

Department Admin Folder

At Barnes & Noble College, we know that Department Administrators and Secretaries play an important role in the adoption process. In response to your feedback asking for features specific to those users placing adoptions for an entire department, we have created a new user-type. The Department Admin user-type lets you research and adopt textbooks for your department's entire faculty in one convenient place.

In addition to the easy-to-use features offered to faculty, Department Admin users are able to:

- Use reporting tools to keep track of department adoptions
- Send multiple confirmation emails
- Approve faculty adoptions
- Place multiple faculty adoptions at one time

The next pages cover in detail how to use these great features and how they can benefit your department as a whole.

How do I register as a Department Admin?

Whether you are an existing registered user or a new user, simply email your Full Name, Phone Number, Email Address and Department to your bookstore manager to gain access to these great features.

Reporting Tools

Under the "Admin Tab," go to "Search Adoptions." This will allow you to search for adoptions at any of your affiliated campuses that were placed online, using *FacultyEnlight*. You can easily keep track of department adoptions, whether they were placed by you or an instructor. To search, select the Term and hit Search. You may also choose to select the Department, Course and/or Instructor, depending on the detail needed.

Click the blue "plus" button to add multiple search criteria.

Your results will show up in a list, and you can then export this information to either Excel or PDF formats.

The screenshot shows the FacultyEnlight search interface. At the top, there are navigation tabs: Search, Adopt, Discover, Learn, and Admin. A red arrow points to the Admin tab. Below the tabs, there are sub-tabs: Approve Adoptions, Search Adoptions, History, and Quick Adoption. A red arrow points to the Search Adoptions sub-tab. The main content area is titled "Search Adoptions" and includes a greeting: "Hello Dr. Florentine Lehar, please select Term, Department and Course to begin search." Below this, there is a "School name" dropdown menu set to "University of Toledo". The "Find Adoption" section contains four dropdown menus: "Term" (set to "SPRING 2015"), "Department" (set to "BIOL"), "Course" (set to "Select Course"), and "Instructor Last Name" (set to "Select Instructor"). A red arrow points to the "Instructor Last Name" dropdown. Below these dropdowns, there is a blue "plus" button with a red "x" next to it, and a red arrow points to it. To the right of the dropdowns is a blue "Search" button, with a red arrow pointing to it. Below the "Search" button, there are "Download" options for "Excel" and "PDF", with a red arrow pointing to the PDF option. Below the "Download" options, there is a link "View/Print Selected (3)" and a link "Clear Selection". At the bottom, there is a table showing search results. The table has columns: TERM, DEPT, COURSE, SECTION, STATUS, LAST NAME, TEXT, NON-TEXT, CREATED ON, and APPROVER. The first row is checked and shows "SPRING 2015", "BIOL", "2180", "001", "Printed", "Leady", "1", "0", "10/23/14". The second row is also checked and shows "SPRING 2015", "BIOL", "2160", "002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015", "Printed", "Leady", "1", "0", "10/23/14".

Confirmation Emails

There are two ways in which you can send additional confirmation emails. When you want to ensure that all adoption confirmation emails always go to a specific person or people, such as your Department Chair, you can add their email address on your Profile page. They will then receive a confirmation email for every adoption you place.

In cases where you only want someone to receive an adoption confirmation email one time, or want to include one or more instructors on only a few adoption confirmation emails, you can easily do this on the "Review and Submit Order" page. Simply enter one or more email addresses, and these faculty members will automatically receive notifications that their adoptions have been sent to the bookstore for processing. If placing multiple adoptions, you must enter the email address or addresses to receive adoption confirmation emails each time.

