

# Kean University Adoption & Insights Portal (AIP)

Training Guide

# Introducing the Adoption & Insights Portal (AIP)

AIP was developed by Barnes & Noble College to solve challenges faced by our higher education partners in the areas of discovering, selecting, and monitoring course material adoptions.

Powered by your Student Information System (SIS), AIP delivers a highly personalized, streamlined, action-oriented user experience for faculty, staff, administrators, and academic leadership.

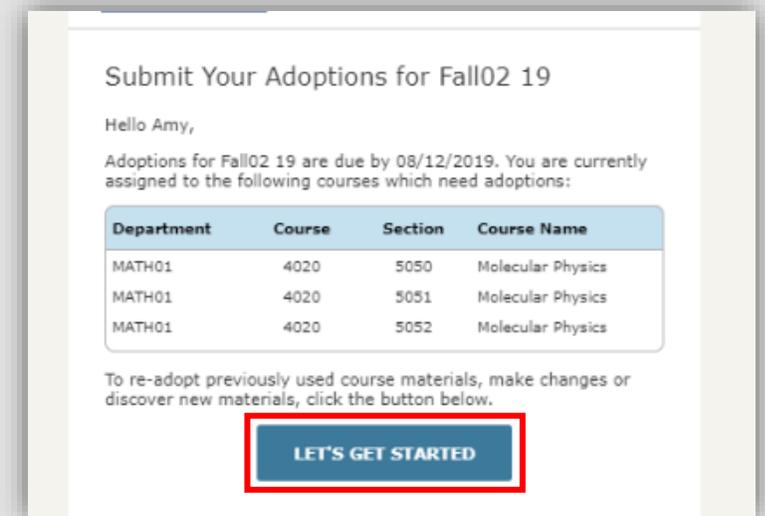
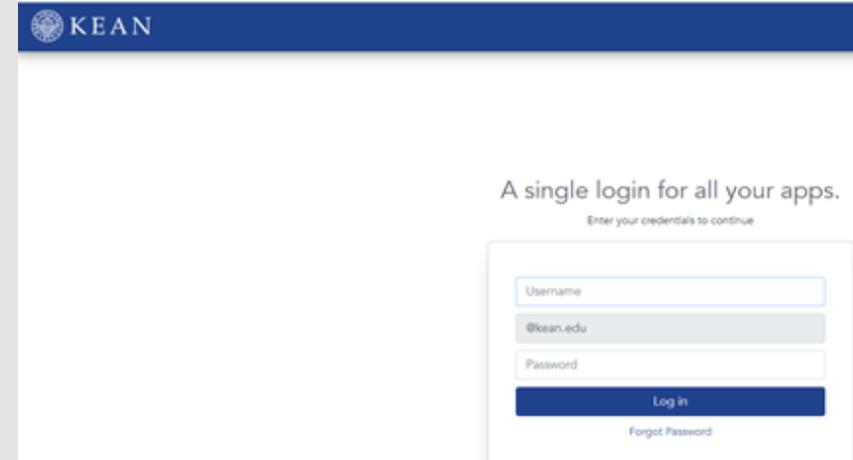
*With AIP, faculty and staff can easily manage and submit course material adoptions each term.*

# Getting Started with AIP



# How do I log in?

- You can conveniently access AIP from Kean's Academic Affairs web page, or via this link: <https://sso.bncollege.com/bes-sp/bessso/saml/keanedu/aip/logon>
- You can also access AIP through the link in your Adoption Reminder emails



Submit Your Adoptions for Fall02 19

Hello Amy,

Adoptions for Fall02 19 are due by 08/12/2019. You are currently assigned to the following courses which need adoptions:

Department	Course	Section	Course Name
MATH01	4020	5050	Molecular Physics
MATH01	4020	5051	Molecular Physics
MATH01	4020	5052	Molecular Physics

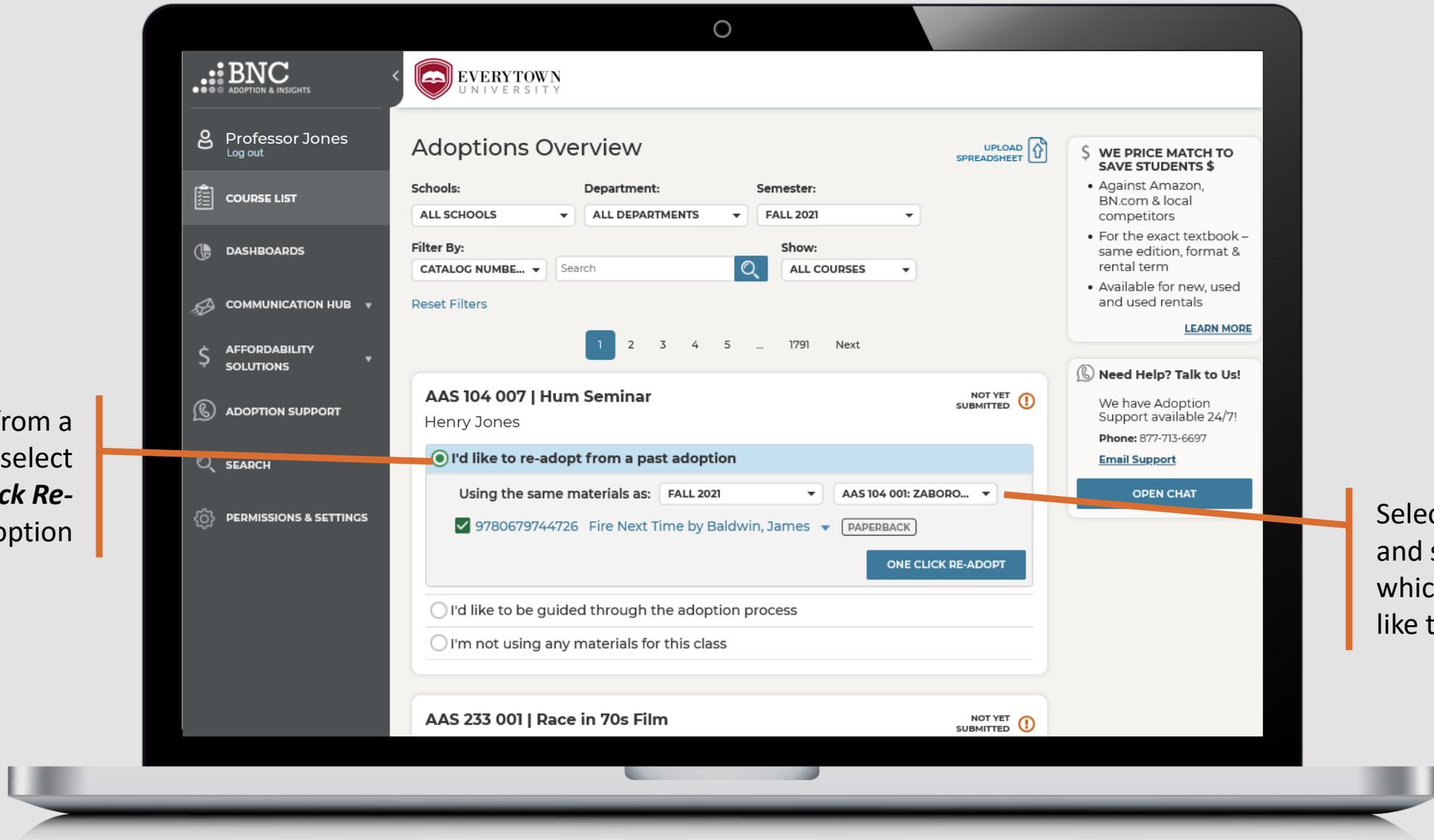
To re-adopt previously used course materials, make changes or discover new materials, click the button below.

