

Adopt for Faculty User Guide

A step-by-step walkthrough of the Adopt experience for instructors

The screenshot displays the Follett Adopt Faculty User Interface. At the top, a banner indicates: "The new experience is now the default. You can still view the Legacy version for a limited time. View Legacy". The left sidebar shows the navigation menu with sections: WORKSPACE (Adopt, New), MY COURSES (Open Adoptions, Submitted Adoptions), and INBOX (Message Center). The main content area is titled "My Courses" with a "Term" dropdown set to "Fall Term 2026". Below this, the "Open Adoptions" section is active, showing "Upcoming Term / Fall Term 2026". A sub-header "Open Adoptions" is followed by the instruction: "Create your adoption list from our catalog or from past materials for easy readopt." The main content area displays a course selection for "BA-131 Intro/Business Computing" with buttons for "Adopt by Course" and "Adopt by Section". Below this, a "Section 04, Sorrentino" is selected. The "Adoption List" section includes a search bar "Search & Add Materials" and a table of selected items. The table has columns: Titles, ISBN, EDITION, and USAGE. One item is selected: "Microsoft Office 365: In Practice (Custom)" by Nordell, with ISBN 9781264841240 and usage "Required". A "View" link is present for this item. At the bottom of the adoption list, it states "No Materials Required" and "Using OER Material". A button "Adopt Selected Items (1)" is located at the bottom right of the adoption list section. The footer of the interface shows "v.1.43.0 | © 2026" and a course selection for "CS-120 Survey of Computing" with buttons for "Adopt by Course" and "Adopt by Section".

Welcome to Adopt, Follett's course material adoption experience. This 2026 guide covers the core features for instructors.

Inside, you'll find step-by-step instructions for submitting adoptions, reviewing your submissions, accessing your desk copies, messaging your Campus Store, managing your account, and enrolling in the Affordable Access Program to lower student costs.

Each section pairs an annotated screenshot with clear, numbered steps you can follow. Whether you're adopting for the first time or readopting from a previous term, this guide will help you complete the process.

Contents

- 1. Submitting Adoptions 3
- 2. Reviewing Submitted Adoptions 12
- 3. Accessing Desk Copies 14
- 4. Using the Message Center 17
- 5. Managing Your Account 20
- 6. Managing the Access Program 23
- 7. Switching to Legacy 25

1 Submitting Adoptions

After logging in through your LMS integration or an SSO link, you'll arrive in Adopt. From the "Open Adoptions" page, you can build an adoption list for each course or section — search the catalog, add custom content, request missing materials, and leave notes. When you're ready, submit your adoptions.

1 Select your term

Make sure you're on the correct term for your adoption.

The screenshot shows the Adopt interface for 'Demo University'. A sidebar on the left contains navigation links: 'Adopt' (with a 'New' button), 'Open Adoptions', 'Submitted Adoptions', and 'Message Center'. The main content area is titled 'My Courses' and features a 'Term' dropdown menu. This menu is open, showing a list of terms grouped into three categories: 'UPCOMING' (Summer Term 2026, Fall Term 2026), 'CURRENT' (Spring Term 2026), and 'PAST' (Summer Term 2024, Fall Term 2024, Winter Term 2025, Spring Term 2025). The 'Fall Term 2026' is highlighted with a red box and a checkmark, indicating it is the selected term. A blue box highlights the 'Term' dropdown itself. Below the dropdown, a table lists available materials. The first row shows 'Microsoft Office 365: In Practice (Custom)' by Nordell, with ISBN 9781264841240 and usage 'Required'. A button 'Adopt Selected Items (1)' is visible at the bottom right of the table. The interface also includes a 'view terms' button and a 'select term' label.

1 view terms

Click the term selector to reveal the terms made available by the Campus Store. Terms are grouped into upcoming, current, and past for easy reference.

2 select term

Select the term that you're interested in submitting adoptions for.

2 Search for materials

Search for titles, supplies, and OERs in Follett's materials catalog.

Demo University

<<

WORKSPACE

Adopt

New

MY COURSES

Open Adoptions

Submitted Adoptions

INBOX

Message Center

My Courses

Term

MS

The new experience is now the default. You can still view the Legacy version for a limited time. [View Legacy](#)

Upcoming Term / Fall Term 2026

Open Adoptions

Create your adoption list from our catalog or from past materials for easy readopt.

BA-131

Intro/Business Computing

Adopt by Course

Adopt by Section

Adoption List

Search & Add Materials

1

search materials

1 Selected

Titles

	TITLE	ISBN	EDITION	USAGE	
☒	Microsoft Office 365: In Practice (Custom) Nordell	9781264841240	—	Required	View

No Materials Required | Using OER Material

Adopt Selected Items (1)

CS-120

Survey of Computing

Adopt by Course

Adopt by Section

Adoption List

1 search materials Search by ISBN, title, or author to find matching results.

Adopt for Faculty User Guide

Page 4 of 26

3 Add your materials to your list

Add the matching results from your search to your adoption list.

The screenshot shows the Follett Adopt web application. On the left is a dark blue sidebar with navigation links: Demo University, Workspace (with an 'Adopt' button and a 'New' dropdown), My Courses (with 'Open Adoptions' and 'Submitted Adoptions'), and Inbox (with 'Message Center'). The main area is titled 'My Courses' with a 'Term' dropdown. It shows 'Upcoming Term / Fall Term 2026' and 'Open Adoptions'. Below this is a search bar with the query '9780470414637'. A search result is displayed for 'Beginning Python: Using Python 2.6 & Python 3.1' by James Payne. The result card includes a book cover, a 'Title' label, a 'Print' icon, and a 'View More Details' link. To the right of the result card is a blue button labeled '1 search results'. Below the result card is a section for 'ADDITIONAL FORMATS' showing a 'Digital' version with ID '9780470626641'. To the right of this is a red button labeled '2 more details'. At the top right of the search results area is a green button labeled '3 apply filter'. At the bottom right of the search results area is a purple button labeled '4 add result'. The interface also shows options to 'Adopt by Course' or 'Adopt by Section' for the selected course.

- 1 **search results** Review the matching results. Results may include digital & print titles, supplies, and OERs.
- 2 **more details** View more details of a search result which includes description and other metadata.
- 3 **apply filter** Apply a material type filter to only show results that are titles, supplies, or OERs.
- 4 **add result** Add the search result to your adoption list.

4 Review your adoption list

Review the materials in your adoption list to ensure they are correct before submitting.

