

AKADEMOS

Adoption & Analytics Portal

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

ENTER YOUR INFORMATION

Akademос University
(School Name)

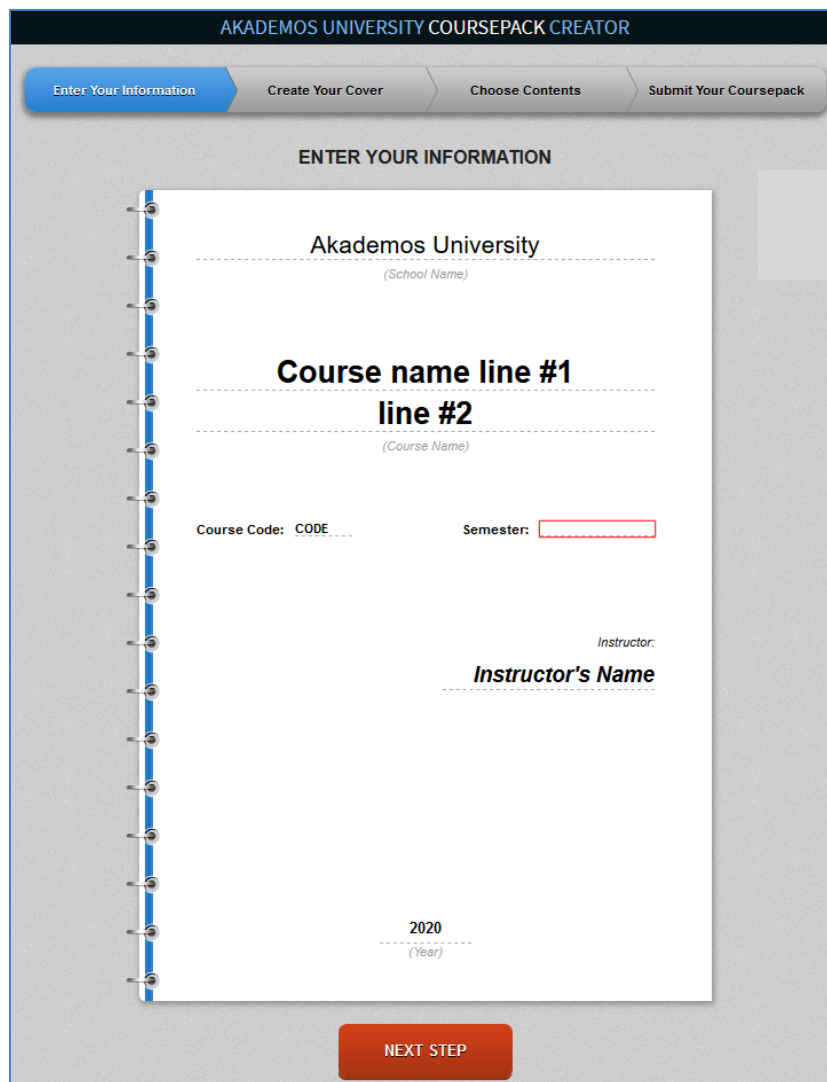
Course name line #1
line #2
(Course Name)

Course Code: Semester:

Instructor:
Instructor's Name

2020
(Year)

NEXT STEP



Create a Coursepack

What is a Coursepack?

Coursepacks are cost-effective, custom compilations of academic material. They are generally made up of collected readings from textbooks, journals, lab manuals, syllabi, and other sources that are put together by an instructor. Coursepacks are used as a cheaper alternative to traditional textbooks or class handouts.

What are the benefits of using coursepacks?

Coursepacks provide faculty with greater control over their course materials. Faculty choose the materials they want to include and can customize the color and design of the cover. They are a cheaper alternative because instead of having to purchase multiple books for the same course, students can purchase the single Coursepack.

A digital repository is created for your Coursepack, so future use and subsequent changes/additions are easy. After faculty members create a Coursepack, they can log in to edit and re-submit it at any time. This also means that faculty have access to out-of-print sources and editions through their Coursepacks. Once you create the Coursepack, the materials will be there forever so you do not need to worry about updating to new editions if you do not want to.

Additional Coursepack Features

- Fast turn-around time (usually takes 2-3 weeks to process and create)
- Low per-page pricing
- Free desk copies for professors
- Custom cover art and design
- Multiple binding/pagination options
- Available in print (black & white or color) or electronic formats

How to Access the Coursepack Tool:

To access the Coursepack Tool, visit the Online Bookstore website and log in with your school account. Then select the course that you want to create the coursepack for.

