

AKADÉMOS

Adoption & Analytics Portal

The screenshot displays the AKADÉMOS Adoption & Analytics Portal interface. On the left is a dark sidebar with navigation icons for Home, Courses, Analytics, Coursepack, and Help. The main content area features a timeline at the top with markers for June, July, August, September, October, and November. Key events are labeled: 'Bookstore Open' in August, 'Start of Fall Term' in September, and 'Read Only' in October. Below the timeline, the section 'Incomplete Courses for 2019 Fall Term' is shown, with a dropdown menu set to '2019 Fall Term'. Two course cards are visible: '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. Further down, a 'Notifications' section states 'You have no notifications'. At the bottom, an 'Activity Log (2)' shows two entries: 'You submitted 3 books, adopted 4 books' and 'Akademos Administrator updated 1 department', both dated 'Today'.

AKADÉMOS ADOPTION & ANALYTICS PORTAL Taylor Brown ▼

June July August September October November

Bookstore Open Start of Fall Term Read Only

Incomplete Courses for 2019 Fall Term 2019 Fall Term ▼

PSY 200
Behavioral Psychology
⚠ Not Submitted **Fix**

PSY 100
Introduction to Psychology
⚠ Missing Adoptions **Fix**

Notifications
You have no notifications

Activity Log (2)

You submitted 3 books, adopted 4 books	Today
Akademos Administrator updated 1 department	Today

User Guide: Faculty

Table of Contents

Introduction 3

How to Access the Adoption & Analytics Portal..... 3

Review Your Home Page..... 4

Adopt Course Materials 6

 Adoptions not Required 7

 Step 1: Adopt Course Materials 8

 Step 2: Add Ancillary Materials (Optional) 13

 Step 3: Add Course Notes (Optional) 14

 Step 4: Preview Course 15

 Step 5: Submit Course..... 16

View All Your Courses 17

Analytics.....18

Help Page 19

Introduction

Welcome to the Akademos Adoption & Analytics Portal – a software platform that's designed to make the process of adopting textbooks and course materials for the academic term easier and more valuable for the entire campus community.

Key benefits include:

- Time savings and improved productivity for Faculty and Administrators
- Streamlined communication: the Portal replaces multiple email chains
- Access to course history and a recommendation tool highlighting additional options
- Transparency and clarity around course material pricing and process deadlines
- Enhanced reporting and analysis for Administrators

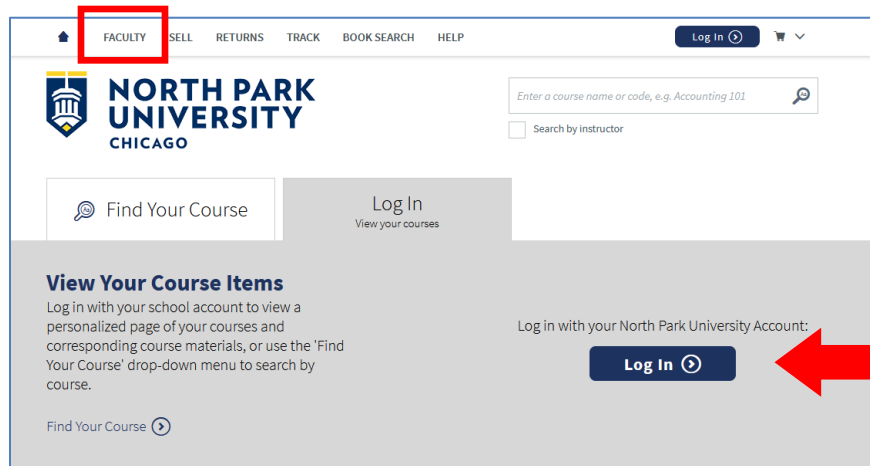
This document reviews how to use the Portal to adopt course materials to courses. Key features will be highlighted along the way.

How to Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal, visit the website at NorthPark.TextbookX.com.

Log in: You can either click the "Faculty" button on the top of the page or the "Log in" button to access your account. Then, log in using your North Park Login. Please contact your Akademos Client Success Manager if you are having trouble.

Each faculty member will only have access to view and edit courses assigned to them. All alerts, notifications, and reports will be customized for each specific faculty member.