The new experience is now the default. You can still view the Legacy version for a limited time. [View Legacy](#)

My Courses Term

Upcoming Term / Fall Term 2026

Open Adoptions

TITLE	ISBN	EDITION	USAGE	
 Microsoft Office 365: In Practice (Custom) Nordell	9781264841240	—	Required	View
 Beginning Python: Using Python 2.6 & Python 3.1 James Payne	9780470414637	—	Required	Close

1 view details

STUDENT CHOICE

	Print	Used
New	\$39.99	\$29.99
Digital		
Buy	\$25.00	

2 update format and usage

Format [Print](#)

Usage [Required](#)

3 open desk copy

[Open Desk Copy](#)

DETAILS

Beginning Python: Using Python 2.6 & Python 3.1
James Payne

EDITION —

PUBLISHER WILEY

ISBN-13 9780470414637

DESCRIPTION

Beginning Python, Using Python 2.6 and Python 3.1 introduces this open source, portable, interpreted, object-oriented programming language that combines remarkable power with clear syntax. This book enables you to quickly create robust, reliable, and reusable Python applications by teaching the basics so you can quickly develop Web and scientific applications, incorporate databases, and master systems tasks on various operating systems, including Linux, MAC OS, and Windows. You'll get a comprehensive tutorial that guides you from writing simple, basic Python scripts all the way through complex concepts, and also features a reference of the standard modules with examples illustrating how to implement features in the various modules. Plus, the book covers using Python in specific program development domains, such as XML, databases, scientific applications, network programming, and Web development.

1 view details Expand a title to view pricing, format, and usage details before adopting.

2 update format and usage Edit the format and usage type of your material.

3 open desk copy If available, you can preview the title through Kortext or RedShelf.

Use the overflow menu for custom content, missing materials, and notes.

6 Add custom content

Upload or link your own material to include in the adoption.

Demo University

<<

WORKSPACE

Adopt

New

MY COURSES

Open Adoptions

Submitted Adoptions

INBOX

Message Center

My Courses

Term

Upcoming Term / Fall Term 2026

Open Adoptions

Create your adoption list from our catalog or from past materials for easy readopt.

BA-131
Intro/Business Computing

Section 04, Sorrentino

Adoption List

Search & Add Materials

1 Selected

Titles

TITLE

ISBN

EDITION

Microsoft Office 365: In Practice (Custom)

9781264841240

No Materials Required | Using OER Material

CS-120
Survey of Computing

Add Custom Content

Tell us about the custom content.

Title (Required)

Description

Attach the material you want to use.

Material (Required)

Drag and drop or [choose file](#)

Maximum file size: 5MB

OR

Link

1

add details

2

add content

Cancel

Next

1

add details

Add the title and description, or attach a file or link to add custom content.

2

add content

Continue once you've filled in the required details.

Adopt for Faculty User Guide

Page 8 of 26

7 Request missing material

Request a title that isn't in the catalog by providing its details.

Demo University

<<

WORKSPACE

Adopt

New

MY COURSES

Open Adoptions

Submitted Adoptions

INBOX

Message Center

My Courses

Term

Upcoming Term / Fall Term 2026

Open Adoptions

Create your adoption list from our catalog or from past materials for easy readopt.

BA-131
Intro/Business Computing

Section 04, Sorrentino

Adoption List

Search & Add Materials

1 Selected

Titles	TITLE	ISBN	EDITION
☒	 Microsoft Office 365: In Practice (Custom) Nordell	9781264841240	

No Materials Required | Using OER Material

CS-120
Survey of Computing

Request Missing Material

Tell us more about the material.

ISBN (Required)

Title (Required)

Author(s) (Required)

Publisher (Required)

Additional Details

Edition

Copyright Year

Description

1 add details

2 request material

Back

Request

1 add details Add the details of the title that's missing from Follett's materials catalog.

2 request material Request the missing material after filling out the required details.

Adopt for Faculty User Guide

Page 9 of 26

8 Leave notes for your Campus Store

Add notes for your Campus Store team and students about a material.

The screenshot shows the Follett Adopt interface. On the left is a sidebar with 'Demo University' and navigation links. The main area is titled 'My Courses' and shows 'Open Adoptions' for the 'Upcoming Term / Fall Term 2026'. A course entry for 'Microsoft Office 365: In Practice (Custom)' by Nordell is selected. The details section shows the course title, publisher (MCGC), and ISBN-13 (9781264841240). Below this is a 'DESCRIPTION' section with 'No Description' and a 'MATERIAL NOTES' section with the instruction: 'Leave notes to help your Bookstore team and students understand more about the material selection.' A right-hand panel titled 'BA-131 Notes' contains a 'Course' dropdown menu and a text area for notes. Two numbered callouts are present: '1 select scope' pointing to the 'Course' dropdown, and '2 add note' pointing to the text area.

1 select scope

If you're assigned to more than one section for a course, you can add a note to an individual section.

2 add note

Add a note that's sent to your Campus Store. If the note is meant for your students, say so in the text.

9 Submit adoptions

Submit your adoptions for your classes. Submitted classes get moved over to the "Submitted Adoptions" page.

The screenshot displays the 'Open Adoptions' page for a course titled 'BA-131 Intro/Business Computing'. The page includes a sidebar with navigation options like 'Adopt', 'Open Adoptions', and 'Submitted Adoptions'. The main content area shows a list of materials for adoption, with a search bar and a table of materials. Numbered callouts 1 through 5 highlight key actions: 1. 'view by section' button, 2. 'remove material' button with a trash icon, 3. 'select materials' checkbox, 4. 'alternative submission' buttons ('No Materials Required' and 'Using OER Material'), and 5. 'submit adoption' button and 'Adopt Selected Items (1)' button.

1 view by section

If appropriate, view the sections of your course to ensure you're adopting the correct materials per section.

2 remove material

To remove a material, select the trash icon. You can also hover over any material in your list to reveal a trash icon for just that item.

3 select materials

Select the materials from your adoption list to submit. By default, all are selected.

4 alternative submission

If you have no materials to adopt, choose No Materials Required or Using OER Material.

5 submit adoption

Submit your selected materials to your Campus Store. If your course requires additional approval, they'll route to your department admin first.

2 Reviewing Submitted Adoptions

Check the status of the adoptions you've submitted, and edit them if needed.

1 Review submissions

Review submitted titles and their adoption status for each course.

