Follett Discover

Department Administrator

Manage and Review Adoptions

Follett Discover is a powerful online tool that transforms the course materials discovery and adoption process for faculty, and helps students obtain, organize and instantly access their required and recommended course materials from within your learning management system. Follett Discover Administrator role is designed to work with the faculty experience and allow department administrators to manage adoptions.

This quick reference guide provides instructions on how to:

- Set adoption permissions
- Review and approve submitted adoptions
- Pre-approve materials for faculty
- View adoption progress and compliance at a glance

Getting Started

To access your Follett Discover website:

- 1. Access your institution's Follett Discover site.
- 2. Log in with your email address and password.
- 3. The My Departments dashboard is displayed.

Note: Contact your campus store manager if you currently do not have an administrator account or need to update your department access.

	Follett Discover
I	Username
I	Password
	SIGN IN
	Forgot your password?

Tip: Forgot your password?

Click the Forgot your Password link below the login box.



Set Adoption Permissions

Within each department you have the ability to select the adoption permissions and discover materials to pre-approve.

To set the adoption permissions for a department:

- 1. Click Set Adoption Permissions to set permissions
- 2. Select the adoption permission you want to assign for the department (see the grid below)
 - Adoption permissions can be set separately for Faculty and Concierge users.
- 3. Click the **Save** button

Note: Pre-approved materials can be chosen for all permission options and will not require your approval before the adoption is sent to the campus store.

My Departments
BIOL
Set Adoption Permissions
Pre-Approve Materials
Approve Adoptions

My Departments / Set Adoption Permissions								
Set Adoption Permissions								
BIOL	Faculty	Concierge						
Adoption Permission	Instructor choice with review 🔻	Instructor choice	Save					
Set results availability and usage requirements for this department								

Adoption Permission Options:

Instructor Choice (default)	Allows instructors to view the entire Follett catalog of titles to discover course materials. The instructor's selected adoption request is automatically sent to the campus store.
Instructor Choice with Review	Allows instructors to view and discover from the extensive Follett catalog. The Department Admin reviews selections before the request is sent to the campus store.
Pre-Approved Only	Provides the ability to standardize what materials instructors are able to discover and adopt. The Department Admin can view the entire Follett catalog, but only approved materials show for instructors.



Adoption Permissions: Instructor Choice with Review

Updating the adoption permissions to **Instructor Choice with Review** will allow your faculty to discover new materials but requires your approval in the **Approve Adoptions** screen before the adoption information is sent to the campus store.

Note: If a course material has been pre-approved, it will not require your approval before the adoption is sent to the campus store.

Review/Approve Submitted Adoptions

- 1. Click the **Approve Adoptions** button to start reviewing all submitted adoptions awaiting your approval.
- 2. Expand the course to review any materials awaiting approval.
- 3. Click the **Approve** or **Reject** check box for each material.

Note: You also have the ability to select the title to find out more information and assign it as an approved title for the department.

Once a material has been approved, the adoption will be sent to the campus store for completion.

If I reject a title, what will it look like to my faculty?

When an adopted material is rejected, the faculty or concierge user who submitted the adoption will receive a notification within their Message Center. If they've chosen to update their Message Center settings to provide their email address they will also receive the message emailed to them.

When the faculty or concierge user reviews the rejected material in Follett Discover, the rejected material will have an updated status of "Rejected by Institution" The title on the right shows that it was rejected and will not be sent to the campus store.

Adopted Titles Have Been Rejected By Your Department Administrator
REPLY DELETE
To: Instructor Sent: 07/31/2017 12:47 AM From: Image: Contemport of the second s
The following title has been rejected by your department administrator:
DEPARTMENT: HIST
TERM: 2015SP
COURSE: H3016
SECTION: HISTA3016.2015SP
MATERIAL TITLE: They Say/I Say: MovesAcad Writing (w/ 2016 MLA Update)
ISBN13: 9780393617436
AUTHORS: Graff
TIME OF REQUEST: 2017-07-31 12:47:23 PM CDT
Please contact your department administrator for further details as to why this title was rejected.
REPLY DELETE
RETURN TO INBOX

My Departments				
BIOL				
Set Adoption Permissions				
Pre-Approve Materials				
Approve Adoptions				

Adoption Compliance Report

Another feature available within the Follett Discover Administrator role is the Adoption Compliance Report. View adoption status by campus, department, course and even drill down to the section. You can select to export the report to Excel or PDF.

To run the Adoption Compliance Report:

- 1. Click View Adoption Compliance Report
- 2. Select the term by clicking Change Term



My Dashboard Viewing Term: Fall Semester 2016 The Compliance Rate shows the Compliance Rate Adoption Compliance Trend ring Campus: CAMPUS BOOKSTORE 45% 1125/2466 COURSES COMPLETED Compliance Deadline 0 5 06/28 07/05 07/12 07/19 07/26 08/02 08/09 08/16 08/23 DAY'S REMAINING PREVIOUS TERM Compliance by Category Quick Reports Top Compliant DEPARTMENT ▶ CAMPUS Apr 14, 2016 \top Art Department ▶ DIVISION All Campuses,1 Department Selected,All Π. 100% DEPARTMENT CAMPUS BOOKSTORE MATH COURSE COURSE COURSE T T 100% 100% CAMPUS BOOKSTORE MATH 488 PUS BOOKSTORE BIO 410 All Campuses -1 Department Selected -All Courses -EMAIL PRINT EXPORT AS... - SAVE QUICK REPORT Section Compliance 1- 40 of 220 Results CAMPUS NAME COURSE NAME DEPARTMENT A COURSE SECTION INSTRUCTOR COMPLETE ACTIONS CAMPUS BOOKSTORE GRAPHIC DESIGN II ART 344 10817 Professor Professor CAMPUS BOOKSTORE PHOTOGRAPHY II ART 350 19889 Professor Professo CAMPUS BOOKSTORE CAMPUS BOOKSTORE ADV STU PRB VIDEO ART& MASS CULTURE ART 620 305 19672 11841 No CAMPUS BOOKSTORE AD STU PRB CERAM ART 660 11822 Yes CAMPUS BOOKSTORE CAMPUS BOOKSTORE 307 307 352 CORE ART STUDIO ART 11784 Professor Professo ART CORE ART STUDIO 11783 CAMPUS BOOKSTORE Professor Professor VISUAL EFFECTS 11780 Yes CAMPUS BOOKSTORE ANIMATION I ART 263 11779 Yes CAMPUS BOOKSTORE PRINTMAKING II HIST CONTEMP ART ART ART 338 448 11777 Yes No 11713 CAMPUS BOOKSTORE ART& MASS CULTURE ART 11702

> Note: The adoption compliance report only shows the departments that have been assigned to you. Contact the campus store manager to request additional access.

percentage of completed adoptions for your assigned departments.

View the Adoption Compliance Trend to see adoption compliance rate over time for your campus.

Use the **Compliance by** Category togales to view compliance by your campus, division, department and course.

View and save compliance reports.

1. Filter results by **Campus**, Department, and Course.

To save the currently viewed report as a Quick Report:

- 1. Select SAVE QUICK REPORT
- 2. Name the quick report

Tip: Export the report to PDF or Excel for additional detail on the completed/not completed status.