

A background image of four students (two men and two women) walking towards the camera in a long, arched hallway. They are all smiling and carrying backpacks. The hallway has high ceilings with arched windows and a polished floor. A semi-transparent dark grey rectangle is overlaid on the image, containing the text.

# *INTRODUCING THE NEW* BNC ADOPTION & INSIGHTS PORTAL

Administration & Academic Leadership – BNC

# Introducing the Adoption & Insights Portal (AIP)

AIP was developed by Barnes & Noble College to solve challenges faced by our higher education partners in the areas of discovering, selecting, and monitoring course material adoptions.

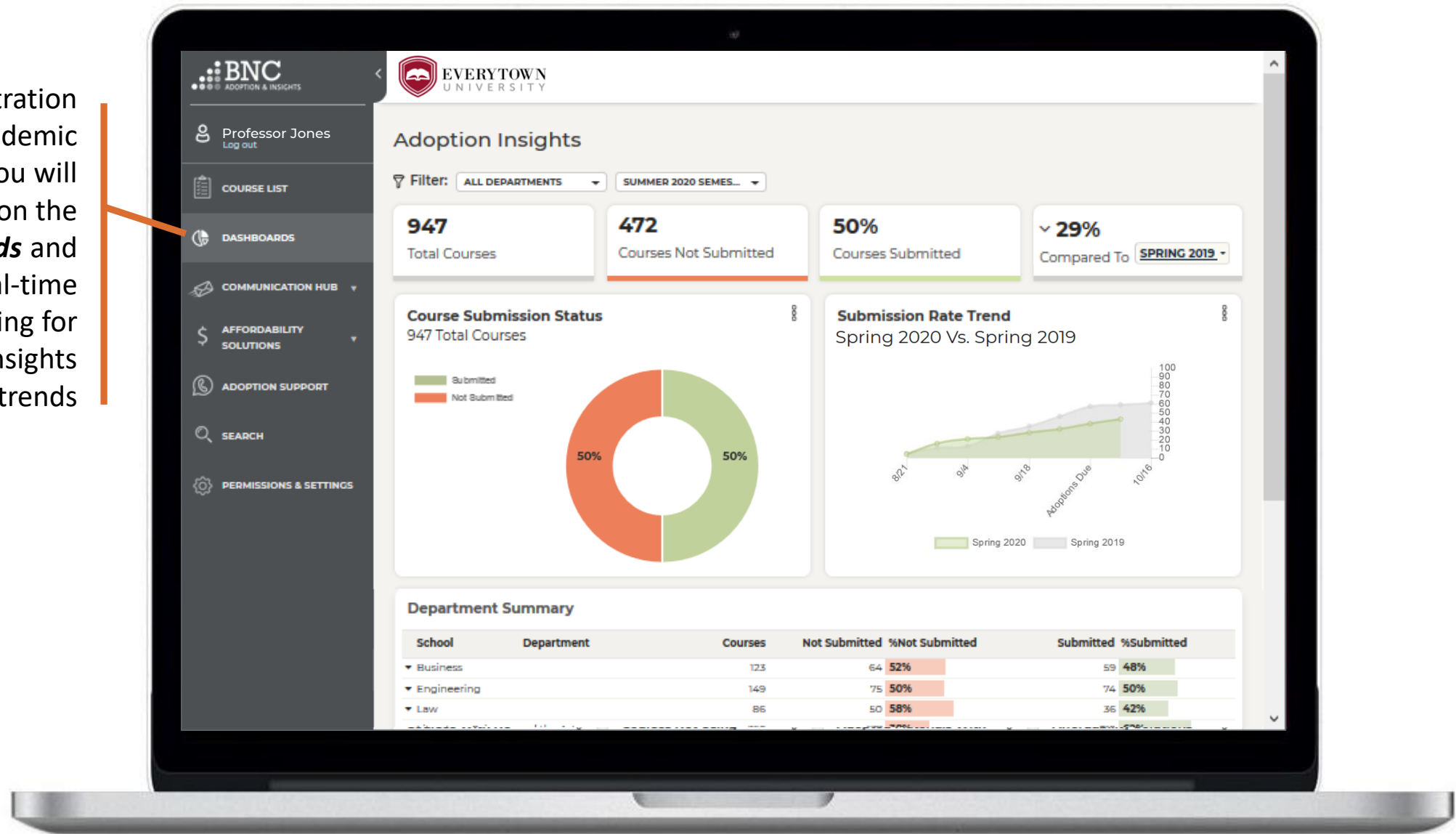
Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

*With AIP, faculty and staff can easily manage and submit course material adoptions each term.*

A grayscale photograph of a stack of books and a laptop on a desk. The stack of books is on the left, and the laptop is on the right, partially open. The background is blurred, showing what appears to be a window with light coming through. The text 'Getting Started with AIP' is overlaid in white on the left side of the image.

# Getting Started with AIP

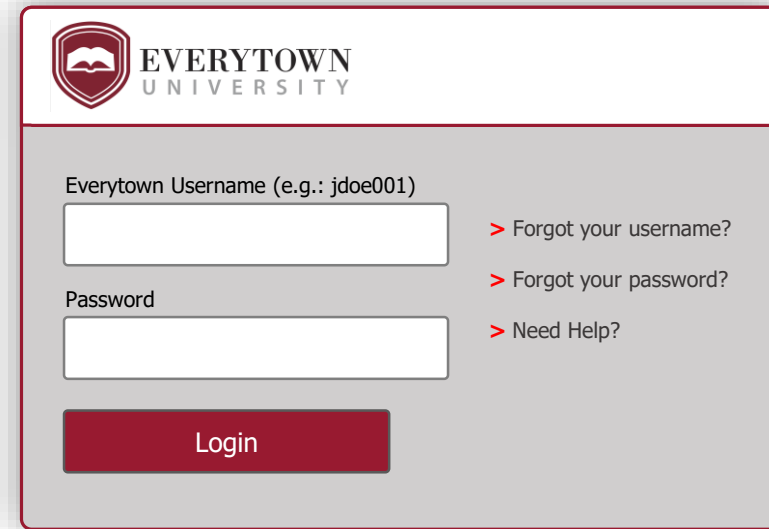
As administration and academic leadership, you will land on the **Dashboards** and see real-time reporting for adoption insights and trends





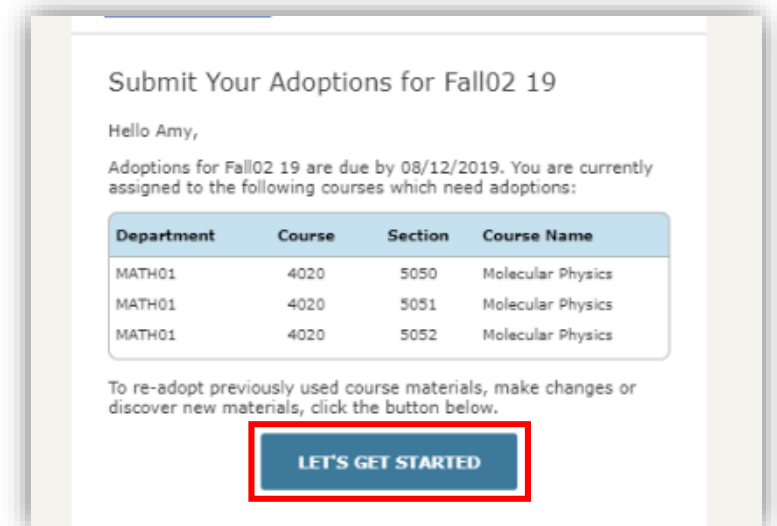
# How do faculty log in?

- The Adoption & Insights Portal lets faculty log in with their institution credentials via a link to AIP in the institution's SIS or Learning Management System (LMS)
- Faculty can also access AIP through the link in their Adoption Reminder emails



The screenshot shows the login interface for Everytown University. At the top left is the university's logo, a shield with an open book, followed by the text "EVERYTOWN UNIVERSITY". Below this, the label "Everytown Username (e.g.: jdoe001)" is positioned above a white text input field. To the right of the input field is a red link "> Forgot your username?". Below the username field is the label "Password" above another white text input field. To the right of the password field is a red link "> Forgot your password?". Below the password field is a red link "> Need Help?". At the bottom center is a red button with the white text "Login".

Note: this is an example and only for illustrative purposes



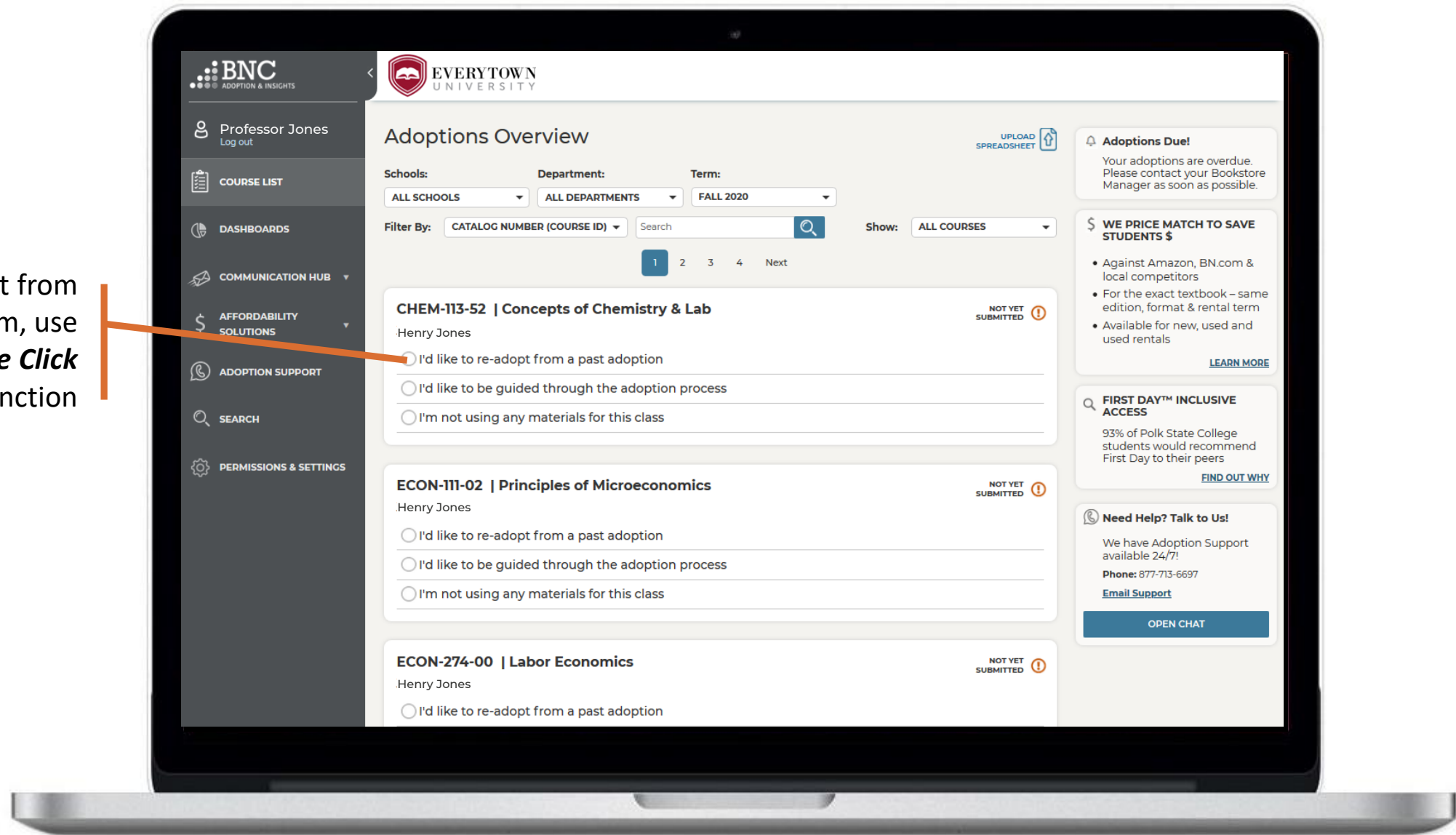
The screenshot shows an email interface titled "Submit Your Adoptions for Fall02 19". The email is addressed to "Hello Amy,". The main text states: "Adoptions for Fall02 19 are due by 08/12/2019. You are currently assigned to the following courses which need adoptions:". Below this text is a table with four columns: "Department", "Course", "Section", and "Course Name". The table contains three rows of data, all for "MATH01" in the department and "Molecular Physics" as the course name. Below the table, the text reads: "To re-adopt previously used course materials, make changes or discover new materials, click the button below." At the bottom center is a blue button with the white text "LET'S GET STARTED", which is highlighted with a red rectangular border.

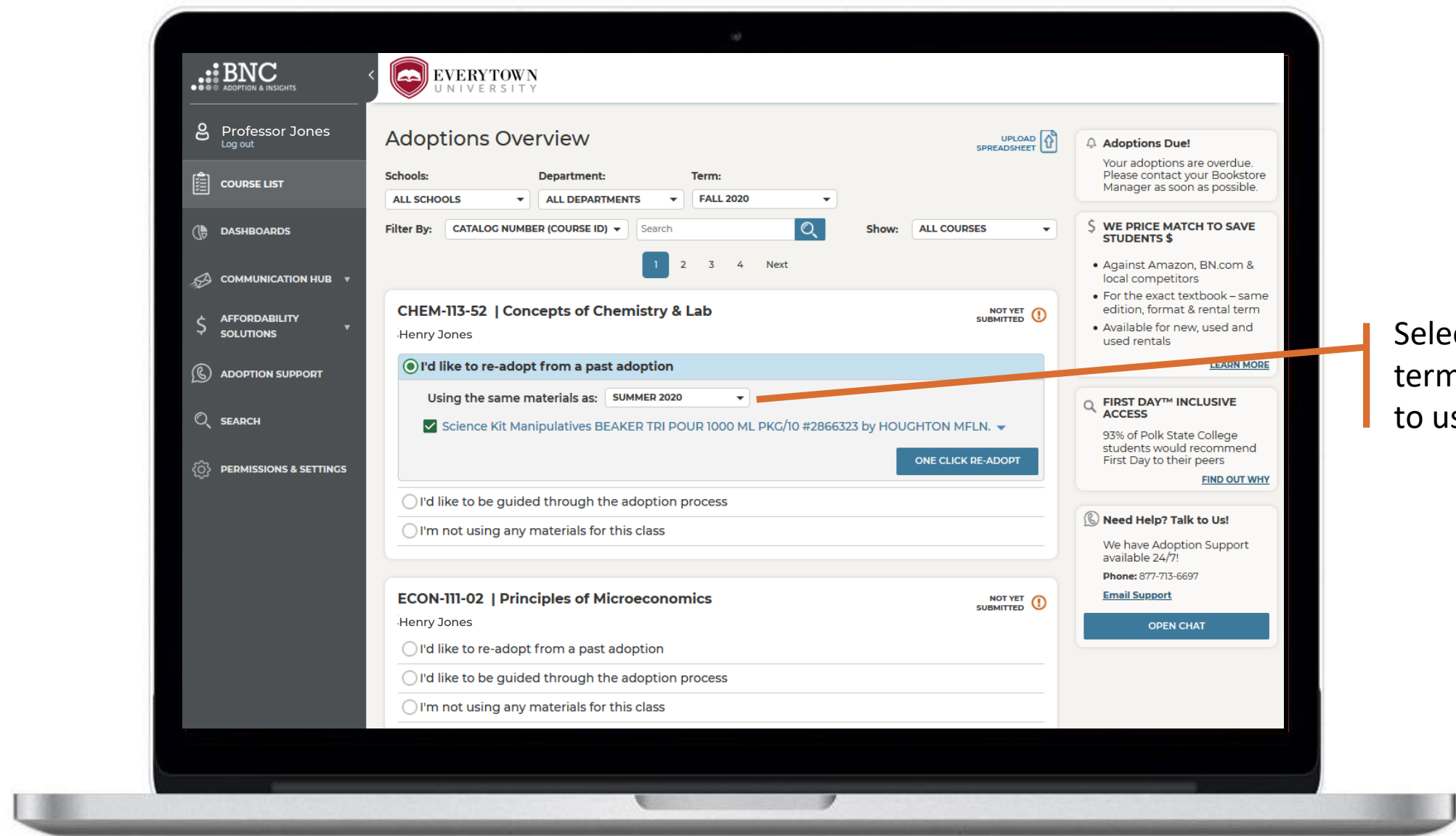
Department	Course	Section	Course Name
MATH01	4020	5050	Molecular Physics
MATH01	4020	5051	Molecular Physics
MATH01	4020	5052	Molecular Physics



# Course List One Click Re-Adopt

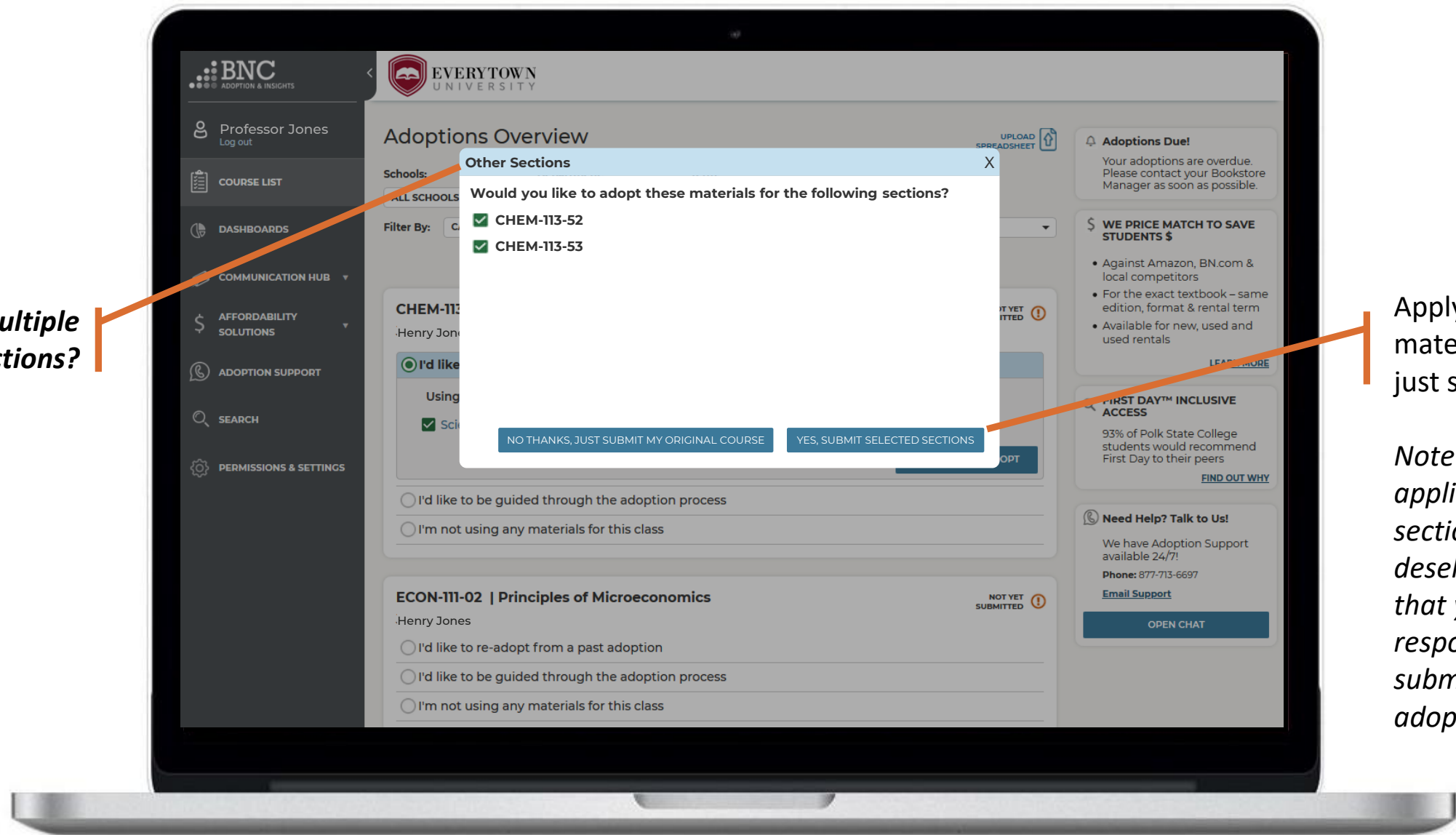
To Re-Adopt from  
a past term, use  
the new **One Click  
Re-Adopt** function





