ISBN, keyword, or title. View the material details to see additional information about the title including the description and pricing available to your students including rental and digital.



Campbell Essen Biology (w/out MasteringBiology)
5 Edition, 2012 book
Format: Paper
Author(s): Eric J Simon
Publisher: Pearson
ISBN-13: 9780321772596
ISBN-10: 0321772598

Description: Campbell Essential Biology, Fifth Edition, makes biology irresistibly interesting for non-majors biology students. This best-selling book, known for its scientific accuracy and currency, makes biology relevant and approachable with increased use of analogies, real world examples, more conversational language, and intriguing questions. Campbell Essential Biology make biology irresistibly interesting. This package contains: * Campbell Essential Biology, Fifth Edition

★★★★★
RENTAL
PRE APPROVED

Pricing

New	\$177.25
Used	\$133.00
Rental New	\$124.08
Rental Used	\$88.63

Save your students some money!

Select material usage:
Required

Adopt

Add to My Library

OR

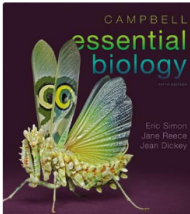
Manage Adoption for Multiple Courses

Select Manage Adoption for Multiple Courses

On this page you can select all of the courses you wish to adopt this material for and click **Adopt**.

Manage Adoption for Multiple Courses

Biology 0011
B0011
Discipline: Life Sciences
Subject: Biology



Campbell Essen Biology (w/out MasteringBiology)
5 Edition, 2012 book
Format: Paper
Author(s): Eric J Simon
Publisher: Pearson
ISBN-13: 9780321772596
ISBN-10: 0321772598

Description: Campbell Essential Biology, Fifth Edition, makes biology irresistibly interesting for non-majors biology students. This best-selling book, known for its scientific accuracy and currency, makes biology relevant and approachable with increased use of analogies, real world examples, more conversational language, and intriguing questions. Campbell Essential Biology make biology irresistibly interesting. This package contains: * Campbell Essential Biology, Fifth Edition

★★★★★
RENTAL
PRE APPROVED

SELECT COURSE:

Biology 0011 Select Material Usage
Required

Adopt to more course(s) ▲

Biology 0001 Select Material Usage
Required

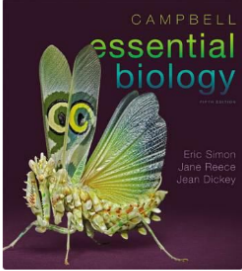
Biology 0002 Select Material Usage
Required

Biology 0003 Select Material Usage
Required

Adopt
Cancel

My Library

When searching for titles through the discovery process or global search, you'll notice the option to **Add to Library**. Your library allows you to save materials and quickly adopt them for multiple courses or save for later review.



Campbell Essen Biology (w/out MasteringBiology)



5 Edition, 2012 book

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New	\$177.25
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💰 Save your students some money!

Select material usage:

Required ▼

Adopt

Add to My Library ⓘ


You can also leverage your library to adopt multiple materials to multiple courses.


1. Click the **Copy** button at the bottom of your **My Courses** page
2. Select all the materials you wish to adopt
3. Select the term
4. Select all the courses you want to adopt the materials for
5. Click the **Adopt Materials** button to submit.


Add from Library


The following materials will be adopted for the specified courses below. You can adjust usage settings from the selected course's view page.

Copy Materials

 **Thinking about Biology: Intro Lab Manual**
 5 Edition
 Author(s): Mini Bres, Arnold Weishaar
 ISBN-13: 9780134033167
 Required

 **Iclicker2 (w/REEF 6 Month Polling Access Card)**
 Author(s): Iclicker
 ISBN-13: 9781498601634
 Required

 **Campbell Biology (w/Mastering Biology Access)**
 11 Edition
 Author(s): Urry
 ISBN-13: 9780134082318
 Required

 **Campbell Biology (w/out MasteringBiology Access)**
 11 Edition
 Author(s): Urry
 ISBN-13: 9780134093413
 Required

SELECT TERM & COURSE(S):

Select Department: Select Term:

Adopt Course(s)