**LET'S GET STARTED**

# One Click Re-Adopt

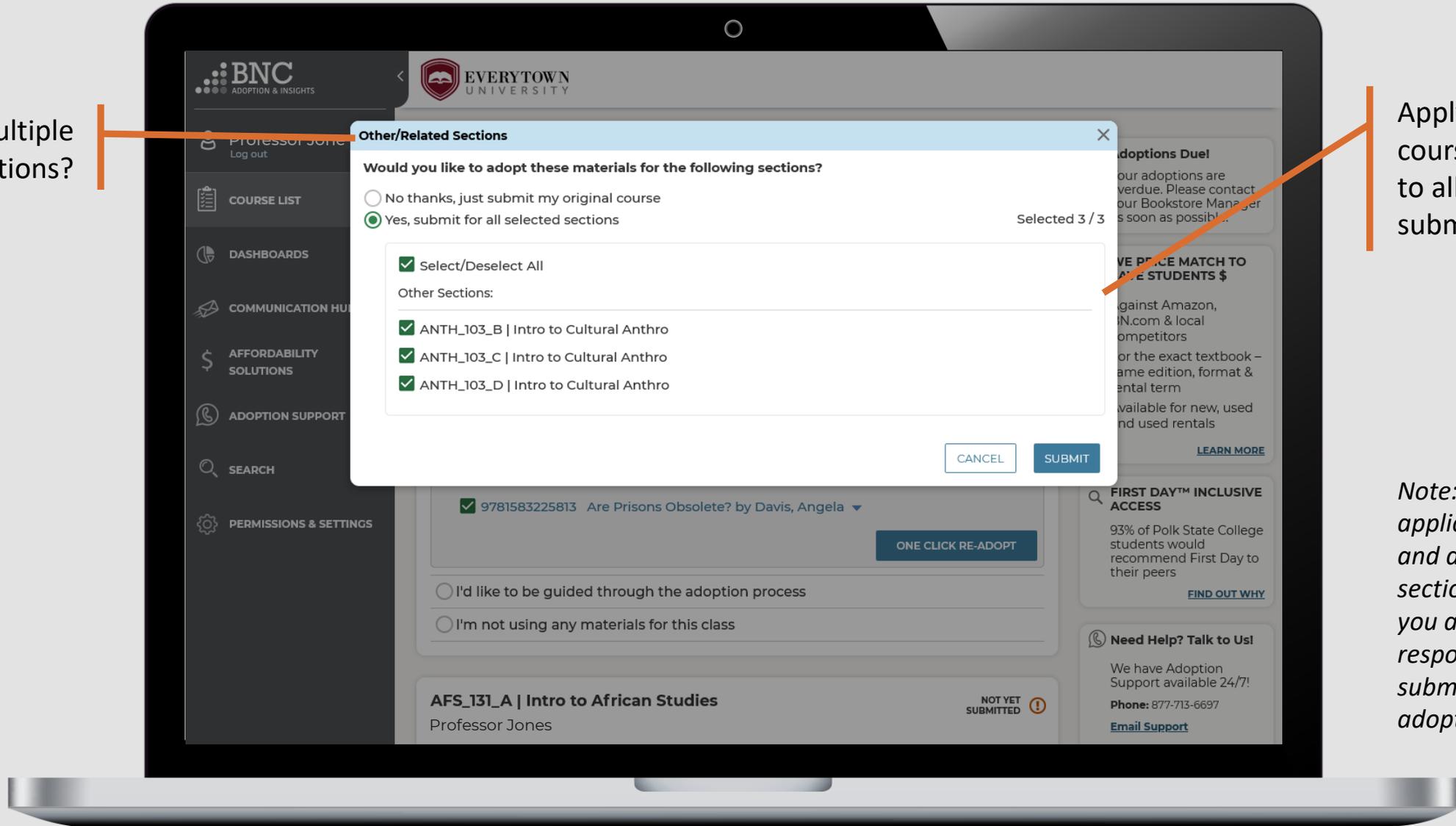


To Re-Adopt from a past term, select the **One Click Re-Adopt** option



Select a term and section from which you would like to re-adopt

Teaching multiple sections?



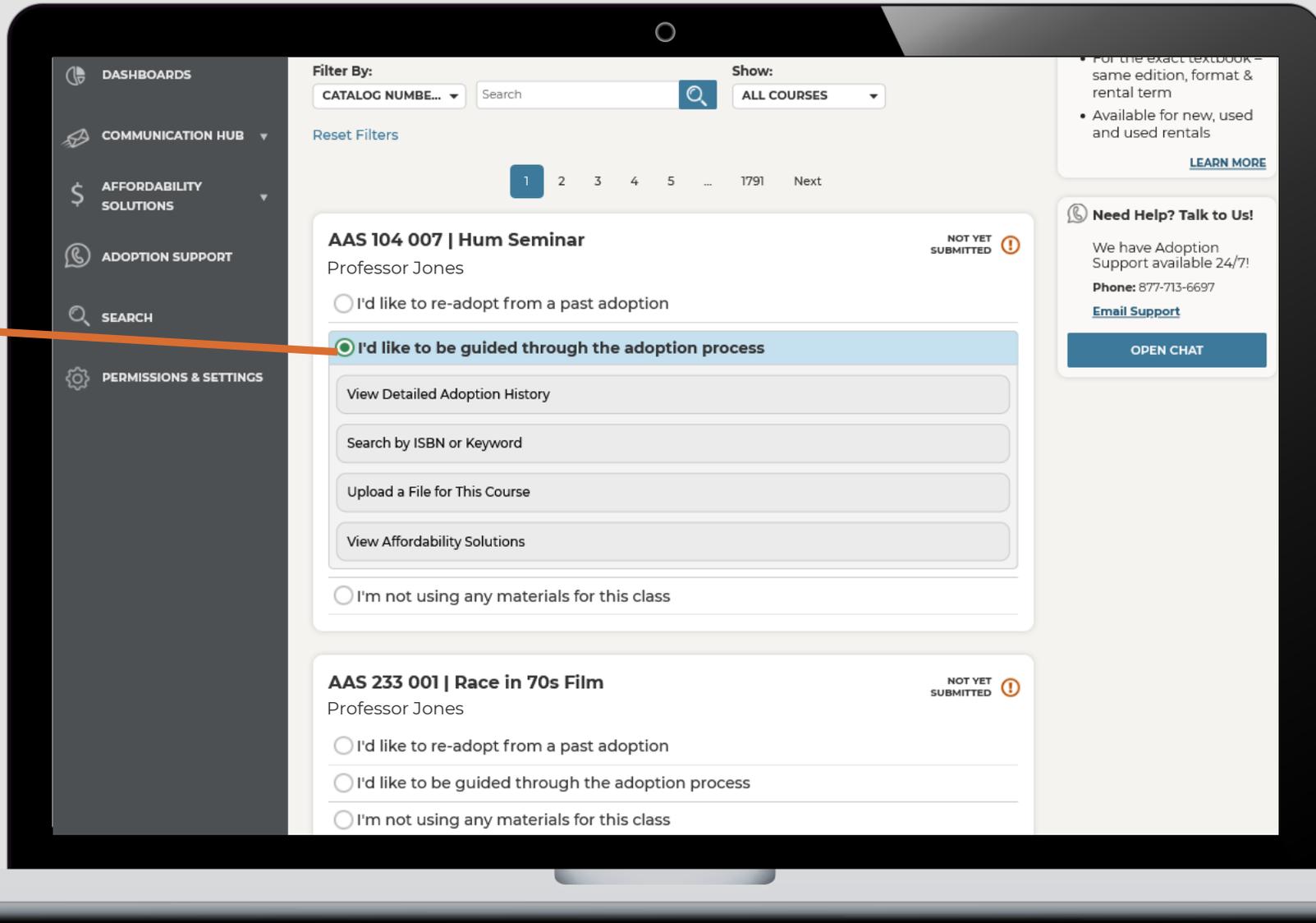
Apply your course materials to all or just submit one

