



# Course Adoptions 3 (OCA3) Faculty Guide

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# Online Course Adoptions 3

The Online Course Adoptions application enables faculty to select the textbooks which they require for their courses and notify the bookstore of their selection through the bookstore's website. As it is web-based, Online Course Adoptions can be accessed from anywhere, enabling professors and instructors to order their books for a new term without having to come into the store or even on campus.

In addition to adding new books to a course, the textbooks which were used for the course in previous semesters are listed by the Online Course Adoptions application, making it easy to adopt the same materials again.

## Accessing the Website

To access the Online Course Adoptions website, go to the Course Adoptions section of your bookstore's website. You will be prompted for a username and password.

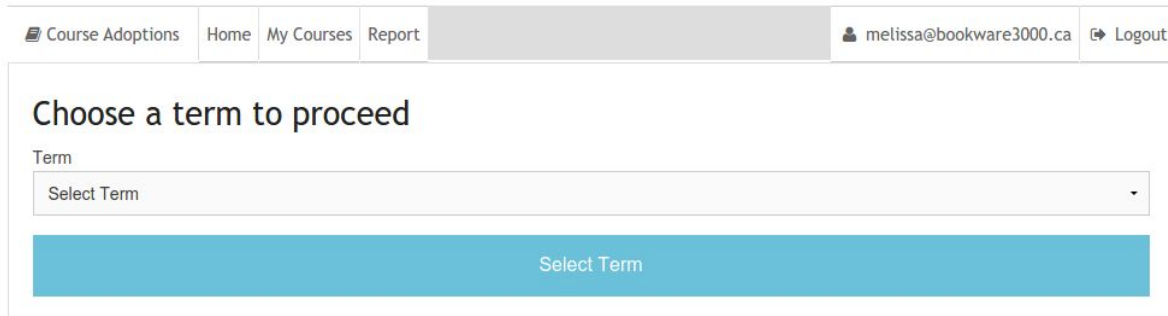
The username is your email, to get the password, select the forgot password button. A password will be emailed to you, click the link in the email and follow the instructions. Both the email and password are case sensitive.

You also have the option to complete the "Sign Up" form. Do not complete this form until you've tried to reset your password using your college email address through the "Login" form.

The screenshot shows the 'Course Adoptions' website interface. At the top left, there is a logo and the text 'Course Adoptions'. Below this, the page is divided into two main sections: 'Login' and 'Sign Up'.  
**Login Section:**  
- Title: 'Login'  
- Fields: 'Email Address' and 'Password'.  
- Button: 'Log In'  
- Links: 'Adoption Admin' and 'Forgot password?'  
**Sign Up Section:**  
- Title: 'Sign Up'  
- Fields: 'Name', 'Phone Number', 'Ext.', 'Email Address', 'Password', and 'Confirm'.  
- Button: 'Sign Up'

# Accessing Your Courses

Once you've logged into the OCA3 Application, the next step is to select the term you are completing your adoption for.

