Follett Discover: Course Adoption on Behalf of Faculty – All Sections

Concierge

Avoid printing tip sheets! Bookmark the page instead.



The Follett Discover Concierge role is designed to allow course material adoptions to be submitted on behalf of Faculty members. This document provides instructions on how to quickly submit course adoptions **for all sections of a course within your department(s)**. <u>Click here</u> for instructions on submitting course adoptions by section if material requirements differ based on Faculty.

Getting Started

<u>Note:</u> If you currently do not have a concierge account or need to update your department access, complete the <u>Concierge</u> <u>Access Request Form</u>.

Fo	llett Discover
Username	
Password	
	SIGN IN
	Forgot your password?

To access your Follett Discover website:

- 1. Navigate to: <u>https://miami.follettdiscover.com</u>
- 2. Log in with your email address and password

<u>Note:</u> Do not contact the UMIT Service Desk for password issues with Follett Discover. Instead, click the **forgot your password?** link. You will receive an *external* email from follettdiscover.com with instructions for resetting your password within 24 hours of receipt.

3. Use the *My Library* tab to import the materials adopted for the same term, prior year. Once imported, you can quickly adopt materials directly from your library

<u>TIP:</u> Books without ISBNs are best located from *My Library.*

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 The *My Courses* tab makes it easy to start submitting course adoptions for the current term. Ensure you are in the correct *Term* (A), then select a *Department* OR enter a *Course Number*

<u>Note:</u> When entering a Course Number (e.g., 211), you will see courses from the departments to which you have access (e.g., CAE 211, MAE 211, ECE 211, IEN 211).

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13-digit ISBN	B 13-digit ISBN	13-digit ISBN
C Adopt	Adopt	Adopt
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materials for this course yet	Enter a subject then select "Discover for this	Enter a subject then select "Discover for this course" to find learning materials for this
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Submitting Adoptions for All Sections

- You can quickly submit course adoptions for all sections of a course by entering the 13-digit ISBN (B) and clicking Adopt (C)
- To search for specific materials, use the magnifying glass (D) in the upper right corner of the screen to search by title, author, ISBN, or keyword
- <u>TIP:</u> 13-digit ISBNs are required within Follett Discover. If you only have a 10-digit ISBN, use this <u>Library of Congress tool</u> to generate a 13-digit ISBN
- Contact <u>textbooks.bookstore@miami.edu</u> for assistance adopting non-book materials or to learn more about open education resources (OER)

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- <u>TIP:</u> If the course does not have any required materials, click the I have no items to adopt for this course link (E)
- Once you click Adopt (C), the status of this course's adoptions shows as *Pending*. Once reviewed by the Campus Store, the status will show as *Adopted*



Online Resources

To learn more about your Concierge role in Follett Discover, visit:

- <u>Campus Store | Course Adoption with Follett</u>
 <u>Discover</u>
 <u>TIP:</u> Fast-forward the video on this web page to
 7:27
- Frequently Asked Questions