

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:

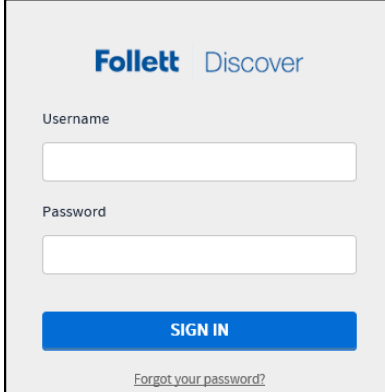
- Set adoption permissions
- Review and approve submitted adoptions
- Pre-approve materials for faculty
- View adoption progress and compliance at a glance

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.



Tip: Forgot your password?

Click the Forgot your Password link below the login box.

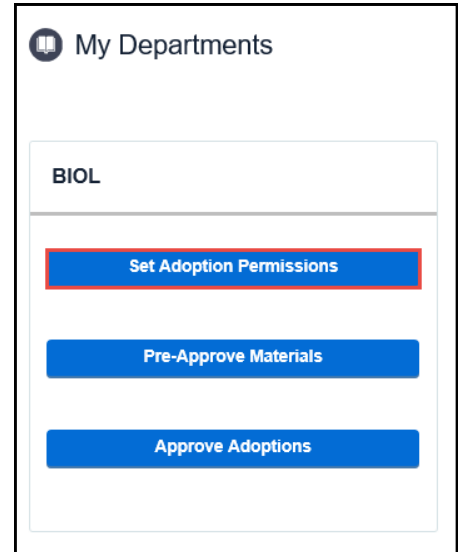
Set Adoption Permissions

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.

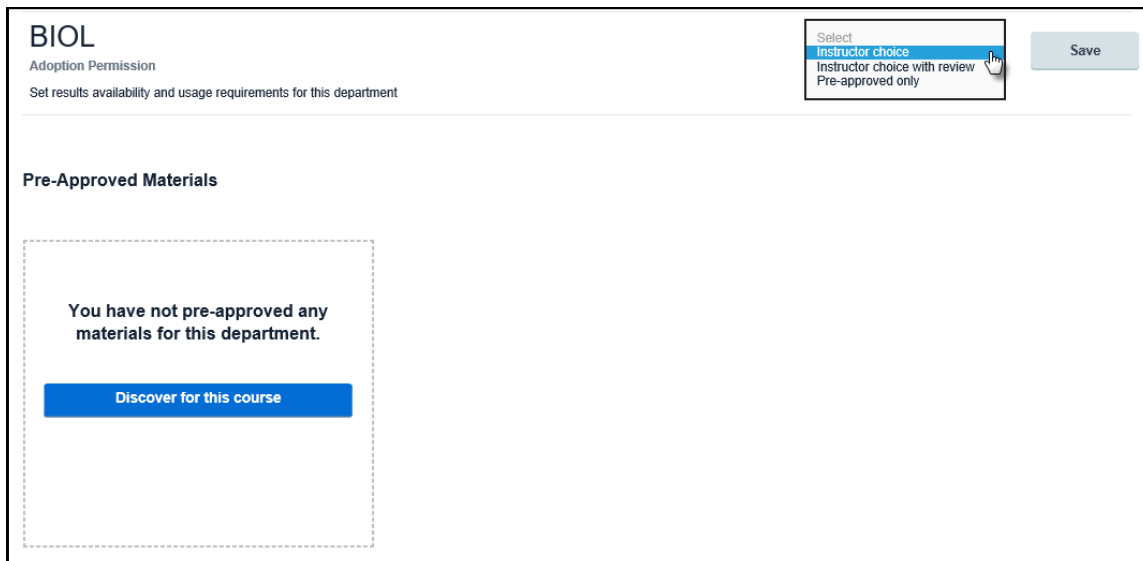
To set the adoption permissions for a department:

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.