****If you have administration rights to the Bookstore and are also a faculty member or a student, you will be asked to select which account you want to review after you log in with your school account.**

PROFESSOR	ADMINISTRATOR
Professor role will bring you to a list of your assigned courses, with functionality to manage your adoptions and view reports.	Administrator role will bring you to the full editing suite of our portal, which may be limited based on your assigned privilege level.
Note: You cannot make purchases from professor mode.	Note: You cannot make purchases from administrator mode.
START HERE	START HERE

Review Your Home Page

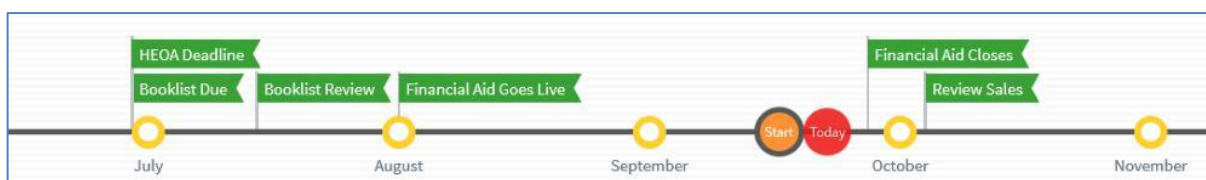
Once logged in, you will see an overview of the upcoming term. If at any time you want to view past or upcoming terms, you can do so by using the term drop-down menu.

*Note, the courses listed on this page will only be your “Missing Adoptions” and "Not Submitted" courses and may not reflect your full course load for the designated term.

The screenshot shows the Akademos Adoption & Analytics Portal Home page. The left sidebar contains navigation links: Home (highlighted with a red box), Courses, Analytics, Coursepack, and Help. The main content area features a timeline from June to November with milestones: Bookstore Open (August), Start of Fall Term (September), and Read Only (October). Below the timeline is a section titled "Incomplete Courses for 2019 Fall Term" with a dropdown menu set to "2019 Fall Term" (highlighted with a red box). This section lists two courses: 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. Below the courses 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".

Timeline:

The timeline is usually populated by your Akademos Client Success Manager and based on input from the school. It lists all dates and milestones for the upcoming term. When you hover over the milestones, the specific date appears. Please be mindful of the key dates listed and submit your course materials for all classes prior to the deadline. It is crucial that you submit your booklist on time so that the inventory team has enough time to review and stock materials before the Online Bookstore opens to students.



"Missing Adoptions" and "Not Submitted" Courses:

All courses that need your attention will be listed below the timeline. "Missing Adoptions" and "Not Submitted" courses may include:

- Courses where you have not added textbooks
- Courses where you have added textbooks, but have not yet submitted your adoption
- Courses where you have not indicated that course materials are not required

Incomplete Courses for 2019 Fall Term

2019 Fall Term ▼

PSY 200
Behavioral Psychology

⚠ Not Submitted [Fix](#)

PSY 100
Introduction to Psychology

⚠ Missing Adoptions [Fix](#)

Activity Log:

The activity log tracks all updates and changes made to courses tied to your account. Click on any activity to expand the full activity log. If you click "View more" at the bottom of the page, you will be able to search by ISBN, Course, or User or select a date range to search.

Activity Log (2)

You submitted 3 books, adopted 4 books

Today

Akados Administrator updated 1 department

Today

Activity Log (2)

You submitted 3 books, adopted 4 books

Today

Adopted, Submitted "Cognitive Psychology" (9781305644656) for PSY 242

02/15/2020 09:03AM

Adopted "Psychology: The Science of Mind and Behavior" (9780073532127) for PSY 200

02/15/2020 09:01AM

Adopted, Submitted "Psychology: The Science of Mind and Behavior" (9780073532127) for PSY 200

02/15/2020 08:56AM

Adopted, Submitted "Exploring Psychology" (9781464154072) for PSY 100

02/15/2020 08:55AM

[View more »](#)

