Your Adoption History & Editing Adoptions

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FacultyEnlight Adoption History

Registered Users on FacultyEnlight have access to view and edit their previously placed adoptions on their History page. This page allows users to Edit or Delete an adoption, Print adoption details, or Re-Adopt materials for another course or term.

Accessing Adoption History

1. Once you are logged in, click on History in the navigation bar from any page within FacultyEnlight.
2. You will be taken to the My Adoption History page. You will see a list of your previously placed adoptions at your selected campus.

3. To view or edit an adoption, click the View/Edit button.

### View Adoption Details

Selecting View/Edit from the My Adoption History page will show you the adoption details. Your school, term, department, course, section, estimated enrollment, and instructor details will show under Course Details. You will also see the materials adopted under Textbook Details. On the right, you will have the choice to Edit, Delete, or Print your adoption, and to Re-adopt Materials.

On the View Adoption Details page, you can view Course Details and Textbook Details.

To the right of Course Details are options that include Edit Adoption, Delete Adoption, Print Adoption, and Re-adopt Materials.
Editing Adoptions

The Edit Adoption tool allows registered users to make changes to previously submitted adoptions for active terms. You are able to add and remove materials, add, remove, or change sections and section information, edit notes, and change the required/recommended status of the materials.

1. On the View Adoption Details page, select Edit Adoption.

2. You are now on the Edit Adoption page. Here you can edit section details, add more materials, remove materials, change the required/recommended status of materials, and add notes.

Learn more about making edits by selecting a section below:
- Edit Sections
- Add Materials
- Remove Materials
- Change Required/Recommended
- Add or Edit a Note

3. If you decide that you do not want to make any edits to your adoption, you can click the Go Back button to return to the View Adoption Details page.
4. Once you make changes, the **Submit Changes** button will turn from gray to orange. Click this to submit your changes to your bookstore. Once submitted, you will receive a confirmation email.

If materials require approval, a dialog box will prompt you to select your Department Administrator. Fill out all required areas, and hit Submit to send your changes to your administrator for review.

5. To discard your changes at any time while editing an adoption, click the **Discard Changes** button.

When you select Discard Changes, you will see a dialog asking whether you wish to **Continue Editing** or **Discard Changes**.

- **Selecting Continue Editing** will keep you on the Edit Adoption page.

- **Choosing Discard Changes** will return you to the My Adoption History page.
Edit Sections

Within the Edit Adoption page, the Edit Sections feature lets you adjust, add, or remove section information.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Edit Adoption page, select the <strong>Edit Section</strong> link next to the Instructor’s name.</td>
<td><img src="image1" alt="Image of Edit Section" /></td>
</tr>
<tr>
<td>2. A dialog box titled <strong>Select Sections</strong> will appear. There, you can adjust the section name, enrollment, and instructor name.</td>
<td><img src="image2" alt="Image of Select Sections" /></td>
</tr>
<tr>
<td>3. You can also add a section by clicking “+ Add.” When you add the new section, be sure to fill out all the required information.</td>
<td><img src="image3" alt="Image of Adding Section" /></td>
</tr>
<tr>
<td>5. Hit <strong>Submit</strong> to confirm your changes. Alternatively, you can select <strong>Cancel</strong> to discard changes.</td>
<td><img src="image4" alt="Image of Submit and Cancel" /></td>
</tr>
<tr>
<td>6. When you choose <strong>Submit</strong>, you will return to the Edit Adoption page and your updated course details will appear.</td>
<td><img src="image5" alt="Image of Updated Details" /></td>
</tr>
</tbody>
</table>
Add More Materials

The Add More Materials feature lets you add textbooks and non-text materials to a previously-placed adoption.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
</tr>
</thead>
</table>
| 1. From the Edit Adoption page, select the **Add More Materials** button from the column to the right-hand side of Course Details. | ![Add Materials Screen](image1)
| 2. The **Add Materials** section appears below Course Details. | ![Add Materials Screen](image2)
| 3. You can add materials by type. **ISBN** is displayed by default. | ![Add Materials Screen](image3)
| If you click on the down arrow, you will also have the option to add by **New Title** (a text that does not yet have an ISBN or an ISBN not found) or **Non-Text Material** (items that are not textbooks, such as iClickers). | ![Add Materials Screen](image4)
| 4. Required fields will be outlined in red. | ![Add Materials Screen](image5)
5. When you enter the ISBN and go to the next box, the textbook information will load automatically.

6. You can then select whether you wish for the new material to be Required or Recommended using the drop down menu.

7. To add another item, click on the blue plus (+) button.

8. To remove any new material you've added, click the red X button.
Remove Materials

The Remove Materials feature allows you to remove one or more materials from a previously-placed adoption.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Edit Adoption page, select the <strong>Remove</strong> button under the item you wish to remove from your adoption.</td>
<td><img src="image" alt="Edit Adoption Screen" /></td>
</tr>
</tbody>
</table>

2. If you remove all the materials on your adoption you will be presented with three options:

- You can select **Add Materials** to add textbooks or non-text materials to this course.

- You can select **Submit Changes** to submit this as a course with No Text Materials Required.

- If your intention was the delete the adoption in its entirety, you must select **Discard Changes** and then select **Delete Adoption** on the View Adoption Details page.
Change Required/Recommended

You change whether materials in your previously-placed adoption are required or recommended by using the radio buttons on the Edit Adoption page.

