



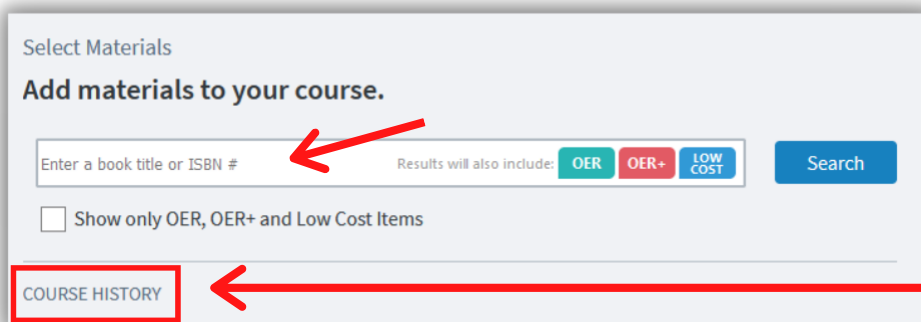
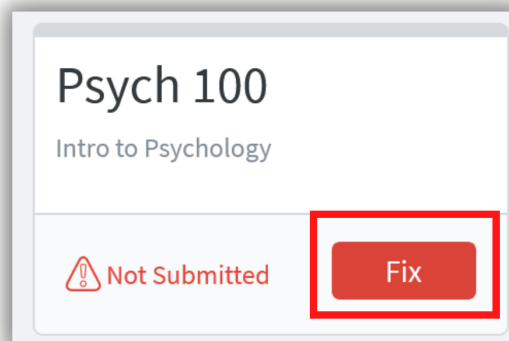
THE KNOX ONLINE BOOKSTORE

Submitting Textbook Information to the Portal

bookstore.knox.edu

1. Log in & Select Course: Visit the website, click "Faculty" at the top of the page, and then click "Log in." Sign in with your school email account to view the courses you are scheduled to teach. Click on one of your courses to begin the adoption process.

2a. Add Textbooks: Use the search box to type in the ISBN or title of a text. When you click on a search result, a pop-up page will appear with pricing and edition information. Click "Adopt" to add it to your course. Continue adding texts to your course as needed.



2b. Re-select Textbooks:
If you have submitted textbooks to the Bookstore in prior terms and would like to use them again, locate your Course History, directly under the search box, and simply re-select them.

2c. Set Textbook Requirements:

a. Required or Optional: Mark whether students are required to have this text for your class or if it is optional.

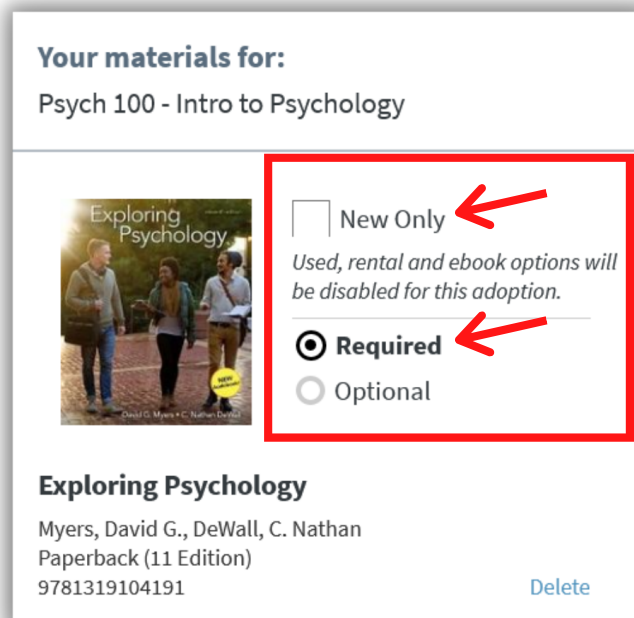
b. New Only: If your course requires digital courseware materials, like access codes, lab manuals, or other one-time-use products, select "New Only." When you leave "New Only" unchecked, the Bookstore will also offer used, eBook, rental, and marketplace options for sale in addition to new.

c. Alternate Adoption Settings: If your course does not require textbooks at all, check the box next to "Alternate Adoption Settings" and then select the reason why.

3. Optional Steps: Add Ancillary Materials and/or Course Notes (e.g. attach your syllabus).

4. Review Course: Review how students will see your course when they visit the Bookstore website.

5. Submit Course: Click "Submit" to complete the adoption. If you teach two or more sections of the same course, you can copy the information to all sections.



Faculty Benefits

- Log in with your school email account to see a personalized page showing only the courses you are assigned to teach or oversee.
- View previously adopted textbooks for easy re-selection.
- Search for and assign texts by ISBN or book title.
- Indicate whether you use traditional course materials, OER materials, or other non-textbook items.
- See real-time pricing and availability information.
- Easily create low-cost, highly-tailored coursepacks.
- Communicate with a dedicated Client Success Manager.
- View enhanced reporting and analytics.



Student Benefits

- A personalized course page showing only the courses students are registered for with all corresponding course materials on one page.
- A tech-forward and optimized website where orders can be placed in fewer than 10 minutes.
- A wide variety of formats including new, used, eBooks, and rentals.
- Affordable textbook options include a marketplace where third-party vendors and students sell textbooks at discounted prices.
- Price match guarantee on new books.
- Free economy shipping offers on select orders over \$49 (excluding marketplace items).
- Option to post old textbooks for sale on the website's marketplace.



Questions?

The Bookstore receives daily updates from Knox regarding course information. If your courses are not listed, or if you have any questions, please contact your Akademos Client Success Manager.

Anna Theus: atheus@akademos.com



VISIT THE WEBSITE AT BOOKSTORE.KNOX.EDU

