IU eTexts
Adopt IU eTexts (Faculty)

Overview

The purpose of this job aid is to guide Faculty in the submission of IU eTexts adoption requests.

Questions? E-mail etexthlp@iu.edu.

Steps

Identify the IU eTexts you wish to adopt

1. You must know the Title or Author, as well as the Print ISBN of each of the IU eTexts in order to submit an adoption request.

2. If you do not know the Title or Author, as well as the Print ISBN of each of the IU eTexts you wish to adopt, search the IU eTexts Catalog to find them. The Search the IU eTexts Catalog (Faculty) job aid is available here: http://ittraining.iu.edu/sis/edocs.aspx under the IU eTexts heading.

Open the IU eTexts Adoption Portal

1. The IU eTexts Adoption Portal opens approximately 6 weeks (4 weeks for the summer term) prior to the first day of Early/Priority Registration, and closes approximately 60 days (30 days for the summer term) prior to the first day of class. E-mail etexthlp@iu.edu to discuss adopting after the close date.

2. The IU eTexts adoption portal is optimized for PCs, not Macs. Firefox and Google Chrome are the recommended browsers.

3. Sign in to One.IU.

4. Select Faculty Services from the Category menu, or search for “etext.”

5. Click on the IU eTexts Adoption Faculty task.

6. Save to My Favorites to make it easier to access in the future.
Select your assigned class

1. You may only adopt IU eTexts for classes to which you are assigned in the Schedule of Classes.
2. From the drop-down menus, select the Campus and Term where/when the course is scheduled.
3. Click on the Class to which you would like to add an IU eTexts title.
Adopt IU eTexts

1. If there are students enrolled in the class, you will get an FYI warning at the top of the page ("This class has enrolled students."...). Continue to submit your adoption request, but know your request will go through a workflow approval process (determined by your School/Department/Program) before it will be approved (details below).

2. Select a Publisher from the drop-down menu.
   a. Open Source is only for free materials you did not produce.
   b. Faculty Produced is only for free materials you produce.
   c. IU eTexts is only for special arrangements.

3. If you know the title, or at least some word in the title, enter it in the Title field.
4. If you know the author, enter the author’s name in the Author field.
5. Some portion of the Title or Author is required to search.

NOTE: Searches using copy and paste will not work.

6. Click search. Your search results will be returned below the search button.
7. Read carefully. Many title/author combinations are similar. Be sure you choose the correct title by verifying the Print ISBN matches what you wish to adopt.

8. Click select next to the appropriate Print ISBN. Your selection will appear in a new Textbook Details window.

9. Review the details carefully to be sure you have selected the correct title. If not, click and make a new selection.
10. If the instructor will receive royalties from the title click Yes.

11. Click "continue".

12. Add any other IU eTexts titles by repeating steps 1-11.

13. Click "submit".

14. The following screen displays to show your submitted adoption request:

15. You will receive two e-mails. The first is a confirmation of your adoption request:
IU eTexts
Adopt IU eTexts (Faculty)

The second is a confirmation your adoption request is final:

![Email Screenshot]

16. Please save these messages (or just the document ID numbers).

17. Click continue to return to the first page where you can continue to submit requests.

18. NO CHANGES/DELETIONS WILL BE PERMITTED ONCE THE TITLE IS LOADED TO THE CLASS SITE.

Workflow Approval

In most instances, your IU eTexts adoption request will be saved (FINAL) within moments. However, there are three possible scenarios in which your adoption request will first be routed through a workflow approval process (ENROUTE) set by your School/Department/Program.

a. Enrollment. If there are students enrolled in the class, approval is required to confirm your School/Department/Program will communicate to enrolled students the addition of IU eTexts, and the related Course Fees to the class.

b. Royalties. If you will receive royalties from the title you are adopting, your School/Department/Program will first collect and/or review your adoption request.

c. Faculty Submission. Some Schools/Departments/Programs choose to first collect and/or review all IU eTexts adoption requests submitted by faculty.

Once the approvals are complete, you will get the final confirmation e-mail, noted above.

Track your IU eTexts adoption request

1. In One.IU, click on the Document Search task. The task is located under the Administrative category or you can search on “Document Search” or “eDocs” using the One.IU search bar.

![Document Search Screenshot]
The *Document Search* page is displayed.

2. Type in your **Document Id**.

3. Click **Search**. Your results will look something like this:

4. Click ✎ in the **Route Log** column.

5. Look in the **Pending Action Requests** tab to see where your request is waiting. Look in the **Future Action Requests** tab to see where your request still needs to go.
Add additional IU eTexts to a class

1. You will not be able to modify an IU eTexts adoption while a previous request for the same class is saved, or is still in the workflow process (ENROUTE). If you try to modify a class with a saved or ENROUTE adoption request, you will get this message:

   ![Message: eText Class Locked. There is a document in progress for this class. Please contact your textbook administrator.

   Document id: 13069248
   User id: jdoe]

2. Once a previous adoption request is FINAL, repeat the steps noted above in the following sections:
   a. Identify the IU eTexts you wish to adopt
   b. Open the IU eTexts Portal
   c. Select your assigned class
   d. Adopt IU eTexts
   e. Track your IU eTexts adoption request

Delete IU eTexts from a class

1. You will not be able to modify an IU eTexts adoption while a previous request for the same class is saved, or is still in the workflow process (ENROUTE). If you try to modify a class with a saved or ENROUTE adoption request, you will get this message:

   ![Message: eText Class Locked. There is a document in progress for this class. Please contact your textbook administrator.

   Document id: 13069248
   User id: jdoe]

2. Once a previous adoption request is FINAL, repeat the steps noted above in the following sections:
   a. Identify the IU eTexts you wish to adopt
   b. Open the IU eTexts Portal
   c. Select your assigned class
3. Click delete to the right of the appropriate IU eTexts title.

4. Click submit.