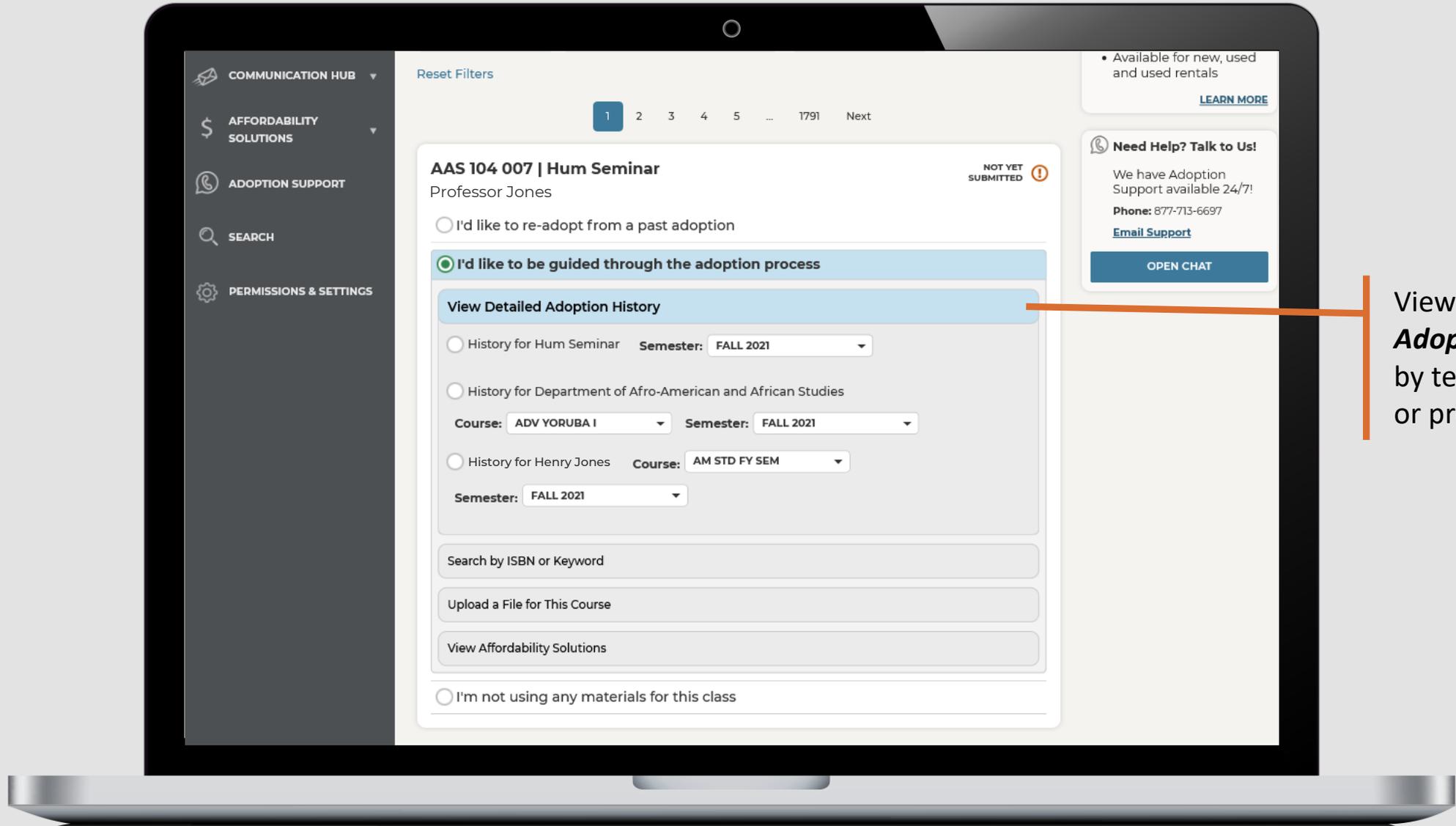
*Note: Only submit applicable sections and de-select any sections for which you are NOT responsible for submitting adoptions*

# Guided Adoption



To find new course materials, select the **Guide Me** option





• Available for new, used and used rentals

[LEARN MORE](#)

**Need Help? Talk to Us!**

We have Adoption Support available 24/7!

**Phone:** 877-713-6697

[Email Support](#)

[OPEN CHAT](#)