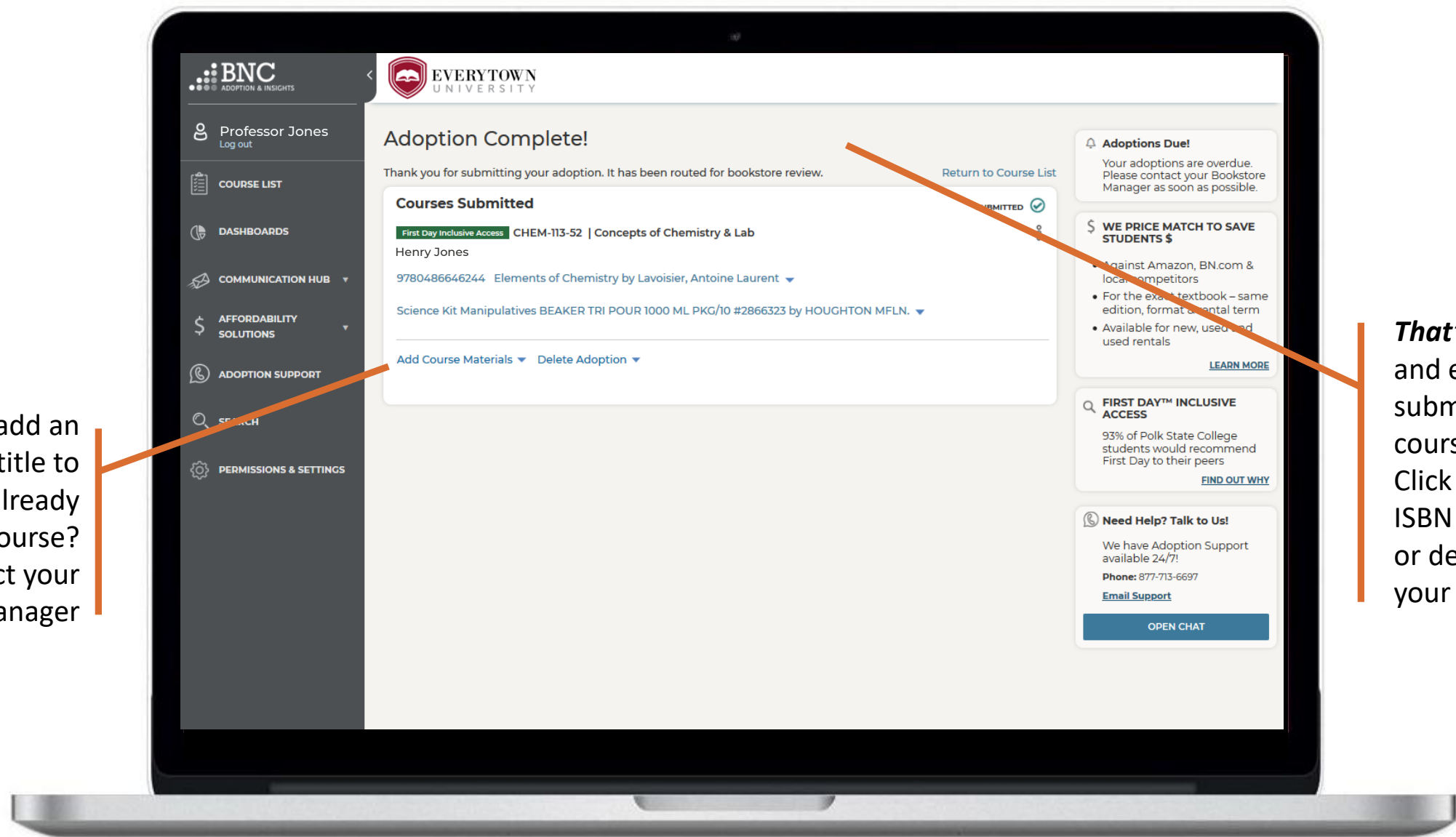
Select which term you want to use

*Teaching multiple sections?*



*Apply your course materials to all or just submit one*

*Note: Only submit applicable sections and deselect sections that you are NOT responsible for submitting adoptions*



Need to add an additional title to your already submitted course? Contact your bookstore manager

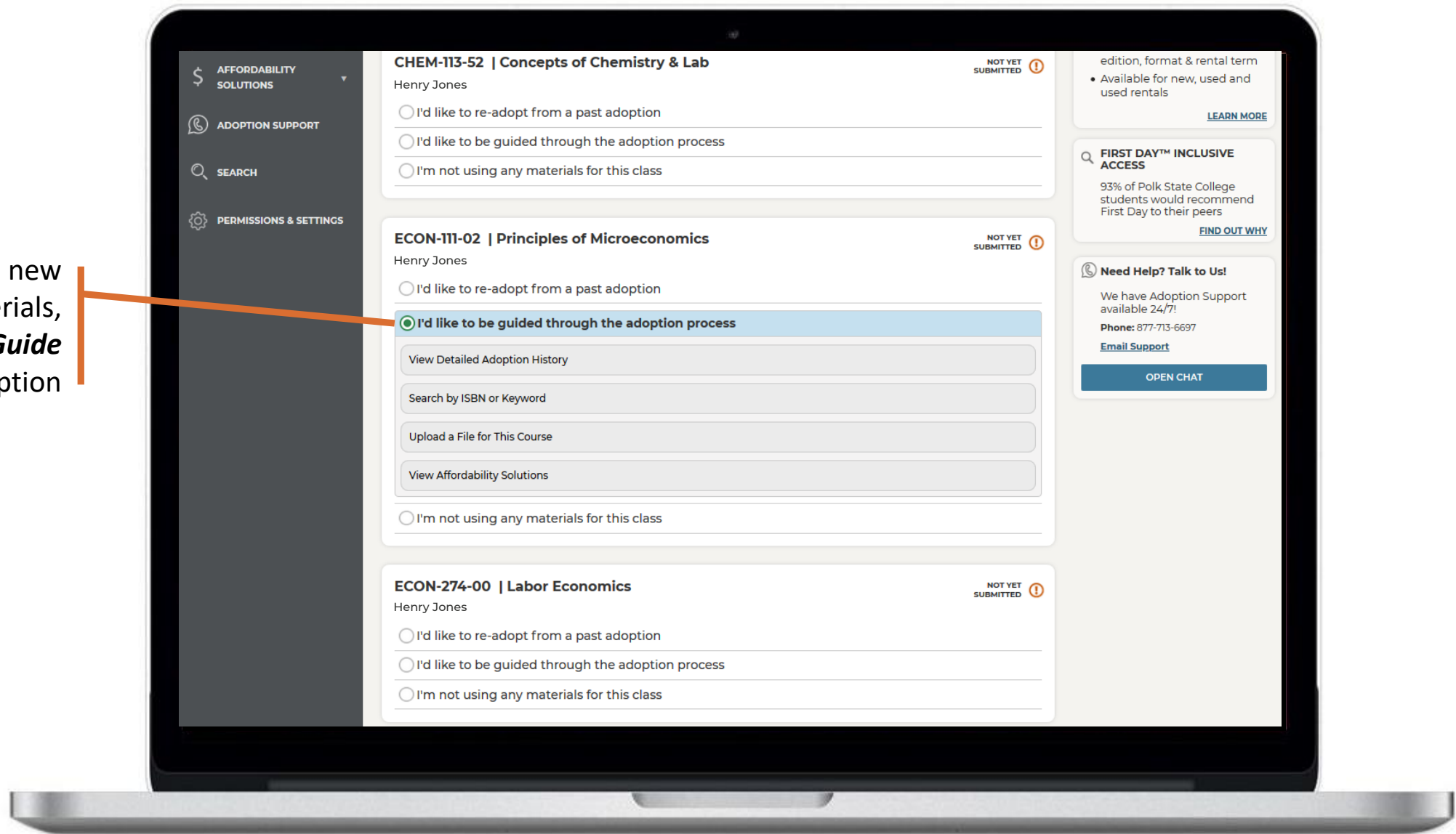
***That's it!*** View and edit your submitted courses here. Click on a specific ISBN to update it or delete it from your adoption

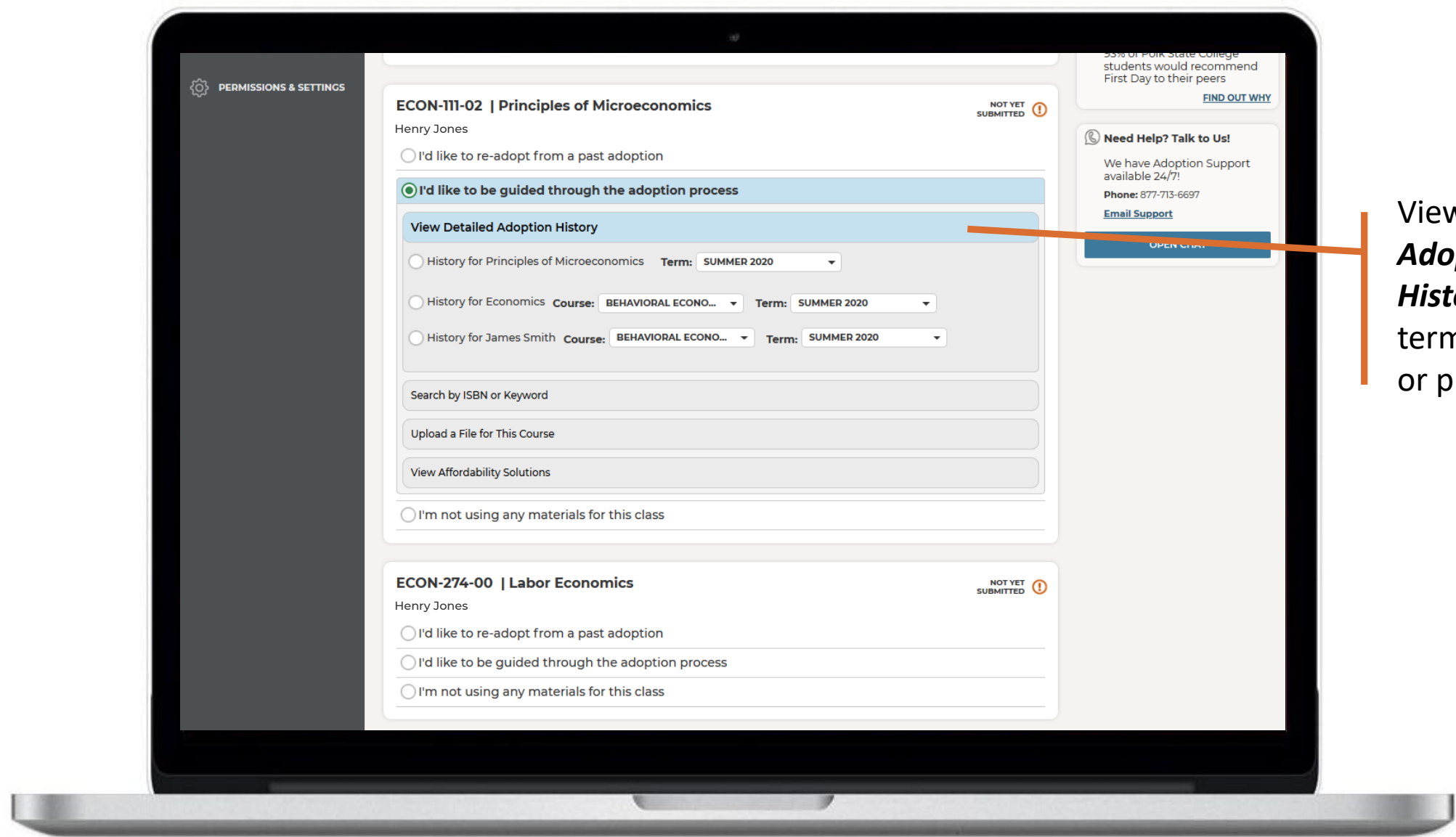


A grayscale photograph of a stack of books and a laptop on a desk. The books are stacked on the left, and a laptop is open to the right. The background is blurred, showing what appears to be a window with light coming through. The entire image is overlaid with a semi-transparent dark gray rectangle.

# Course List Guided Adoption

To find new course materials, select the **Guide Me** option





View *Detailed Adoption History* by term, course, or professor

Write a book-specific message to students

Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**

The screenshot displays the BNC Adoption & Insights interface for setting up a course. The main content area is titled 'ECON-111-02 | Principles of Microeconomics' by Henry Jones. It features a sidebar on the left with a 'PERMISSIONS & SETTINGS' header. The main area has a 'NOT YET SUBMITTED' status indicator. Below the course title, there are two radio button options: 'I'd like to re-adopt from a past adoption' and 'I'd like to be guided through the adoption process' (which is selected). A 'View Detailed Adoption History' section follows, showing a table with columns for 'History for Principles of Microeconomics' and 'Term: SUMMER 2020'. Below this, there's a section for '9780134448725 Fluency with Information Technology by Snyder, Lawrence'. This section includes a book cover, a 'Summary' link, and a 'Digital Requirements' link. To the right of the book details is a 'Current Student Pricing' table. Below the pricing table is a 'Book message to students: (optional)' text area. At the bottom of the book details section, there's a 'This book is:' section with two radio button options: 'Required' (which is selected) and 'Recommended'. Below this, there's another book entry: '9781260151756 Fundamentals of Corporate Finance (Looseleaf) by Brealey / Myers / Marcus'. At the bottom right of the interface, there's an 'ADD TO COURSE' button. On the far right, there's a sidebar with a 'Need Help? Talk to Us!' section, including contact information for adoption support and a 'FIND OUT WHY' link.

History for Principles of Microeconomics	Term: SUMMER 2020
<input type="radio"/>	
<input checked="" type="radio"/>	

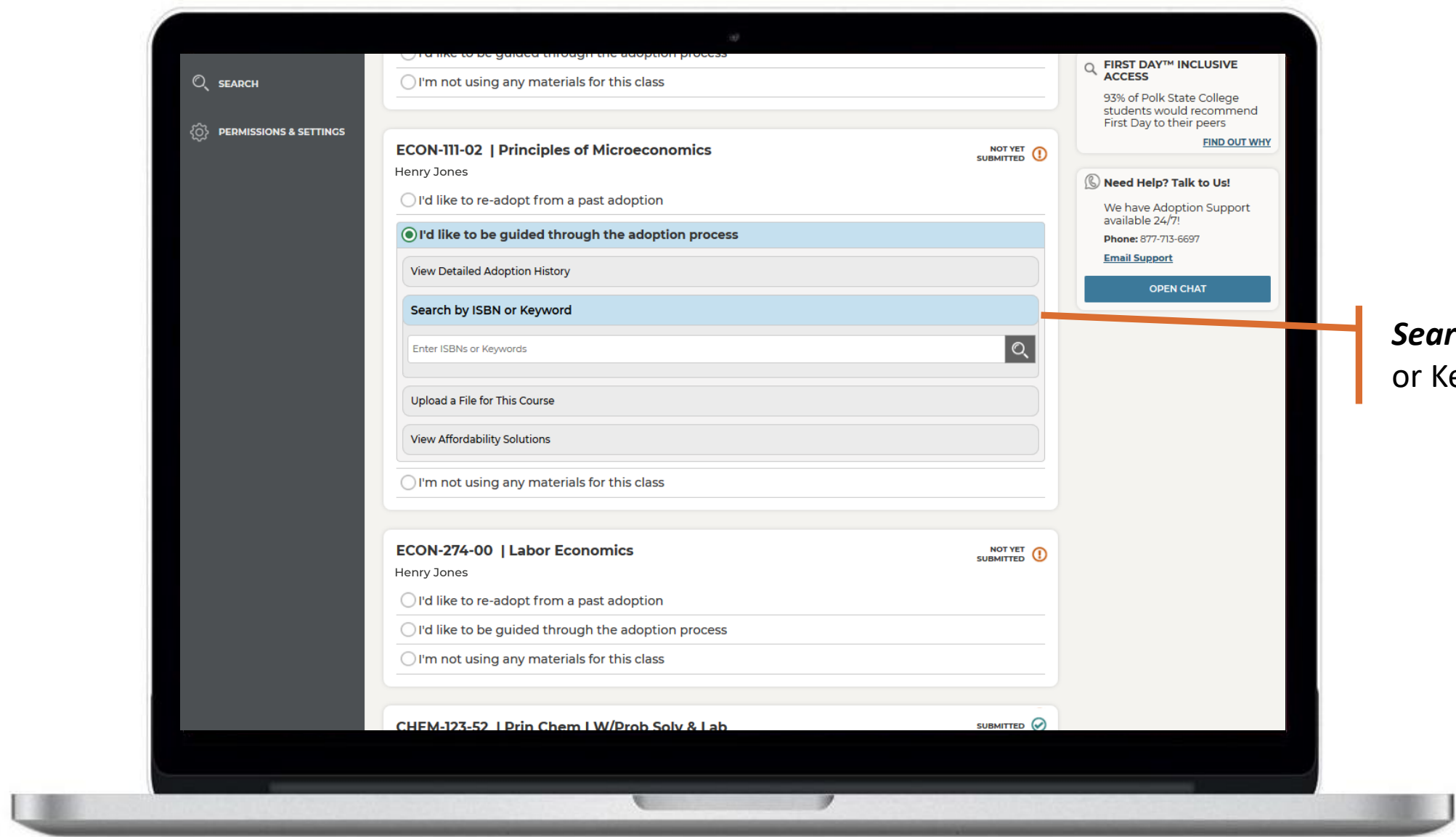
Current Student Pricing
Pricing is subject to change
New: NA
Used: NA
Rent, new: \$ 63.99
Rent, used: \$ 63.99
eBook, rent: \$ 24.99
(180 days)
eBook, buy: \$ 44.99