The screenshot shows the Akademos Adoption & Analytics Portal home page. A red box highlights the 'Home' button in the left sidebar. The main content area features a timeline from June to November with markers for 'Bookstore Open' (August), 'Start of Fall Term' (September), and 'Read Only' (October). Below the timeline, there are two course cards: 'PSY 200 Behavioral Psychology' with a 'Not Submitted' status and a 'Fix' button, and 'PSY 100 Introduction to Psychology' with a 'Missing Adoptions' status and a 'Fix' button. A red box highlights the 'PSY 100' card. Below the course cards are sections for 'Notifications' (stating 'You have no notifications') and 'Activity Log (2)' with two entries: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department', both dated 'Today'.

Once you click a course, you'll be directed to the "Select Materials" page. Click on "Add Coursepack" at the bottom of the page.

The screenshot shows the 'Select Materials' page for 'PSY 100B - Intro to Psychology' by Taylor Brown. The page header includes the Akademos logo and the user's name 'Taylor Brown'. A progress bar at the top shows five steps: 'Select Materials' (current), 'Select Ancillaries', 'Add Course Notes', 'Preview Course', and 'Submit Course'. The main content area is titled 'Select Materials' and 'Add materials to your course.' It features a search bar with the placeholder 'Enter a book title or ISBN #' and a 'Search' button. Below the search bar is a checkbox for 'Show only OER and Low Cost Items'. A promotional banner for 'Cengage Unlimited' is displayed, stating 'Cengage Unlimited can save your students money with unlimited titles for \$119.95. Your school has 2 eligible titles currently adopted for this term.' At the bottom left, a red box highlights the 'ADD COURSEPACK' button and the 'Add Coursepack' button below it. On the right side, there is a section titled 'Your materials for: PSY 100B - Intro to Psychology' with a checkbox for 'Adoptions not Required' and a dashed box containing a plus sign, with the text 'Add Materials to this Course' below it.

Fill in Course Details:

After clicking on a course, you will be redirected to the Coursepack Tool. Be sure to confirm that the pre-populated information (school and instructor name) is correct.

- First, start by editing the cover page of your Coursepack. Click on the line you want to edit and see your changes appear in real time.
- Enter in the following fields: course name, course code, semester, and year
- Click "Next Step" when ready.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information | Create Your Cover | Choose Contents | Submit Your Coursepack

ENTER YOUR INFORMATION

Akademos University
(School Name)

**Intro to Psychology
line #2**
(Course Name)

Course Code: **PSY 100**

Semester: **Fall 2020**

Instructor:
Taylor Brown

2020
(Year)

Next Step ←

Saved Orders
New Coursepack ▼

Design your Coursepack Cover

- Edit the background and text colors
- You have the option of uploading a cover image or choosing from one of the preset designs.
- Select binding: Choose from GBC Comb Bind, Spiral (coil) Bind, and 3-Hole Punch paper.
- After completing the design, click "Next Step."

The screenshot displays the 'AKADEMOS UNIVERSITY COURSEPACK CREATOR' interface. At the top, a progress bar shows four steps: 'Enter Your Information', 'Create Your Cover' (the current step), 'Choose Contents', and 'Submit Your Coursepack'. The main area is titled 'CREATE YOUR COVER' and features a large preview of a light blue coursepack cover. The cover text includes 'Akademos University', 'Intro to Psychology line #2', 'Course Code: PSY 100', 'Semester: Fall 2020', 'Instructor: Taylor Brown', and '2020'. To the right of the preview are several configuration options, each highlighted with a red box: 'Background Color' (a 2x4 grid of color swatches), 'Upload cover image' (with 'Browse' and 'Cancel' buttons), 'Binding' (a dropdown menu set to '3-Hole Punch Paper' and a 'Shrinkwrap' toggle set to 'No'), 'Cover Presets' (a grid of six thumbnail images), and 'Text Color' (a 2x4 grid of color swatches). At the bottom center, a red arrow points to a 'NEXT STEP' button.

Select Materials

After designing your cover, begin assembling the contents. You can add content by searching for a book by title or ISBN AND/OR uploading a file.

When searching for a book you will see a list of books appear in a drop-down menu. Once selected, enter the chapter, article or page range of the book that you would like to include. After completing the book/article information, click "Add Source".

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information → Create Your Cover → **Choose Contents** → Submit Your Coursepack

CHOOSE CONTENTS

Search for your book by Title or ISBN:

OR

If you will be attaching a digital file for inclusion, click the button below. You should be logged in as Faculty/Staff to upload files.

Attach File:

TXT, PDF, RTF, DOC, DOCX, PPT files supported. The maximum file size for this form is 200M.