View *Detailed Adoption History* by term, course, or professor

Reset Filters

1 2 3 4 5 ... 1791 Next

**AAS 104 007 | Hum Seminar**

Professor Jones

NOT YET SUBMITTED

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

**View Detailed Adoption History**

History for Hum Seminar Semester: FALL 2021

History for Department of Afro-American and African Studies

Course: ADV YORUBA I Semester: FALL 2021

History for Henry Jones Course: AM STD FY SEM

Semester: FALL 2021

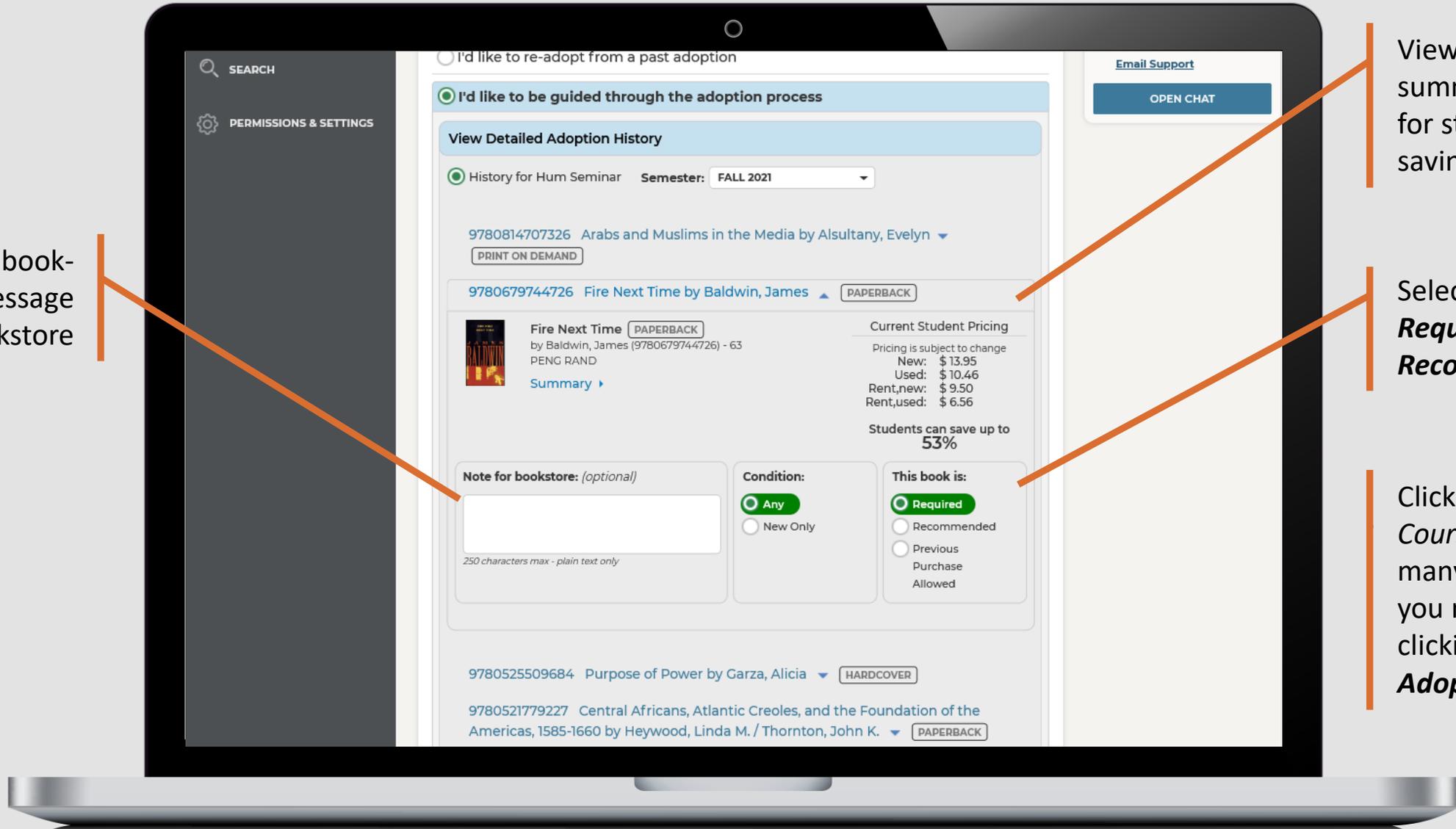
Search by ISBN or Keyword

Upload a File for This Course

View Affordability Solutions

I'm not using any materials for this class

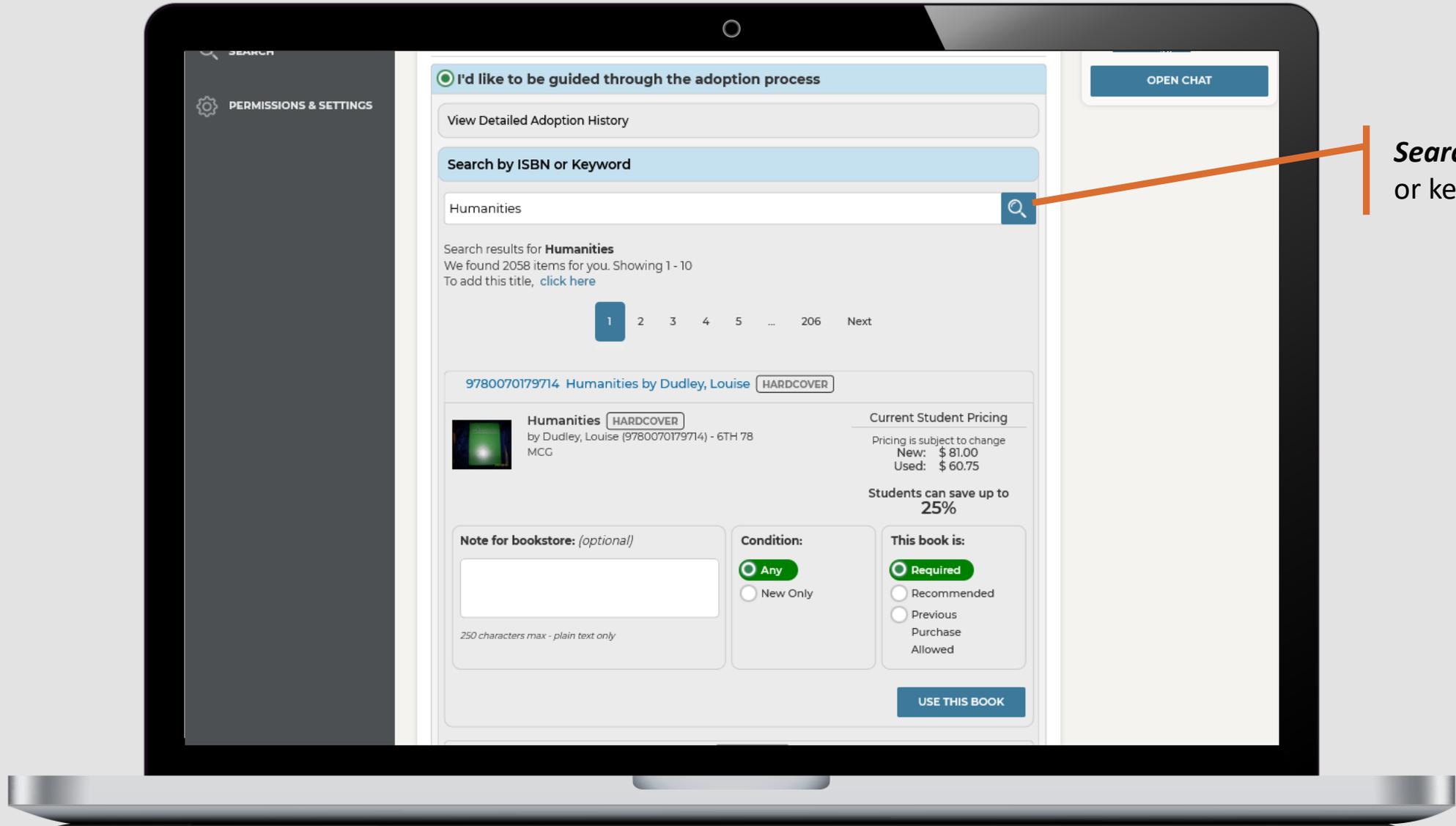
Write a book-specific message for the bookstore