Students can save up to
61%

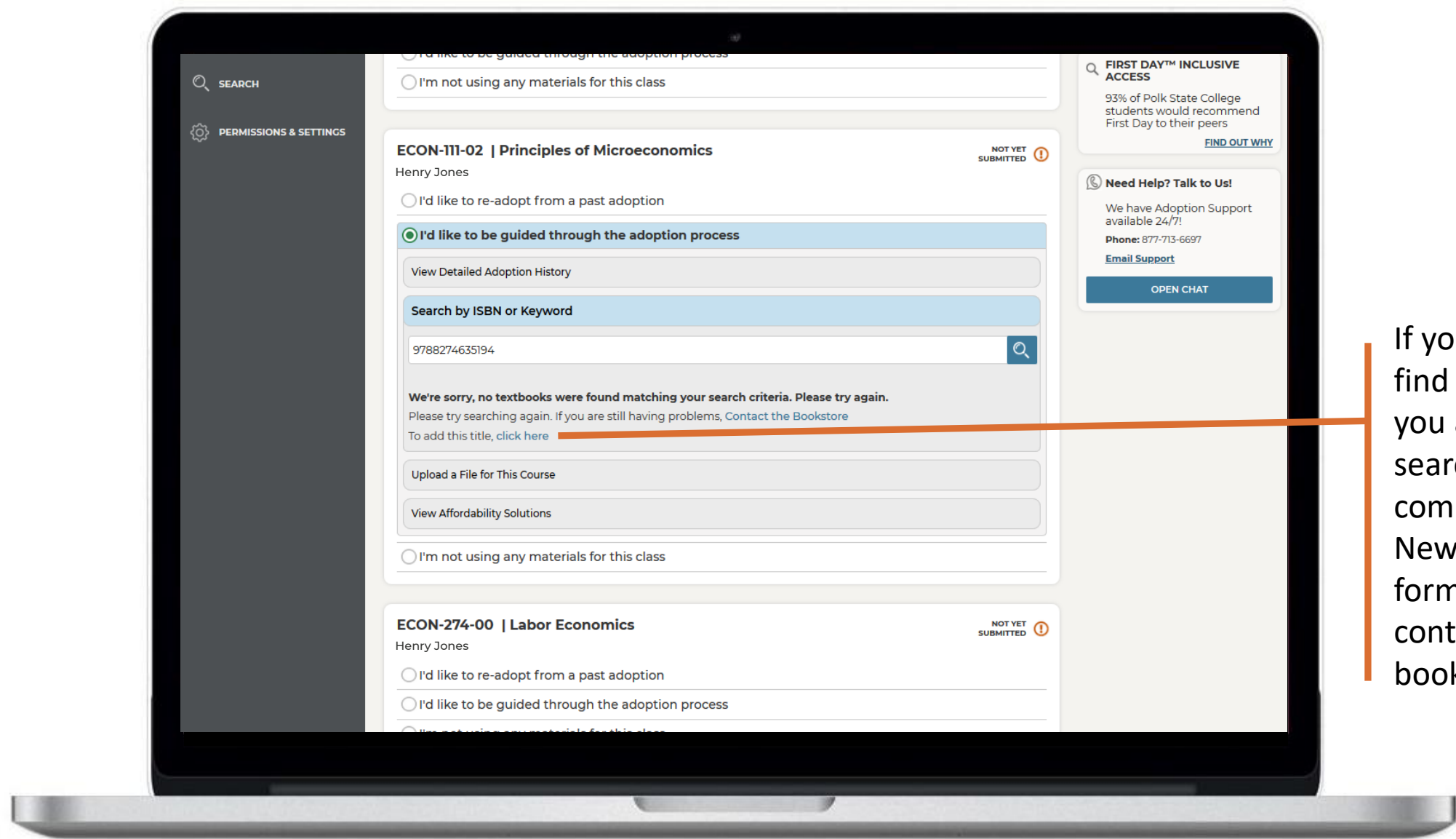
This book is:
<input checked="" type="radio"/> Required
<input type="radio"/> Recommended

View textbook summary, pricing for students, and savings

Select if book is **Required** or **Recommended**

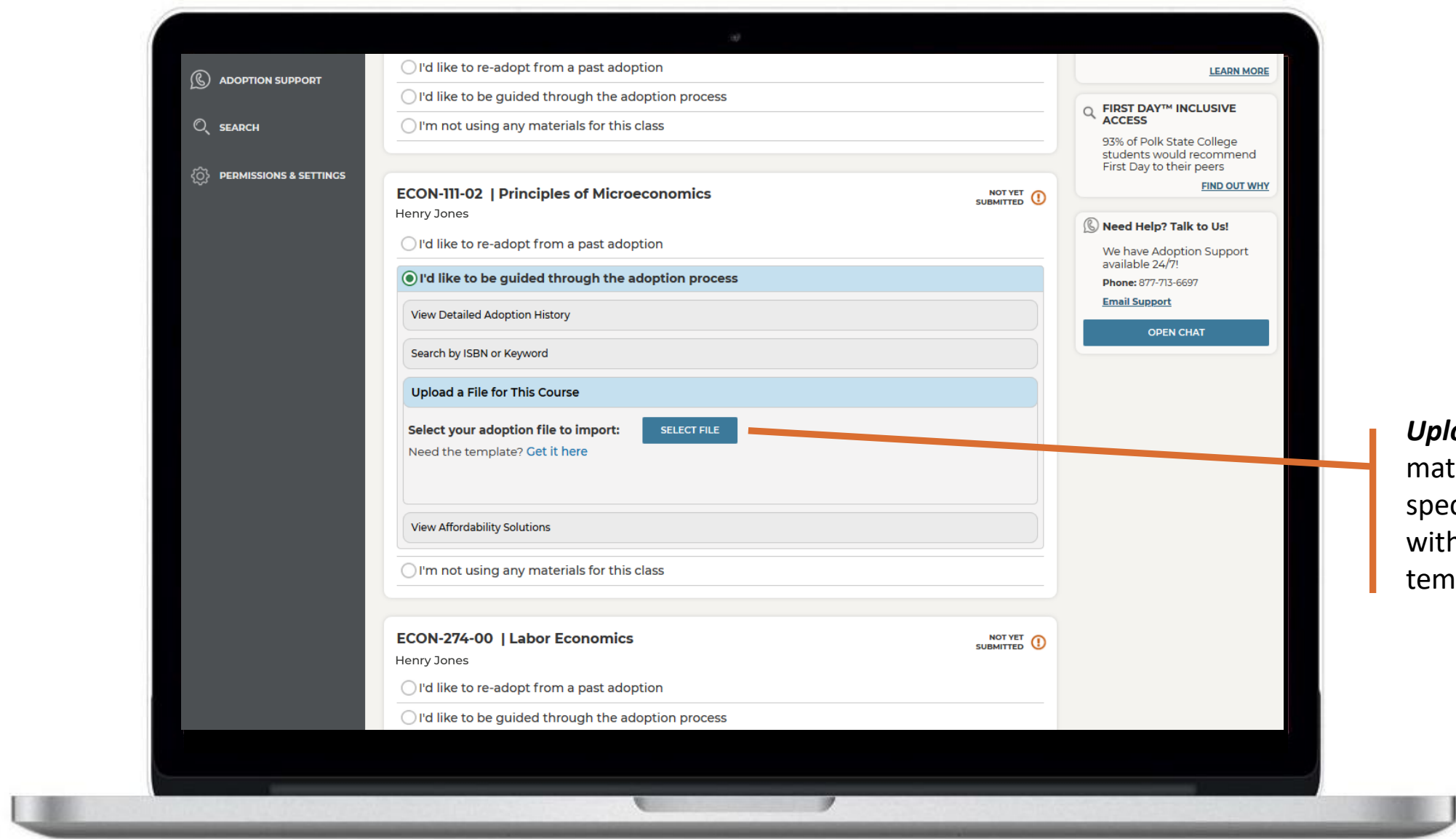


*Search* by ISBN  
or Keyword

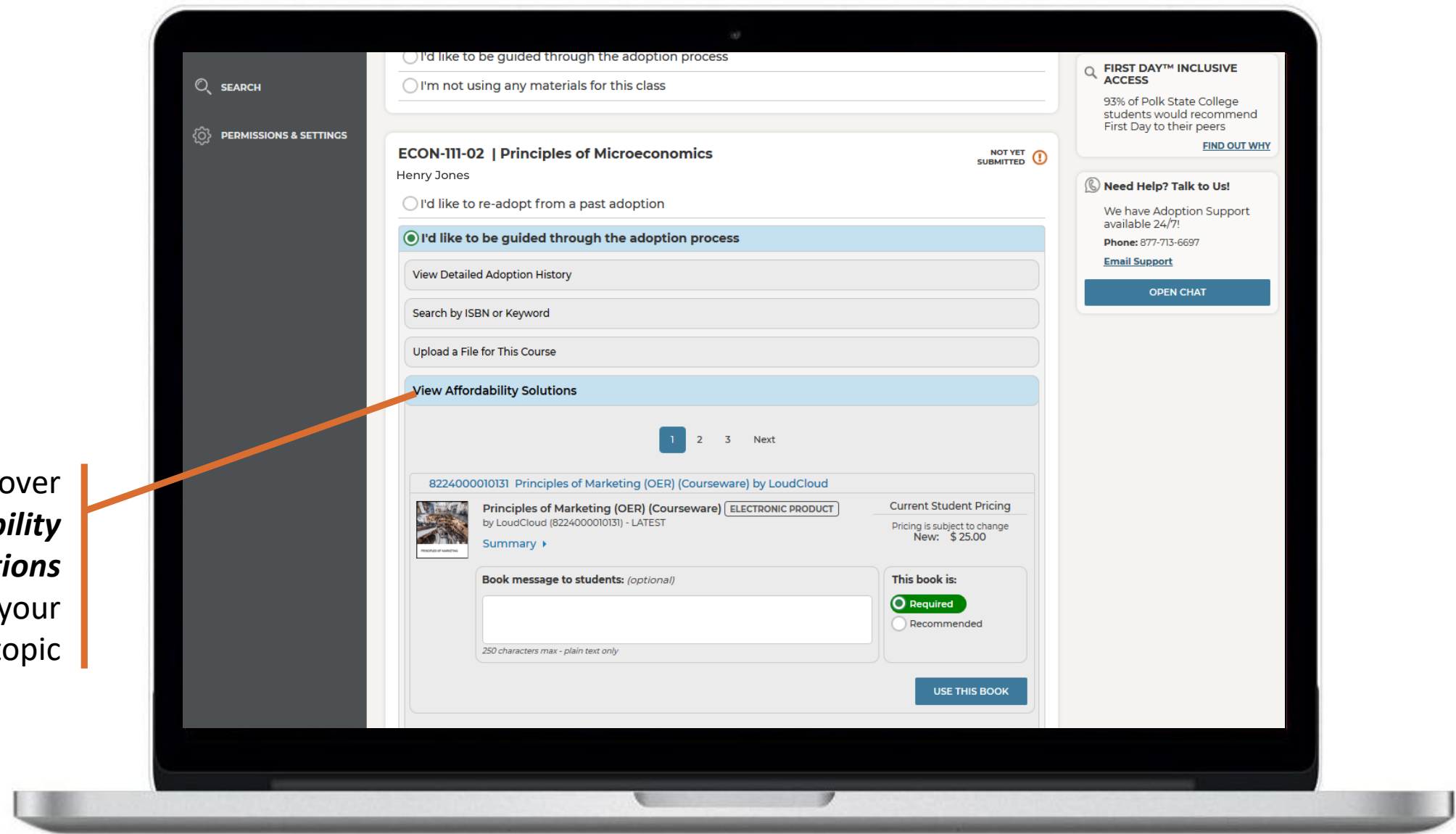


If you can't find the ISBN you are searching for, complete the New Title Add form here or contact the bookstore





**Upload** adoption materials for this specific section with an easy template



Discover  
**Affordability  
Solutions**  
specific to your  
course topic

## In-Line Affordability Solutions

*The "View Affordability Solutions" feature populates at the course/section level depending on course history. The feature will display if there is course adoption history for terms and an appropriate affordability option that maps to that course adoption history. If this isn't available, users can utilize the "Search" functionality for affordable option materials in the catalog.*

Not using  
traditional  
materials? Let  
us know if you  
are using an  
**OER**

The screenshot displays the BNC Adoption & Insights web application interface. On the left is a dark sidebar with navigation links: AFFORDABILITY SOLUTIONS, ADOPTION SUPPORT, SEARCH, and PERMISSIONS & SETTINGS. The main content area lists three courses, each with a form for adoption selection. The first course, CHEM-113-52, is marked 'NOT YET SUBMITTED'. The second course, ECON-111-02, is also marked 'NOT YET SUBMITTED', and its third option, 'I'm not using any materials for this class', is selected with a green radio button. Below this selection is a toggle for 'Are you using Open Education Resources (OER)?' set to 'NO' and a 'SUBMIT ADOPTION' button. The third course, ECON-274-00, is marked 'NOT YET SUBMITTED'. The fourth course, CHEM-123-52, is marked 'SUBMITTED' with a green checkmark. On the right side of the interface, there are three informational boxes: one about rental terms with a 'LEARN MORE' link, one about 'FIRST DAY™ INCLUSIVE ACCESS' with a 'FIND OUT WHY' link, and one titled 'Need Help? Talk to Us!' providing contact information and an 'OPEN CHAT' button.

**CHEM-113-52 | Concepts of Chemistry & Lab**  
Henry Jones  
☐ I'd like to re-adopt from a past adoption  
☐ I'd like to be guided through the adoption process  
☐ I'm not using any materials for this class  
NOT YET SUBMITTED

**ECON-111-02 | Principles of Microeconomics**  
Henry Jones  
☐ I'd like to re-adopt from a past adoption  
☐ I'd like to be guided through the adoption process  
☒ I'm not using any materials for this class  
Are you using Open Education Resources (OER)? ☐ NO  
SUBMIT ADOPTION  
NOT YET SUBMITTED

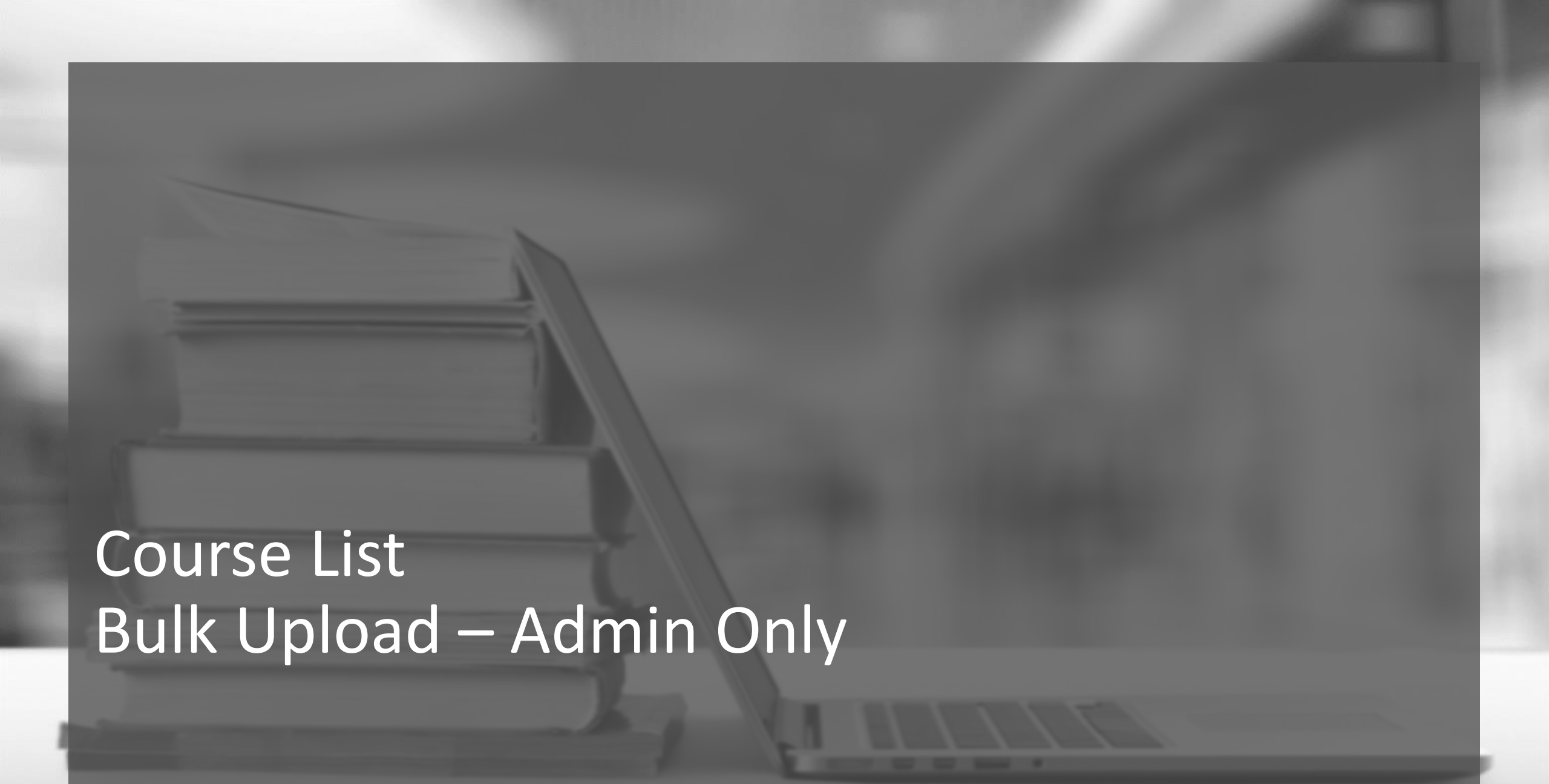
**ECON-274-00 | Labor Economics**  
Henry Jones  
☐ I'd like to re-adopt from a past adoption  
☐ I'd like to be guided through the adoption process  
☐ I'm not using any materials for this class  
NOT YET SUBMITTED

**CHEM-123-52 | Prin Chem I W/Prob Solv & Lab**  
Henry Jones  
★ IA IA ANTIGENS by FERRONE  
SUBMITTED

edition, format & rental term  
• Available for new, used and used rentals  
[LEARN MORE](#)

**FIRST DAY™ INCLUSIVE ACCESS**  
93% of Polk State College students would recommend First Day to their peers  
[FIND OUT WHY](#)

**Need Help? Talk to Us!**  
We have Adoption Support available 24/7!  
Phone: 877-713-6697  
[Email Support](#)  
OPEN CHAT

A grayscale background image showing a stack of several books on the left and a laptop on the right, both slightly out of focus. The text is overlaid on the left side of the image.

# Course List Bulk Upload – Admin Only

Download the provided **template** to be completed

**BNC** ADOPTION & INSIGHTS

**EVERYTOWN UNIVERSITY**

Professor Jones  
Log out

**Upload A Spreadsheet**

Select your file to import: [SELECT FILE](#)

Need the template? [Get it here](#) (download csv file).

