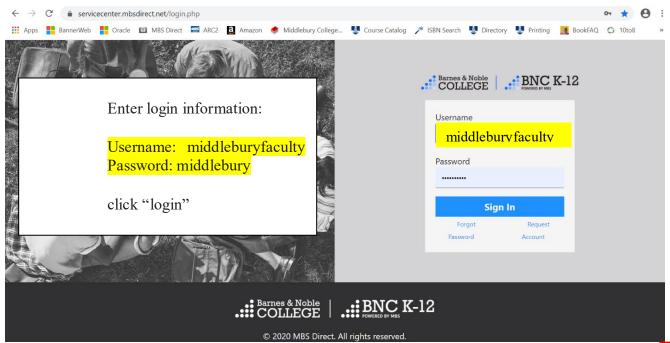
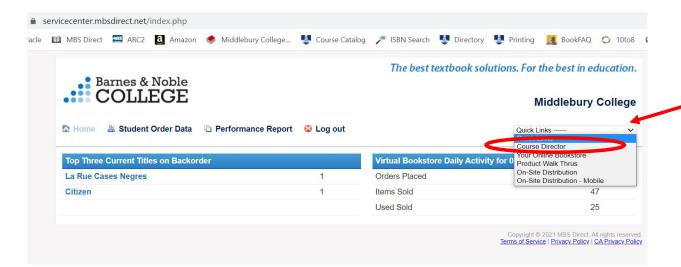
## Logging in to Course Director

You MUST use the username and password highlighted below! Individual credentials WILL NOT work.

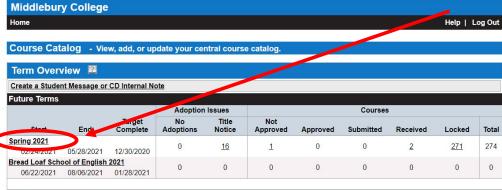




Select "Course Director" from the drop down menu located in the upper right hand corner of the next screen



The next screen is a list of current, future and past terms. Locate the term in which you wish to adopt material and click on it.

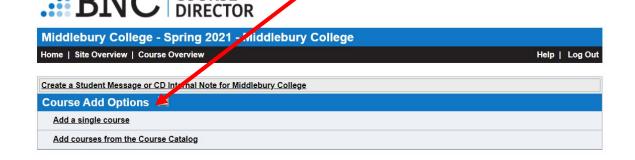


Start	End	Target Complete	Adoption Issues		Courses					
			No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked	Total
Winter 2021			0	0	0	0	0	0	41	41
01/19/2021	02/12/2021	11/06/2020	U	U	0	U	U	U	41	41
Fall 2020			6	24	6	0	0	0	299	305
08/31/2020	12/20/2020	07/06/2020	<u>6</u>	24	ō	U	U	U	299	303
Language School 2020				2		0	0	0	00	00
06/19/2020	08/16/2020	02/25/2020	1	2	1	0	0	0	89	90

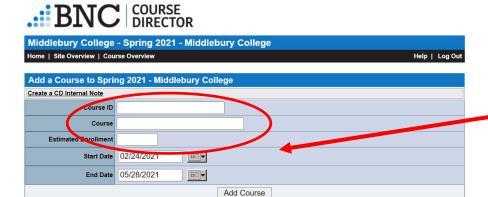
From here you have 2 options:

- 1- Add a new course to the MBS Course Catalog (instructions on page 3)
- 2- Select a course already in the MBS Course Catalog and roll over a previous semester's information to the new term.

  Please email <u>textbookrequest@middlebury.edu</u> with questions! (instructions on pages 4-5)



### Adding a New Course



The next screen will ask for your Course ID (follow the format of 4 letters, space, 4 numbers, e.g. BIOL 0140), Course title, and Estimated Enrollment. The start and end dates for the term will be automatically filled in – do not change these.

Home | Site Overview | Course Overview

Course ID BLSE 7230

Start Date 02/24/2021 End Date 05/28/2021

Course Using Theater in the Engl

₩...