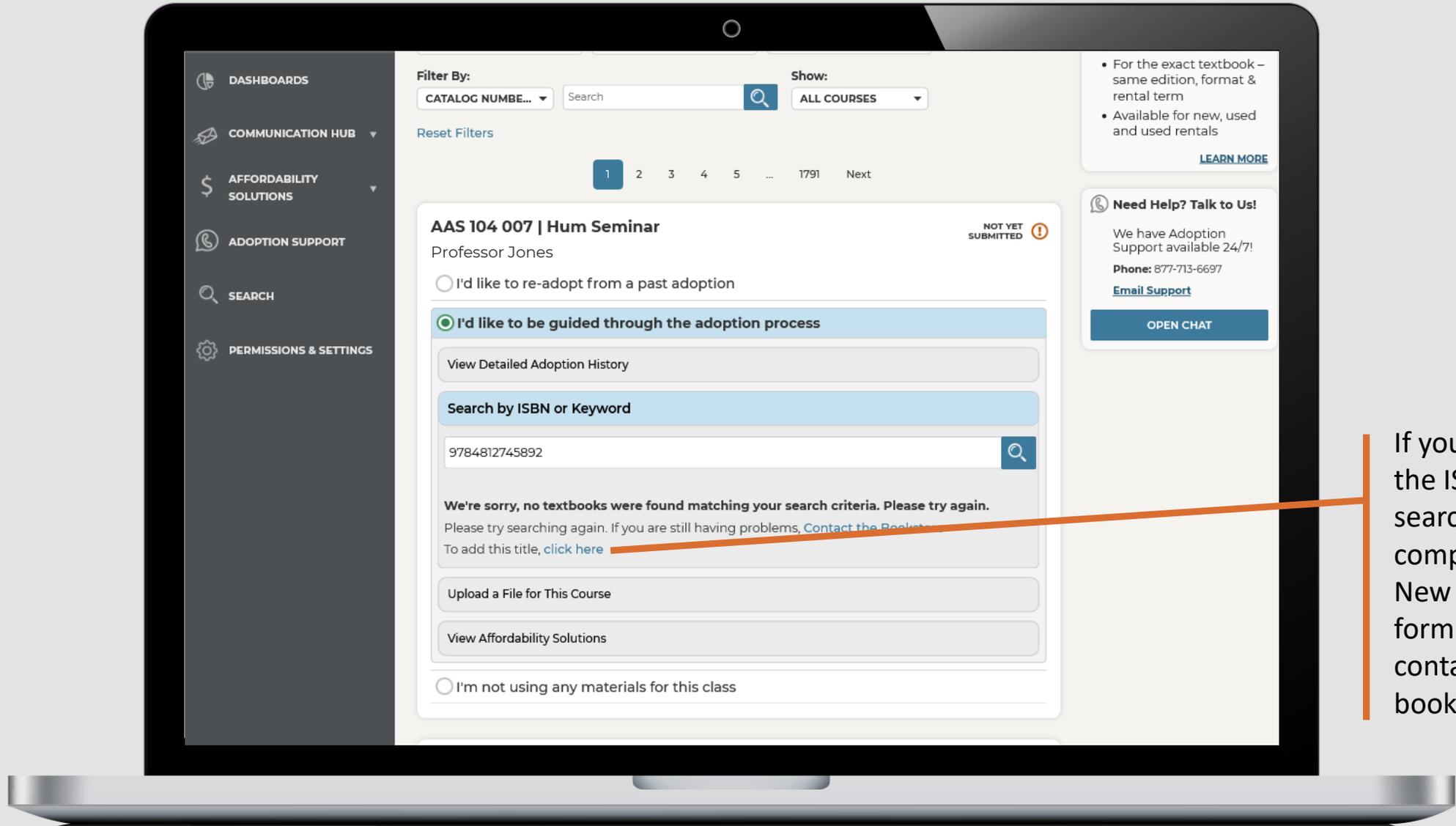
View textbook summary, pricing for students, and savings

Select if book is **Required** or **Recommended**

Click **Add to Course** to add as many ISBNs as you need before clicking **Submit Adoption**



Search by ISBN or keyword



- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

[LEARN MORE](#)

**Need Help? Talk to Us!**

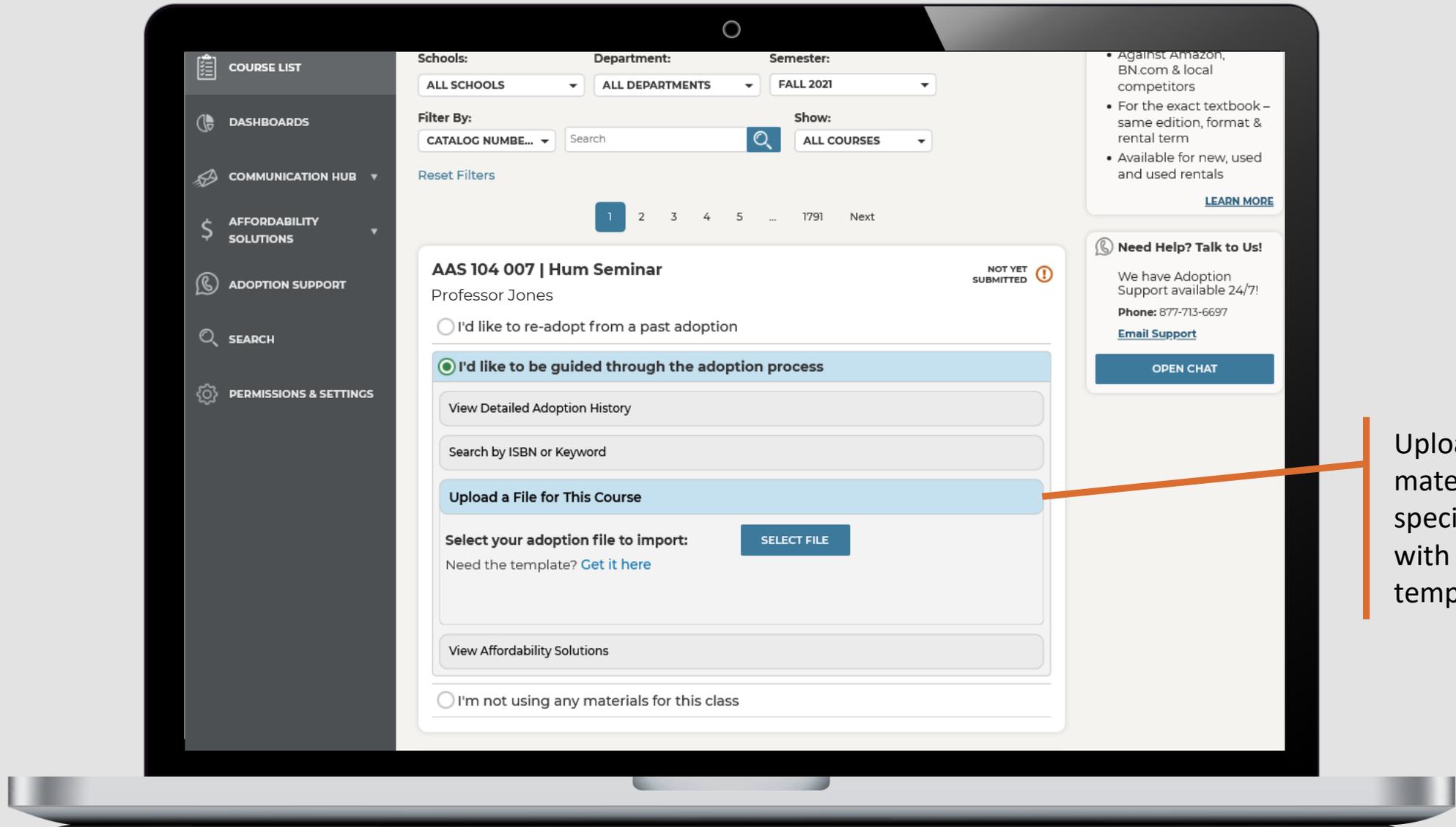
We have Adoption Support available 24/7!

**Phone:** 877-713-6697

[Email Support](#)

[OPEN CHAT](#)

If you can't find the ISBN you are searching for, complete the New Title Add form here, or contact the bookstore



- Against Amazon, BN.com & local competitors
  - For the exact textbook – same edition, format & rental term
  - Available for new, used and used rentals
- [LEARN MORE](#)

**Need Help? Talk to Us!**

We have Adoption Support available 24/7!