\*Job Status : **SUCCESS**- click on **view adoption** to see the courses submitted for adoption  
**FAILED**- click on the report to view the error. Upload the file again

1 2 3 4 5 ... 20 Next

Job start time stamp	Job end time stamp	Job status	Uploaded by	Report	File	
10/06/2020 13:50:06	10/06/2020 13:50:07	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
10/06/2020 13:49:43	10/06/2020 13:49:43	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/28/2020 14:10:29	07/28/2020 14:10:40	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/28/2020 14:08:55	07/28/2020 14:08:55	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/23/2020 05:02:06	07/23/2020 05:02:06	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/22/2020 07:24:24	07/22/2020 07:24:24	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/22/2020 07:22:25	07/22/2020 07:22:25	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>
07/09/2020 17:15:24	--	FAILED	Henry Jones			
07/09/2020 17:14:37	07/09/2020 17:14:45	SUCCESS	Henry Jones			<a href="#">VIEW ADOPTION</a>

**Adoptions Due!**  
Your adoptions are overdue. Please contact your Bookstore Manager as soon as possible.

**WE PRICE MATCH TO SAVE STUDENTS \$**

- Against Amazon, BN.com & local competitors
- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

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93% of Polk State College students would recommend First Day to their peers  
[FIND OUT WHY](#)

**Need Help? Talk to Us!**  
We have Adoption Support available 24/7!  
**Phone:** 877-713-6697  
[Email Support](#)

[OPEN CHAT](#)

*Note: if you are using a text editor for bulk upload and not Excel, please enter all values with “double quotes”*



Input **Term Title**  
and **Section Code**:

This is a unique  
value used to  
identify the  
section available  
in your Student  
Information  
System data.

Input **ISBN** as a  
13-digit number

Input **Adoption  
Condition**:  
Enter Any

Input **Adoption  
Type**: Enter  
Required or  
Recommended

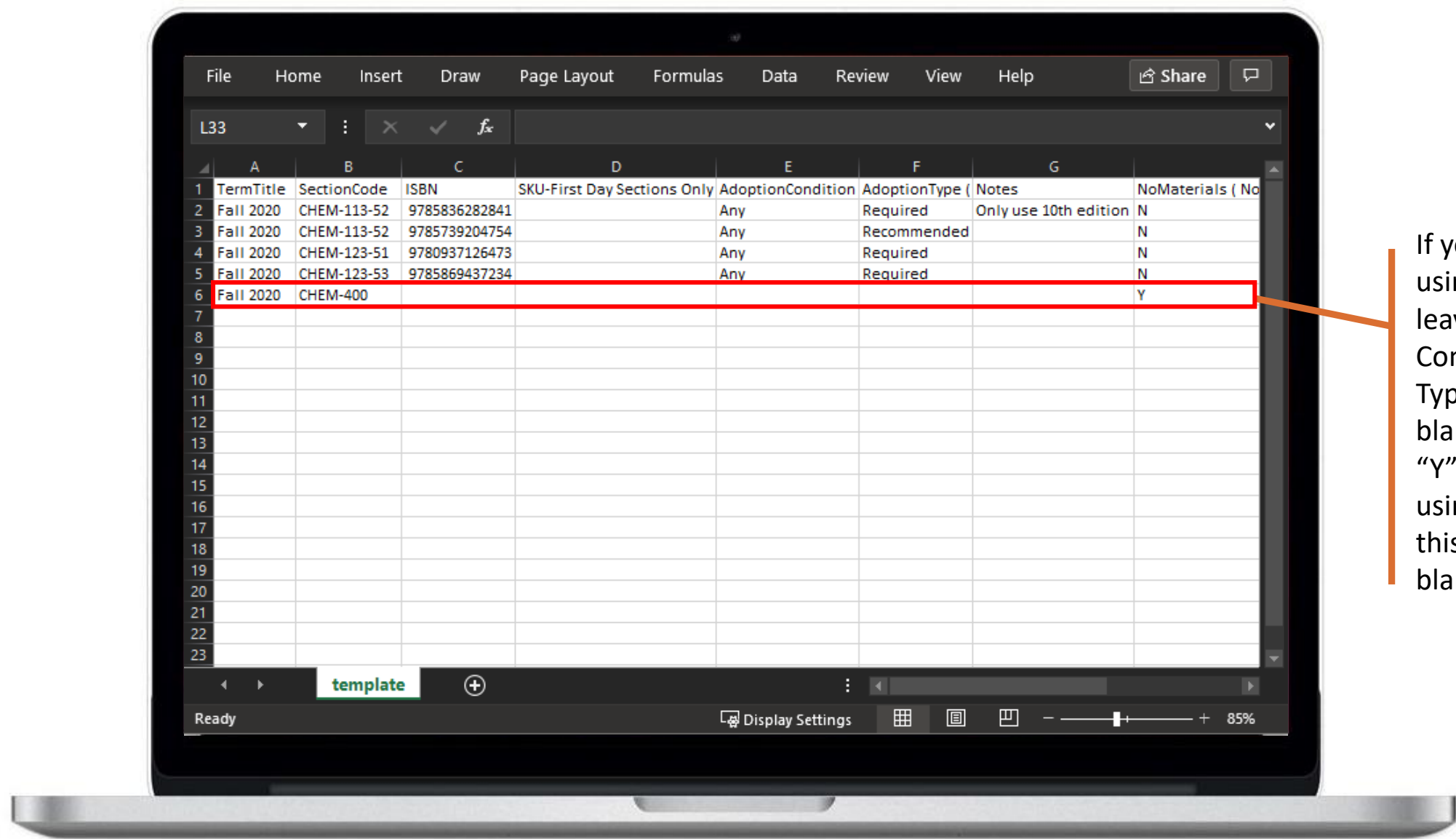
	A	B	C	D	E	F	G	
1	TermTitle	SectionCode	ISBN	SKU-First Day Sections Only	AdoptionCondition	AdoptionType (	Notes	NoMaterials ( No
2	Fall 2020	CHEM-113-52	9785836282841		Any	Required	Only use 10th edition	N
3	Fall 2020	CHEM-113-52	9785739204754		Any	Recommended		N
4	Fall 2020	CHEM-123-51	9780937126473		Any	Required		N
5	Fall 2020	CHEM-123-53	9785869437234		Any	Required		N
6								
7								
8								
9								
10								
11								
12								
13								
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22								
23								

*Note: If your institution has multiple campuses, there will be a "CampusName" column, input the Campus Names exactly how they appear in AIP.*

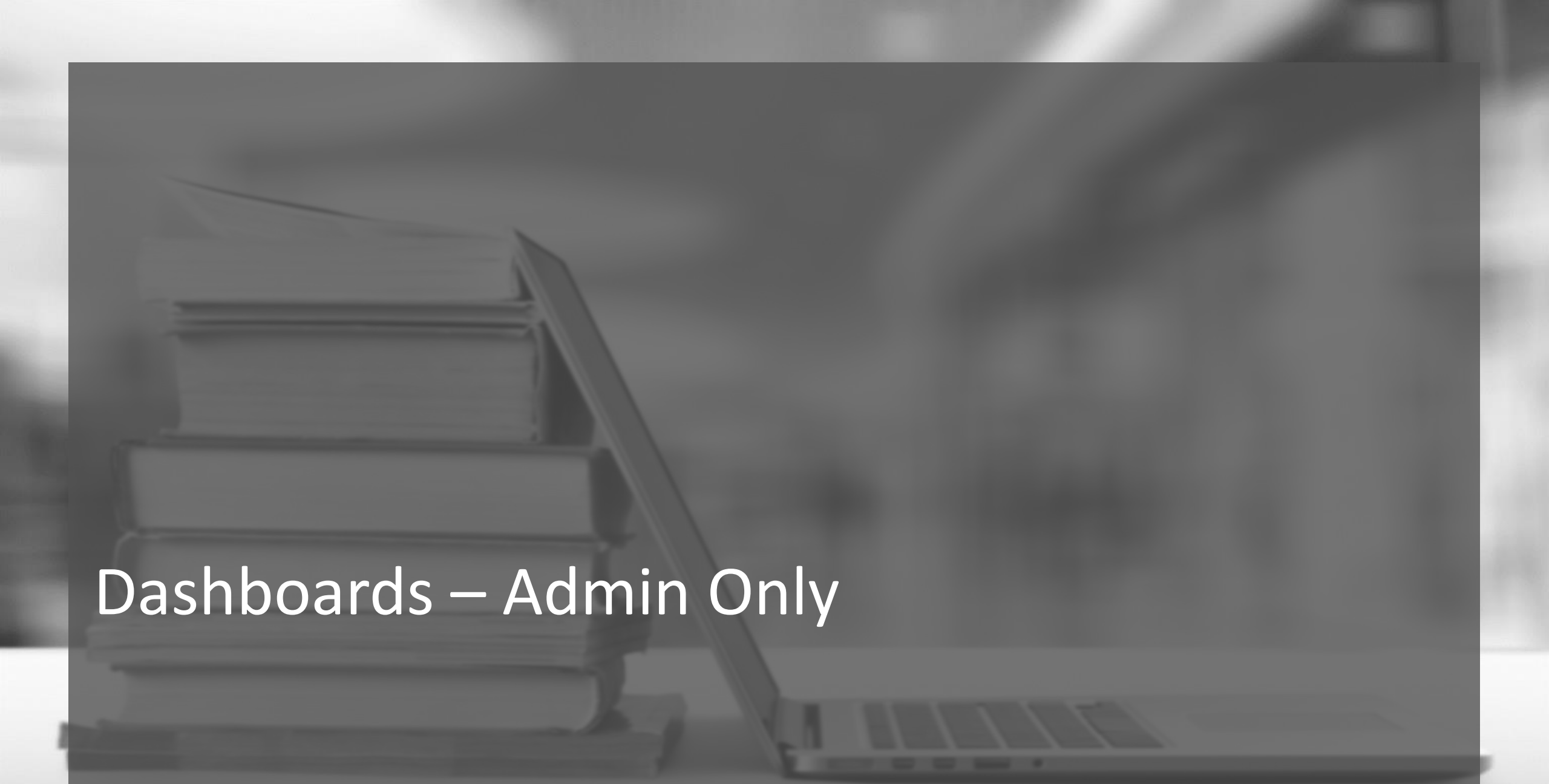
If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID

	A	B	C	D	E	F	G	H
	TermTitle	SectionCode	ISBN	SKU-First Day Sections Only	AdoptionCondition	AdoptionType	Notes	NoMaterials (No)
2	Fall 2020	CHEM-113-52	9785836282841		Any	Required	Only use 10th edition	N
3	Fall 2020	CHEM-113-52	9785739204754		Any	Recommended		N
4	Fall 2020	CHEM-123-51	9780937126473		Any	Required		N
5	Fall 2020	CHEM-123-53	9785869437234		Any	Required		N
6								
7								
8								
9								
10								
11								
12								
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23								

**Notes:** This to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field

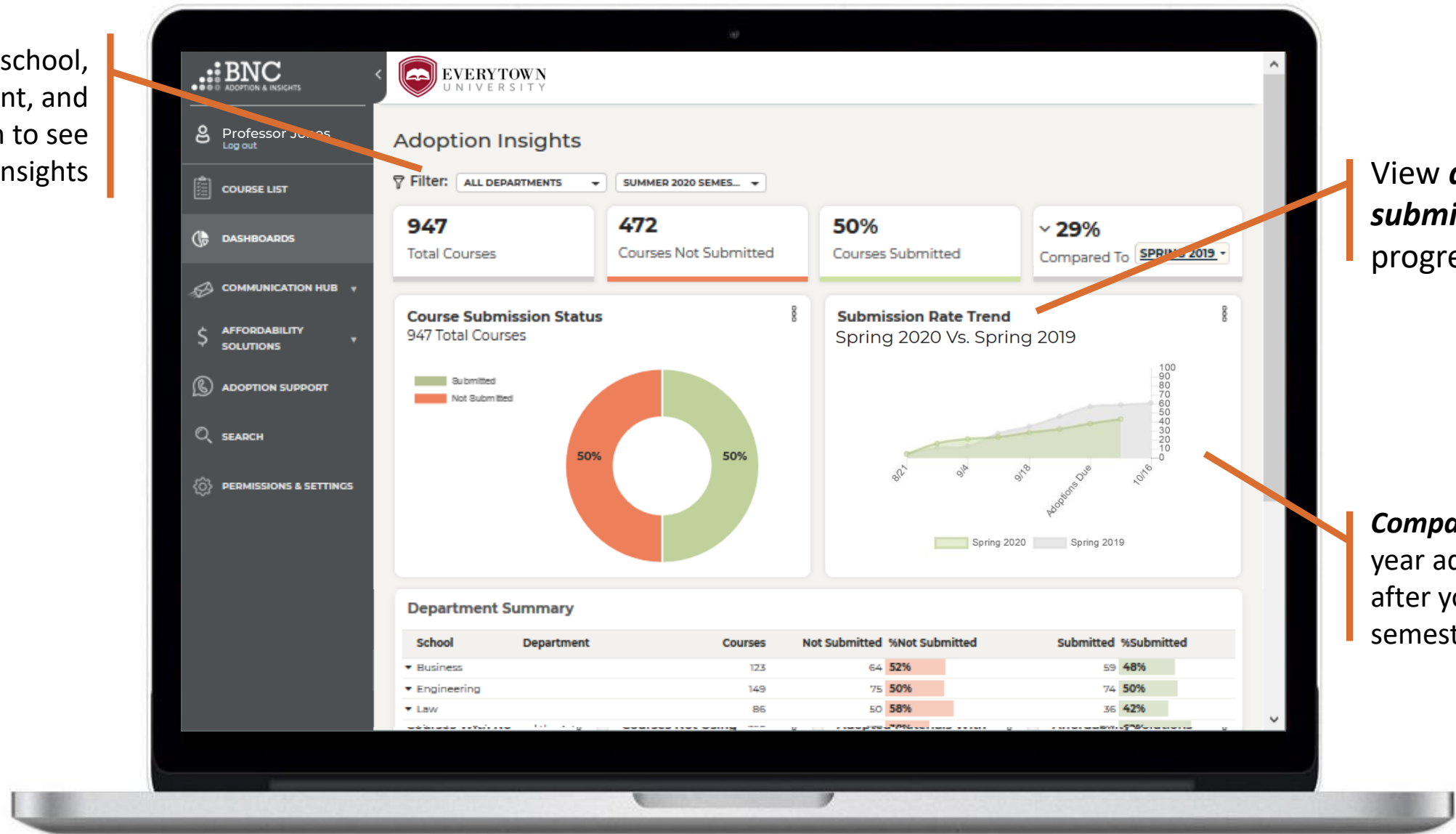


If you are **not** using materials, leave the ISBN, Condition, and Type columns blank, and enter "Y". If you **are** using materials, this can be left blank

A grayscale photograph of a stack of books and a laptop on a desk. The stack of books is on the left, and the laptop is on the right, partially open. The background is blurred, showing what appears to be a window with light coming through. The text 'Dashboards – Admin Only' is overlaid in white on the left side of the image.

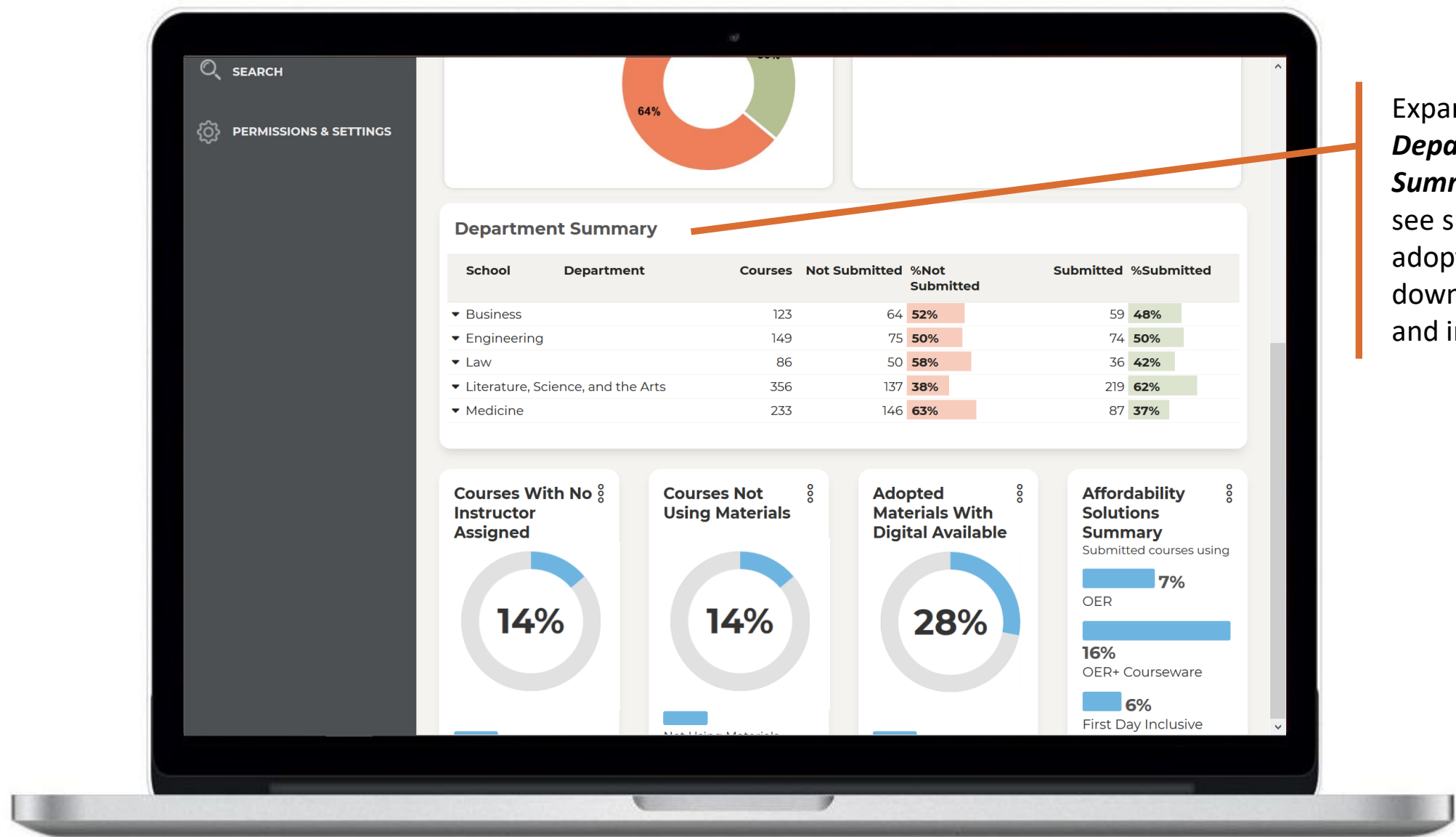
# Dashboards – Admin Only

**Filter** by school, department, and term to see detailed insights



View **adoption submission** progress

**Compare** year over year adoption trends after your first semester using AIP



Expand the **Department Summary Table** to see specific adoption data down to course and instructor level

