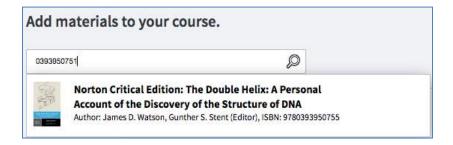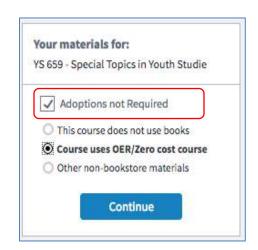# Submitting Textbook Information to the Bloomfield College Online Bookstore

1. **Log in**: Visit BloomfiledTextbookX.com and log in with your <mark>Faculty ID</mark>.
2. **Select a Course:** Click one of your courses to start the adoption process.
3. **Add Textbooks**: Use the search box to search by ISBN or title. When you click on a book, a pop-up will appear with full book details including pricing and edition alerts. Click "Adopt" to add it to your course.

a. **New Only:** If your course requires digital courseware materials (i.e. access code), lab manuals, or other one-time use products, select "New Only."

b. **No Textbooks Required:** If your course does not require textbooks, check the box next to "Adoptions not Required" and then select the reason why. Example: you are utilizing **Open Educational Resources**.
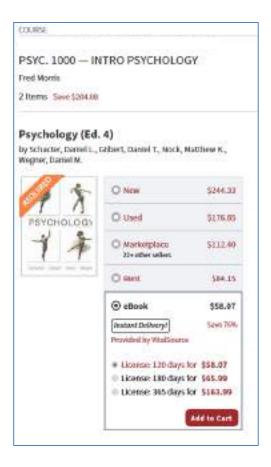

4. **Optional Steps:** Add Ancillary Materials and/or Course Notes. Example: You can attach your syllabus in the course notes section.
5. **Preview Course:** Review how students will see your course.
6. **Submit Course:** Click "Submit" to complete your course adoption. If you teach two or more sections of the same course, you can copy the information to all sections.

The bookstore receives daily updates from Bloomfield College regarding course information. If your courses are not listed, or if you experience issues or have questions, contact the Bloomfield College Online Bookstore Account Manager, Matthew Knapp by email (mknapp@akademos.com) or phone (203-852-3928).

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<u>The Bloomfield College Online Bookstore</u>

Bookstore Benefits for Students:

- **Students can log in and see a personalized page** showing only the courses they registered for and their corresponding course materials.
- Students can select from **a variety of textbook formats** including new, used, eBook, and rental.
- The online bookstore offers an integrated peer-to-peer marketplace, where **students can save an average of 60% off list price.**
- The online bookstore provides year-round access for students to sell their textbooks on the Marketplace**.**
- **The bookstore offers a Price Match Guarantee** on all new books, so students won't pay more if they find a lower price elsewhere.
- A **dedicated customer service team** to assist students with ordering, tracking, returning, selling, etc.

Bookstore Benefits for Faculty:

- **Log in** using your Faculty ID and see only the courses you are assigned to teach or oversee.
- **Previously adopted textbooks** will display for easy re-selection.
- **Real-time pricing and availability** for textbooks display upon adoption.
- **Coursepack creation service** to create low-cost, highly-tailored course materials.
- A **textbook recommendation engine** featuring over 12 million ISBNs.
- **Enhanced reporting** and analytics for faculty, chairs, and staff to provide real-time course completion information and student purchasing information.
- The bookstore lists **real-time pricing and availability** for materials.

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