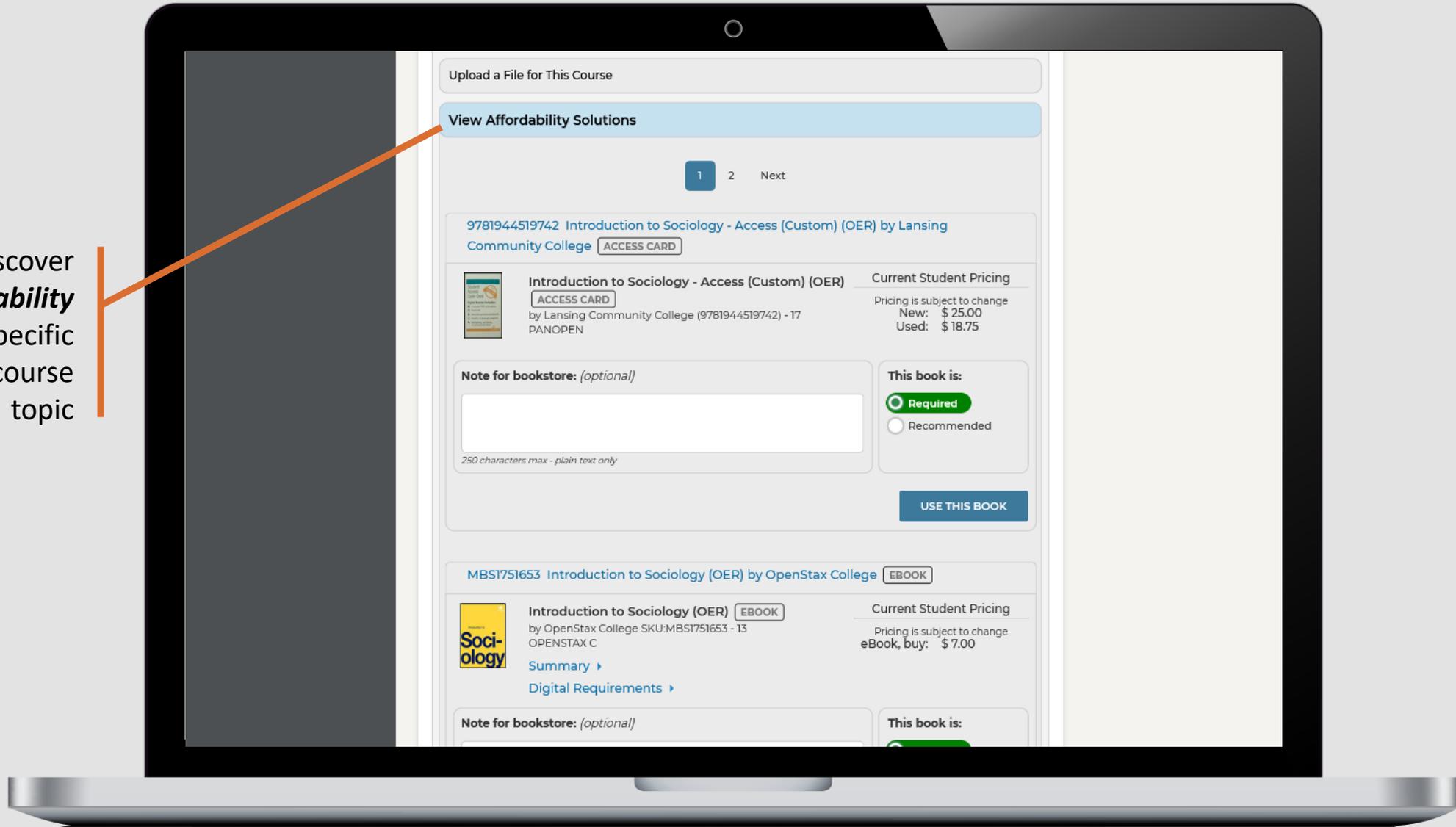
**Phone:** 877-713-6697

[Email Support](#)

**OPEN CHAT**

Upload adoption materials for this specific section with an easy template

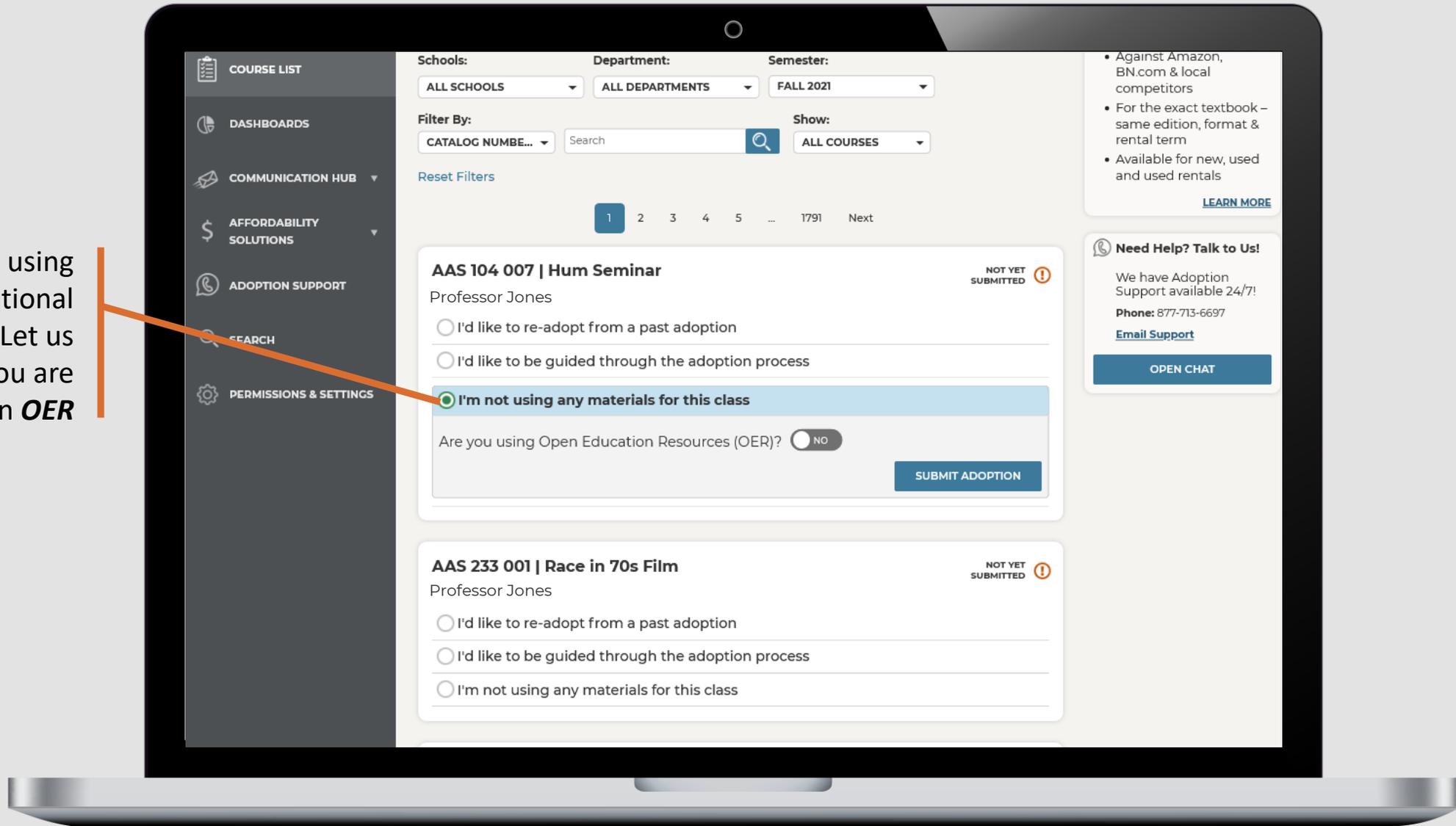
Discover **Affordability Solutions** specific to your course topic