Demo University

<<

WORKSPACE

Adopt

New

MY COURSES

Open Adoptions

Submitted Adoptions

INBOX

Message Center

My Courses

Term

The new experience is now the default. You can still view the Legacy version for a limited time. [View Legacy](#)

MS

Upcoming Term / Fall Term 2026

Submitted Adoptions

INTEGRATED PROJECTS

BT-262

View by Course

View by Section

Adoption List

2

edit adoption

Edit List

Titles

TITLE	ISBN	EDITION	USAGE	STATUS	
Microsoft Office 365: In Practice (Custom) Nordell	9781264841240	—	Required	Adopted	View

1

adoption status

1

adoption status

Every material submitted includes an adoption status for easy reference.

2

edit adoption

You may edit your adoption while the term is not locked.

Adopt for Faculty User Guide

Page 12 of 26

2 Edit submissions

Reopen a submitted adoption list to make changes, then resubmit.

The screenshot displays the 'Submitted Adoptions' page in the Follett Adopt system. The sidebar on the left contains navigation links: 'Open Adoptions' and 'Submitted Adoptions' (highlighted with a blue circle and the number 1). The main content area is titled 'Submitted Adoptions' and shows a table of materials. The table has columns for 'Titles', 'ISBN', 'Edition', and 'Usage'. One material is selected, indicated by a checkmark in the first column. The material is 'Microsoft Office 365: In Practice (Custom)' by Nordell, with ISBN 9781264841240 and usage 'Required'. At the bottom right, there are two buttons: 'Cancel' and 'Submit Changes' (highlighted with a red box and the number 2).

1 submitted adoptions page

Navigate to your submitted adoptions by clicking on the "Submitted Adoptions" link in the navigation.

2 submit changes

Editing offers the same options as the original submission. When your changes are ready, submit them.

3

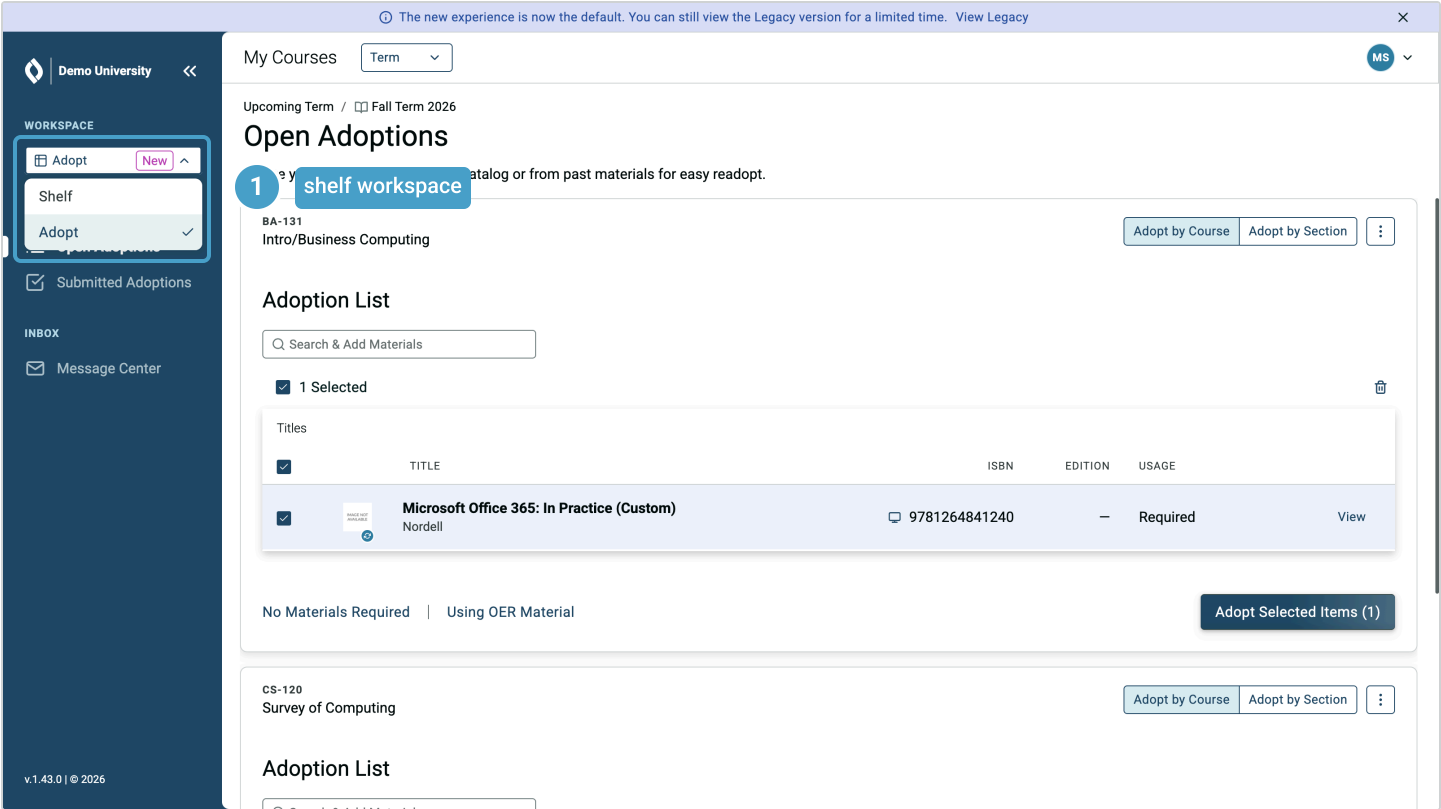
Accessing Desk Copies

Access your adopted digital titles as desk copies through one of our digital book providers.