Today

Adopt Course Materials

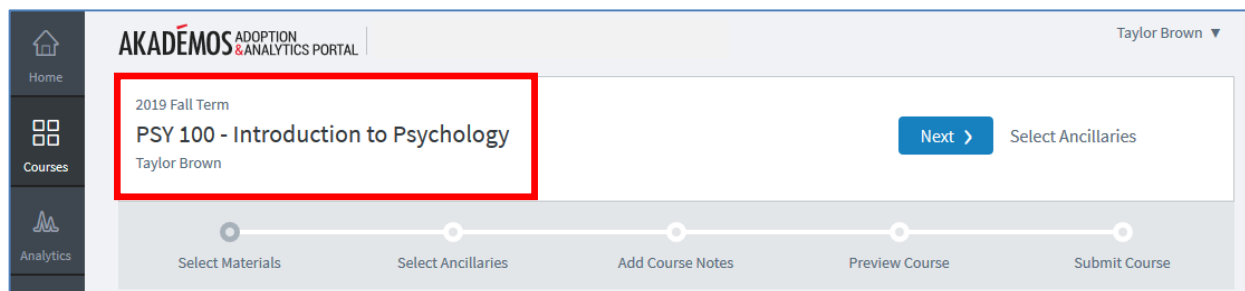
To get started with your adoptions, click the “Fix” button on one of your courses.

- “Missing Adoptions” means you have not yet started the adoption process
- “Not Submitted” means you have started, but not finished, the adoption process.



NOTE: all edits and updates will be saved to your account in real time. If you need to log off or leave your computer unexpectedly, you can continue where you left off the next time you log in. Adoptions are not considered final until you press “Submit.”

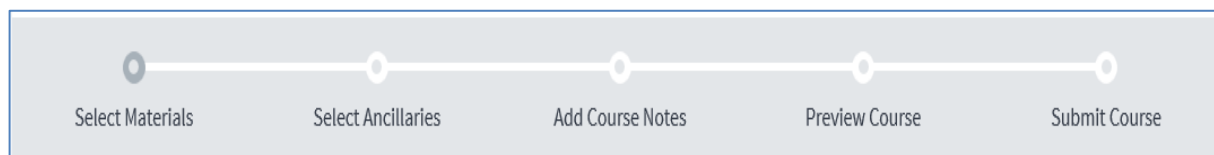
Once you click on a course, you will see term, course, and instructor name. Please confirm this is the course you want to submit adoptions to before proceeding.



The steps of the Adoption process:

All steps of the adoption process are listed on top of every page so you can track where you are.

- Step 1: Select Materials – adopt textbooks or choose "Adoptions not Required"
- Step 2: Select Ancillaries (optional) – add supplemental materials to your course
- Step 3: Add Course Notes (optional) – add course notes and/or files to your course
- Step 4: Preview Course – view what your course will look like to students
- Step 5: Submit Course – submit your adoptions



Adoptions not Required

If your course does not require textbooks, check the box, "Adoptions not Required" and select the reason why. Then, click "Continue" to finish submitting. When students visit the bookstore, they will see messaging saying that they do not need to purchase materials for this course.

The diagram illustrates the process of selecting 'Adoptions not Required' for a course. It shows two screens connected by a red arrow.

Left Screen: Titled "Your materials for: PSY 100 - Introduction to Psychology". It features a checkbox labeled "Adoptions not Required" which is highlighted with a red box. Below this is a dashed box with a plus sign and the text "Add Materials to this Course".

Right Screen: Also titled "Your materials for: PSY 100 - Introduction to Psychology". It shows the "Adoptions not Required" checkbox checked. Below it are three radio button options: "This course does not use books" (selected), "Course uses OER/Zero cost materials", and "Other non-bookstore materials". A blue "Continue" button is at the bottom.

Step 1. Adopt Course Materials

If your course does require textbooks, use the (1) search box, (2) course history, or (3) recommendation engine to adopt or re-adopt course materials. You can also choose to create a (4) custom Coursepack.

Select Materials

Add materials to your course.