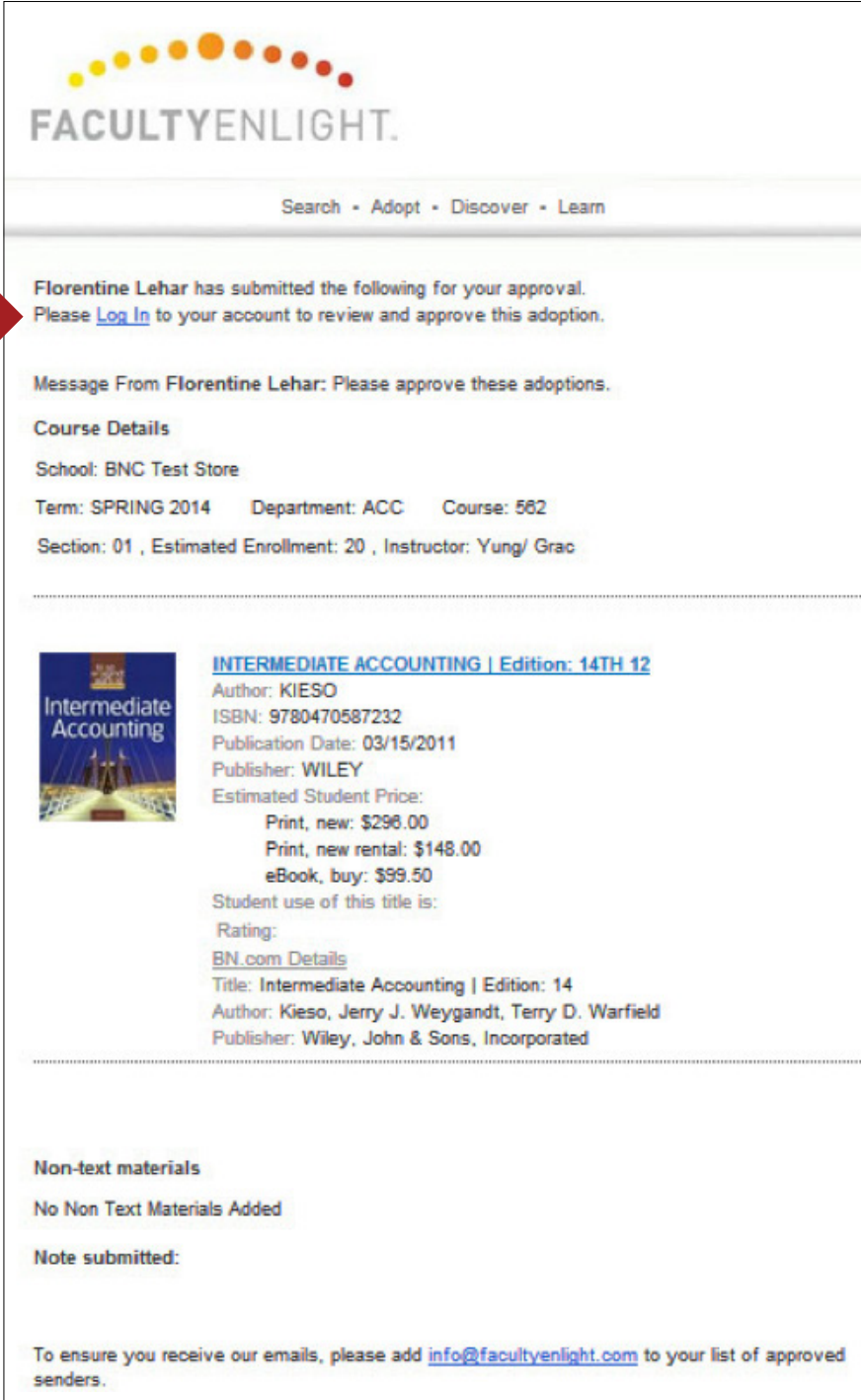
The screenshot displays the 'Review and Submit Order' page within a navigation menu containing 'Search', 'Adopt', 'Discover', 'Learn', and 'Admin'. A progress bar at the top indicates three steps: 'Step 1: Select Course', 'Step 2: Add Materials', and 'Step 3: Review & Submit', with the third step being the active one. Below the progress bar, the page title 'Review and Submit Order' is highlighted by a red arrow. A message states, 'Your order will be kept open for 30 days or until you submit it.' The 'Course Details' section lists: School: BNC Test Store, Term: SPRING 2014, Department: ACC, Course: 562, Section: 01, Estimated Enrollment: 20, and Instructor: Yung/ Grac. A blue 'Edit Course?' link is present. Below this, a section for adding email addresses is highlighted by a red arrow, with the text 'Also send confirmation to the following email addresses (separate with comma):' and an empty input field. To the right of the input field are two buttons: '<< Add More Materials' and 'Submit Order >>'. The 'Textbook Details' section features a book cover for 'Intermediate Accounting' with a 'Remove' button below it. To the right of the cover, the following information is listed: 'Intermediate Accounting | Edition: 14', Author: Kieso, Jerry J. Weygandt, Terry D. Warfield, ISBN: 9780470587232, Publication Date: 03/15/2011, Publisher: Wiley, John & Sons, Incorporated, and Estimated Student Price: Print, new: \$296.00.

Approving Adoptions

Many campuses require that their Department Heads or Deans approve faculty adoptions. With the new adoption approval feature, Department Admin users are easily able to approve the adoptions.

Department Admin users whose departments require approval for all adoptions should notify their bookstore manager to enable this feature.

When one of your faculty members places an adoption, they will have to choose your name from a drop down list to submit it for approval. You will then receive an email with the information.

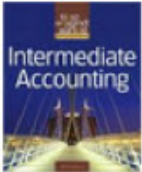


The screenshot shows an email notification from FacultyENLIGHT. At the top is the logo with a row of colored dots above the text 'FACULTYENLIGHT.'. Below the logo is a navigation bar with the links 'Search • Adopt • Discover • Learn'. The main body of the email contains the following information:

Florentine Lehar has submitted the following for your approval.
Please [Log In](#) to your account to review and approve this adoption.