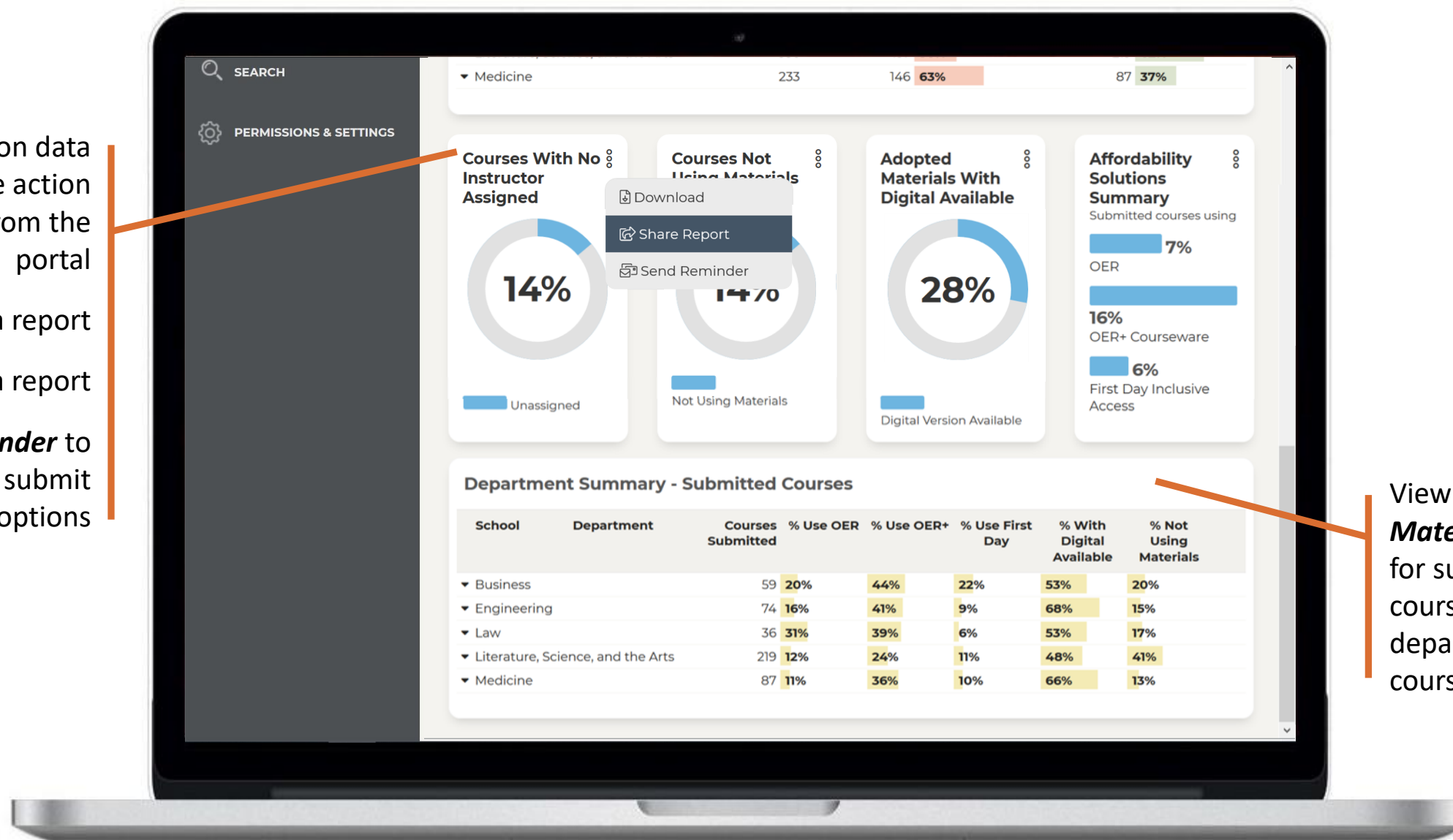


See adoption data  
and take action  
directly from the  
portal

**Download** a report

**Share** a report

**Send a Reminder** to  
faculty to submit  
missing adoptions



View **Adopted Material Insights** for submitted courses by school, department, and course

A grayscale photograph of a stack of books and a laptop on a desk. The stack of books is on the left, and the laptop is on the right, partially open. The background is blurred, showing what appears to be a window with light coming through. The text 'Communication Hub' is overlaid in white on the left side of the image.

# Communication Hub

Automated Email Messages can be activated and deactivated from the **Timing & Triggers Page**

**BNC**  
ADOPTION & INSIGHTS

EVERYTOWN UNIVERSITY

### Timing & Triggers

Review the email communications sent to your instructors and staff during the adoption collection process. Emails will be sent for each adoption period unless deactivated here. Click on a message to review send details, a message preview and to toggle OFF, if desired.

Term: **SPRING02 19**

- Adoption Flash Report** ▾
- 02 Oct** **Adoption Open Notice** ▾
- 12 Oct** **Adoptions Due Reminder #1** ▾
- 14 Nov** **Adoptions Due Reminder #2** ▾
- 05 Dec** **Adoptions Due Reminder #3** ▾
- 27 Dec** **Adoptions Due Today Notice** ▾

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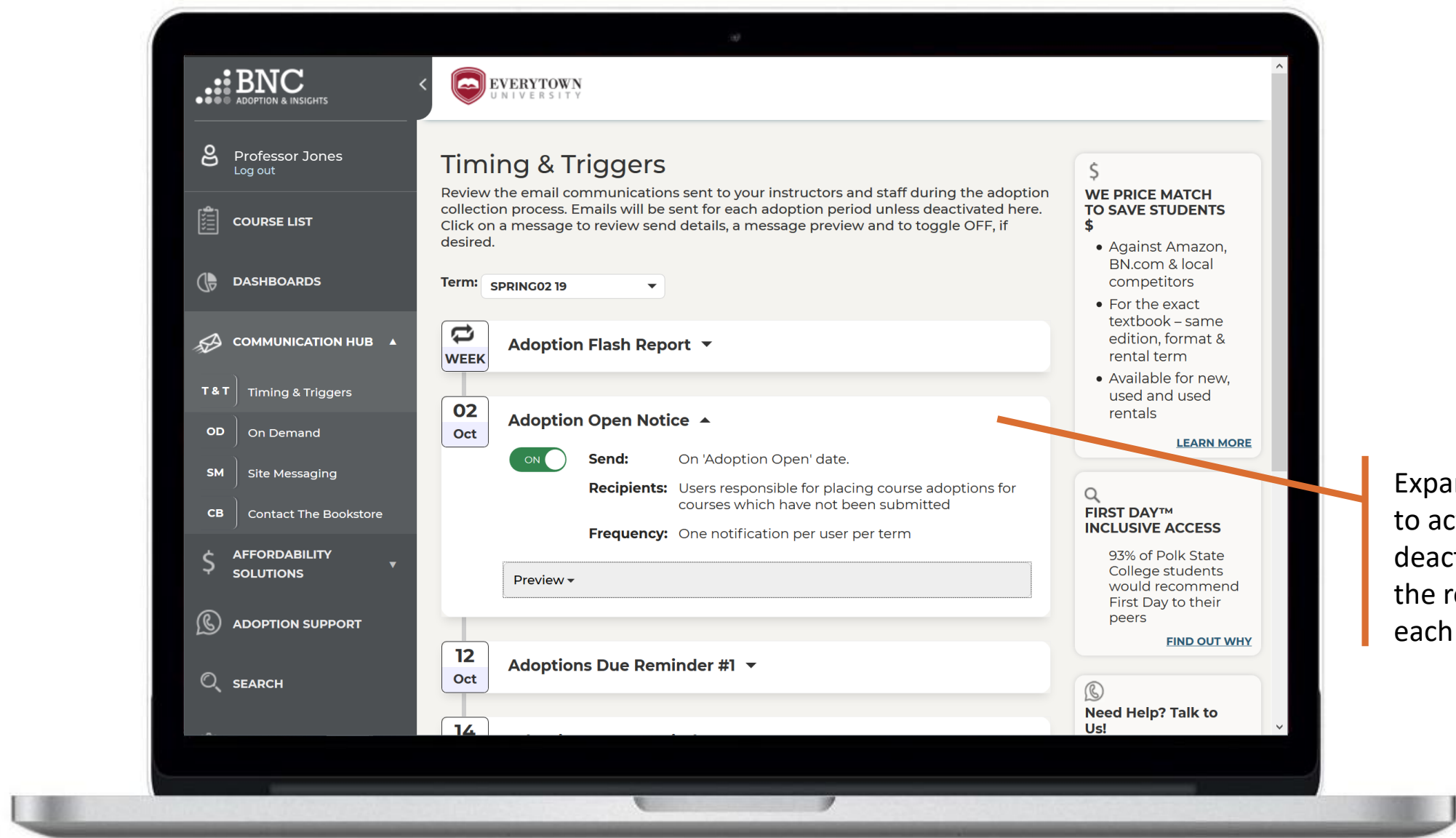
93% of Polk State College students would recommend First Day to their peers

[FIND OUT WHY](#)

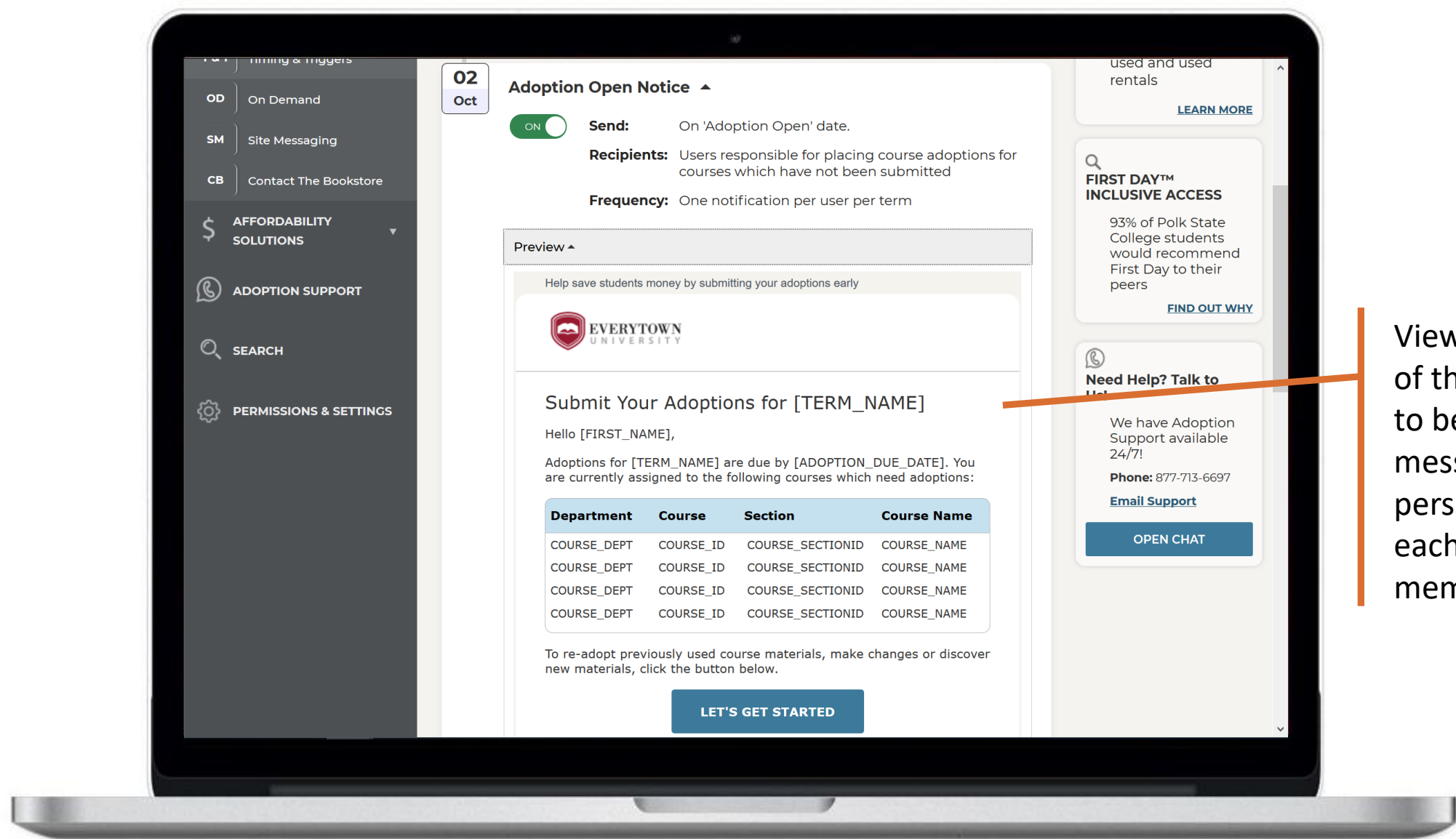
**Need Help? Talk to Us!**

Only leadership and select users can access certain features and pages within the Communication Hub

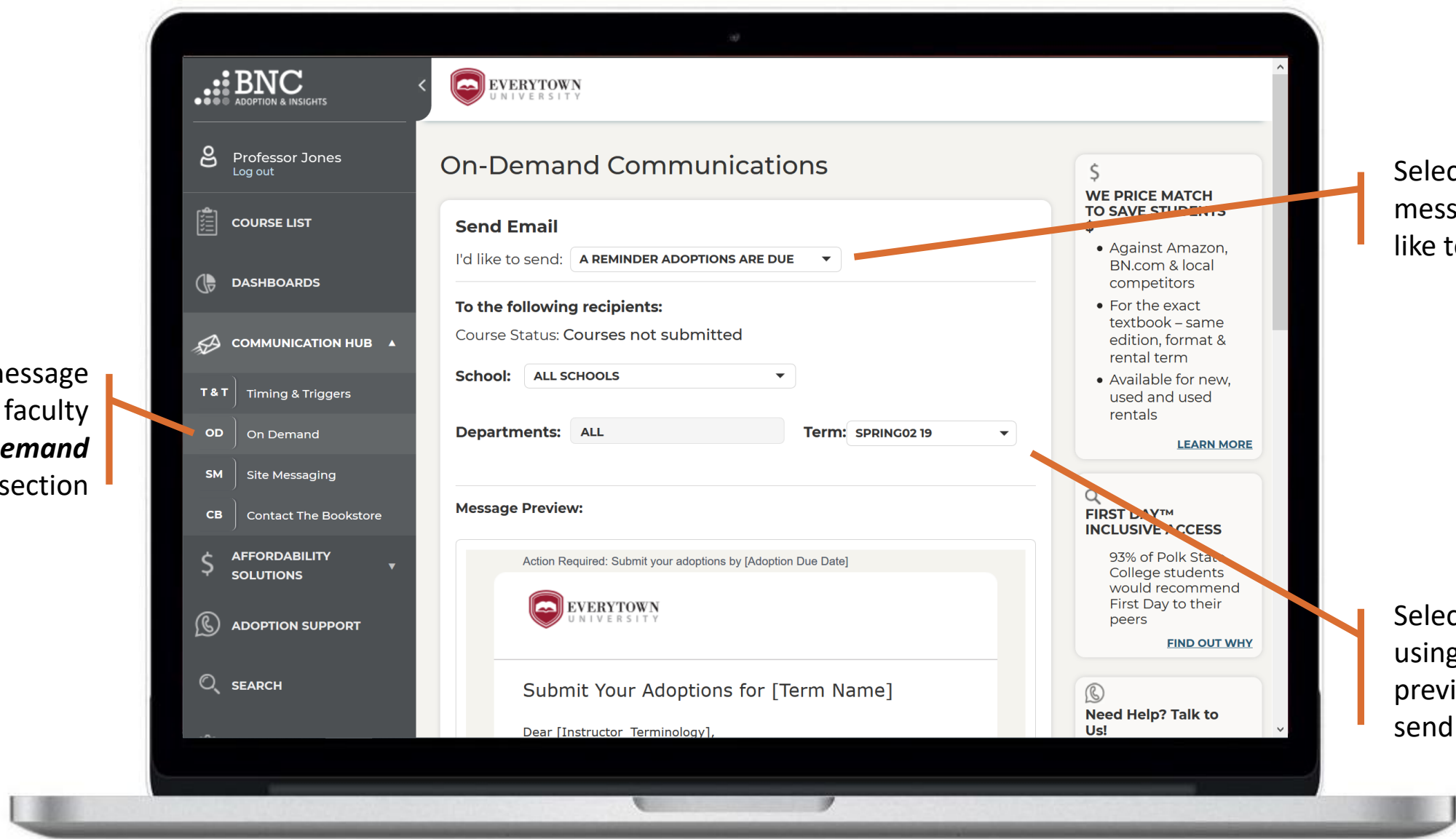
View **Send Dates** of automated email messages by term using the drop down



Expand a message to activate/deactivate. View the recipients of each message.



View a *preview* of the message to be sent. The message will be personalized to each faculty member

