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 Discover Administrator role is designed to work with the faculty experience and allow department administrators to manage adoptions.

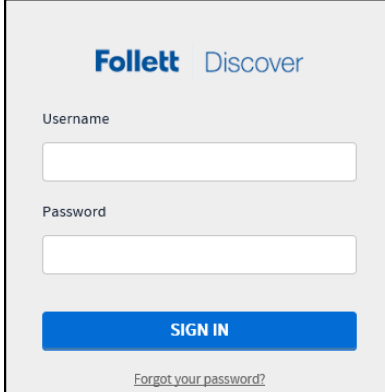Follett Discover Administrator role will allow you to:

- 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.

3. The My Departments dashboard is displayed.

> *Note: Contact your campus store manager if you currently do not have an administrator account.*

Follett Discover

Username

Password

SIGN IN

Forgot your password?

Tip: Forgot your password?

Click the Forgot your Password link below the login box.

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. Click **Set Adoption Permissions** to set permissions
2. Select the adoption permission you want to assign for the department (see the grid below)
3. Click the **Save** button
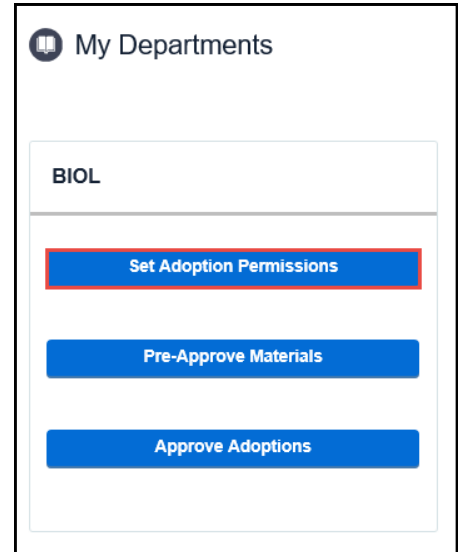
Adoption Permission Options:

Instructor Choice (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.
Instructor Choice with Review	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.
Pre-Approved Only	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.
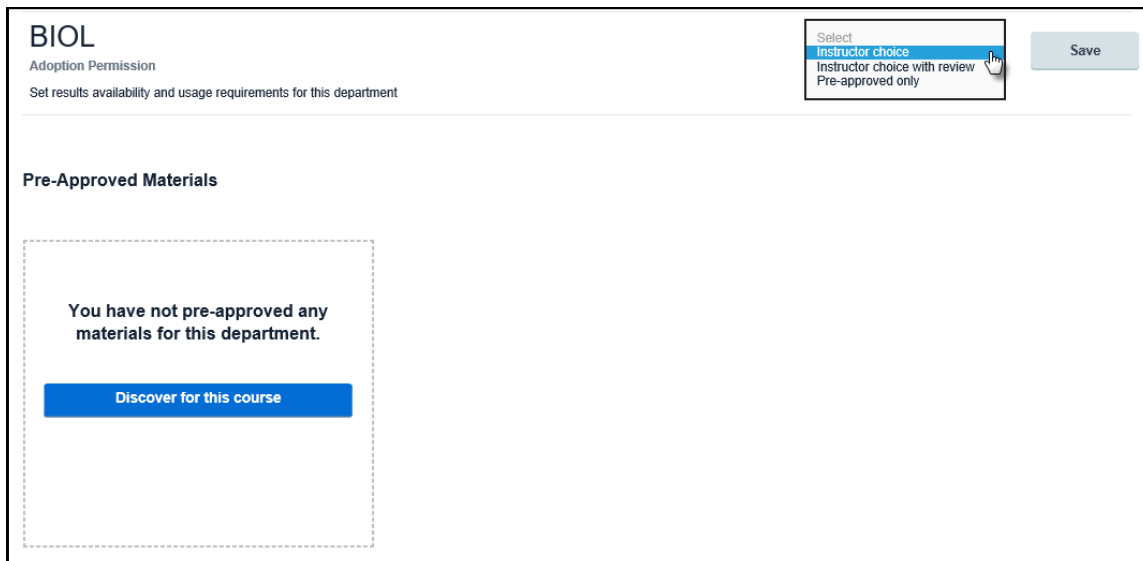
Adoption Permissions: Instructor Choice with Review

Updating the adoption permissions to **Instructor Choice with Review** will allow your faculty to discover new materials but requires your approval in the **Approve Adoptions** screen 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 **Approve Adoptions** button to start reviewing all submitted adoptions awaiting your approval.