Enter a book title or ISBN #

Results will also include: **OER** **LOW COST**

Search

☐ Show only OER and Low Cost Items

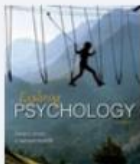
COURSE MATERIALS GROUPING

If you offer multiple options for students to choose from (i.e. Book + Access Code with eBook Package or Access Code with eBook stand-alone, hardcover or paperback, etc.) use this tool to group the options together so that students know they only have to choose ONE


Group Different Options

COURSE HISTORY

SUMMER 2019




Exploring Psychology
Myers, David G., DeWall, C. Nathan




Experimental Psychology
Kantowitz, Barry H., Roediger, Henry L., III, Henry L., Elmes, David G.

View all History


RECOMMENDED



Essentials of Understanding Psychology
Feldman



Applied Behavior Analysis
William L. Heward



Mastering A & P with Pearson EText -- Standalone Access Card -- for Human Anatomy and Physiology
Marieb, Elaine N., Hoehn, Katje

ADD COURSEPACK

Add Coursepack

1. **Search Box:** Enter an ISBN or book title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your Client Success Manager to have it added to our system. You can choose to check the box "Show only OER and Low Cost Items" if you would like to limit search results to materials within those two categories.

Select Materials
Add materials to your course.

Results will also include: OER LOW COST

☐ Show only OER and Low Cost Items

Results will also include: OER LOW COST

Exploring Psychology
Author: Myers, David G., DeWall, C. Nathan, ISBN: 9781464154072

2. **History:** Books that you have selected for this course in previous terms will automatically appear. **Using the history option is the fastest way to re-adopt textbooks.** Click "View All History" to view all books you have assigned to this course in prior terms. Or click "My Department" to view adoptions made by other faculty for the same course.

Summer 2020 Full Term
PSY100 - Introduction to Psychology

Introduction to Psychology
KALAT JAMES W

SPRING 2019 FULL TERM

What is Psychology?:
Essentials
PASTORINO/DOYLE-
PORTILLO

Introduction to Psychology
KALAT JAMES W

FALL 2018 FULL TERM

Introduction to Psychology
KALAT

Introduction to Psychology
KALAT JAMES W

3. **Recommendations:** Recommendations are based on the subject category of the course, or may have been chosen by a School Administrator and added by Akademos staff.

RECOMMENDED

Family Theories : An
Introduction
White, James M., Klein,
David M., Martin, Todd F.
(Forrest)

Adopted
IN FAMILY
THERAPY
Foundations of Evidence-Based Practice
Lee Williams
JoEllen Patterson
Todd M. Edwards

The Family
Diversity, Inequality, and Social
Change
Cohen, Philip N.

4. **Coursepack:** Coursepacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus, and other handouts may be combined into one Coursepack. Many instructors take advantage of this low-cost option.

Akados partners with CoursePacks etc. to create coursepacks. When you click the “Add Coursepack” button you will be taken to the CoursePack creation tool in a separate window. Follow the process to create your custom Coursepack and then add it to your course. For more information on Coursepacks, see separate handout.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

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

ENTER YOUR INFORMATION

ADD COURSEPACK

Add Coursepack

Akados University
(School Name)

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

Course Code: CODE _____ Semester: _____

Instructor:
Instructor's Name

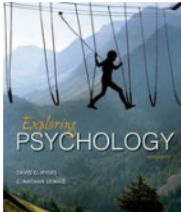
2020
(Year)

NEXT STEP

Saved Orders
New Coursepack ▼

Selecting a textbook for your course: Once you select a textbook, you will be taken to the book detail page, complete with bibliographic information, pricing details, and edition alerts. The pricing section offers real-time information, which is subject to change based on availability and sourcing.

PSY 100 - Introduction to Psychology



Exploring Psychology
ISBN-13: 9781464154072
ISBN-10: 1464154074
Author: Myers, David G., DeWall, C. Nathan
Binding: Paperback
Edition: 10

Adopt this Material for:
PSY 100 - Introduction to Psychology

Adopt

Adoptions

Description



No description

What Students Pay

publisher list price	\$185.99	—
used	\$37.88	Students Save 80%
ebook	\$54.55	Students Save 71%
marketplace	\$23.78	Students Save 87%

Please note these are guideline prices that are subject to change based on availability.

*If there is a new edition alert, you will see a comparison of the two editions.