Introduction to Human Biology
 BIOL.110/terms/201730/divisions/DFLT

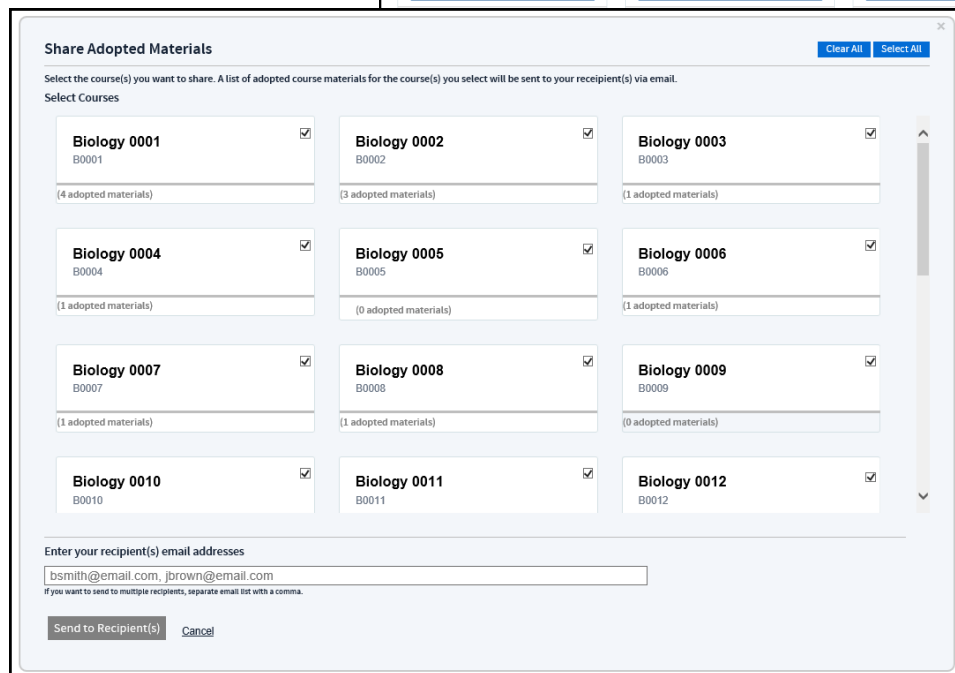
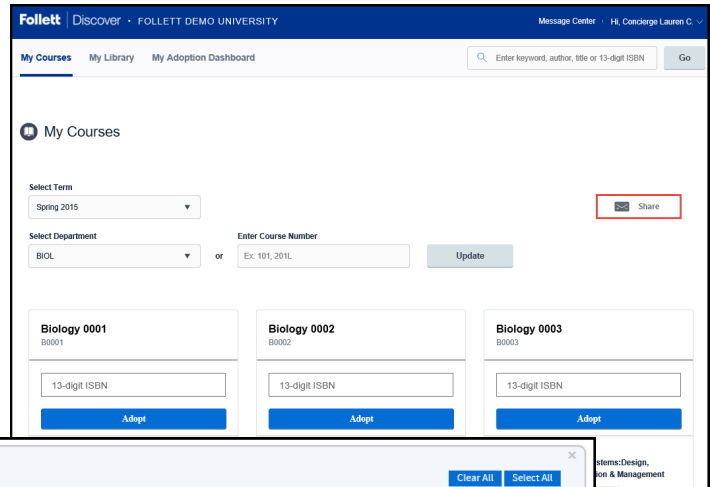
Nutrition
 BIOL.117/terms/201730/divisions/DFLT

Foundations of Biology
 BIOL.122/terms/201730/divisions/DFLT

Sharing Adopted Materials

Sharing the adopted materials with faculty or for your own files can be done from the My Courses page.

1. Select your Term and Department
2. Check the **Share Adopted Materials** box
3. Check all courses you wish to share the adopted materials for
4. Enter in the email addresses of the recipients
5. Click the **Send to Recipient(s)** button to share the report.



Adoption Dashboard Report

Another feature available within the Follett Discover Administrator role is the Adoption Dashboard 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 Report:

1. Click **My Adoption Dashboard**
2. Select the term by clicking **Change Term**



The **Compliance Rate** shows the percentage of completed adoptions for your assigned departments.

View the Adoption **Compliance Trend** to see adoption compliance rate over time for your campus.

Use the **Compliance by Category** toggles to view compliance by your campus, division, department and course.

View and save compliance reports.

1. Filter results by **Campus**, **Department**, and **Course**.

To save the currently viewed report as a Quick Report:

1. Select **SAVE QUICK REPORT**
2. Name the quick report

My Dashboard Viewing Term: Fall Semester 2016 [Change Term](#)

Compliance Rate

45%

1125/2466 COURSES COMPLETED

Compliance Deadline

5

DAYS REMAINING

Adoption Compliance Trend

Viewing Campus: CAMPUS BOOKSTORE [Change Campus](#)

Line graph showing compliance rate from 06/28 to 10/13. Legend: CURRENT TERM (green), PREVIOUS TERM (blue).

Compliance by Category

- ▶ CAMPUS
- ▶ DIVISION
- ▶ DEPARTMENT
- ▶ COURSE

Top Compliant

DEPARTMENT

100%

CAMPUS BOOKSTORE MATH

COURSE

100%

CAMPUS BOOKSTORE MATH 498

COURSE

100%

CAMPUS BOOKSTORE BIO 410

Quick Reports

Apr 14, 2016

Art Department

All Campuses, 1 Department Selected, All Courses

All Campuses ▾
1 Department Selected ▾
All Courses ▾
UPDATE

[EMAIL](#)
[PRINT](#)
[EXPORT AS...](#)
[SAVE QUICK REPORT](#)

Section Compliance
1-40 of 220 Results

CAMPUS NAME	COURSE NAME	DEPARTMENT ▲	COURSE	SECTION	INSTRUCTOR	COMPLETE	ACTIONS
CAMPUS BOOKSTORE	GRAPHIC DESIGN II	ART	344	10817	Professor Professor	Yes	
CAMPUS BOOKSTORE	PHOTOGRAPHY II	ART	350	19889	Professor Professor	Yes	
CAMPUS BOOKSTORE	ADV STU PRB VIDEO	ART	620	19672		No	
CAMPUS BOOKSTORE	ART& MASS CULTURE	ART	305	11841		Yes	
CAMPUS BOOKSTORE	AD STU PRB CERAM	ART	660	11822		Yes	
CAMPUS BOOKSTORE	CORE ART STUDIO	ART	307	11784	Professor Professor	Yes	
CAMPUS BOOKSTORE	CORE ART STUDIO	ART	307	11783		Yes	
CAMPUS BOOKSTORE	VISUAL EFFECTS	ART	352	11780	Professor Professor	Yes	
CAMPUS BOOKSTORE	ANIMATION I	ART	263	11779		Yes	
CAMPUS BOOKSTORE	PRINTMAKING II	ART	338	11777		Yes	
CAMPUS BOOKSTORE	HIST CONTEMP ART	ART	448	11713		No	
CAMPUS BOOKSTORE	ART& MASS CULTURE	ART	305	11702		Yes	

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