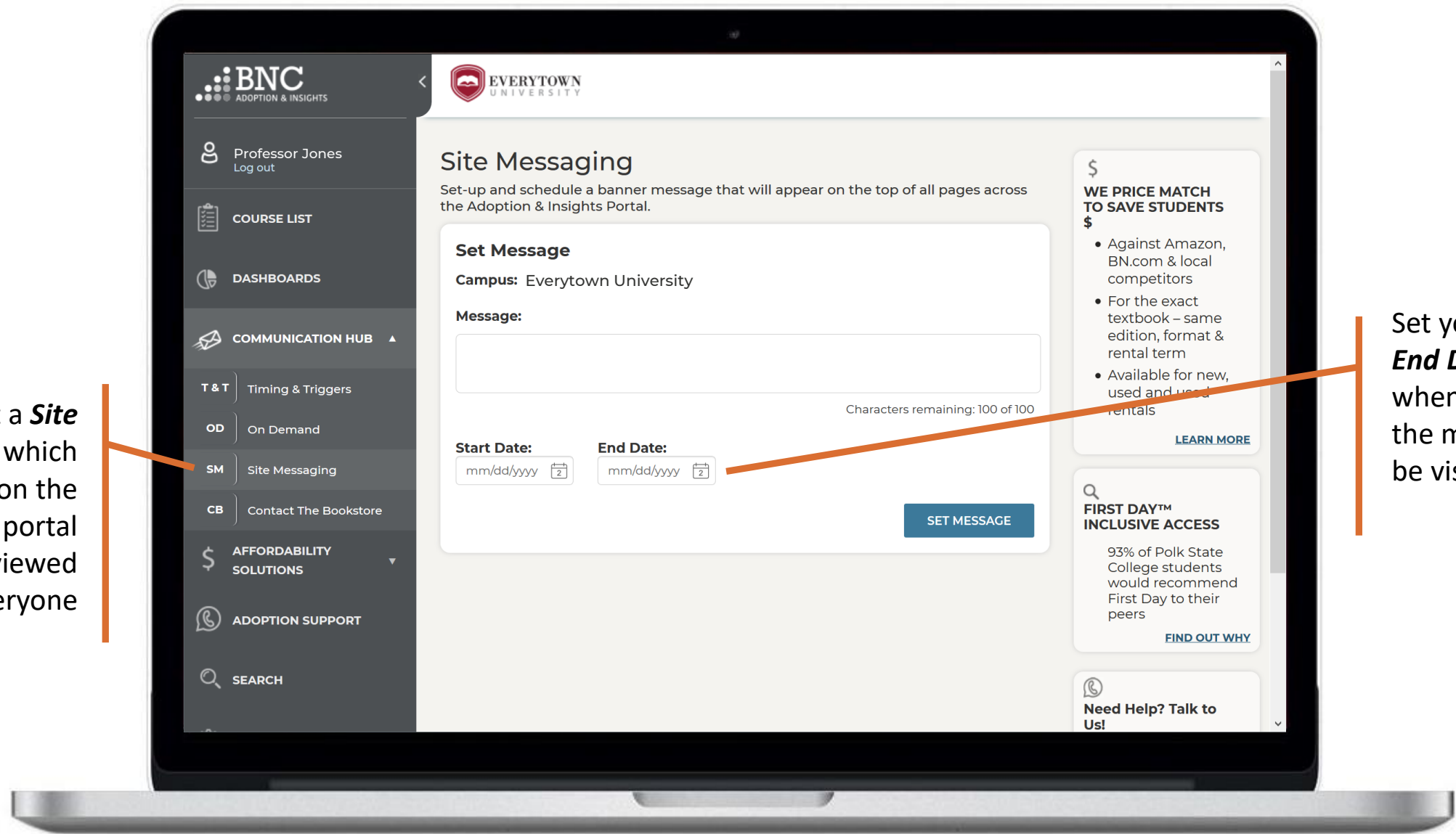


Send a message directly to faculty with the **On-Demand** section

Select the **topic** of message you'd like to send

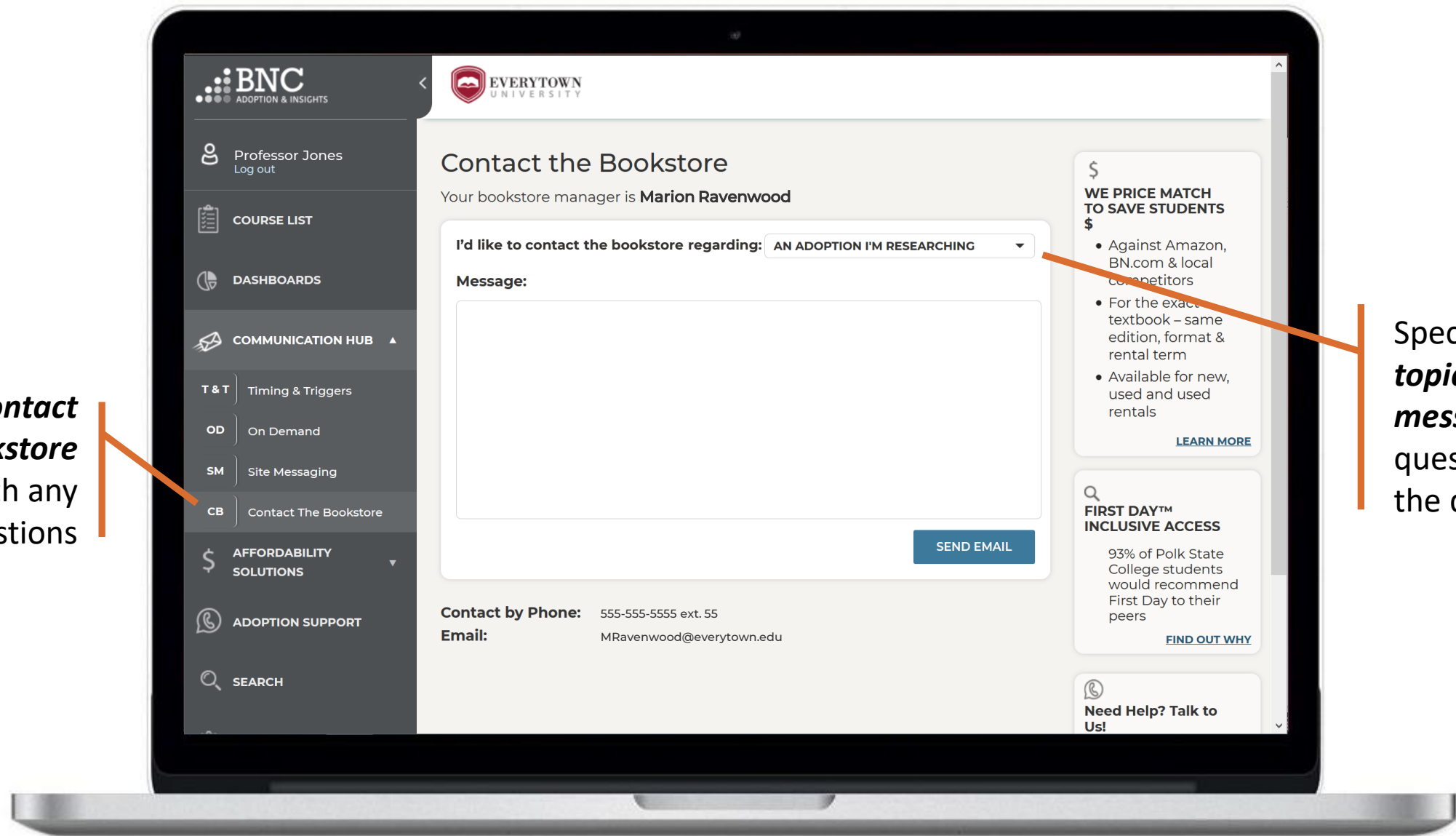
Select **audience** using the filters, preview and send message

Craft a **Site Message** which will live on the top of the portal and be viewed by everyone



Set your **Start** and **End Dates** for when you want the message to be visible

Easily **Contact the Bookstore** with any questions



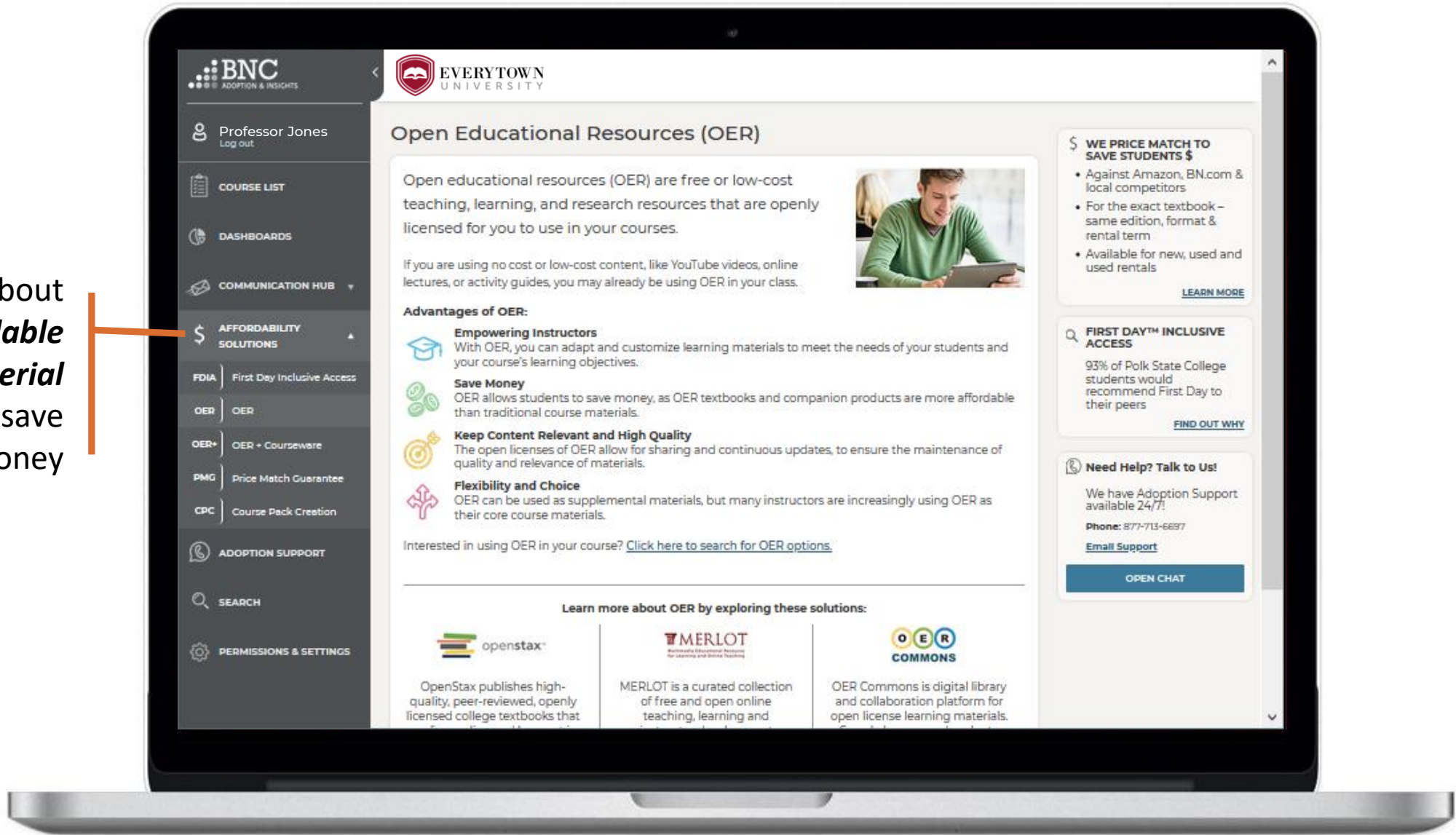
Specify the **topic of your message** or question using the drop down





# Affordability Solutions

Learn about  
**Affordable  
Course Material  
Solutions** to save  
students money



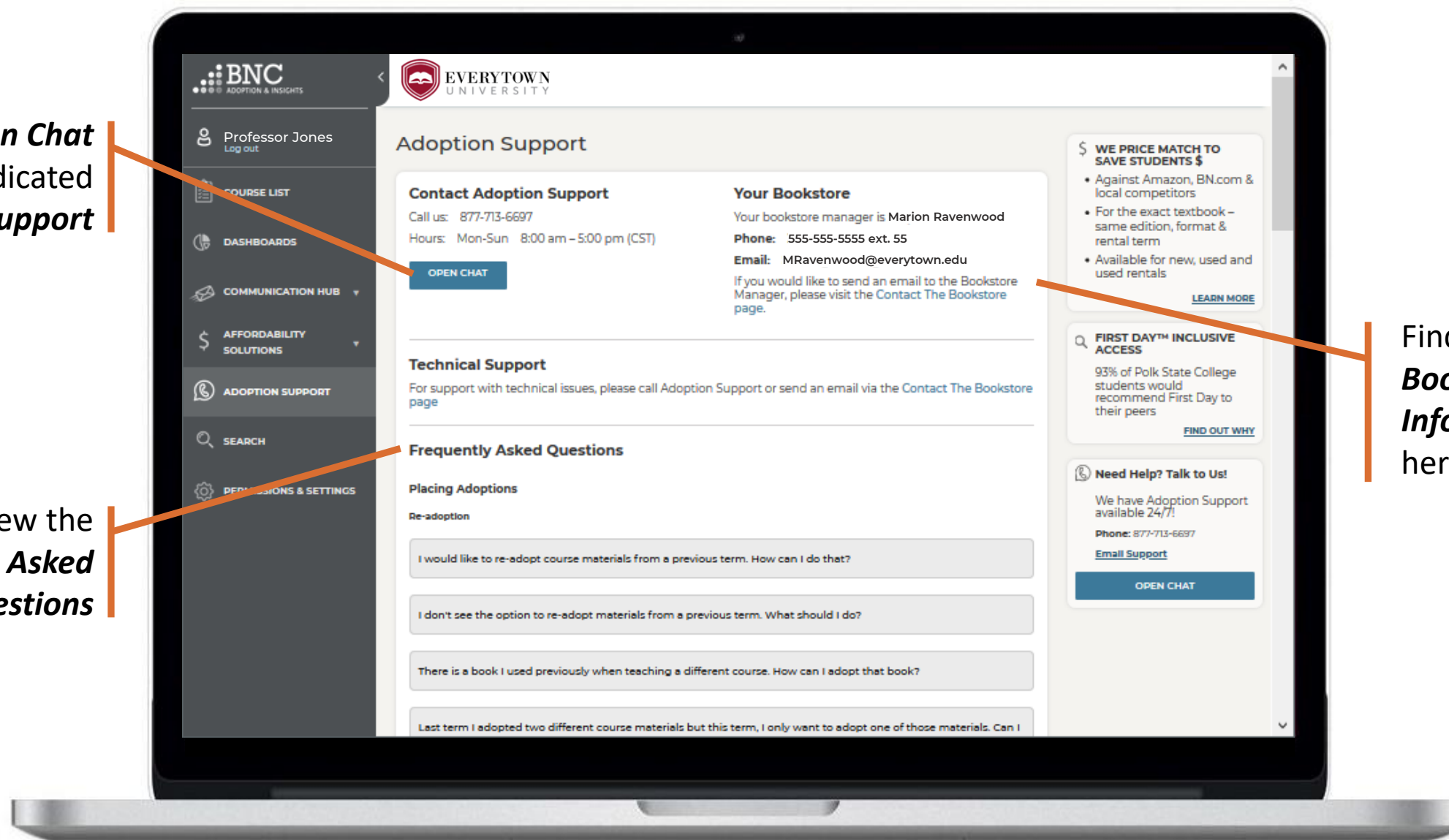
A grayscale photograph of a desk setup. On the left, a stack of several books is visible. To the right of the books, a laptop is open, showing its keyboard. The background is a blurred image of what appears to be a window with trees outside. The entire image is overlaid with a semi-transparent dark gray rectangle.

# Adoption Support

Click **Open Chat**  
for dedicated  
**Adoption Support**

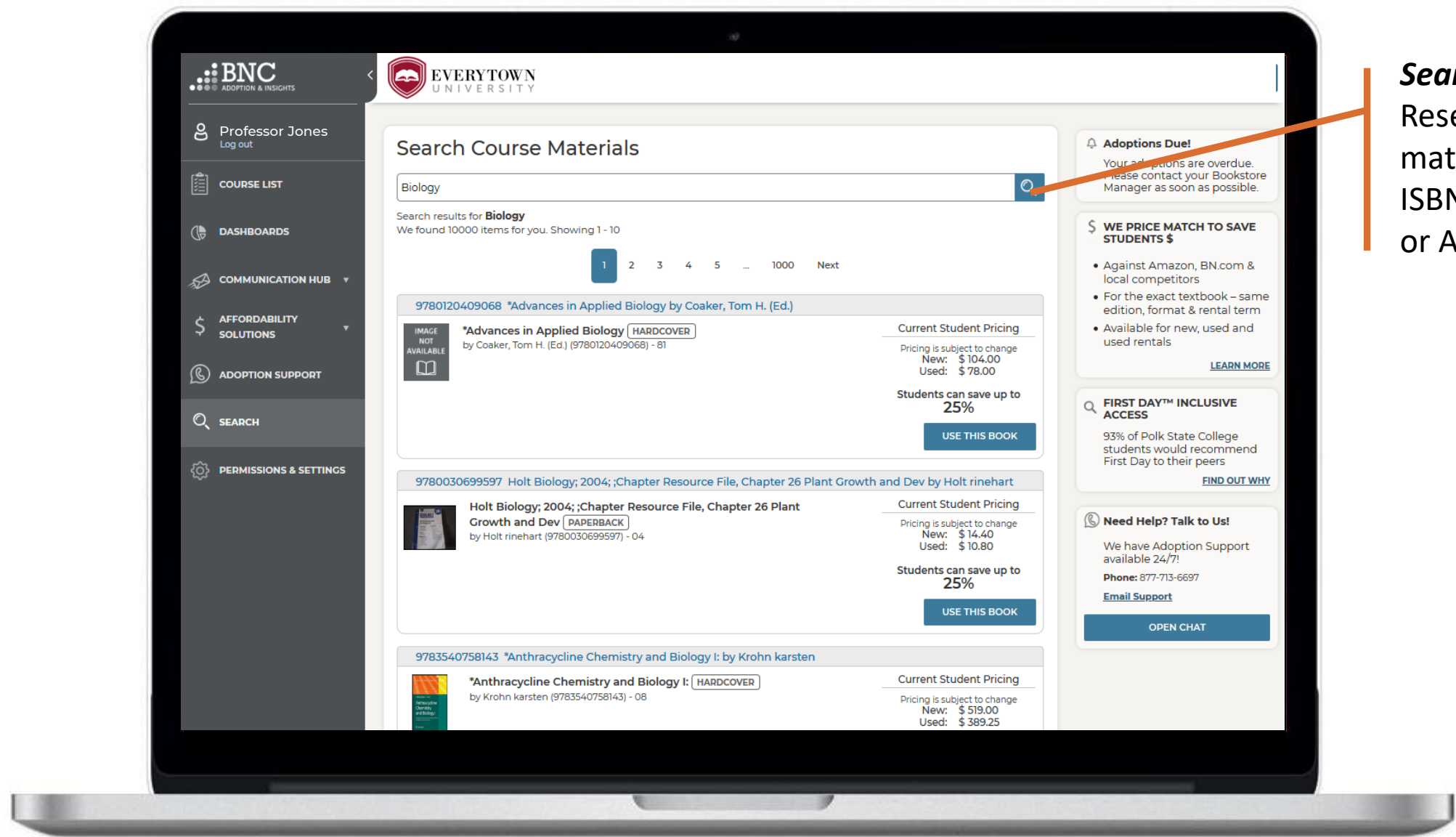
View the  
**Frequently Asked  
Questions**

Find your  
**Bookstore  
Information**  
here



A grayscale photograph of a stack of books and a laptop on a desk. The stack of books is on the left, and the laptop is on the right, partially open. The background is blurred, showing what appears to be a window with light coming through. The text 'Search & Research' is overlaid in white on the left side of the image.

# Search & Research



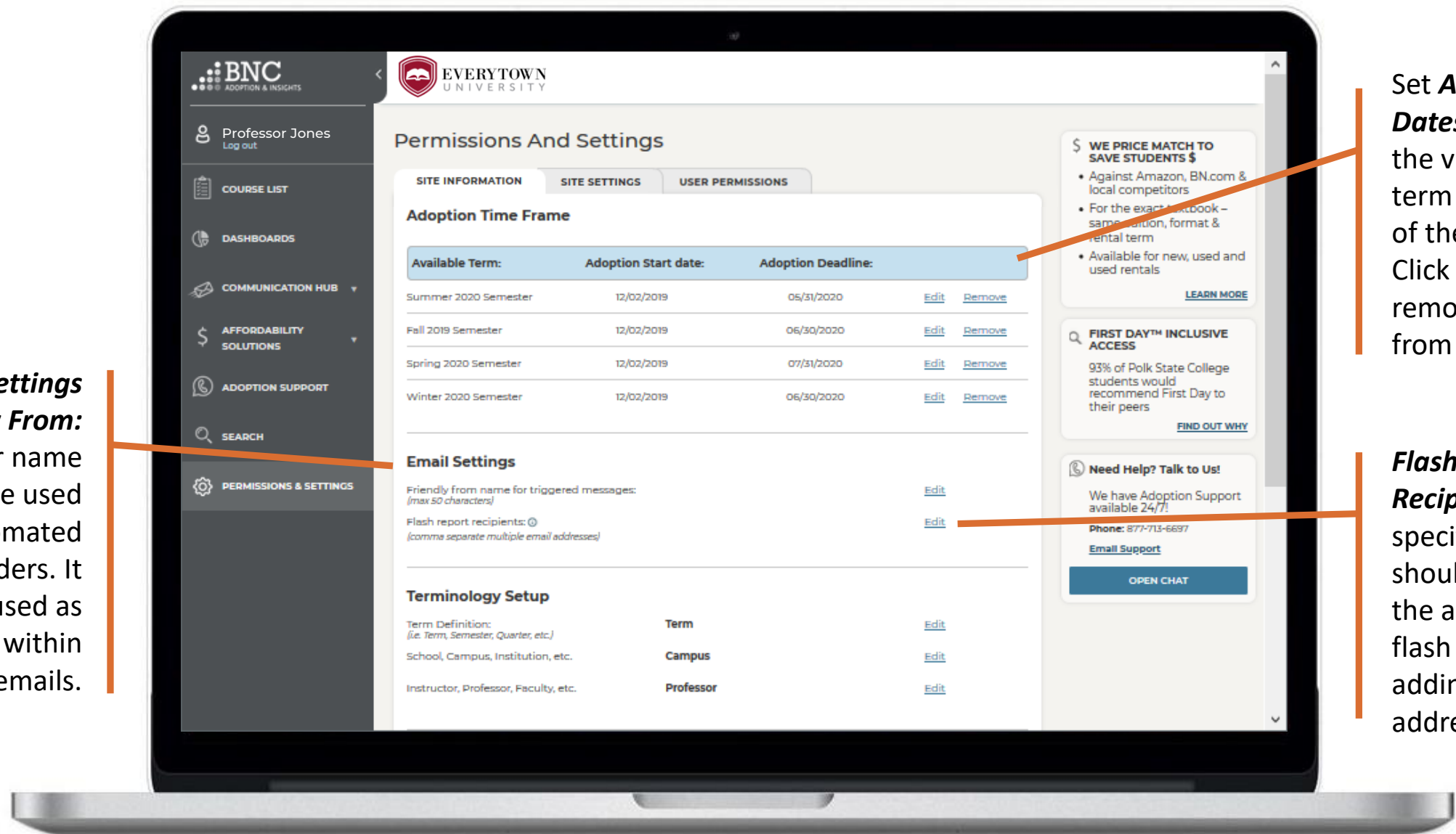
**Search** and  
Research course  
materials by  
ISBN, Keyword,  
or Author

The background of the slide features a grayscale photograph of a stack of several books on the left and a laptop on the right. The entire image is overlaid with a semi-transparent dark gray rectangle. The text is positioned on the left side of this rectangle.