1

Switch to desk copies

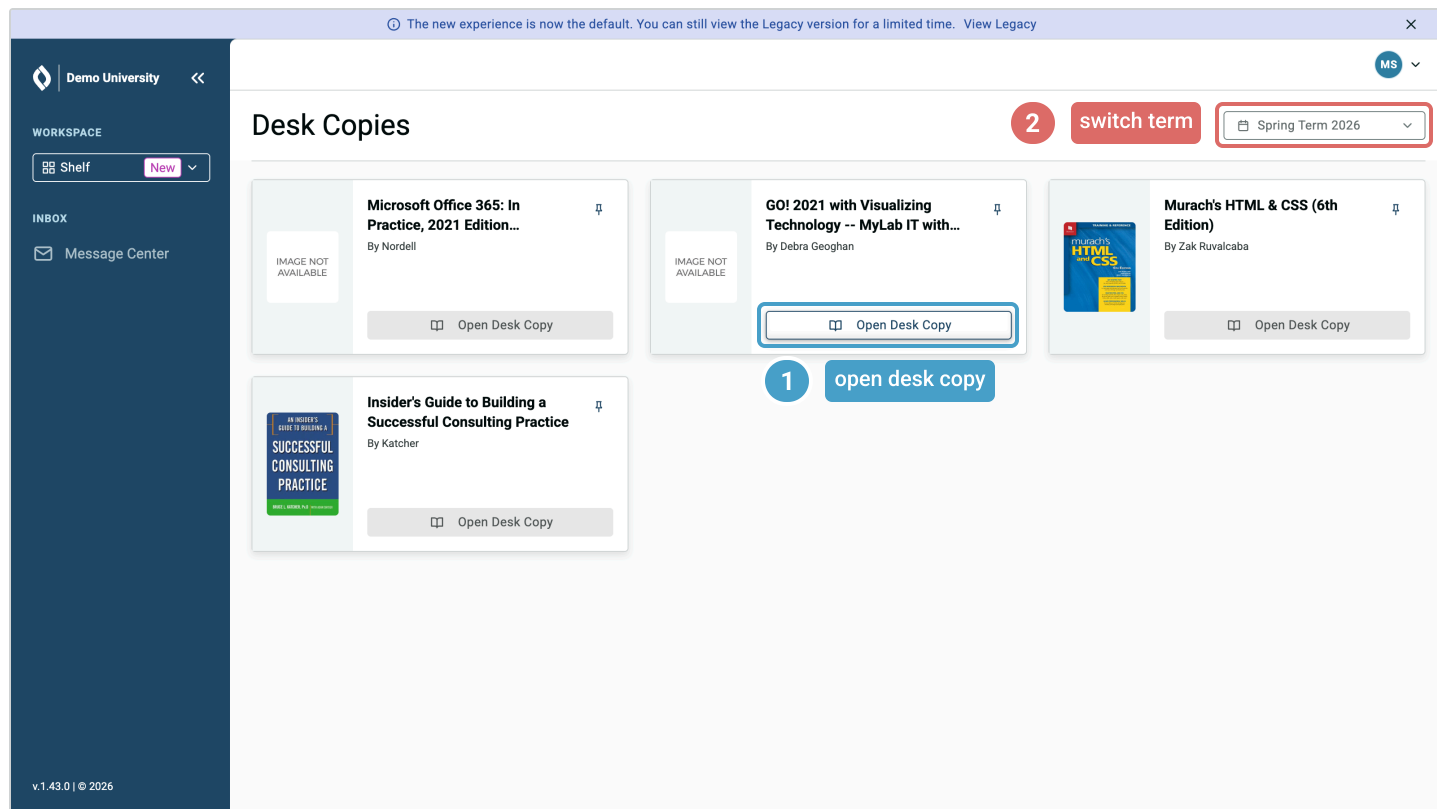
Switch your workspace from "Adopt" to "Shelf" to view your desk copies.



- 1
- shelf workspace
- To access your desk copies, switch your workspace from "Adopt" to "Shelf".

2 Access desk copies

View the list of adopted digital titles to open as desk copies. Desk copies that have a disabled "Open Desk Copy" button are not available to open from Adopt. Please go to the partner shelves directly (next step).



- 1 open desk copy** Click to open your desk copy in a new tab; it loads directly into one of our partner services — Kortext or RedShelf.
- 2 switch term** Select the term where you want to review or access your desk copies.

3 Partner shelves

Open your account menu to reach your partner book-provider shelves directly.

The screenshot shows the Follett Adopt interface. On the left is a dark blue sidebar with the 'Demo University' logo and navigation links for 'WORKSPACE', 'Shelf', 'New', 'INBOX', and 'Message Center'. The main area is titled 'Desk Copies' and features three book cards. The first two cards have placeholder images and the text 'IMAGE NOT AVAILABLE'. The third card shows the cover of 'Insider's Guide to Building a Successful Consulting Practice' by Katcher. Each card has an 'Open Desk Copy' button. In the top right corner, an account dropdown menu is expanded, showing the user's name 'Mark S.', email 'mark@dailybugle.com', role 'Instructor', and options to 'Manage Account' or 'Switch to Legacy'. Below this, a 'SHELVES' section is highlighted with a red box, listing 'Kortext' and 'RedShelf (Brytewave)'. A red circle with the number '2' points to the 'RedShelf (Brytewave)' shelf. A blue circle with the number '1' points to the 'expand account dropdown' button in the top right corner.

1 expand account dropdown Open your account dropdown to see the available partner shelves.

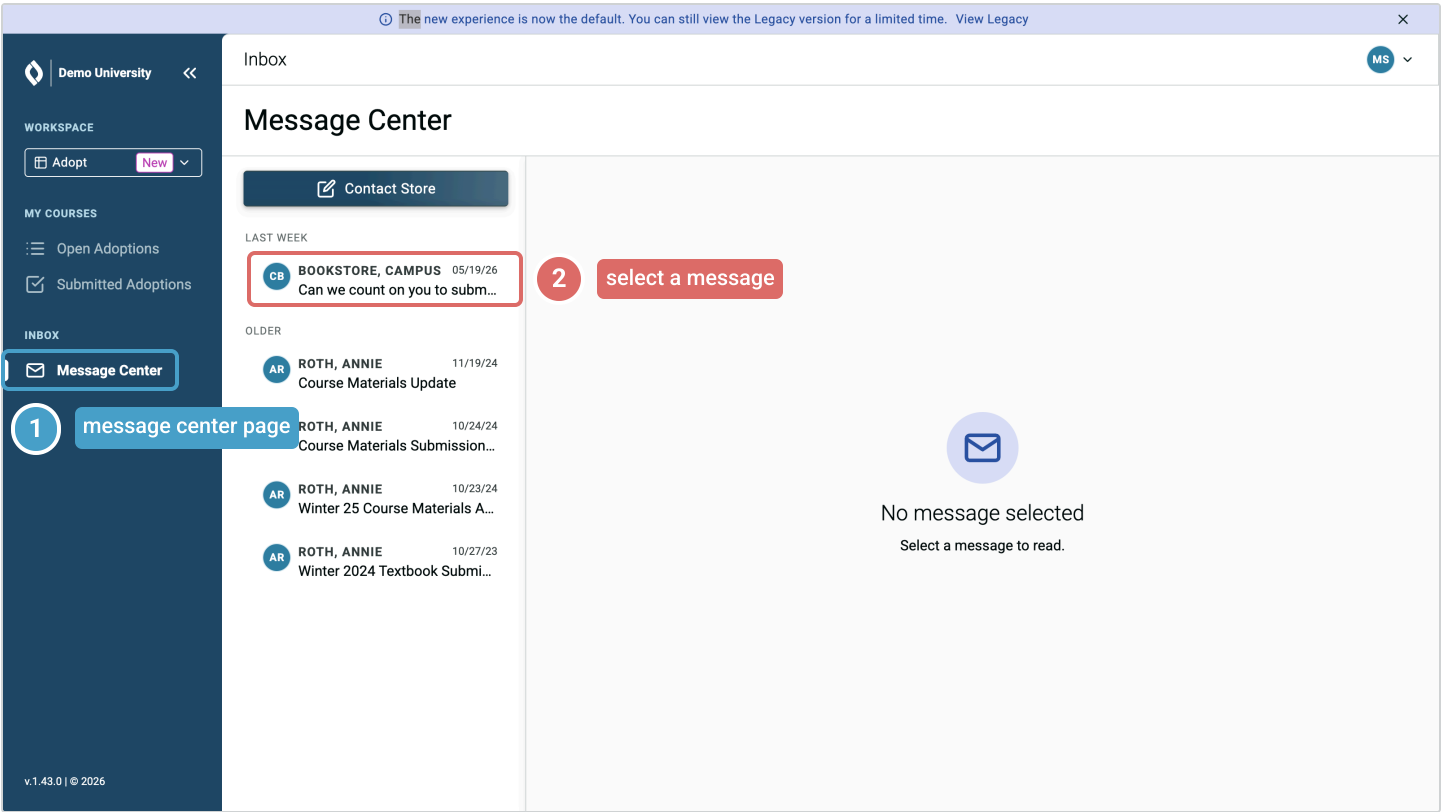
2 open partner shelf Access your account directly at a digital book provider. If you have a book provisioned with them, you'll be able to access your books automatically by clicking on the associated shelf.

