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.
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.
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.
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.
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.

Please contact your Bookstore Manager with any further questions.