Message From Florentine Lehar: Please approve these adoptions.

Course Details
School: BNC Test Store
Term: SPRING 2014 Department: ACC Course: 562
Section: 01 , Estimated Enrollment: 20 , Instructor: Yung/ Grac

 **[INTERMEDIATE ACCOUNTING | Edition: 14TH 12](#)**
Author: KIESO
ISBN: 9780470587232
Publication Date: 03/15/2011
Publisher: WILEY
Estimated Student Price:
 Print, new: \$298.00
 Print, new rental: \$148.00
 eBook, buy: \$99.50
Student use of this title is:
Rating:
[BN.com Details](#)
Title: Intermediate Accounting | Edition: 14
Author: Kieso, Jerry J. Weygandt, Terry D. Warfield
Publisher: Wiley, John & Sons, Incorporated

Non-text materials
No Non Text Materials Added
Note submitted:

To ensure you receive our emails, please add info@facultyenlight.com to your list of approved senders.

To review the adoption list, go into *FacultyEnlight* and select “Approve Adoptions” under the “Admin” tab. You will see a list of adoptions needing approval, with those marked “New” as needing review. You can also filter the list by Department or by the statuses of “New,” “Approved,” or “Disapproved.” To review with your Department Head and obtain approval for the faculty member, you can easily view and print details for each adoption by checking the appropriate box and selecting “View Selected.”

To approve an adoption, select the box next to it and hit “Approve Selected.” These adoptions are then sent directly to the bookstore, and a confirmation email will be sent to the faculty member. To disapprove an adoption, select the box next to it and hit “Disapprove Selected.” You will have the opportunity to enter comments on why the adoption wasn’t approved. This information will be sent to the faculty member so that they can edit their adoption. You can approve or disapprove multiple adoptions at one time.

Search Adopt Discover Learn **Admin**

Approve Adoptions Search Adoptions History Quick Adoption

Department Adoptions

Department:

Status:

<input type="checkbox"/>	TERM	DEPT	COURSE	STATUS	USER	FIRST NAME	LAST NAME	PHONE	E-MAIL	CREATED ON
<input checked="" type="checkbox"/>	Fall 2014	SOC	310	New	flehar	Florentine	Lehar	(908) 991-2193	flehar@bncollege.com	10/13/14
<input type="checkbox"/>	Fall 2014	BIO	101	New	flehar	Florentine	Lehar	(908) 991-2193	flehar@bncollege.com	10/13/14

Quick Adoption

As a Department Administrator user, you can easily place adoptions for your entire department, or group of departments, on one page. Simply go to the “Quick Adoption” section under the Admin tab. For the first adoption, select your Term, Department, and Course. Then click “Edit Sections” to choose the correct sections and hit Submit. Click the blue “plus” button to add another Term/Department/ Course requiring the same materials. You can also add additional emails, separated by a comma, that will receive the adoption confirmation email.

You can then select “No materials required,” or adopt an ISBN, add a New Title, or add Non-text Materials. Select the blue “plus” button to add multiple materials. Please note: each type of material requires different fields. These fields will be highlighted with a red outline after you select a type of material to adopt.

To add a second adoption, simply click “Add another Adoption +.” Once all your adoptions are entered on the page, hit Submit and they will be sent to the bookstore. You will receive a separate confirmation email for each Course entered.

The screenshot displays the 'Quick Adoption' interface within the 'Admin' tab. The interface is organized into three main sections, each representing an adoption entry. Each entry includes dropdown menus for 'Select Term', 'Select Dept', and 'Select Course', followed by an 'Edit Sections' button and an 'Additional Emails' field. A 'Note' field is also present. A modal window titled 'Select Sections' is open, showing a table with columns for 'Section', 'Enrollment', and 'Instructor'. The 'Submit' button is located at the bottom left, and the 'Add another Adoption +' button is at the bottom right. Red arrows point to the 'Submit' button, the 'Add another Adoption +' button, and the 'Edit Sections' button. A red circle highlights the 'Adoption # 1' label.

Type	ISBN/Manufacturer	Title/Model	Author/Description	Section	Enrollment	Instructor
ISBN	9781464108556	Psychology Edition:	David G. Myers			
New Title	9780124171367	Micropatterning in Ce	Elsevier Science	Elsevier Science	Required	
Non-Text M.			Lab Coat		Recomme	
Non-Text M.			Safety Goggles		Required	
New Title		Cases in Cell Biology	Dr. Darren Smith	MGH Custom	Required	

Please contact your Bookstore Manager with any further questions.