4 Using the Message Center

Read messages from your Campus Store, and start or reply to conversations. The Message Center keeps track of relevant Adopt emails.

1 Message Center inbox

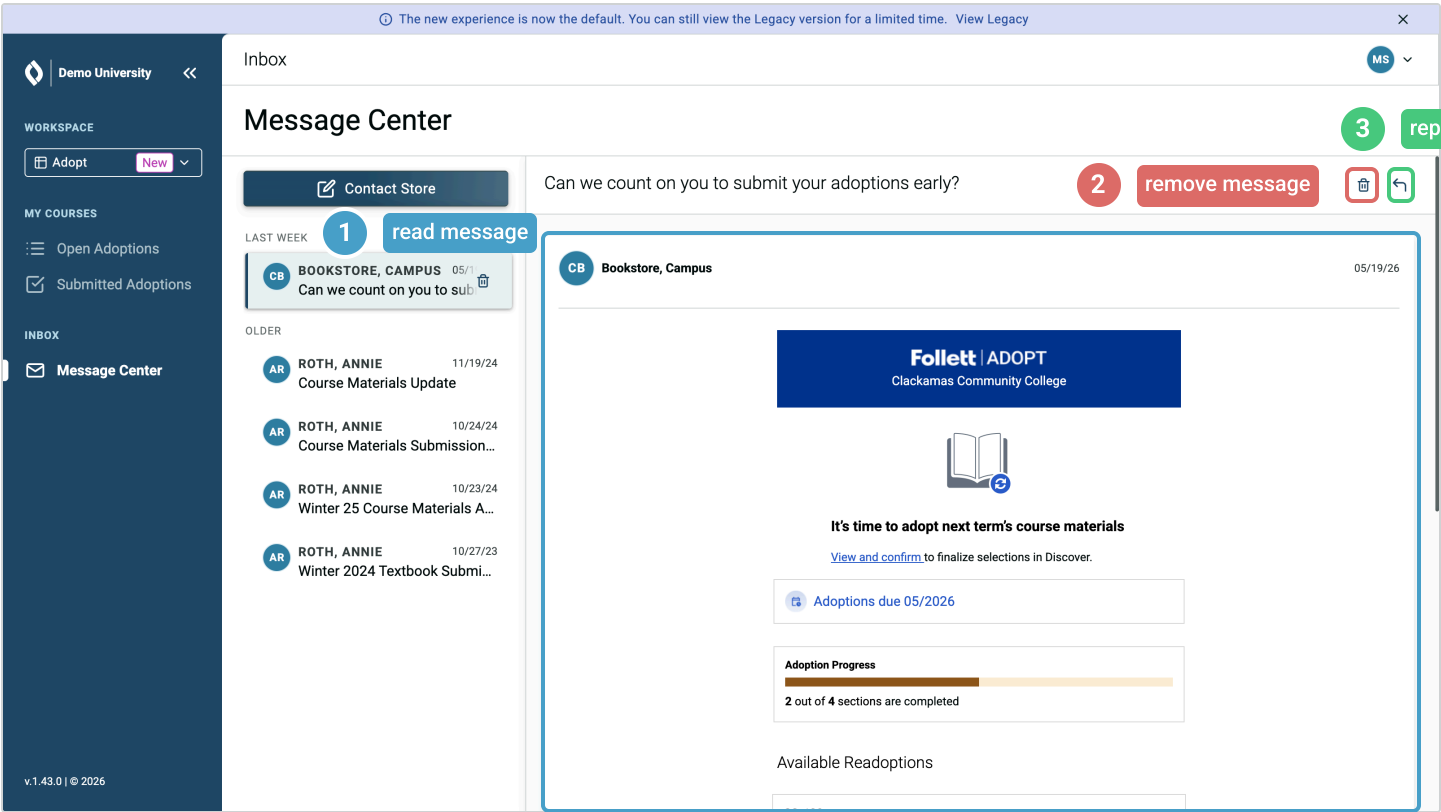
Your inbox lists messages from the Campus Store, grouped by recency.



- 1 message center page Navigate to the Message Center by clicking on the "Message Center" link in the navigation.
- 2 select a message Review the messages you received from the Campus Store, and select the one you want to read.

2 Read a message

Open a message to read its full contents.



- 1 read message Once a message is clicked, you can view its full contents.
- 2 remove message If you'd like, you can also remove any messages from your Message Center.
- 3 reply Reply to any messages.

3 Contact the store

Start a new message to your Campus Store team.

The screenshot shows the Follett Adopt Message Center interface. On the left is a dark blue sidebar with navigation options: Demo University, Workspace (Adopt, New), My Courses (Open Adoptions, Submitted Adoptions), and Inbox (Message Center). The main area is titled 'Message Center' and includes a 'contact campus store' button. Below this is a 'New Message' form. The form has a 'To' field with 'Clackamas Store Manager' selected. The 'Subject' field is highlighted with a red box. Below the subject field is a rich text editor with a toolbar (Roboto font, 16pt size, bold, italic, underline, list, link, unlink, image, video, etc.) and a text area labeled 'Write your message...'. A red box highlights the rich text editor area. At the bottom right of the form are 'Cancel' and 'Send' buttons. A green box highlights the 'Send' button.