# In-Line Affordability Solutions

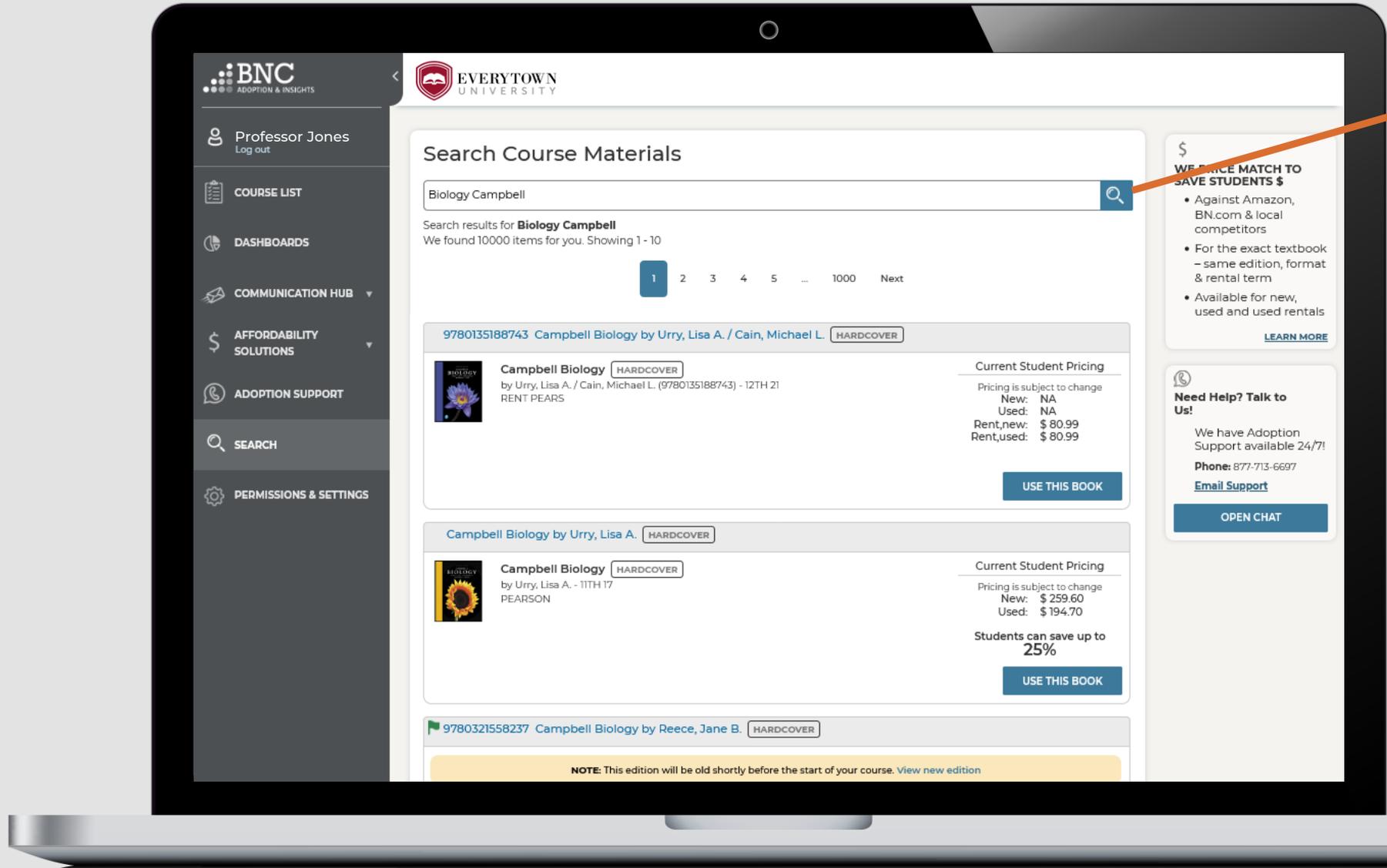
*The "View Affordability Solutions" feature populates at the course/section level depending on course history. The feature will display if there is course adoption history for terms and an appropriate affordability option that maps to that course adoption history. If this isn't available, users can utilize the "Search" functionality for affordable option materials in the catalog.*

Not using traditional materials? Let us know if you are using an **OER**



Search





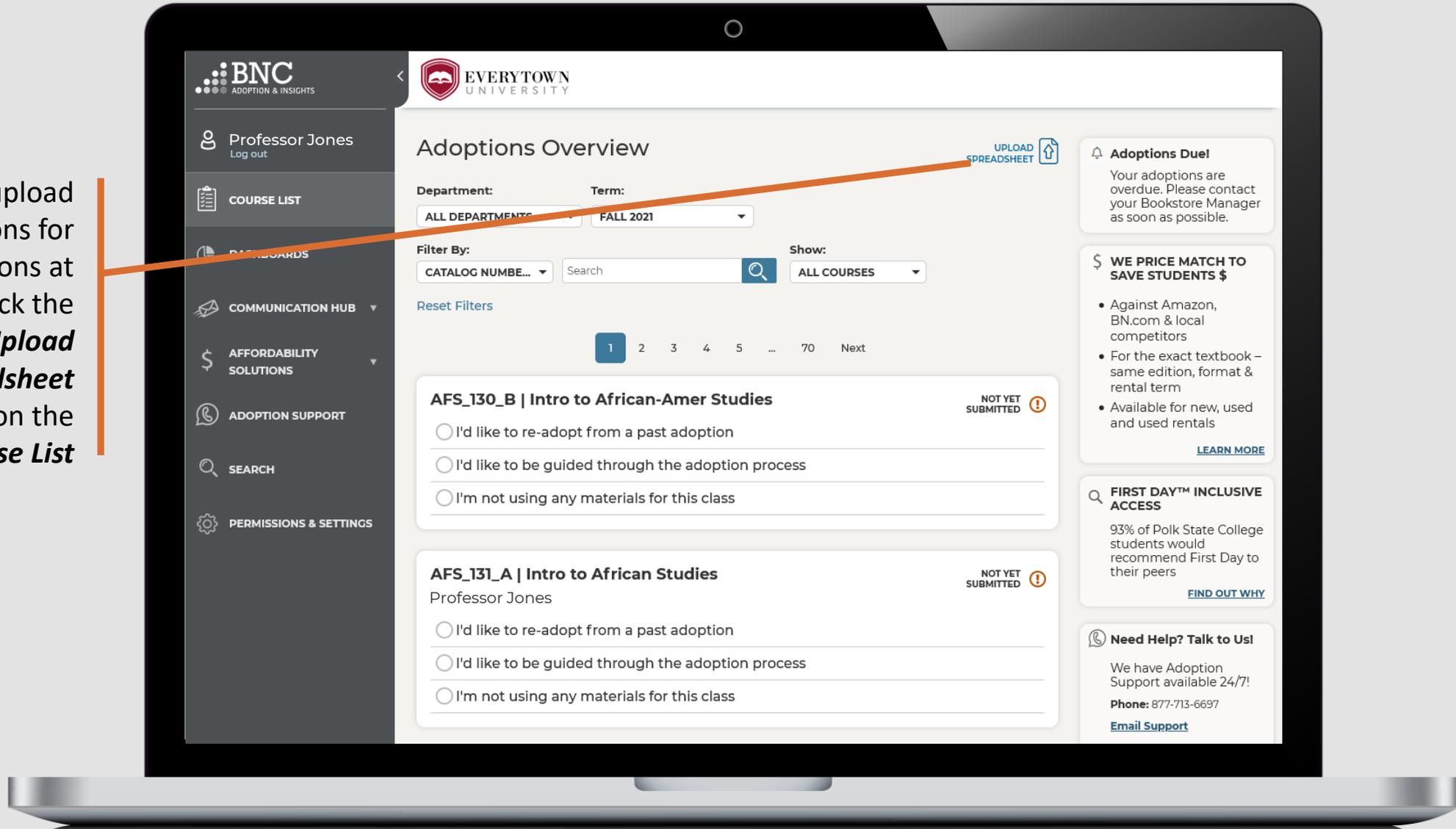
**Search** and Research course materials by ISBN, Keyword, or Author