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To change the required or recommended status of your adopted materials, select your preferred option from the radio buttons under each item’s details.</td>
</tr>
</tbody>
</table>

![Edit Adoption Screen](imageURL)

- **Course Details**
  - School: Drexel University
  - Term: Winter 2016
  - Department: ANIM
  - Course: Animation Essentials
  - Section: ANE99
  - Estimated Enrollment: 25
  - Instructor: LASBETE

- **Textbook Details**
  - **Title:** Creativity, Inc.: Overcoming the Unseen Forces That Stand in the Way of True Inspiration
  - **Author:** Ed Catmull, Amy Wallace
  - **ISBN:** 9780812963011
  - **Publication Date:** 04/08/2014
  - **Publisher:** Random House Publishing Group

  **Estimated Student Price:**
  - Print, new: $29.00
  - Print, used: $21.99 (36% Savings)
  - Print, new rental: $18.20 (36% Savings)
  - Print, used rental: $12.60 (66% Savings)

  Student use of this title is:
  - **Required:**
  - **Recommended:**

  ![Required/Recommended Button](imageURL)
Add or Edit a Note

Adoption notes can give your bookstore additional information they may need when sourcing materials for your adoption. You can include information such as “access code in package required” or “go to class first” here. If you already submitted your adoption, you can still add or update your adoption note.

1. To add or edit a note on your adoption, use the text box provided at the bottom of your adoption in the section **Add a note**.


## Deleting an Adoption

The Delete Adoption tool lets users delete entire adoptions, allowing another user to place a new adoption for this course.

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Find the adoption you wish to delete in your History and select View/Edit.</td>
<td><img src="image1" alt="View Adoption Details" /></td>
</tr>
<tr>
<td>2. On the View Adoption Details page, select the <strong>Delete Adoption</strong> button.</td>
<td><img src="image2" alt="View Adoption Details" /></td>
</tr>
<tr>
<td>3. A dialog box will appear, asking you whether you wish to delete your adoption. Select <strong>Delete</strong> to delete your adoption. Select <strong>Cancel</strong> to cancel the delete command.</td>
<td><img src="image3" alt="View Adoption Details" /></td>
</tr>
<tr>
<td>4. After you select Delete, your adoption will be deleted and you will be returned to the <strong>My Adoption History</strong> page.</td>
<td><img src="image4" alt="View Adoption Details" /></td>
</tr>
</tbody>
</table>
### Adoption History

**Step 5.** Once an adoption is deleted, you will receive an email confirming the adoption deletion.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>We’ve received your course materials order and we’re processing it now.</td>
</tr>
</tbody>
</table>

This adoption has been deleted.

Should you have any questions or need further assistance, please contact your bookstore.

Here is a summary of the information we received from you.

**Faculty Information**

- **Name:** Johnny Appleseed
- **Email:** johnny.app@drexel.edu
- **Telephone Number:** (215) 685-2000

**Course Detail**

- **School:** Drexel University
- **Term:** Winter 2016
- **Department:** JAPN
- **Course:** Japanese Animation
- **Section:** ANIME, **Estimated Enrollment:** 50, **Instructor:** WATANABE
### Print

If you need to print out the details of your adoption, you can do so with the Print Adoption feature on the View Adoption Details page.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. To print an adoption, find the adoption you want to print in your History and then select View/Edit.</td>
<td><img src="image1.png" alt="Print Adoption" /></td>
</tr>
<tr>
<td>2. On the View Adoption Details page select the <strong>Print Adoption</strong> button.</td>
<td><img src="image2.png" alt="Print Adoption" /></td>
</tr>
<tr>
<td>3. Your browser’s print dialog will appear with your print options.</td>
<td><img src="image3.png" alt="Print Options" /></td>
</tr>
<tr>
<td>4. Choose your preferred printing options and hit the <strong>Print</strong> button.</td>
<td><img src="image4.png" alt="Print Options" /></td>
</tr>
<tr>
<td>5. Your adoption will be sent to the print and you will be automatically returned to the View Adoption Details page.</td>
<td><img src="image5.png" alt="Print Options" /></td>
</tr>
</tbody>
</table>
Re-Adopt Materials

We also offer the option to Re-adopt Materials. This tool helps you easily readopt the same materials for a different course, term, or campus location.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To re-adopt materials, find the previous adoption in your adoption History and select View/Edit.</td>
<td><img src="image" alt="View Adoption Details" /></td>
</tr>
<tr>
<td>2. On the View Adoption Details page select the Re-adopt Materials button.</td>
<td><img src="image" alt="Step 2: Select Course" /></td>
</tr>
<tr>
<td>3. This will start the adoption process and you will be then taken to Step 2: Select Course with the course materials from that previous adoption already selected.</td>
<td><img src="image" alt="Books Added to Adoption" /></td>
</tr>
<tr>
<td>4. Select the term, department, course, and section for the course in which you want to re-adopt the materials.</td>
<td></td>
</tr>
<tr>
<td>5. When you select Continue, you will be taken to the Review &amp; Submit page where you can edit your course materials and submit this adoption to the bookstore.</td>
<td></td>
</tr>
<tr>
<td>6. You will receive an adoption confirmation email and this adoption will show as a new adoption in your adoption history.</td>
<td></td>
</tr>
</tbody>
</table>