1 contact campus store Send a message to your Campus Store; they'll also receive it by email.

2 compose message Write the message using the rich text editor.

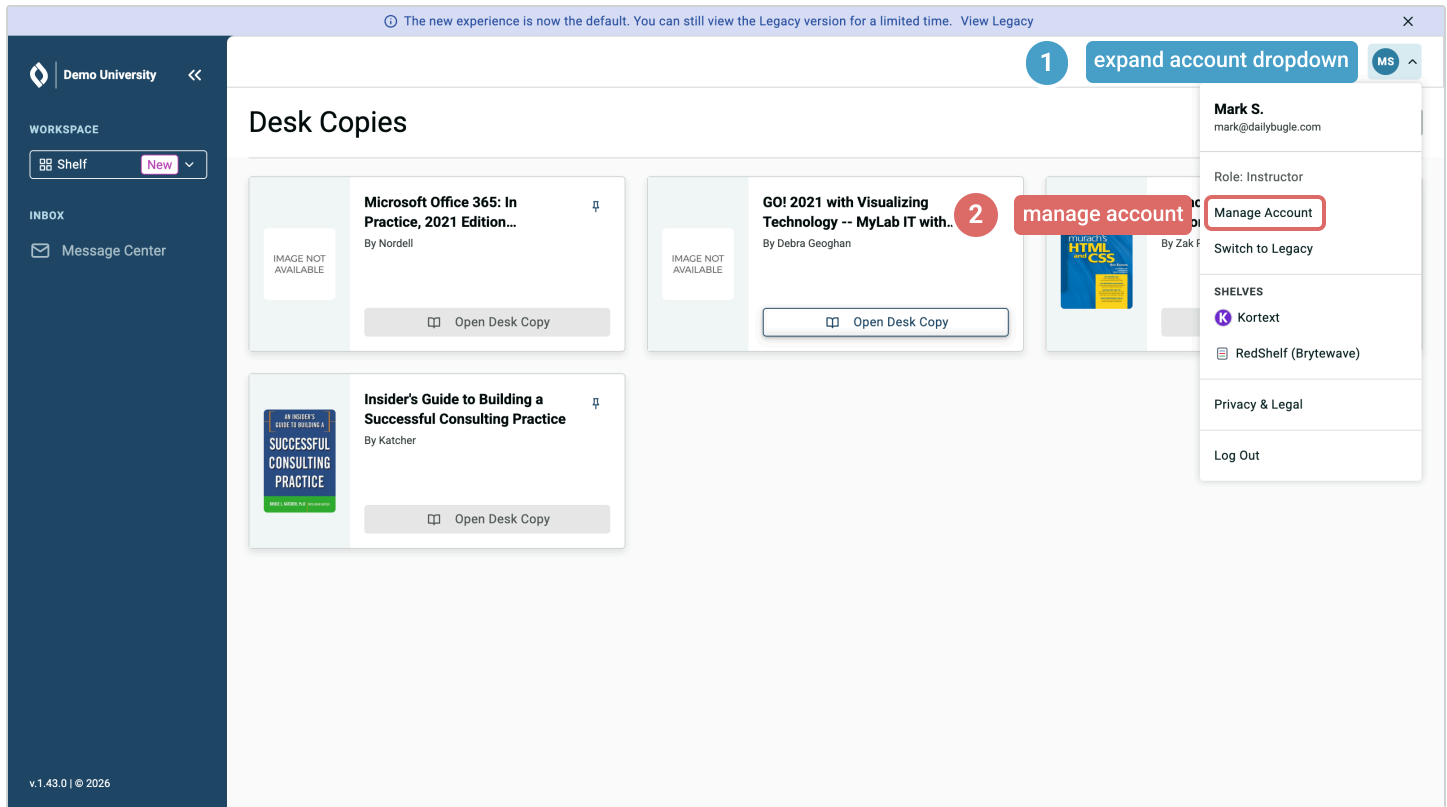
3 send message When the message is written, send the message.

5 Managing Your Account

Review your profile and update your notification preferences.

1 Account dropdown

Open your account dropdown to manage your account.