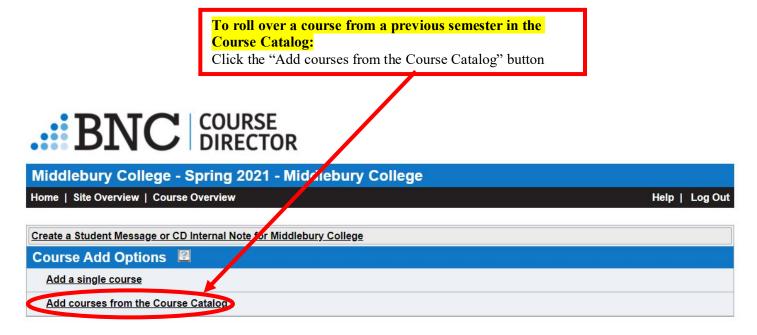
Add Course

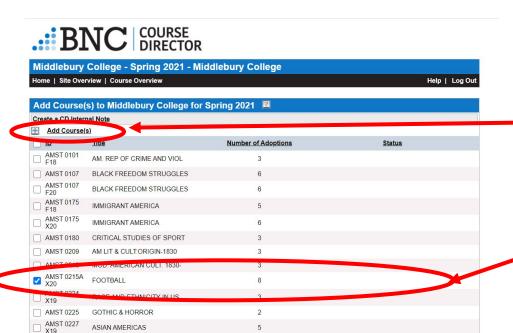
Create a CD Internal Note

Estimated Enrollment

Fill in the boxes shown on left following the format in the example below. Click "Add Course", then follow instructions on page 6 Middlebury College - Spring 2021 - Middlebury College Help | Log Out Add a Course to Spring 2021 - Middlebury College

### Adding a Course From the Course Catalog





Edit the course enrollment. Dates will be automatically

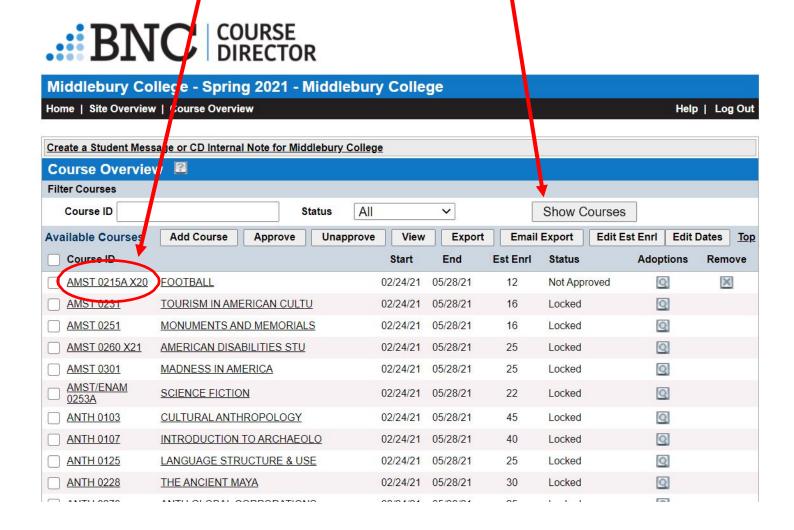
Select the course(s) from the list by checking the box beside the course number. Then scroll either all the way back up to the top or all the way to the bottom of the page and click "Add Course".

updated – do not change these. Once complete, click the Add Course(s) button. This will bring you back to the list of courses in the current term. BNC COURSE DIRECTOR Middlebury College - Spring 2021 - Middlebury College Home | Site Overview | Course Overview Help | Log Out Add Course(s) & Middlebury College for Spring 2021 Course Title **Enrollment** Start Date **End Date** AMST 0215A 02/24/2021 05/28/2021 FOOTBALL \* Add Course(s)

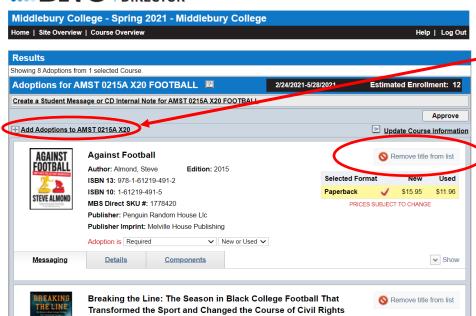
#### **Adopting Materials**

This will take you back to the Course Overview for the current term where the course you've just added will now be listed. Either scroll down to your course, or search for the course number in the "Course ID" box and hit the "Show Courses" button to pull up the course.

Click on the course ID or course title once you've found it to review the materials that carried over or to adopt new materials.