# Permissions & Settings

Administration & Academic Leadership





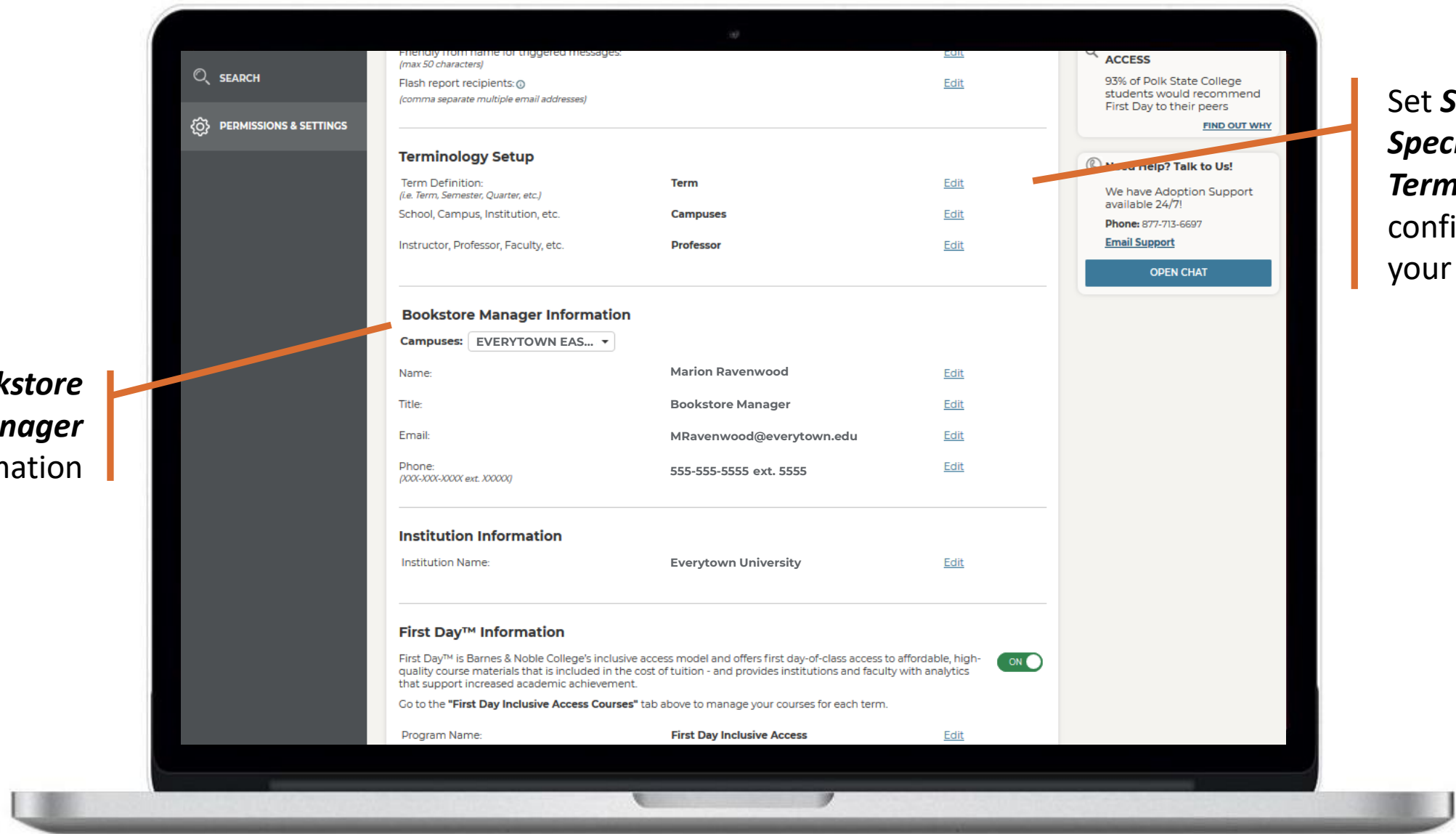
Set **Email Settings Friendly From:** 'from' sender name which will be used for the automated email reminders. It will also be used as the sign-off within those emails.

Set **Adoption Dates:** this drives the visibility of the term in other areas of the platform. Click **Remove** to remove the term from view

**Flash Report Recipients** - specify who should receive the automated flash report by adding email addresses here



Edit **Bookstore Manager** information



Set **School-Specific Terminology** to configure AIP for your institution

On the *Permissions & Settings* page, Bookstore Managers & Tier 3 users can access the *User Permissions* tab

**BNC** ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

DASHBOARDS

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

PERMISSIONS & SETTINGS

## Permissions And Settings

**SITE INFORMATION** **SITE SETTINGS** **USER PERMISSIONS**

### Update Permissions

Manage user access and permissions. To get started, search for individual users by name or email address.

Search by:

Name	Email Address	Permissions ?	Assignments ?
Jock Lindsey	Jlindsey@everytown.edu	TIER 1	
René Belloq	Rbelloq@everytown.edu	TIER 1	
Marcus Brody	Mbrody@everytown.edu	TIER 1	
Marion Ravenwood	Mravenwood@everytown.edu	TIER 1	
Herman Dietrich	Hdietrich@everytown.edu	TIER 1	
Henry Jones	Hjones@everytown.edu	TIER 1	
Walter Donovan	Wdonovan@everytown.edu	TIER 1	
Elsa Schneider	Eschneider@everytown.edu	TIER 1	

**Adoptions Due!**  
Adoptions due on **Apr 30, 2020**

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**FIRST DAY™ INCLUSIVE ACCESS**  
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[FIND OUT WHY](#)

**Need Help? Talk to Us!**  
We have Adoption Support available 24/7!  
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From the *User Permissions* tab, institutions can now move all users between different permission levels to control their access

Here, Tier 3 users can view and edit the permissions of all users in AIP. Search and sort the results to find specific users

**Permissions And Settings**

**Update Permissions**  
Manage user access and permissions. To get started, search for individual users by name or email address.

Search by:

Name	Email Address	Permissions ?	Assignments ?
Jock Lindsey	Jlindsey@everytown.edu	TIER 1	
René Belloq	Rbelloq@everytown.edu	TIER 1	
Marcus Brody	Mbrody@everytown.edu	TIER 2	ASSIGN Updated
Marion Ravenwood	Mravenwood@everytown.edu	TIER 1	
Herman Dietrich	Hdietrich@everytown.edu	TIER 2	ASSIGN Updated
Henry Jones	Hjones@everytown.edu	TIER 3	REVIEW Updated
Walter Donovan	Wdonovan@everytown.edu	TIER 2	ASSIGN Updated
Elsa Schneider	Eschneider@everytown.edu	TIER 1	

**Adoptions Due!**  
Adoptions due on **Apr 30, 2020**

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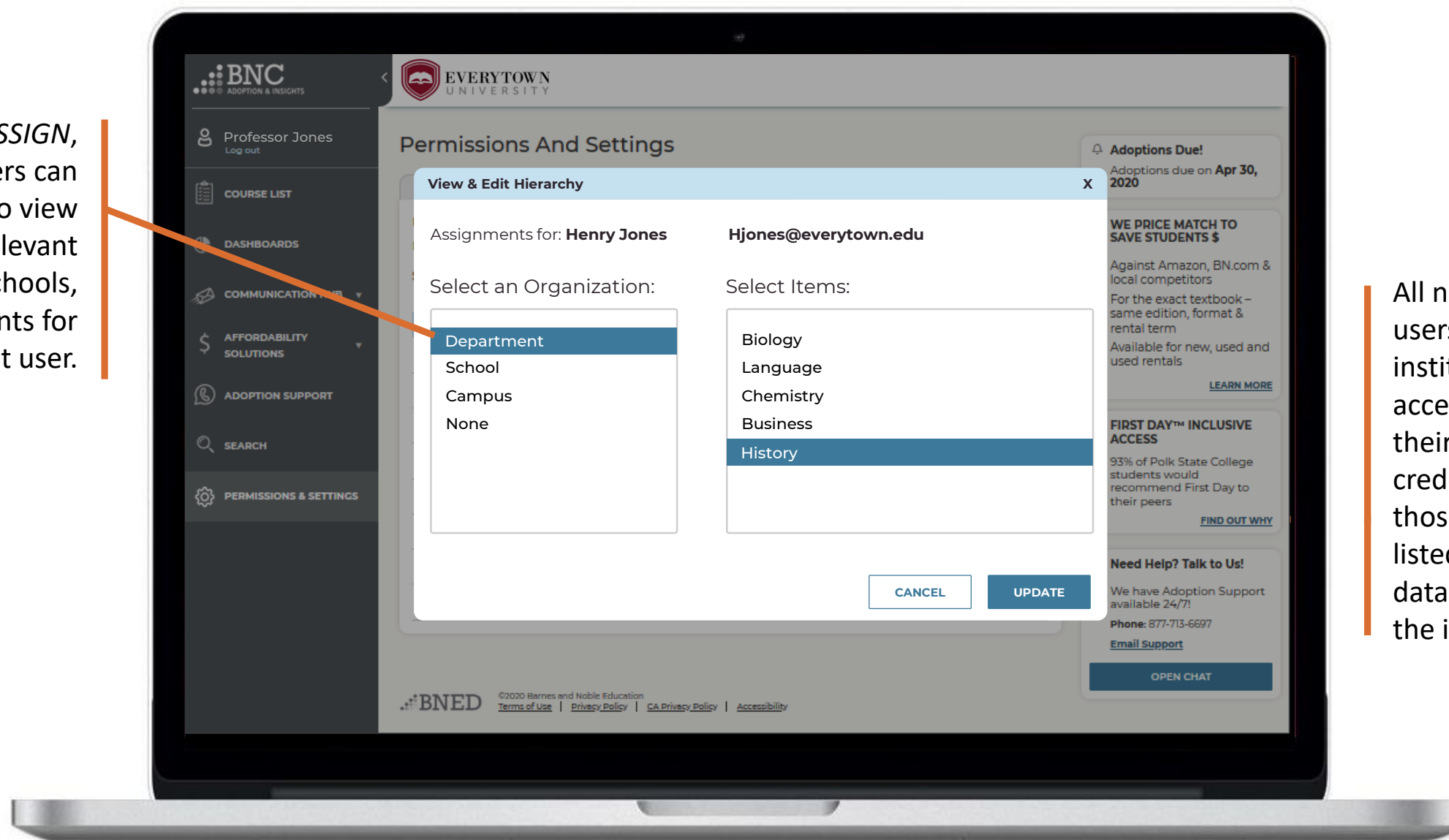
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Select the desired permissions level for each user with the dropdown menu

By clicking **ASSIGN**, Tier 2 & 3 users can be limited to view only relevant campuses, schools, or departments for that user.

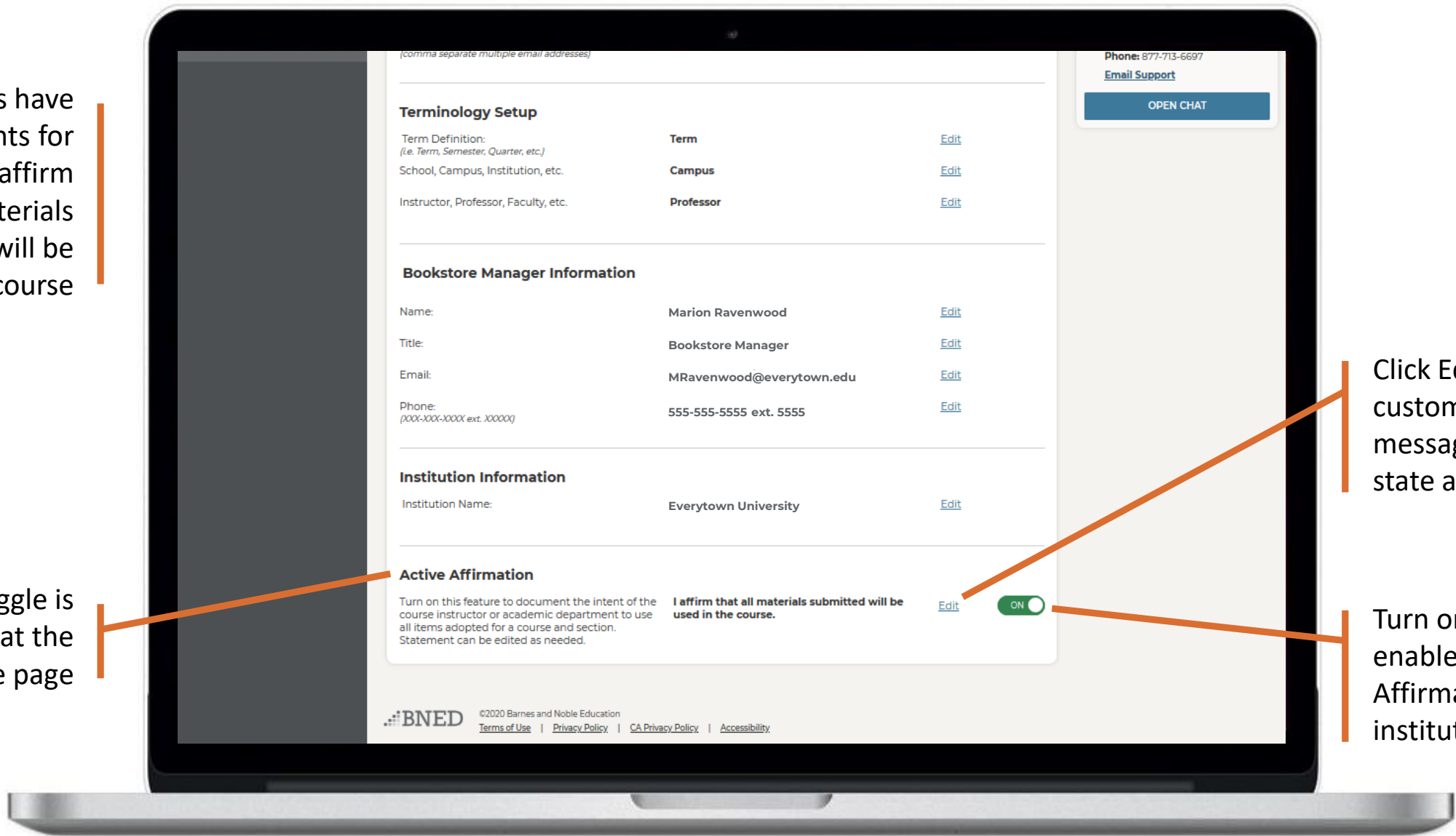


All non-student users at the institution can access AIP with their institutional credentials, even if those users are not listed in the roster data provided by the institution

*Note: AIP will always default to the information provided in the SIS roster data provided by the institution.*

Some states have requirements for professors to affirm that all materials they adopt will be used in their course

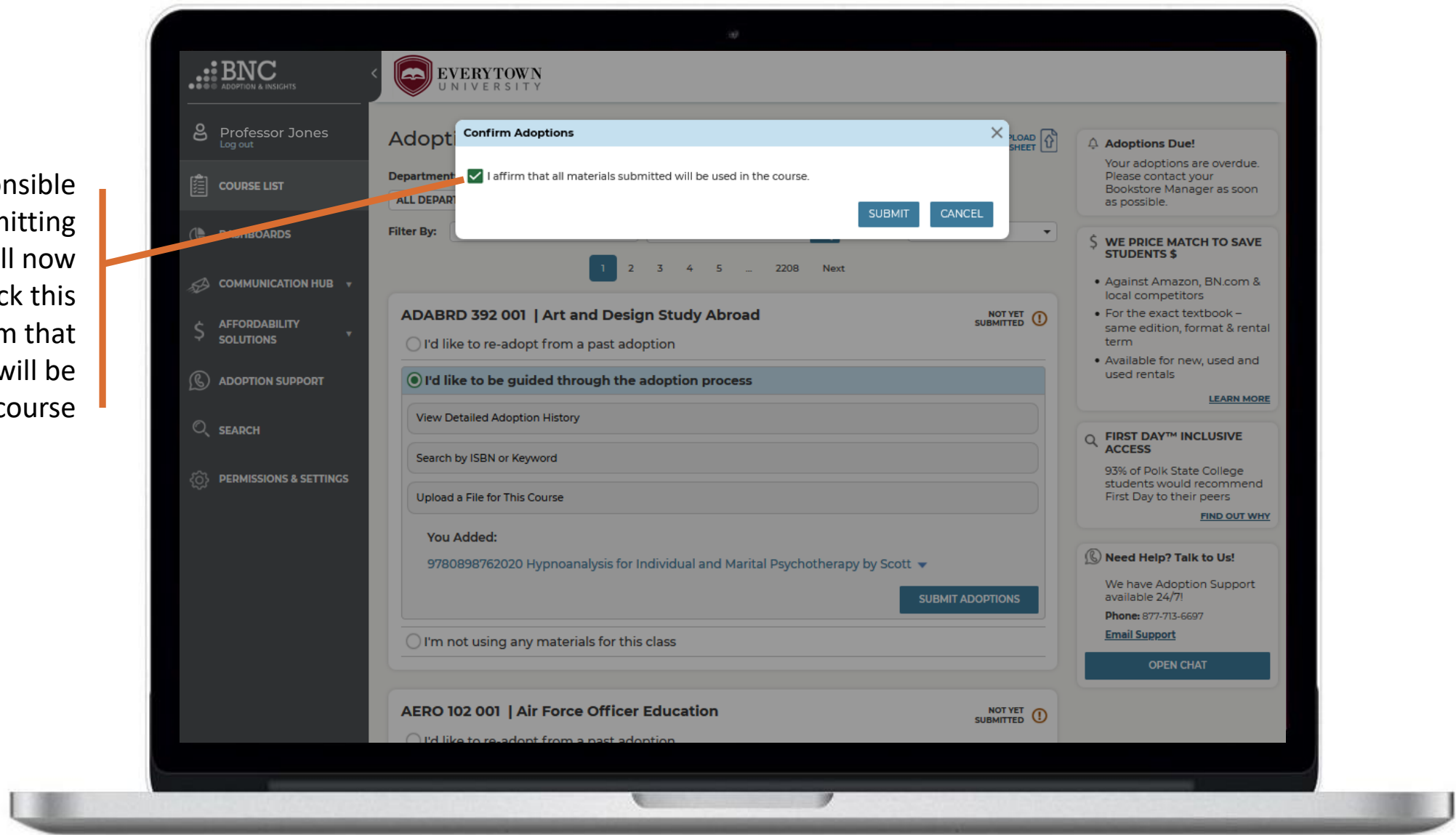
The toggle is located at the bottom of the page