If your attachments exceeds this limit, please click on the button below and write "attachment [filename] emailed" in the special comments box, replacing [filename] with the name of the file on your computer. You will be given an email address after submitting your order.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information → Create Your Cover → **Choose Contents** → Submit Your Coursepack

CHOOSE CONTENTS

Title:

Author or Edition:

ISBN:

Chapter or Article:

Page Range: —

Copyright Year:

Publication Year:

Publisher:

Volume or Edition:

Out of Print? Yes No

Comments:

If you want to add a file, click "Upload," next to "Attach File." Choose the file you would like to upload from your computer. Files can include word documents, PDFs, PowerPoint slides, etc. After the file loads, click, "Add Source." If you have special instructions for the materials you add, enter them in the designated field.

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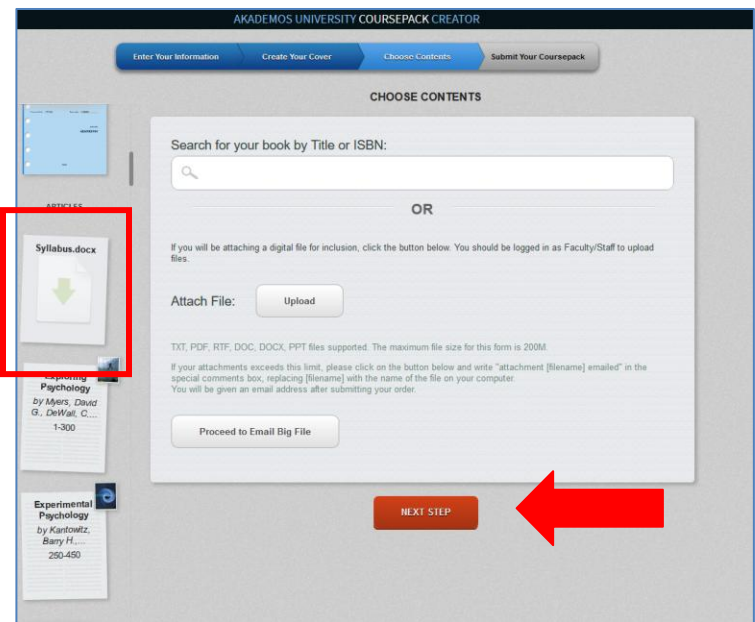
CHOOSE CONTENTS

Syllabus.docx uploaded

Special Instructions:

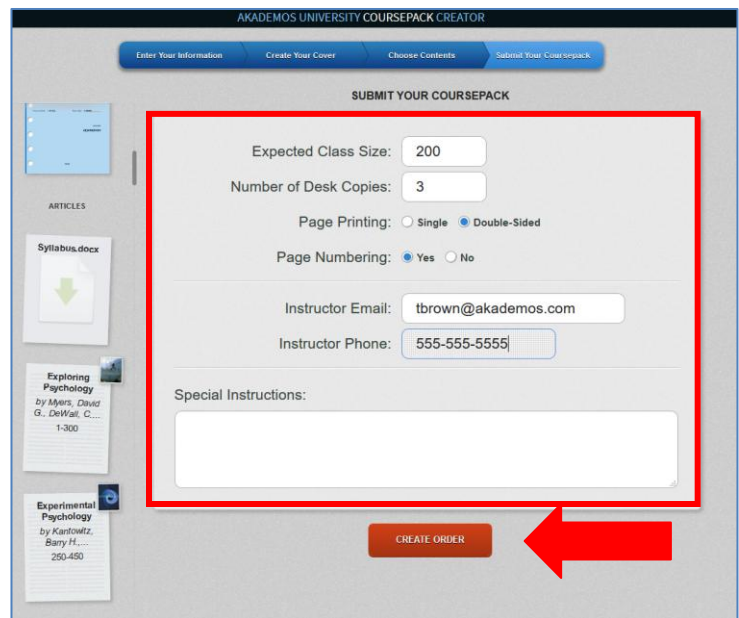
←

Repeat these steps until you have uploaded all materials for your Coursepack. You will see all elements appear on the left hand side of the screen. If you would like to reorganize the order, you can do so at any time by clicking on an element and dragging and dropping it to its new location.



After you have added all of your materials, fill in further details about the course such as expected class size, printing specifications, and professor contact information. Add any special instructions in the final designated field. Click "Create Order."

You will see a confirmation page with your order number and further instructions for submitting any outstanding materials. Please print this page or save it for future reference.



After the Coursepack is submitted, copyright requests will be sent by Akademos to the publisher or copyright holder. Approval will need to be granted for the article to be included. The copyright holder charges a fee for the reproduction of the article and the fee is at the discretion of the holder. Once copyright approval is granted for all materials, a quote will be put together and sent to you for approval. Please allow up to 6 weeks for the copyright approval process.

After you review the quote and agree to move forward, the Coursepack will be available for purchase. It typically takes 1-2 days for the Coursepack to be printed. Upon completion, the Coursepack will be shipped to the student, or will be available for immediate download.