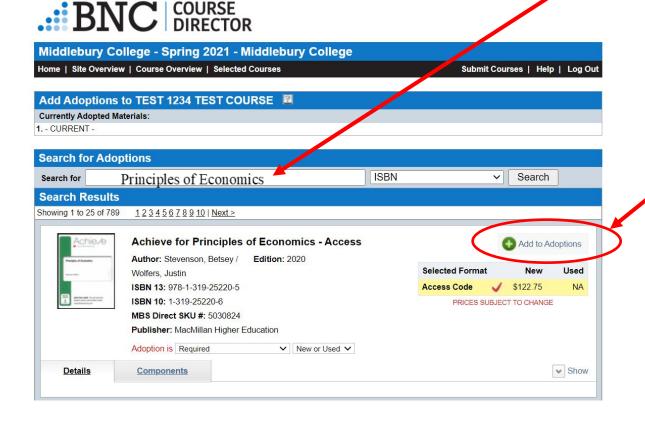


To review materials rolled over: you'll see a list of titles that carried over from the previous semester. If everything is good, you can approve the course (Page 10). If you need to remove a title, click "Remove title from list" on the right. If you need to add a title, click "Add Adoptions" on the left and follow instructions on the next page.

To add adoptions to a new course: select "Add Adoptions" on the upper left to adopt materials to the course you selected.



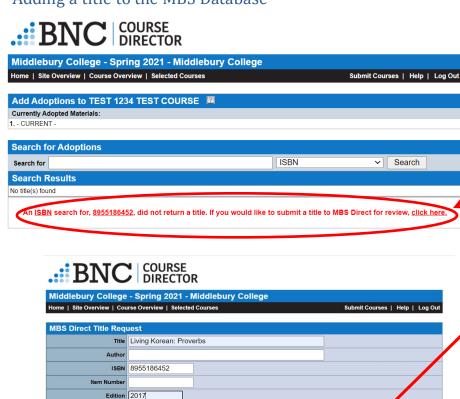
When you search for the materials, you should see this page appear that shows the book to the left and book information to the center and right of the screen. Once you have confirmed this is the correct book, click "Add to Adoptions". When you've added all your titles, follow approval instructions on page 10.



#### Adding a title to the MBS Database

Publisher Sogang Level Required New Only

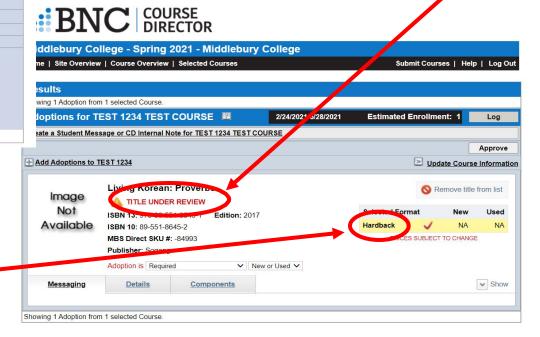
○ No ○ Yes



If you enter an ISBN into the search bar and get this message, it means the title you are requesting needs to be added to the wholesaler's database. Click the link that says "click here" on the right.

> After selecting "Click Here" you will be asked to enter the title, author, and publisher for the book you are requesting – the ISBN is automatically populated. Click "Request Title" when you've added the info.

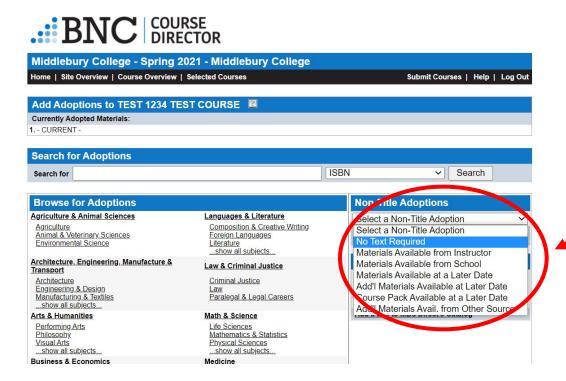
This will take you back to the main screen of your course which will show that the title is under review. This means MBS is adding it to their database. The bookstore will receive notice when the book has been added and we will let you know of any issues.



The "Hardback" format is a system default that will update to the correct format once the title is added.

Request Title

### Adding a Non-Title Adoption (Course Packs, PDFs/Canvas, No Text Required, etc)



If you have a non-title adoption, such as a course Pack, PDFs, or handouts, or no texts required for you class you can select options from this drop down menu. Students will now see this information instead and know they will not need to purchase any texts.

# Approving a Course

Once you are happy with the adoptions you have added to your course, please click the "Approve" button. You will not see a "success" message but should now see the course listed as "Approved" in the list of courses. You're done! HOORAY!

This tells the college store staff that you are finished adding to your course and we will begin sourcing copies of the materials. Any changes/additions/deletions to the course materials now will need to be emailed to textbookrequest@middlebury.edu as courses are locked once they've been submitted. This is to prevent inventory issues with late changes (either being unable to source inventory, or stocking too many and not selling).