Click Edit to customize the message to your state and institution

Turn on the toggle to enable Active Affirmation for your institution

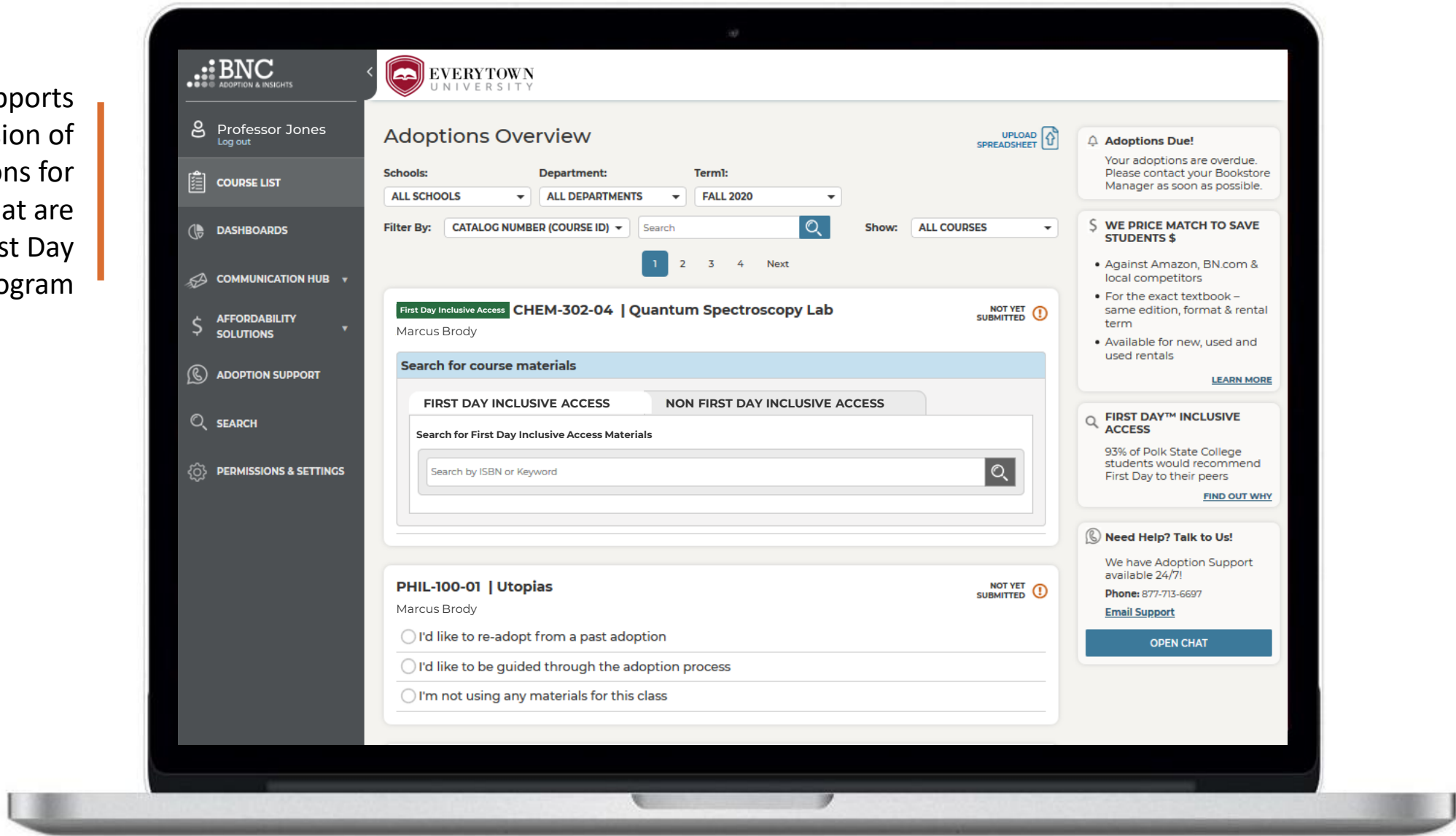
People responsible for submitting adoptions will now have to check this box to affirm that all materials will be used in their course



A grayscale photograph of a stack of books and a laptop on a desk. The books are stacked on the left, and a laptop is open to the right. The background is blurred, showing what appears to be a window with light coming through. The entire image is overlaid with a semi-transparent dark gray rectangle.

# First Day Adoptions in AIP

AIP now supports the submission of adoptions for courses that are part of the First Day Program





On the Permissions & Settings page, scroll down to the “First Day Information” section

*Note: Only tier 3 users (bookstore manager, provost, etc.) can enable and manage this feature.*

**Bookstore Manager Information**

Name: Marion Ravenwood [Edit](#)

Title: [Edit](#)

Email: Mravenwood@everytown.edu [Edit](#)

Phone: (XXX-XXX-XXXX ext. XXXXX) 555-555-5555 [Edit](#)

**Institution Information**

Institution Name: Everytown University [Edit](#)

**First Day™ Information**

First Day™ is Barnes & Noble College's inclusive access model and offers first day-of-class access to affordable, high-quality course materials that is included in the cost of tuition - and provides institutions and faculty with analytics that support increased academic achievement.

Go to the “First Day Inclusive Access Courses” tab above to manage your courses for each term.

Program Name: First Day Inclusive Access [Edit](#)

**Active Affirmation**

Turn on this feature to document the intent of the course instructor or academic department to use all items adopted for a course and section. Statement can be edited as needed.

I confirm that all the course materials being adopted are intended to be used (particularly each item sold as part of a bundled package) for each selected course section. [Edit](#)

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Enabling the toggle turns First Day on for your entire institution

Click “Edit” to personalize the name of the program. This will be shown to all users in AIP when they see First Day courses

Click "Select Courses" to mark courses as First Day

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ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

DASHBOARDS

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

PERMISSIONS & SETTINGS

**EVERYTOWN UNIVERSITY**

### Permissions And Settings

SITE INFO... SITE SETT... USER MA... USER PER... **FIRST DAY INCLUSIVE ACCESS COURSES**

**First Day Inclusive Access Courses**

Manage your First Day Inclusive Access courses for each term:

[SELECT COURSES](#) [UPLOAD SPREADSHEET](#)

**First Day Inclusive Access Courses** [VIEW HISTORICAL TERMS >](#)

Available Term	Campus	School	Department	Courses		
Fall 2020	Everytown University	School of Education	Chemistry	10 Selected	<a href="#">View / Edit</a>	<a href="#">Delete</a>
			Economics	12 Selected	<a href="#">View / Edit</a>	<a href="#">Delete</a>
		School of Information	Philosophy	11 Selected	<a href="#">View / Edit</a>	<a href="#">Delete</a>

**Adoptions Due!**  
Your adoptions are overdue. Please contact your Bookstore Manager as soon as possible.

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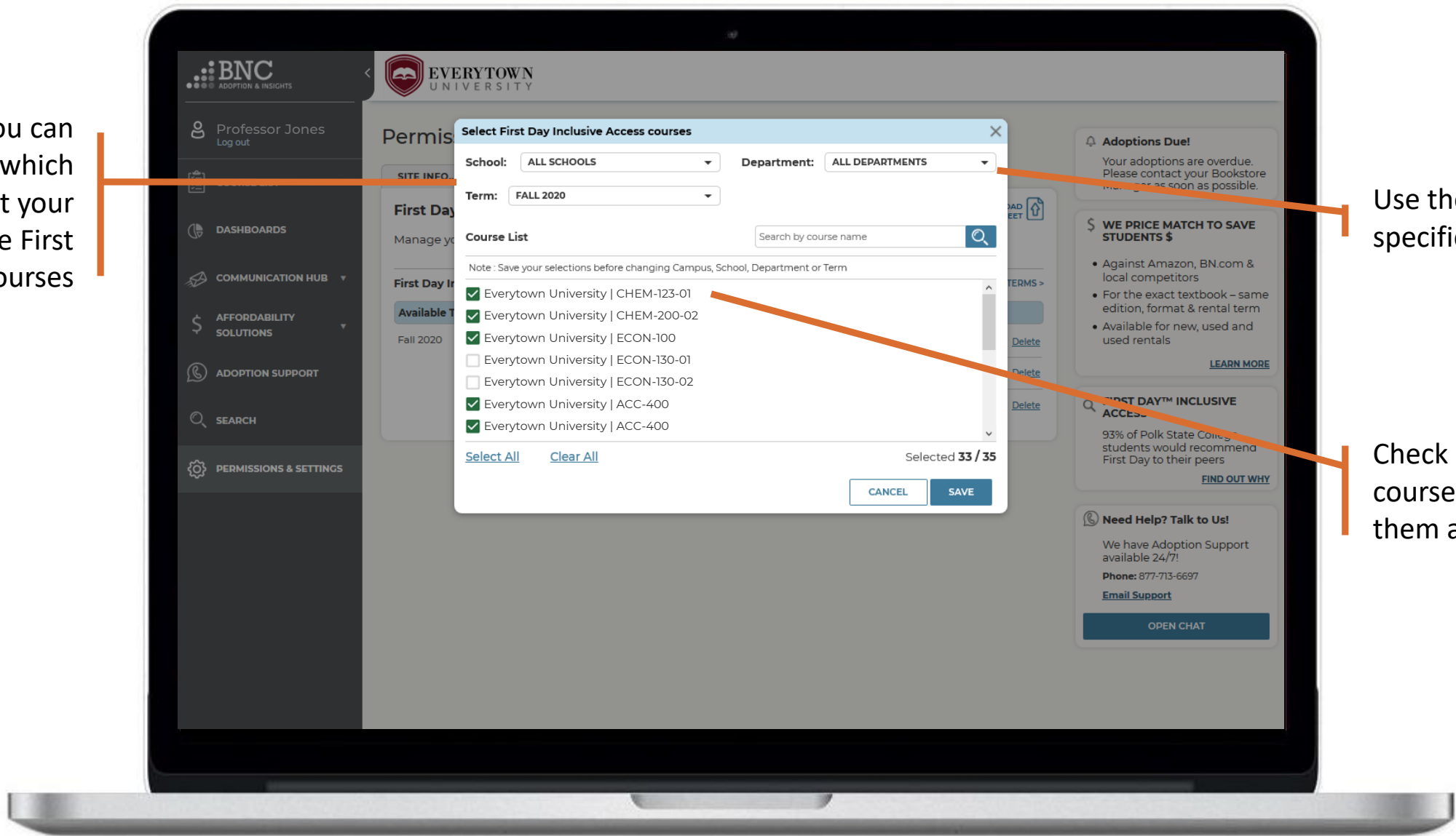
Phone: 877-713-6697

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The First Day tab will now appear on the Permissions & Settings page

View the courses that are already identified as First Day courses



Here you can manage which courses at your institution are First Day courses

Use the filters to find specific courses

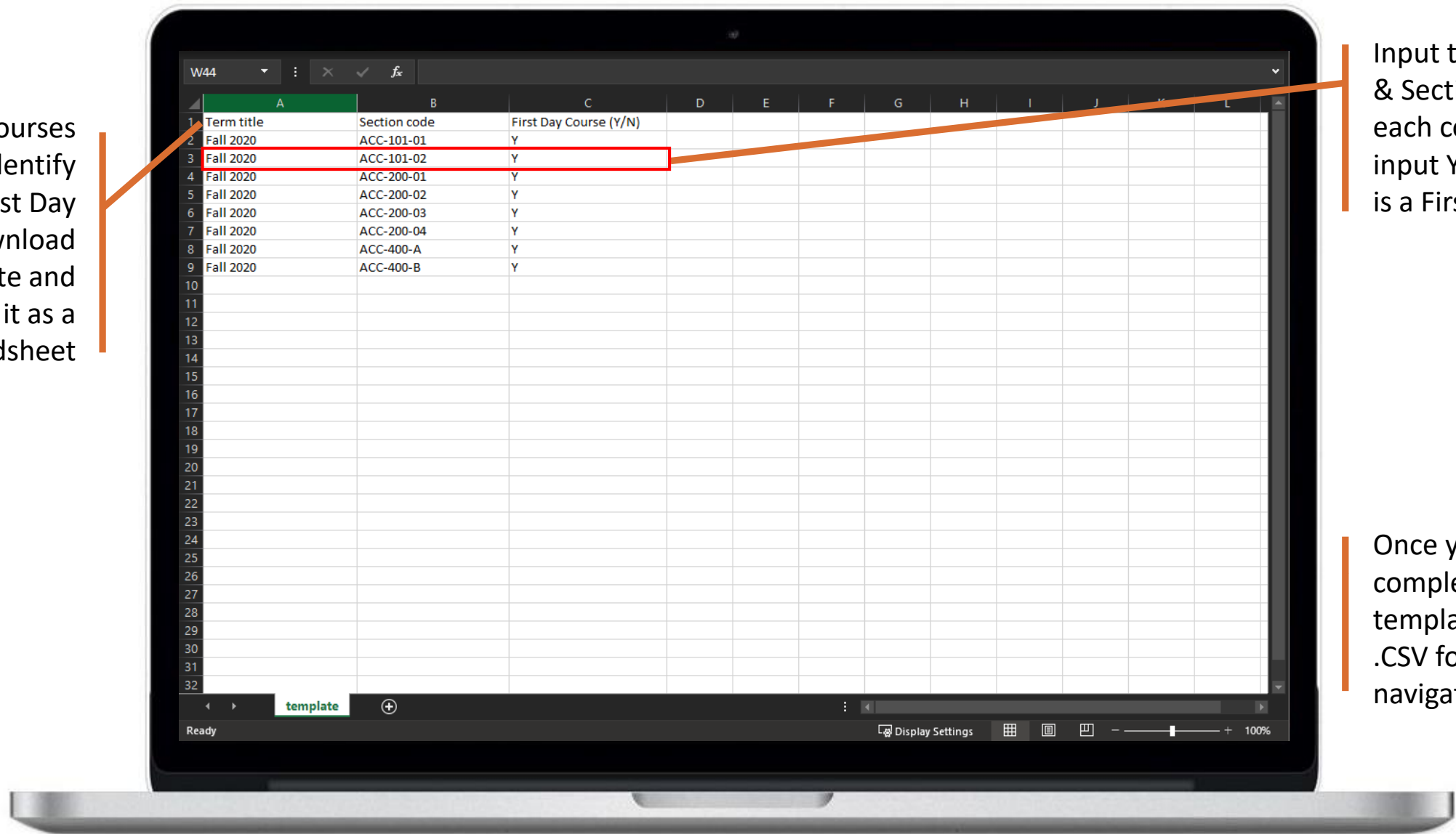
Check and uncheck courses to designate them as First Day

To upload a list of courses, click "Upload Spreadsheet"

The screenshot shows the BNC Everytown University interface. The left sidebar contains navigation links: Professor Jones (Log out), COURSE LIST, DASHBOARDS, COMMUNICATION HUB, AFFORDABILITY SOLUTIONS, ADOPTION SUPPORT, SEARCH, and PERMISSIONS & SETTINGS. The main content area is titled 'Permissions And Settings' and has tabs for SITE INFO..., SITE SETT..., USER MA..., USER PER..., and FIRST DAY INCLUSIVE ACCESS COURSES. The 'FIRST DAY INCLUSIVE ACCESS COURSES' tab is active, showing a section for 'First Day Inclusive Access Courses' with a 'SELECT COURSES' button. Below this is a table with columns: Available Term, Campus, School, Department, and Courses. The table lists three rows of data for Fall 2020 at Everytown University, covering Chemistry, Economics, and Philosophy departments. Each row has 'View / Edit' and 'Delete' links. An orange arrow points from the text 'To upload a list of courses, click "Upload Spreadsheet"' to the 'UPLOAD SPREADSHEET' button in the top right corner of the 'First Day Inclusive Access Courses' section. The right sidebar contains three promotional boxes: 'Adoptions Due!', 'WE PRICE MATCH TO SAVE STUDENTS \$', and 'FIRST DAY™ INCLUSIVE ACCESS'. The bottom of the page features a teal banner with the text 'FIRST DAY BY COURSE' and the BNC logo.

Available Term	Campus	School	Department	Courses
Fall 2020	Everytown University	School of Education	Chemistry	10 Selected <a href="#">View / Edit</a> <a href="#">Delete</a>
			Economics	12 Selected <a href="#">View / Edit</a> <a href="#">Delete</a>
		School of Information	Philosophy	11 Selected <a href="#">View / Edit</a> <a href="#">Delete</a>

To upload courses to AIP and identify them as First Day courses, download the template and open it as a spreadsheet




Term title	Section code	First Day Course (Y/N)
Fall 2020	ACC-101-01	Y
Fall 2020	ACC-101-02	Y
Fall 2020	ACC-200-01	Y
Fall 2020	ACC-200-02	Y
Fall 2020	ACC-200-03	Y
Fall 2020	ACC-200-04	Y
Fall 2020	ACC-400-A	Y
Fall 2020	ACC-400-B	Y

Input the Term Title & Section Code for each course, and input Y if the section is a First Day section

Once you've completed the template, save it in .CSV format and navigate back to AIP

You will see the status of your upload here. You can submit additional uploads at any time if you need to add, edit, or remove First Day courses.

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ADOPTION & INSIGHTS

Professor Jones  
Log out

COURSE LIST

DASHBOARDS


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Permissions And Settings

SITE INFORMATION

SITE SETTINGS

USER PERMISSIONS

First Day Inclusive Access



First Day Inclusive Access Courses

Manage your First Day Inclusive Access courses for each term

Upload A Spreadsheet

Select your file to import: [SELECT FILE](#)

Need the template? [Get it here](#) (download csv file).

Job start time	Job end time	Job status	Report	File
8/13/2020 10:06:32	8/13/2020 10:06:38	SUCCESS		

First Day Inclusive Access Courses

Available Term	Campus	School	Department	Courses	
Fall 2020	Everytown University	School of Education	Chemistry	2 Selected	<a href="#">Delete</a>
			Economics	4 Selected	<a href="#">Delete</a>
			Accounting	8 Selected	<a href="#">Delete</a>

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If there are any errors or a partial success, click “Report” to view which courses need to be re-uploaded

Successfully marked courses will be shown here

# Technical Support

For support with technical issues, please call Adoption Support or send an email via the Contact the Bookstore page

Adoption Support: 877-713-6697

Monday – Sunday 8:00am – 5:00pm (CST)

Email: [ALPsupport@bncservices.com](mailto:ALPsupport@bncservices.com)