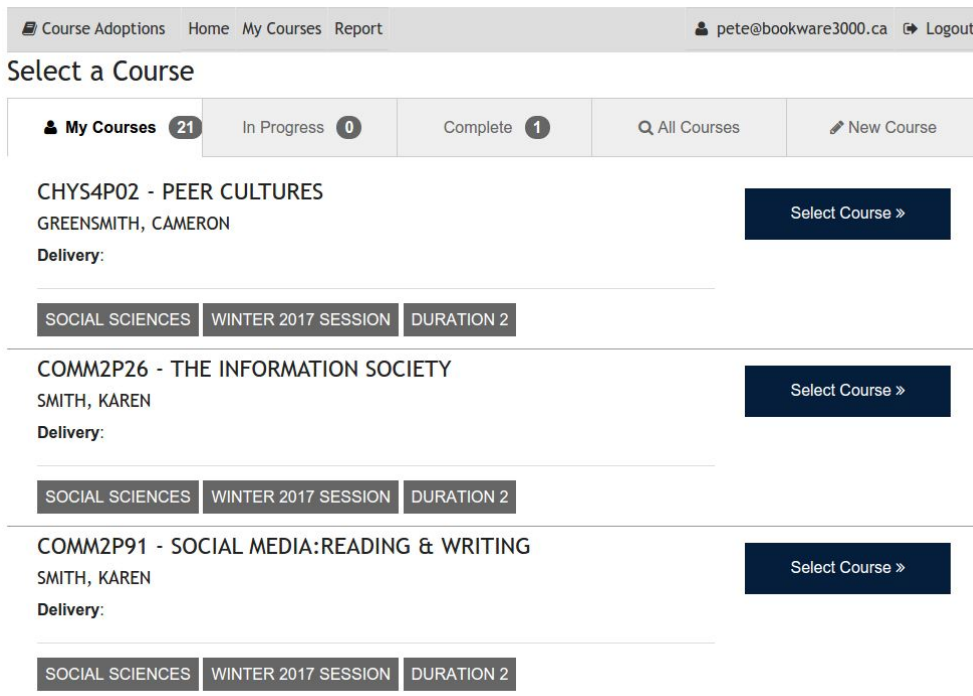


The screenshot shows a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The user is logged in as 'melissa@bookware3000.ca'. Below the navigation bar is a section titled 'Choose a term to proceed'. It contains a dropdown menu labeled 'Term' with the text 'Select Term' and a blue button labeled 'Select Term'.

## Selecting a Course

After selecting the term, a list of the courses you are assigned to will appear.

To select the course, simply click on the "Select Course" button next to the listed course.



The screenshot shows a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The user is logged in as 'pete@bookware3000.ca'. Below the navigation bar is a section titled 'Select a Course'. It features a summary bar with 'My Courses 21', 'In Progress 0', and 'Complete 1'. Below this are three course listings, each with a 'Select Course >' button. The first course is 'CHYS4P02 - PEER CULTURES' by 'GREENSMITH, CAMERON'. The second is 'COMM2P26 - THE INFORMATION SOCIETY' by 'SMITH, KAREN'. The third is 'COMM2P91 - SOCIAL MEDIA:READING & WRITING' by 'SMITH, KAREN'. Each course listing includes a 'Delivery:' section with three tags: 'SOCIAL SCIENCES', 'WINTER 2017 SESSION', and 'DURATION 2'.

Now you are brought to a page to enter the Primary Course Contact Information.

Course Adoptions Home My Courses Report pete@bookware3000.ca Logout

### COURSE100 - COURSE 100 TEST

EDUCATION W17 DURATION 3

Delivery: Enrolment: 0 [Edit](#)

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**Primary Course Contact**

\* Full Name

\* Phone Number

Ext.

\* Email Address

CC Additional Email Addresses

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## Adding an Instructor to a Course

From the Instructor drop down menu, select an instructor and fill out the Enrolment.

### RECL1P03 - INTRODUCTION TO LEISURE IN CANADIAN SOCIETY

BROCK UNIVERSITY SU2017 RECREATION AND LEISURE STUDIES

## Choose sections

Check the sections you are adopting. Add new sections and instructors as needed using the buttons.