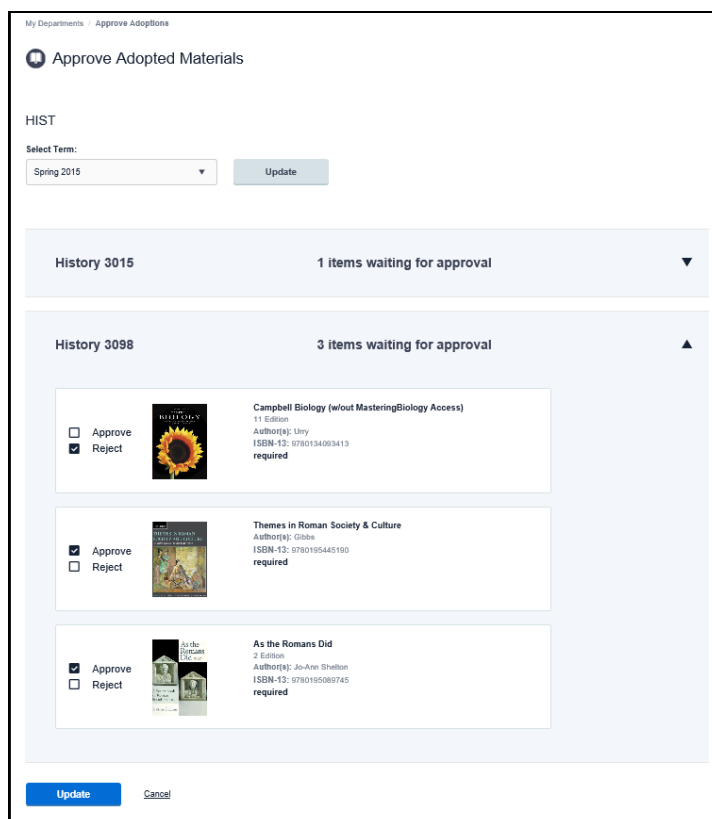
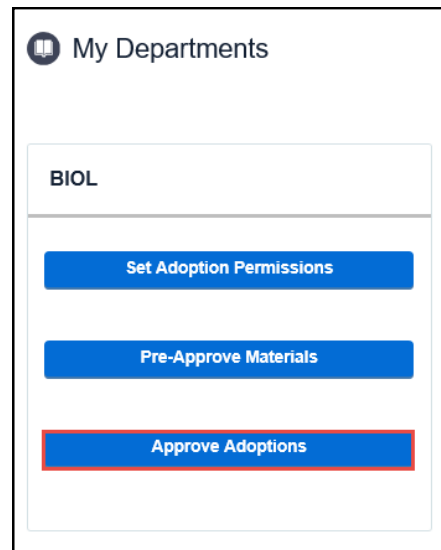
Note: If a course material has been pre-approved, it will not require your approval before the adoption is sent to the campus store.

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.



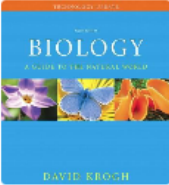
Once I approve or reject a title, what will it look like to my faculty?

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.

Pending

Biology: Guide to Natural World (Tech Upd)(w/Access Code)
ISBN: 9780321943644
Required

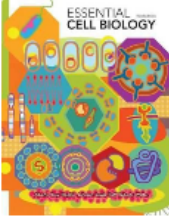
 **5 Edition**
Author(s): David Krogh
Publisher: Benjamin-Cummings Publishing
★★★★★

OTHER

[View Details](#)

Rejected

Essen Cell Biology (w/DVD)
ISBN: 9780815341291
Required

 **3 Edition**
Author(s): Bruce Alberts
Publisher: Taylor & Francis
Starting Price: \$95.15
★★★★★
RENTAL

HARDCOVER

[View Details](#)

Adopted Titles Have Been Rejected By Your Department Administrator

[REPLY](#) [DELETE](#)

To: Instructor
Sent: 07/31/2017 12:47 AM
From:

The following title has been rejected by your department administrator:

DEPARTMENT: HIST
TERM: 2015SP
COURSE: H3016
SECTION: HISTA3016.2015SP

MATERIAL TITLE: They Say/I Say: Moves...Acad Writing (w/ 2016 MLA Update)
ISBN13: 9780393617436
AUTHORS: Graff
TIME OF REQUEST: 2017-07-31 12:47:23 PM CDT
Please contact your department administrator for further details as to why this title was rejected.

[REPLY](#) [DELETE](#)

[RETURN TO INBOX](#)

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**

MATH
Adoption Permission
Set results availability and usage requirements for this department

Pre-approved only Save

Pre-Approved Materials

You have not pre-approved any materials for this department.

Discover for this course

My Departments

BIOL

Set Adoption Permissions

Pre-Approve Materials

Approve Adoptions

2. **Filter Results** by subject and discipline or quickly search for materials by keyword, author, title, or ISBN.

History Filter

Filter Results

FILTER BY Discipline Subject
Mathematics Calculus

QUICK FILTERS Adopted Materials (0) Rental Materials (20) Pre-approved Materials (0)
 Videos (20) Publisher Materials (100) Open Education Resources (100)

Filter Cancel

Showing 1 - 6 of 220 Results

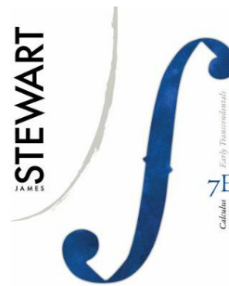
Enter keyword, author, title or ISBN Go Sort By Select...

