

SUBMIT COURSE MATERIALS THROUGH THE NEW AKADEMOS WEBSITE

uccs.textbookx.com

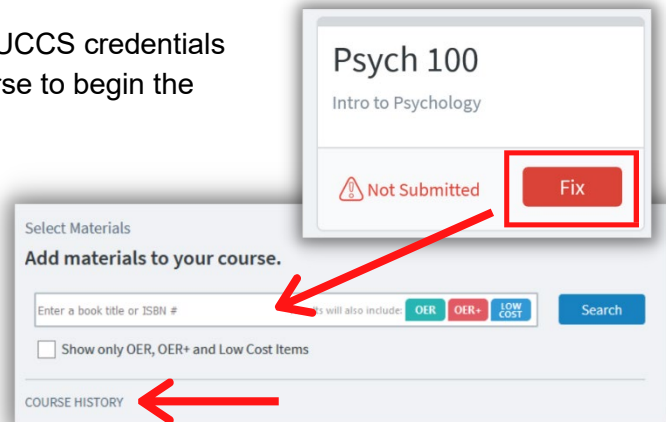


1. Log in and Select Course: Visit the [website](https://uccs.textbookx.com) and log in with your UCCS credentials to view the courses you are scheduled to teach. Click "Fix" on a course to begin the adoption process.

2. Select Materials or Select Alternate Adoption Settings:

a. Select Materials (pictured→): If you assign textbooks to your course, use the search bar to find the text by ISBN or title.

b. Select Alternate Adoption Settings (not pictured): If you do not use textbooks or you use OER materials, check the box next to "Alternate Adoption Settings" and then select the reason why. Click "continue" to complete the course.



3. Review Details and Select Settings: When you click on a text's search result, a pop-up will appear with information about the text and course.

Digital Availability: Digital materials are often prioritized because of their affordability. If you want to adopt a digital item but the system doesn't show availability, check "Digital is Available" and Akademos will adjust its records.

If you adopt a digital format, students can also pay for a physical copy, if available. They will still have access to the digital content.

Comment: You can leave a message if you believe the text is difficult to source. Akademos will review and respond as needed.

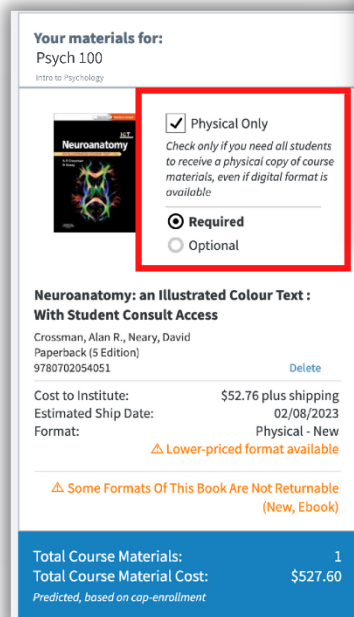
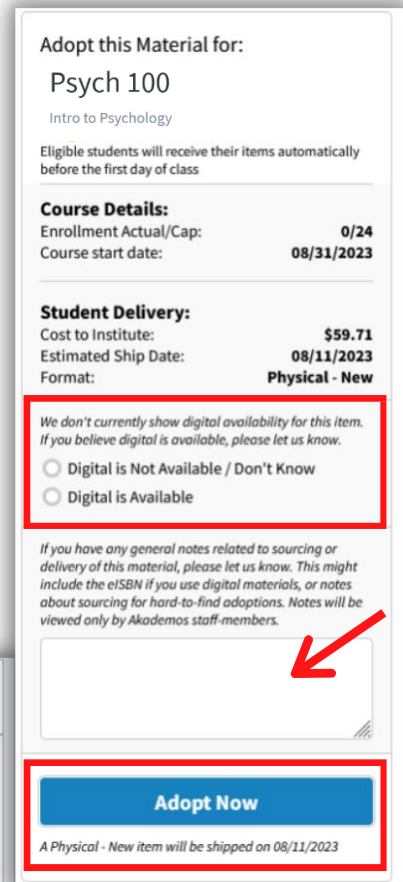
Click "**Adopt Now**" to add the ISBN to the course. Add texts until finished.

a. Physical Only: If you need all students to receive a physical copy of the text, even if a digital format is available, select the "Physical Only" box. If this box is not checked, digital copies may be supplied (reminder, if you select digital, students can pay extra for physical if they prefer that format and if available).

b. Required or Optional: All materials that students are required to have must be set to "Required." Any item marked "Optional" will provide students with the option to purchase them if desired.

4. Course Note: Add a message or attach a syllabus. Students will see it when they visit the website.

5. Submit Course: Click "Next" to finalize the adoption. If you teach two or more sections of the same course, you can copy the course materials over to them.

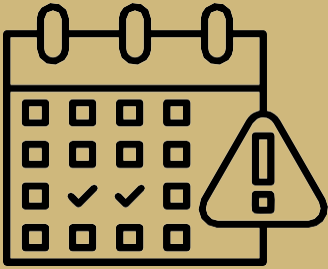


BEST PRACTICES WHEN ADOPTING COURSE MATERIALS

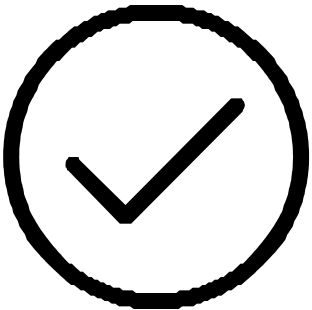
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SUBMIT BY THE APRIL 15 DEADLINE

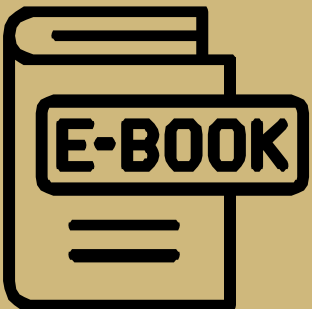


Once faculty and administrators submit course materials through the Portal, Akademos begins sourcing them in physical and digital versions. Please make sure to submit by April 15 to ensure all materials can be delivered and available for students to use on the first day of class and to keep the University legally compliant.



REVIEW ISBNs & EDITIONS

When you are adopting ISBNs, make sure to check that the edition is correct. The Portal will include alternates if the edition is out of print. If your text is custom or you want to adopt a bundle (physical text plus eText/courseware) please contact your Akademos Adoption [Client Success Manager](#) to ensure that the correct version is adopted.



CONSIDER DIGITAL MATERIALS

Course materials are provided in both physical and digital formats, depending on availability. We encourage faculty to consider digital options because they are the most up-to-date, include additional learning tools, and provide greater insight to evaluate student usage. They also provide greater flexibility if students add or drop courses.



COMMUNICATE & ASK QUESTIONS

We encourage faculty to communicate frequently with their Client Success Manager. Use the "Comment" box in the portal to leave a note about the materials you are adopting, or send an email.

Akademos Client Success Manager Esther Go:

uccs@akademos.com