Editions	
Publication Manual of the American Psychological Association	Publication Manual of the American Psychological Association
	
Currently Viewing	New Edition
ISBN: 9781433805615	ISBN: 9781433832161
Author: American Psychological Association	Author: American Psychological Association
Binding: Paperback	Binding: Paperback
Publisher: American Psychological Association	Publisher: American Psychological Association
Edition: 6	Edition: 7
Publish Date: 07/01/2009	Publish Date: 10/01/2019
Adopted	Adopt New Edition

After reviewing textbook details, click “Adopt” and it will be added to your course. By default, the textbook will be listed as “Required” and all available formats will be listed for sale (new, used, eBook, rental, Marketplace).

- **Required vs. Optional:** If students are not required to purchase the book, you can list it as "Optional" instead.
- **New Only:** Select "New Only" if any of the following apply:
 - You created a custom book, bundle, lab manual, or workbook
 - You're using a book that requires an access card

*** IMPORTANT:** “New Only” means that the bookstore will only list new versions of the textbook for students to buy because used, eBook, rental, & Marketplace options do not come with access cards or customization.

If you decide that you no longer want to adopt that textbook, click “Delete.”

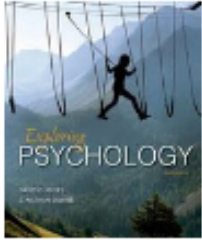
*To add another textbook to your course, repeat the process.
After adding all course materials, click “Next” at the top of the page.

Course Materials Grouping:

If you offer multiple options for students to choose from, such as a textbook and Access Code with eBook Package, or Access Code with eBook stand-alone, use the "Course Materials Grouping" tool to combine the options together so that students know they only have to choose ONE.

To group materials, click "Course Materials Grouping." The textbooks already added to the course will appear. You can then drag and drop materials into a group. When a student visits the bookstore, they will see a drop-down arrow that shows them their different choices.

Your materials for:
PSY 100 - Introduction to Psychology




☐ New Only
Check only if adopting materials that cannot be purchased used or rented.


☒ **Required**
☐ Optional

Exploring Psychology
 Myers, David G., DeWall, C. Nathan
 Paperback (10 Edition)
 9781464154072

Delete


Books to be grouped



 Packback Code
 Packback


 Top Hat Classroom - One Semester

DROP HERE TO CREATE NEW GROUP

Grouped books


 Custom Connect Online Access for The Science of Psychology: An Appreciative View for


 The Science of Psychology: An Appreciative View (loose-leaf) with Connect (Custom for

COURSE

2019 Fall Term

PSY 100 - Introduction to Psychology

Taylor Brown

3 Items

Choose from available options:

Custom Connect Online Access for The Science of Psychology: An Appreciative View for University...

2 ITEMS

REQUIRED

NO COVER

☒ **New**

\$100.00

Ready to ship!

Free Shipping

Add to Cart

Students must purchase this item in new condition.

Step 2. Add Ancillary Materials (Optional)

Ancillary materials such as study guides or other materials related to the course materials you have adopted may appear as a recommendation on this page. You can choose to add them to your course or simply skip this step by clicking on "Next." If you have ancillary materials that you would like to add to the Portal's system, contact your Client Success Manager.

AKADEMOSADOPTION
& ANALYTICS PORTAL

Taylor Brown ▾

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

Next >

Add Course Notes

Select Materials

Select Ancillaries

Add Course Notes

Preview Course

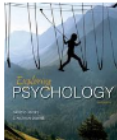
Submit Course

Select Ancillaries (recommended materials or suggested items based upon the subject of your course may include study guides, calculators, lab coats, and more.)

Add an ancillary to your course.

[Skip this step.](#) I don't need Ancillaries for this course.

Your materials for:
PSY 100 - Introduction to Psychology



☐ New Only
Check only if adopting materials that cannot be purchased used or rented.

☒ Required

☐ Optional

Exploring Psychology

Myers, David G., DeWall, C. Nathan
Paperback (10 Edition)
9781464154072

Delete

Step 3. Add Course Notes (Optional)

You can add a note to your course during this step.

For example, if you want students to read the first chapter of a textbook before the first day of class, you can indicate that during this step and it will be displayed to students when they are viewing your course at the Online Bookstore.