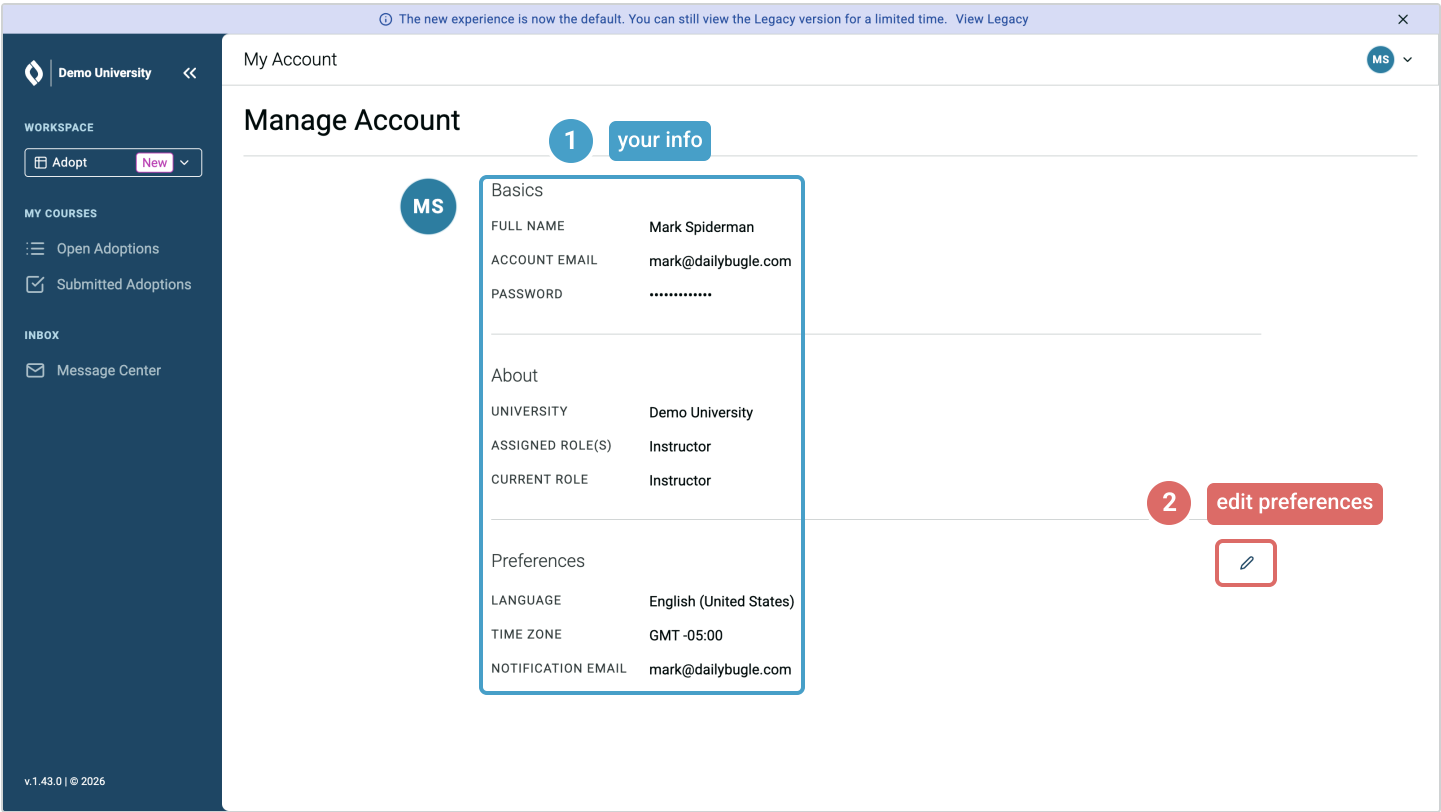


1 expand account dropdown Open your account dropdown to reveal options.

2 manage account Click on the "Manage Account" link to open the account management page.

2 Manage Account

View your basics, role, and preferences on the Manage Account page.



- 1 your info This is the information we received from your school. Instructors don't set a password for Adopt – you sign in through your LMS or an SSO link.
- 2 edit preferences Edit your preferences. Currently, you can update the notification email linked to your Message Center.

3 Edit Preferences

Update the email where you'd like to receive notifications.

The screenshot shows the 'My Account' page with the 'Edit Preferences' section. The 'Notification Email' field is highlighted with a blue box and a callout '1 edit notification email'. Below the field is a 'Save Changes' button highlighted with a red box and a callout '2 save changes'.

Language: English (United States) Time Zone: GMT -05:00

Notification Email: myemail@domain.com
You'll receive notifications at this email only.

1 edit notification email

2 save changes

1 edit notification email Edit the email where you'll receive messages from the Message Center.

2 save changes Save your preferences.

6 Managing the Access Program

Enroll your classes in the Affordable Access Program to lower student costs.

1 Access Program banner

Manage the Access Program from the banner on your adoptions.

The screenshot displays the Follett Adopt interface for a user named 'Demo University'. The interface includes a sidebar with navigation options like 'Workspace', 'My Courses', and 'Open Adoptions'. The main content area shows 'My Courses' for the 'Upcoming Term / Fall 2026'. A banner at the top of the course list states 'Manage the Access Program for your courses' with a 'Learn how to save students up to 60%' link and a 'Manage Enrollment' button. Below the banner, a course titled 'ACC.10 Principles of Accounting I' is shown with an 'Access Program Not Enrolled' status and a 'Manage' link. The 'Adoption List' section shows a table with one selected item: 'Horngren's Accounting -- MyLab Math with Pearson eText + Print...'. The table columns are 'Titles', 'ISBN', 'Edition', and 'Usage'. The bottom of the interface shows 'No Materials Required' and 'Using OER Material' options, along with an 'Adopt Selected Items (1)' button.

1 Access Program banner

The Access Program banner is only available for certain configurations determined by your Campus Store.

2 learn more

Click the "Learn" link to learn more about how the Access Program could help you save for your students.

3 manage enrollment

Manage the enrollment of your classes in the Access Program.

4 enrollment status

View the status of Access Program enrollment for each of your classes. You can also click the "Manage" link to manage your enrollment.

2 Select sections

Choose which course sections to enroll in the Access Program.

Demo University

<<

WORKSPACE

Adopt

New

MY COURSES

Open Adoptions

Submitted Adoptions

INBOX

Message Center

My Courses

Term

Upcoming Term / Fall 2026

Open Adoptions

Create your adoption list from our catalog or from past materials for easy readopt.

Manage the Access Program for your courses

Learn how to save students up to 60%.

ACC.101

Principles of Accounting I

Access Program Not Enrolled

Manage

Adoption List

Search & Add Materials

1 Selected

	TITLE	ISBN	EDITION
☒	Horngren's Accounting -- MyLab Math with Pearson eText + Print...	9780138110376	
	Miller-nobles		

No Materials Required | Using OER Material

Manage enrollment for the Affordable Access Program

×

Select the sections you'd like to enroll. The Campus Store team will review and get in touch after you've submitted your adoptions.

☐ Select All

☐ ACC.101

SECTION 16, Campbell

☐ ACC.102

SECTION 07, Campbell

1

view enrollment statuses

2

confirm interest

Cancel

Confirm Interest

1

view enrollment statuses

View the status of the Access Program across your classes. In this example, neither of your sections is enrolled.

2

confirm interest

Confirm your interest in the Access Program. To enroll, you must submit adoptions for the affected classes.