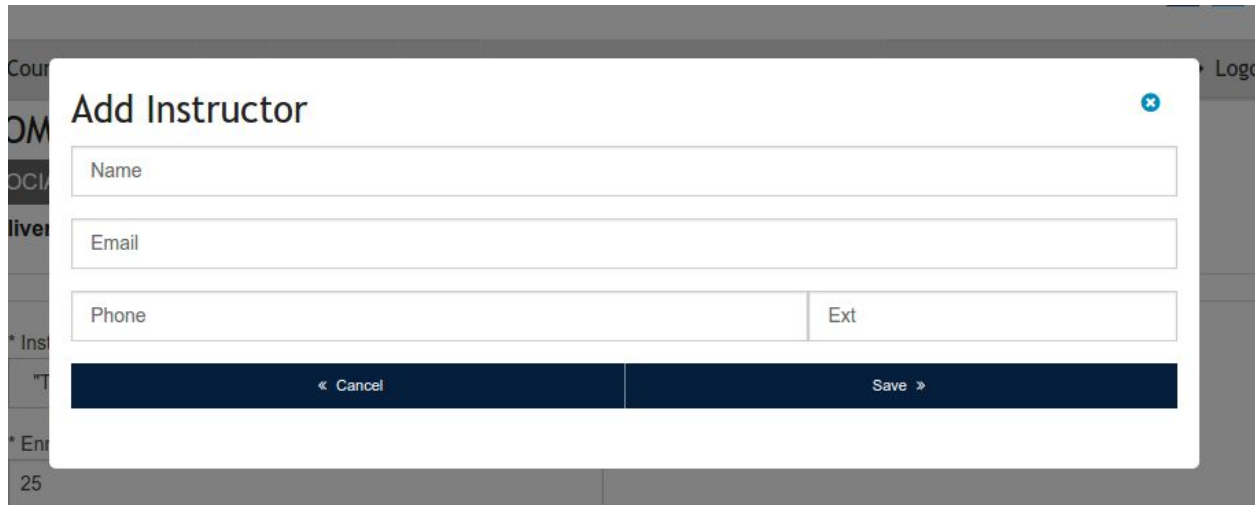
Section	Instructor	Estimated enrolment	Select
ALL	<input type="text" value="Select an instructor"/>	<input type="text" value="240"/>	<input checked="" type="checkbox"/>

[Add Section](#)

[<< Back](#)

[Next >>](#)

You also have the option to add an instructor if the instructor is not listed in the drop down menu. To add an Instructor, select the "+", you will now be required to complete the form below. If your campus uses sections, you can add your course section by selecting "Add Section", enter the section in the box and select save.



The image shows a modal window titled "Add Instructor" with a close button in the top right corner. The form contains the following fields:

- Name
- Email
- Phone
- Ext

At the bottom of the form, there are two buttons: "Cancel" on the left and "Save" on the right.

# Adopting Resources

If you wish to adopt items for your course, select “Yes” and “Next”. If not, select “No” and “Next” if you selected “No”, you will be brought to a page where you can select “Submit Order”.

## Adopting a Previously Adopted Book

To add a previously adopted resource, select the Previously Adopted tab, click the Adopt button.

### Resource Selection

[« Back](#) [✔ Submit Order](#)

[🏠 Previously Adopted](#) [📖 Current Adoptions 0](#) [🔍 Search](#) [✎ New Resource](#)

F16 - FALL 2016 SESSION

<b>Information Society</b> <b>By:</b> Hassan, Robert <b>Publisher:</b> Polity Press <b>Edition:</b> <b>ISBN:</b> 9780745641805	<b>Last Selling Price:</b> \$31.95	<a href="#">Adopt</a>
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[Paperback](#)

[« Back](#) [✔ Submit Order](#)

Once you have adopted the book, the next step is to complete the form. The form is customized to your institution but will look something like this:

This Learning Resource is:

Required  Suggested

Have you verified with the publisher that this is the latest edition?

I would like this resource available as:

Print  Digital  Both

Students should already have this resource from another course?

Yes  No  Unsure

Comments

[« Cancel](#) [Adopt »](#)

Select Adopt, you will then be redirected to a page that says “**Adoption Successful**”.

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you copied when you completed your Primary Course Contact Info.

## Adopting a New Book

To add a new resource to the course, click on the New Resources tab and complete all of the mandatory fields (\*). You also have the option to leave a comment, these comments will be sent directly to the bookstore staff.