You can also upload files such as your class syllabus.

AKADEMOS ADOPTION & ANALYTICS PORTAL Taylor Brown ▼

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

Next > Preview Course

Select Materials Select Ancillaries Add Course Notes Preview Course Submit Course

Add Course Notes

Add course notes or files to your course.

Please read chapter 1 before the first day of class.

Text Size ▾ B I U S Bulleted List Numbered List Indent Outdent Link

Save Note

ADD COURSE FILES

Add Course Files

You can also upload files by dragging them from your computer to the site. Max size is 200M
Supported formats are: doc, docx, pdf, xls,xlsx,txt,bmp,gif,png,jpg,ppt,pptx,pps,ppsx

Your materials for:
PSY 100 - Introduction to Psychology

☐ New Only
Check only if adopting materials that cannot be purchased used or rented.

☒ Required
☐ Optional

Exploring Psychology
Myers, David G., DeWall, C. Nathan
Paperback (10 Edition)
9781464154072 Delete

After typing a course note, click “Save Note” to add it to your course listing.

If you want to add course files like a syllabus, PPT slides, or handouts, click “Add Course Files” to select the file from your computer. Click the pencil next to the file name to edit how the file is displayed to students.

Once all course notes and files have been added, click “Next” at the top of the page.

Step 4. Preview Course

The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

Note: Pricing and availability of course materials are subject to change. For example, if you recently added a new book, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing all materials.

2019 Fall Term

PSY 100 - Introduction to Psychology

Taylor Brown

Complete Course

Submit

I'm not finished

Add More Materials

Select Materials

Select Ancillaries

Add Course Notes

Preview Course

Submit Course

Preview Course

This is how students will see your course.

Please note these are guideline prices that are subject to change based on availability.

Submit your course or Add more materials

COURSE

PSY 100 — INTRODUCTION TO PSYCHOLOGY

Taylor Brown

COURSE NOTE:

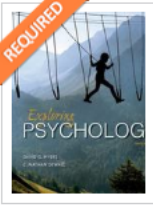
Please read chapter 1 before the first day of class.

1 Item Save \$131.44

Exploring Psychology (Ed. 10)

by Myers, David G., DeWall, C. Nathan

REQUIRED



New

\$225.86

Ready to ship!

Used

\$37.88

Ready to ship!

Marketplace

\$26.01

33+ other sellers including Amazon.com

Step 5. Submit Course

If you need to add another textbook to your course, click “Add More Materials” to return to the first step. Once you have added all of your course materials, click “Submit” to complete your adoption for this course. If applicable, it will be sent to your school administrator for review.

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

Complete Course **Submit** | I'm not finished [Add More Materials](#)

Progress bar: Select Materials (complete), Select Ancillaries (complete), Add Course Notes (complete), Preview Course (in progress), Submit Course (pending).

A confirmation page appears after you click submit, which includes a direct link to your course as it appears on the Online Bookstore. We encourage you to share the link when you communicate to your students. You will also receive an email confirming your submission.

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown

Course Submitted!

You submitted this course on Feb, 15th 2020

- ✓ Books Added
- ✓ Ancillaries Reviewed
- ✓ Course Notes Reviewed
- ✓ Course Submitted

Share a link to your course in a syllabus or learning management system:

<http://.textbook.com/institutional/index.php?action=browse#books/23...> **Copy Link**

☒ Yes, please send an email on my behalf to students registered to this class with a link to the course material page three weeks prior to the first class
This notification is mandatory for adoptions received 2 weeks before the start of class or later.

Next Course
Complete Adoptions for Your Remaining Courses

Multicourse Editor: The Portal will check if you are teaching more than one section of a course to allow you to apply the same adoption to them. Books, course notes, and files will be updated.

Do you want to apply these same course updates to the following matching sections?
Book adoptions, course notes and file will be transferred. Note, any existing adoptions notes or files in these sections will be replaced.