2. Expand the course to review any materials awaiting approval.

3. Click the **Approve** or **Reject** check box 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.
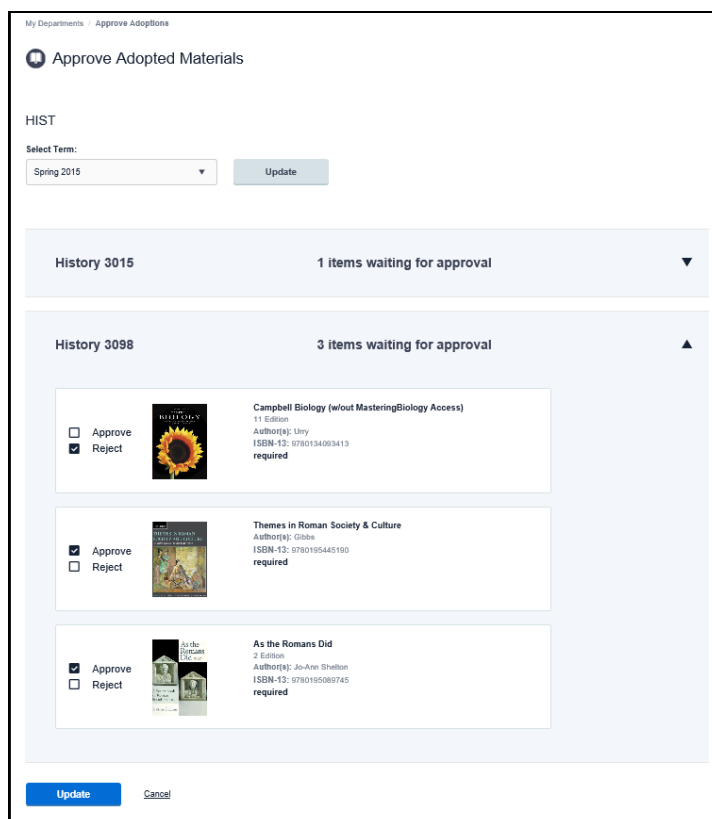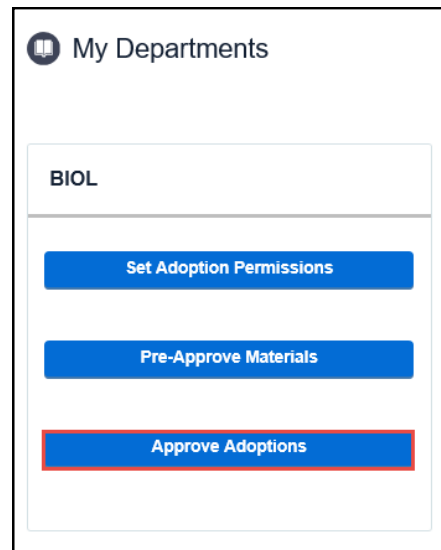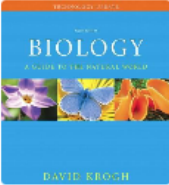
Once I approve or reject a title, what will it look like to my faculty?

When an adopted material is rejected, the faculty or concierge user who submitted the adoption will receive a notification within their Message Center. If they've chosen to update their Message Center settings to provide their email address they will also receive the message emailed to them.

When the faculty or concierge user reviews the rejected material in Follett Discover, the rejected material will have an updated status of "Rejected by Institution" The title on the right shows that it was rejected and will not be sent to the campus store.

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 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. From the Set Adoption Permissions page, click **Discover for this course**

Or

1. From the main page click **Pre-approve Materials**

2. **Filter Results** 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 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

Tip: To return to this screen, select **Set Adoption Permissions** from the home page.

Adoption Compliance Report

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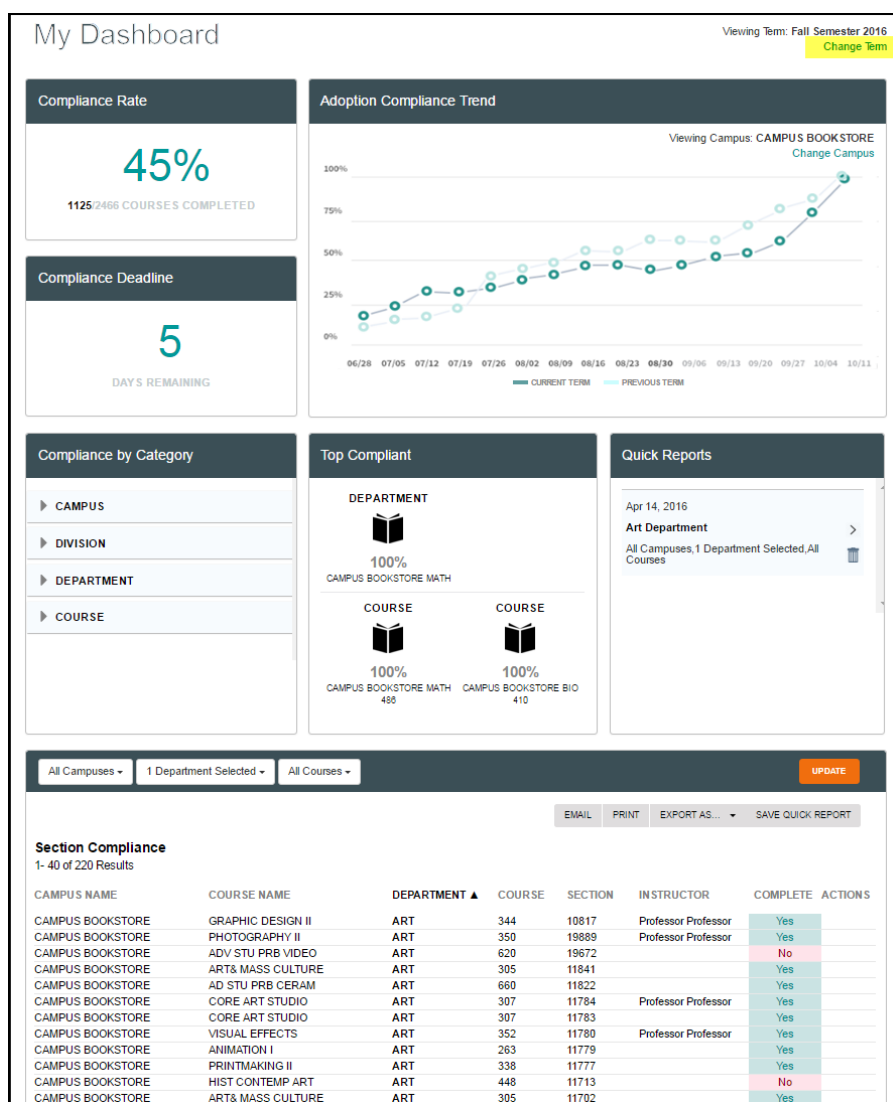
Note: The adoption compliance report only shows the departments that have been assigned to you. Contact the campus store manager to request additional access.