<a href="#">Previously Adopted</a>	<a href="#">Current Adoptions <span>0</span></a>	<a href="#">Search</a>	<a href="#">New Resource</a>
------------------------------------	--	------------------------	------------------------------

\* ISBN-13  
155077090X

\* Title  
BIOMEDICAL ETHICS: CONCEPTS & CASES FOR HEALTH CARE PRO...

Author  
ROSS, S. & CRUISE MALLOY, D.

\* Publisher  
THOMPSON EDUCATIONAL

Edition

Cover  
Soft

Copyright

Comments

[Adopt Item](#)

[« Back](#) [✓ Submit Order](#)

Once you have adopted the resource complete this form:

This Learning Resource is:  
 Required  Suggested

Have you verified with the publisher that this is the latest edition?

I would like this resource available as:  
 Print  Digital  Both

Students should already have this resource from another course?  
 Yes  No  Unsure

Comments

[« Cancel](#) [Adopt »](#)



Select Adopt, you will then be brought redirected to a page that says “**Adoption Successful**”.

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

## Cancelling an Adoption

To cancel a book which has been adopted, log into OCA3, select the term, go to the Complete tab and select Resume Adoption for the course you'd like to cancel a resource for. Click the Cancel Adoption button.

Resource Selection

« Back ✔ Submit Order

🔍 Previously Adopted **📖 Current Adoptions 2** 🔍 Search ✎ New Resource

<p><b>Information Society</b> <b>By:</b> Hassan, Robert <b>Publisher:</b> Polity Press <b>Edition:</b> <b>ISBN:</b> 9780745641805</p> <p>Paperback</p> <p><b>Have you verified with the publisher that this is the latest edition?:</b>No <b>I would like this resource available as::</b>Digital <b>Students should already have this resource from another course?:</b>No <b>User's e-mail:</b>pete@bookware3000.ca</p> <p><b>Required?:</b> Required</p>	<p><b>Last Selling Price:</b>\$31.95</p>	<p>Cancel adoption</p> <p>No Image</p> <p><b>Submission:</b> 2016-10-07 17:22:25 <b>Submitter:</b> PETER OSBORNE <b>Progress:</b> Submitted</p>
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Once you've clicked the “Cancel Adoption” button, you will immediately see the resource's status change to Cancelled.

## Resource Selection

« Back ✔ Submit Order

🔄 Previously Adopted **📖 Current Adoptions 1** 🔍 Search ✎ New Resource

### Information Society

**By:** Hassan, Robert  
**Publisher:** Polity Press  
**Edition:**  
**ISBN:** 9780745641805

Paperback

**Have you verified with the publisher that this is the latest edition?:**No  
**I would like this resource available as::**Digital  
**Students should already have this resource from another course?:**No  
**User's e-mail:**pete@bookware3000.ca

**Required?:** Required

**Last Selling Price:**\$31.95

Cancelled

No Image

**Submission:** 2016-10-11 15:18:08  
**Submitter:** PETER OSBORNE  
**Progress:** Edited

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

## Updating Enrolment Information

To update the enrolment after submitting the adoption: select the "My Courses" tab, go to the "Complete" tab, select "Resume Adoption" on the course you'd like to update the enrolment on, select the "Edit" button beside the enrolment button, change the enrolment amount, select "Next" and continue with whether resources are required or not.

📖 Course Adoptions Home My Courses Report 👤 pete@bookware3000.ca 🚪 Logout

### CHYS3P96 - RACISM & CONSTRUCTIONS OF RACE

SOCIAL SCIENCES W17 DURATION 2

**Enrolment:** 15 [Edit](#)

## Resource Selection

« Back ✔ Submit Order

# Username and Password Maintenance

To reset your password, go to the OCA website, click on the "Forgot password?" link and follow the password reset instructions emailed to you.

To have your email address changed, contact the Bookstore Manager they can change it for you and provide you with a temporary password. If the Bookstore Manager doesn't provide you with a temporary password but confirms they have changed your email, you can reset the password yourself. To reset it yourself go to the OCA website, click on the "Forgot password?" link and follow the password reset instructions emailed to you.