Select All / None

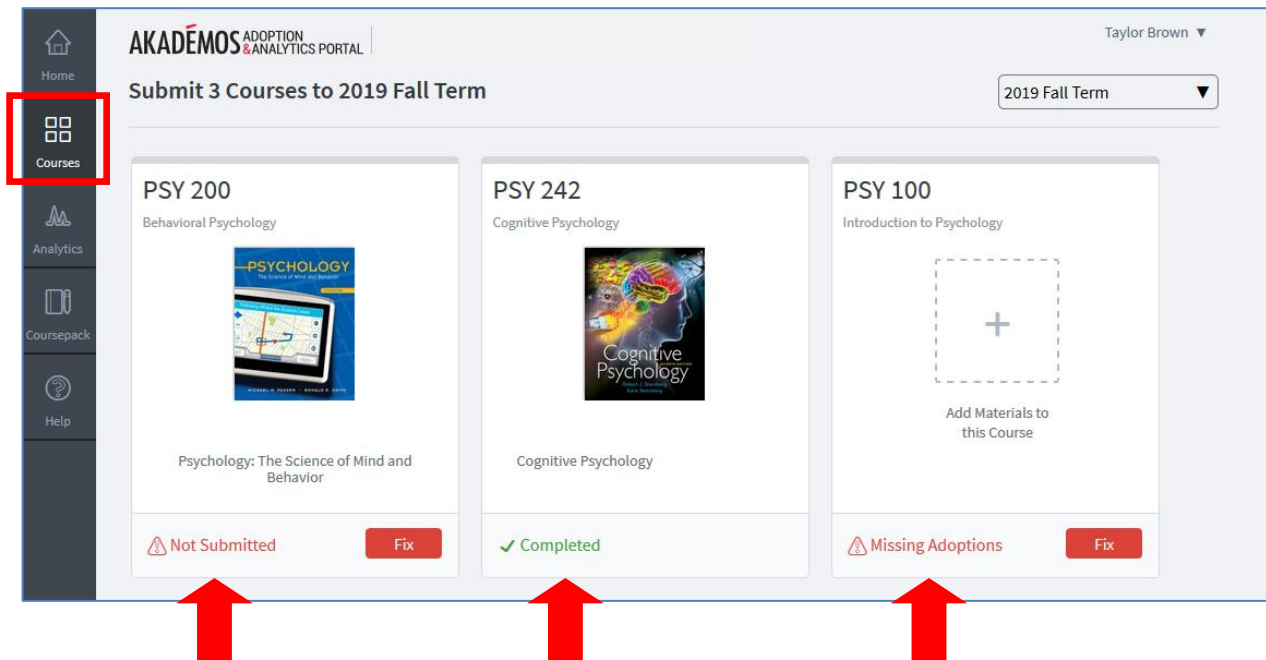
PSYC. 100 Intro Psychology	Warning: This course contains 2 other adoptions which will be overwritten if selected.	<input checked="" type="checkbox"/>
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Apply to Selected Sections

View All Your Courses

If you want to see a list of all courses assigned to you for a term, click on the “Courses” tab, on the left-hand navigation. This page will show you the adoption status for every course, not just the courses that are missing adoptions or not submitted that are featured on your Home Page.

To view a different term, use the drop-down menu on the right hand side of the screen.



There are multiple adoption statuses that describe the state of your courses:

- **Completed:** You have submitted course materials for this course and (only if applicable at your school) they have been approved by an administrator. *When the bookstore is live, students visiting the website will be able to see this course and its corresponding course materials.
- **Not Submitted:** You have added course materials to this course, but you have not completed the adoption process. *When the bookstore is live, students visiting the website will still be able to see this course and its corresponding course materials.
- **Missing Adoptions:** You have not yet added any course materials to your course nor have you indicated that the course does not require textbooks. *When the bookstore is live, students visiting the website will see this course along with a note that course materials are unknown.
- **Pending Review (only if applicable at your school):** You have submitted your adoptions but your administrator has not yet reviewed them. *When the bookstore is live, students visiting the website will still be able to see this course and its corresponding course materials.

Analytics

To review student utilization of the Online Bookstore for your courses, use the Analytics feature.

1. Click on "Analytics" on the left-hand navigation.
2. Select the semester from the drop-down menu.
3. An overview of your courses will appear. Click on one to review details.

Once you select a course to review, information on which students ordered, how many ordered, if they ordered before or after courses began, and when they were last contacted displays.