Adopt for Faculty User Guide

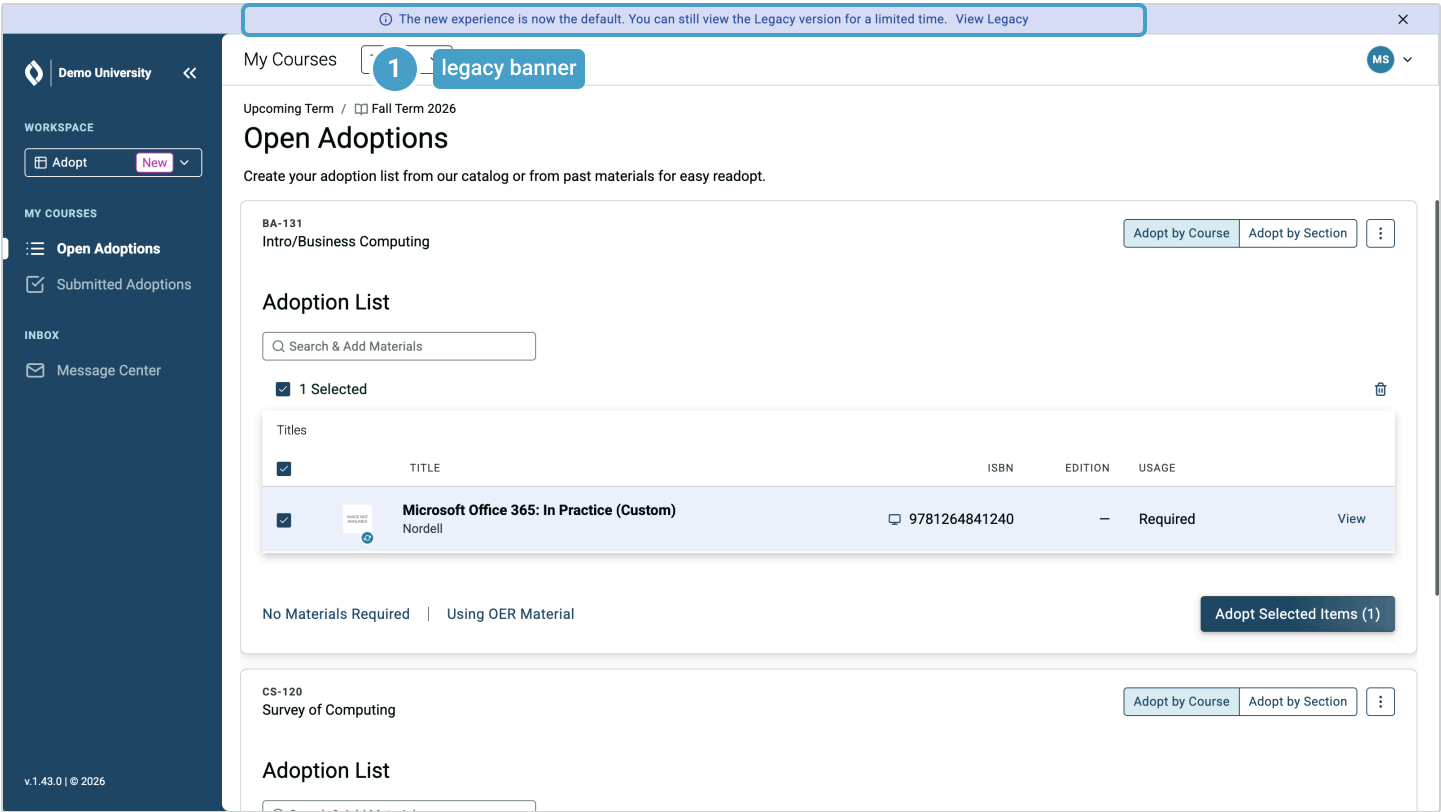
Page 24 of 26

7 Switching to Legacy

You can switch to the legacy version of Adopt at any time. Note that Legacy is planned to be retired by the end of the year.

1 Legacy banner

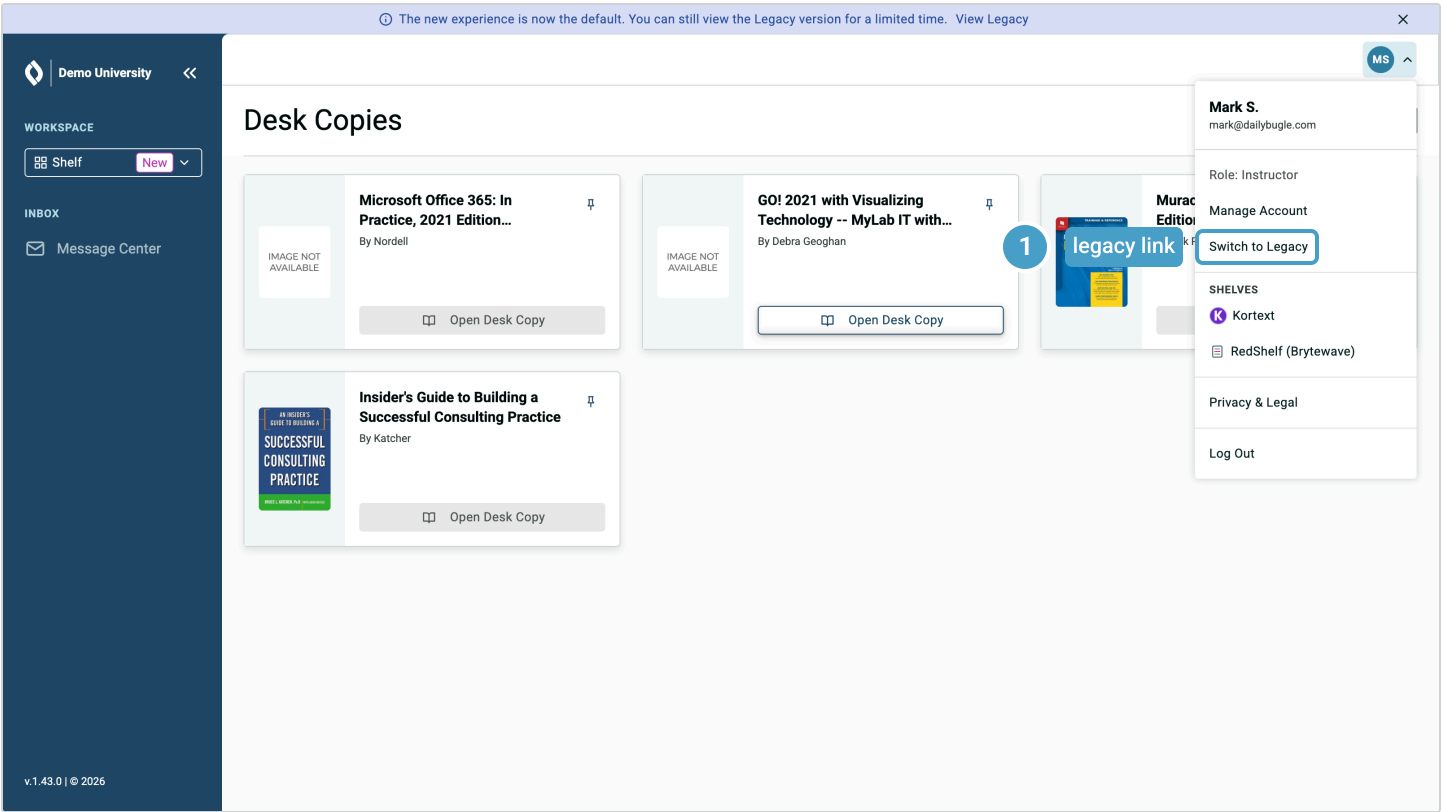
Switch to legacy by clicking on the floating banner.



1 legacy banner Click to switch to the legacy version.

2 Switch from the account menu

You can also reach Legacy from your account menu.



1 legacy link You can also switch to Legacy by selecting the "Switch to Legacy" link in your account menu.