

Follett Discover: Course Adoption on Behalf of Faculty – By Section

Concierge

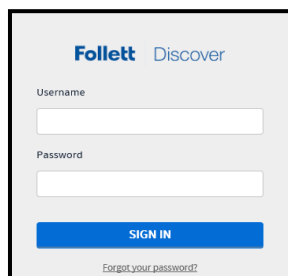
 Avoid printing tip sheets! Bookmark the page instead.



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 **by section if material requirements differ based on Faculty within your department(s)**. [Click here](#) for instructions on submitting course adoptions for all sections of a course.

Getting Started

Note: If you currently do not have a concierge account or need to update your department access, complete the [Concierge Access Request Form](#).



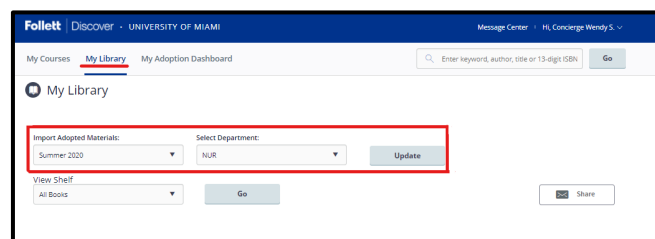
To access your Follett Discover website:

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

Note: 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.

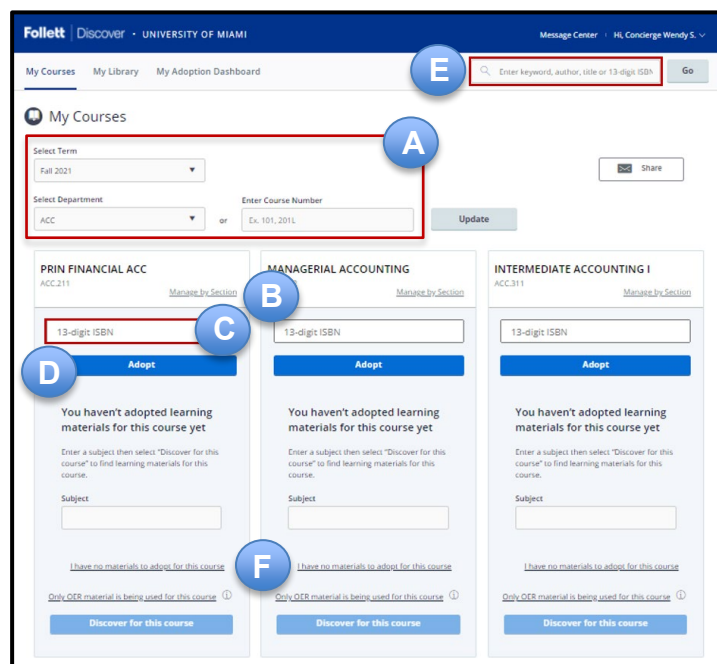
3. Use the *My Library* tab to import the materials adopted for the same term, prior year. Once imported, you can quickly adopt materials directly from your library

TIP: Books without ISBNs are best located from *My Library*.



4. 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*

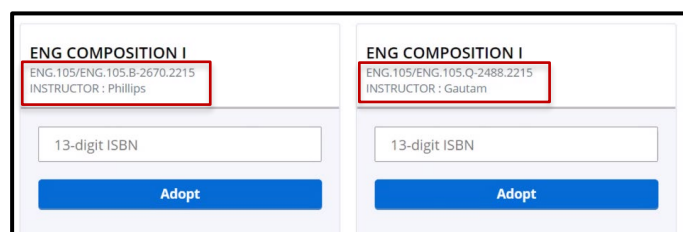
Note: When entering a Course Number (e.g., 211), you will see courses from the departments to which you have access (e.g., CAE 211, MAE 211, ECE 211, IEN 211).



Submitting Adoptions By Section

To navigate to the appropriate course section:

1. Click **Manage by Section (B)**
2. Click **Separate**
3. Locate the correct section of the course by confirming the data that appears in CaneLink, including the section (e.g., B, Q), Instructor, and course record number (CRN)



Follett Discover: Course Adoption on Behalf of Faculty – By Section


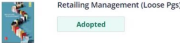
Concierge

 Avoid printing tip sheets! Bookmark the page instead.



Once you locate the correction section of the course:

- You can quickly submit course adoptions **by section** by entering the 13-digit ISBN **(C)** and clicking **Adopt (D)**
- To search for specific materials, use the magnifying glass **(E)** in the upper right corner of the screen to search by title, author, ISBN, or keyword
- **TIP:** 13-digit ISBNs are required within Follett Discover. If you only have a 10-digit ISBN, use this [Library of Congress tool](#) to generate a 13-digit ISBN
- Contact textbooks.bookstore@miami.edu for assistance adopting non-book materials or to learn more about open education resources (OER)
- **TIP:** If the course does not have any required materials, click the **I have no items to adopt for this course link (F)**
- Once you click **Adopt (D)**, the status of this course's adoptions shows as *Pending*. Once reviewed by the Campus Store, the status will show as *Adopted*

MARKETING IN THE 21ST CENTURY MKT.101/MKT.101.15-2506.2215 INSTRUCTOR : Esse	MKT FOUNDATIONS MKT.301/MKT.301.E-2398.2215 INSTRUCTOR : Recarey	RETAILING MKT.320/MKT.320.D-2399.2215 INSTRUCTOR : Scharf
<input type="text" value="13-digit ISBN"/>	<input type="text" value="13-digit ISBN"/>	<input type="text" value="13-digit ISBN"/>
<input type="button" value="Adopt"/>	<input type="button" value="Adopt"/>	<input type="button" value="Adopt"/>
You haven't adopted learning materials for this course yet	 Prin of Marketing (RRPHE) Pending	 Retailing Management (Loose Pgs) Adopted

Online Resources

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

- [Campus Store | Course Adoption with Follett Discover](#)
TIP: Fast-forward the video on this web page to 7:27
- [Frequently Asked Questions](#)