Fall 2019 [Edit Current Term](#)

OVERVIEW ENROLLMENTS COURSES **STUDENTS**

All Students 24

BY STUDENT PURCHASE

- ☒ All 23
- ☐ Some 0
- ☐ None 1

BY DATE PURCHASED

- ☒ Before Class Start 0
- ☐ After Class Start 24

BY LAST CONTACT

- ☒ in past 7 days 0
- ☐ except past 7 days 24

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown [View Course in Adoption Portal](#)

☐ Contact Student (0) [Show preview](#)

Student ↓	Purchases	Purchased by class start	Last contact
<input type="checkbox"/> Barber Lillian	<input checked="" type="radio"/> 1 of 1	<input type="radio"/> 0 of 1	No contact in last month
<input type="checkbox"/> Brigman Taylor	<input checked="" type="radio"/> 1 of 1	<input type="radio"/> 0 of 1	No contact in last month
<input type="checkbox"/> Combs Bethany	<input checked="" type="radio"/> 1 of 1	<input type="radio"/> 0 of 1	No contact in last month
<input type="checkbox"/> Cook Tiffani	<input checked="" type="radio"/> 1 of 1	<input type="radio"/> 0 of 1	No contact in last month
<input type="checkbox"/> Creighton Triston	<input checked="" type="radio"/> 1 of 1	<input type="radio"/> 0 of 1	No contact in last month

You can send an email to students registered for that course that have not yet ordered textbooks by clicking on "Contact Students." A personalized email addressed from you will be sent.

2019 Fall Term
PSY 100 - Introduction to Psychology
Taylor Brown [View Course in Adoption Portal](#)

☒ [Contact Student \(1\)](#) [Show preview](#)

Preview email: Click "Show Preview" to review the dynamic email. Please note, it is not editable.

Dear [Student name],

Our records indicate that you have [Number] required book(s) left to order for "[Course name]" this semester.

Click on the following link to view the course materials assigned to this course. Or, you can login to the Online Bookstore to view a list of all the courses you have registered for plus their required and/or optional course materials.

[Bookstore](#)

Help Page

Faculty Help:

Visit the Help page to view instructional videos and FAQs. Or contact your Client Success Manager if you have additional questions. Sean Keane: skeane@akademos.com

Log in: Visit the website and log in with your school account username and password
Click the "Help" button on the left-hand navigation and scroll down to send an email directly to your Client Success Manager.

Student Help Page:

Website: Students access their personalized page by logging in with their school account username and password and interact with the TextbookX platform/Customer Experience Team.

Help Page: NorthPark.TextbookX.com/help

Email: Customerservice@textbookx.com

The screenshot displays the Akademos Adoption & Analytics Portal interface. On the left, a vertical navigation bar includes icons for Home, Courses, Analytics, Coursepack, and Help (which is highlighted with a red box). The main content area is titled 'How to submit your adoptions' and includes a sub-header 'Follow the on-screen adoption process to add books, coursepacks, ancillaries, course notes, and attach media files to your course. In the final stage before submitting your adoption, you will be able to preview what the course will look like to students.'

The guide is divided into three numbered steps:

- 1. Choose a course from the Courses page**: A card showing 'TOTAL COURSES COMPLETED' with a green circle indicating 99 completed courses (43% progress).
- 2. Select your textbooks and other course materials**: A card showing a list of selected materials, including 'Barbian Tom', 'CHM4415 Church Ministry Leader', 'Beyer Bryan', 'BIB1114 Online OT Survey: Torah', and 'BIB1115 Online OT Survey: Poeth'.
- 3. Submit your course adoption for review**: A card showing 'Your materials for: BUS - BUSINESS IN A BUS' with a list of materials and a 'Mark Reviewed' button.

Below the steps, a red box highlights the text: **"How-To" video and PDF**. Below this, a link states: 'To learn more about the Adoptions & Analytics portal, reference our video tutorial and detailed user guide below.'

Two images are shown at the bottom:

- A video player thumbnail for 'Soc 102 - Classical Soc Theory (1)' with a 'Watch later' button.
- A thumbnail for the 'User Guide: Faculty' document, showing a table of contents and a progress indicator.