Calculus ISBN: 9781285057095 10 Edition Author(s): Larson
Calculus ISBN: MTC:27129546 10 Edition Author(s): Ron Larson
Calculus: Early Transcendentals ISBN: MTC:27135168 8 Edition Author(s): James Stewart

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**.

MATH: Department Material Details



Calculus: Early Trans

3 Edition, 6 Book

Format: Hardcover
Author(s): James Stewart
Publisher: Cengage Learning

ISBN-13: 9780538497909
ISBN-10: 0538497904

Description: Success in your calculus course starts here! James Stewart's CALCULUS: EARLY TRANSCENDENTALS texts are world-wide best-sellers for a reason: they are clear, accurate, and filled with relevant, real-world examples. With CALCULUS: EARLY TRANSCENDENTALS, Seventh Edition, Stewart conveys not only the utility of calculus to help you develop technical competence, but also gives you an appreciation for the intrinsic beauty of the subject. His patient examples and built-in learning aids will help you build your mathematical confidence and achieve your goals in the course.



RENTAL

Pre-Approve

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.

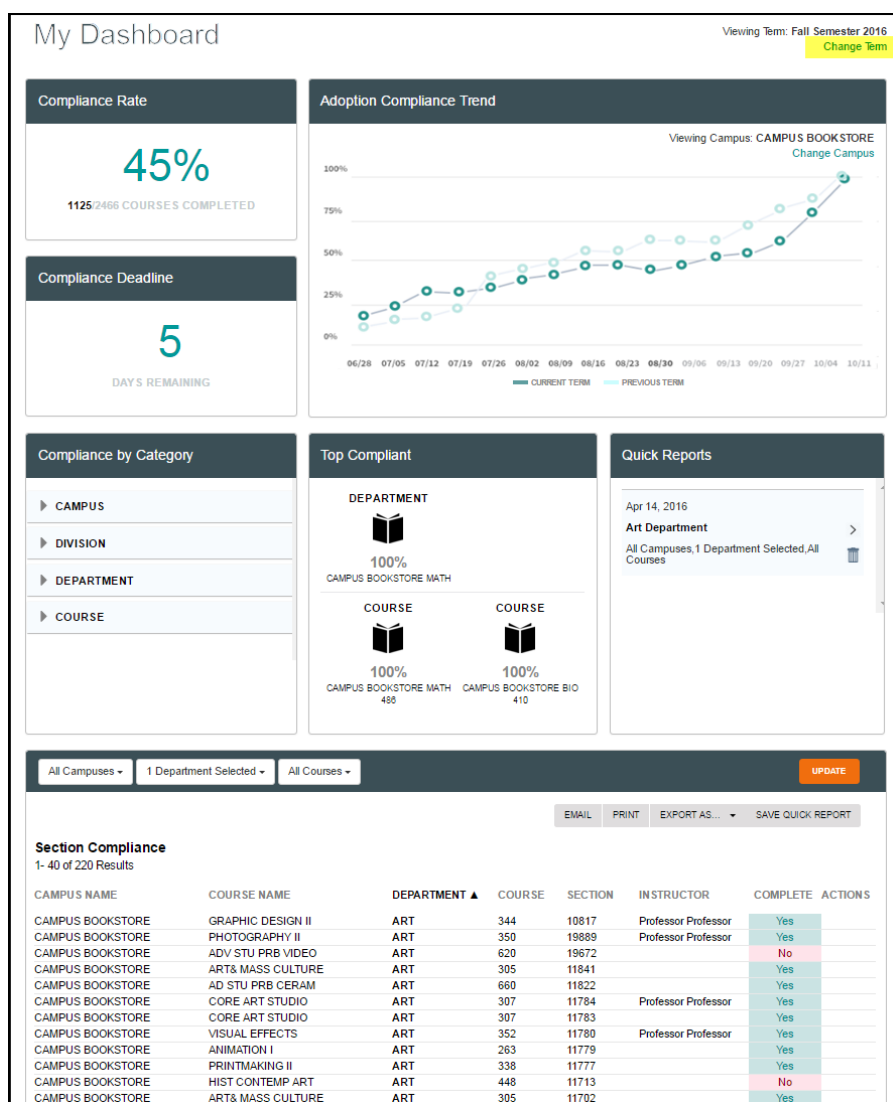
Use the **Compliance by Category** toggles to view compliance by your campus, division, department and course.

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.