 Course Adoptions

## Login

Email Address

Password

Log In

[Adoption Admin](#)

[Forgot password?](#)

## Sign Up

Name

Phone Number

Ext.

Email Address

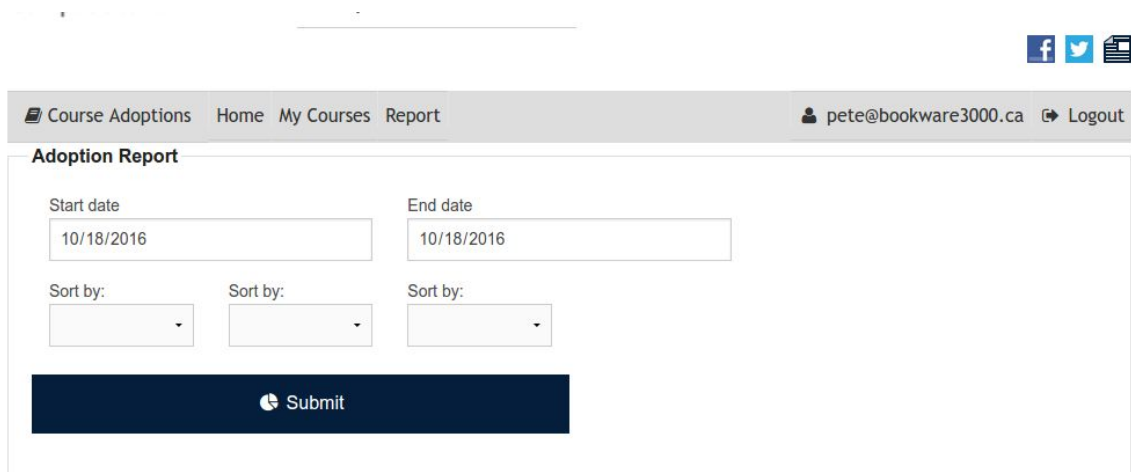
Password

Confirm

Sign Up

# Viewing and Printing an Adoption Report

The Adoptions Report is your own personal activity report. This report will show you everything you have completed in OCA, any books you've adopted and any books you've cancelled. To run this report, select the "Report" button in the grey header, filter the start date, end date and select how you'd like to sort the report (Campus, Term, Program, Course) from the "Sort by" drop down menu.



The screenshot shows a web application interface for generating an Adoption Report. At the top right, there are social media icons for Facebook, Twitter, and a document icon. Below these is a navigation bar with links for "Course Adoptions", "Home", "My Courses", and "Report". The user's email "pete@bookware3000.ca" and a "Logout" button are also visible. The main content area is titled "Adoption Report" and contains the following form elements:

- Start date:** A text input field containing "10/18/2016".
- End date:** A text input field containing "10/18/2016".
- Sort by:** Three dropdown menus, each labeled "Sort by:", with the first one currently showing a downward arrow.
- Submit:** A dark blue button with a white circular icon and the text "Submit".

# FAQ

## **Once I've submitted an order, how can I submit another?**

Go back to the Courses tab, select another course and start an adoption.

## **What if I can't find my course in OCA?**

If your course isn't listed under My Courses in OCA, first check under the All Courses to see if the course is listed there. If it isn't listed there, you can add a course by selecting the New Course tab and following the 2 (b) on page 3 of this guide.

## **How can I change the books on my course after submitting the adoption?**

Currently, there is no option through OCA to change an adoption that has been submitted. You would have to cancel your adoption and re-submit it.

## **How can I tell if my adoption was submitted?**

To confirm your adoption was completed successfully, go to the Complete tab, select Resume Adoption for the course you'd like to check and ensure the item is listed there. Another way to confirm your adoption was completed successfully is to check your email and make sure you've received the Completed Adoption email.