*Note: AIP's catalog search has been improved to provide more relevant matches for title and author searches*

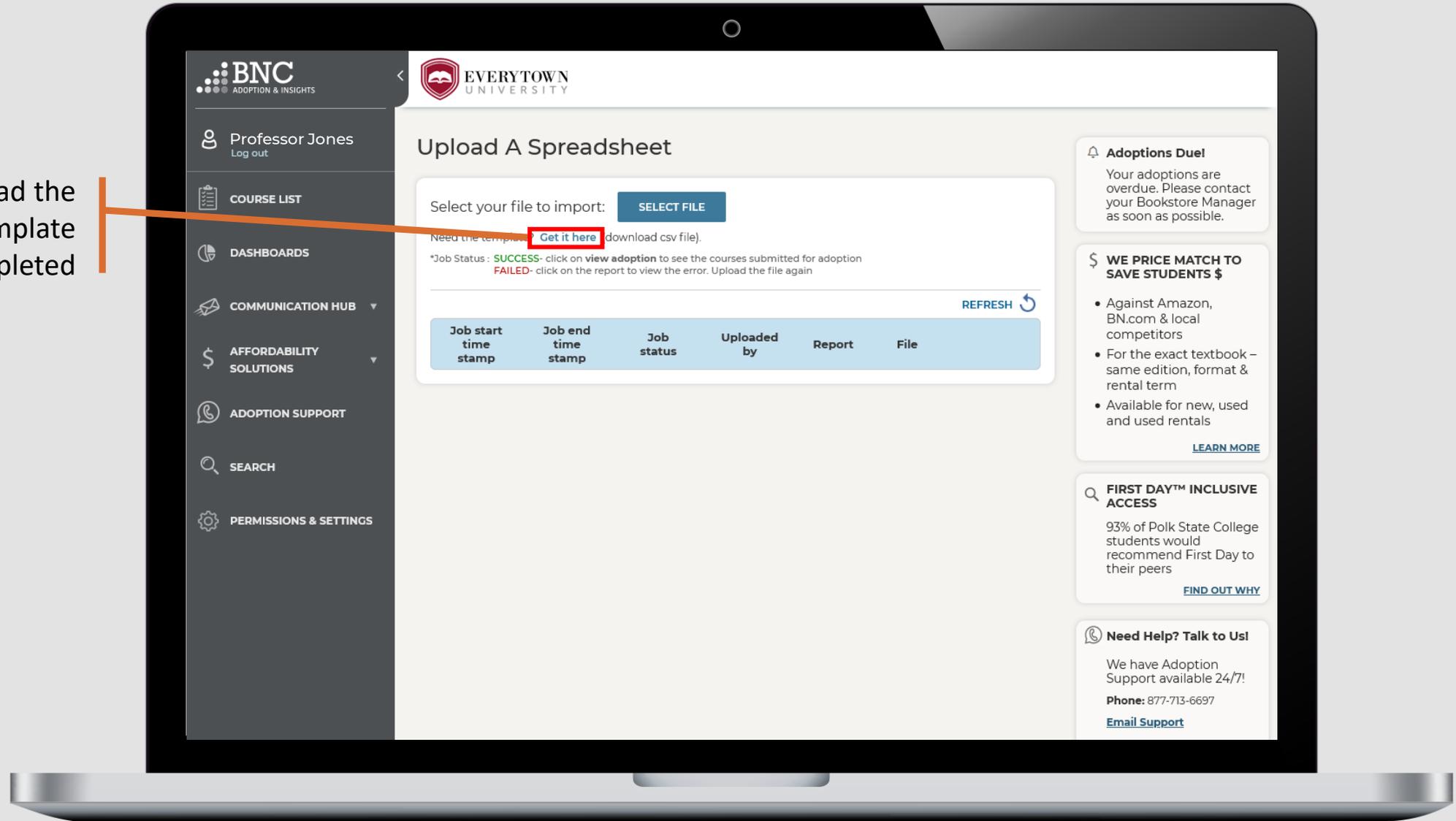
# Bulk Upload



To upload adoptions for multiple sections at once, click the **Upload Spreadsheet** button on the **Course List**



Download the provided template to be completed



Input **Term Title** and **Section Code**:

This is a unique value used to identify the section available in your Student Information System data.

Input **ISBN** as a 13-digit number

Input **Adoption Condition**: Enter Any

Input **Adoption Type**: Enter Required or Recommended

	A	B	C	D	E	F	G	H
1	TermTitle	SectionCode	ISBN	SKU-First D	AdoptionCondition	AdoptionType	Notes	NoMaterials (No
2	Fall 2021	CHEM-113-01	9787002716252		Any	Required	Only use 10th edition	N
3	Fall 2021	CHEM-113-01	9784012664321		Any	Recommended		N
4	Fall 2021	CHEM-200-01	9784400281726		Any	Required		N
5	Fall 2021	CHEM-200-02	9787066938175		Any	Required		N
6	Fall 2021	CHEM-400						Y
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Note: If your institution has multiple campuses, there will be a "CampusName" column, input the Campus Names exactly how they appear in AIP.

If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID

	A	B	C	D	E	F	G	H
1	TermTitle	SectionCode	ISBN	SKU-First D	AdoptionCondition	AdoptionType (	Notes	NoMaterials ( No
2	Fall 2021	CHEM-113-01	9787002716252		Any	Required	Only use 10th edition	N
3	Fall 2021	CHEM-113-01	9784012664321		Any	Recommended		N
4	Fall 2021	CHEM-200-01	9784400281726		Any	Required		N
5	Fall 2021	CHEM-200-02	9787066938175		Any	Required		N
6	Fall 2021	CHEM-400						Y
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**Notes:** This to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field

Under **NoMaterials**, enter **N** for any courses that ARE using materials

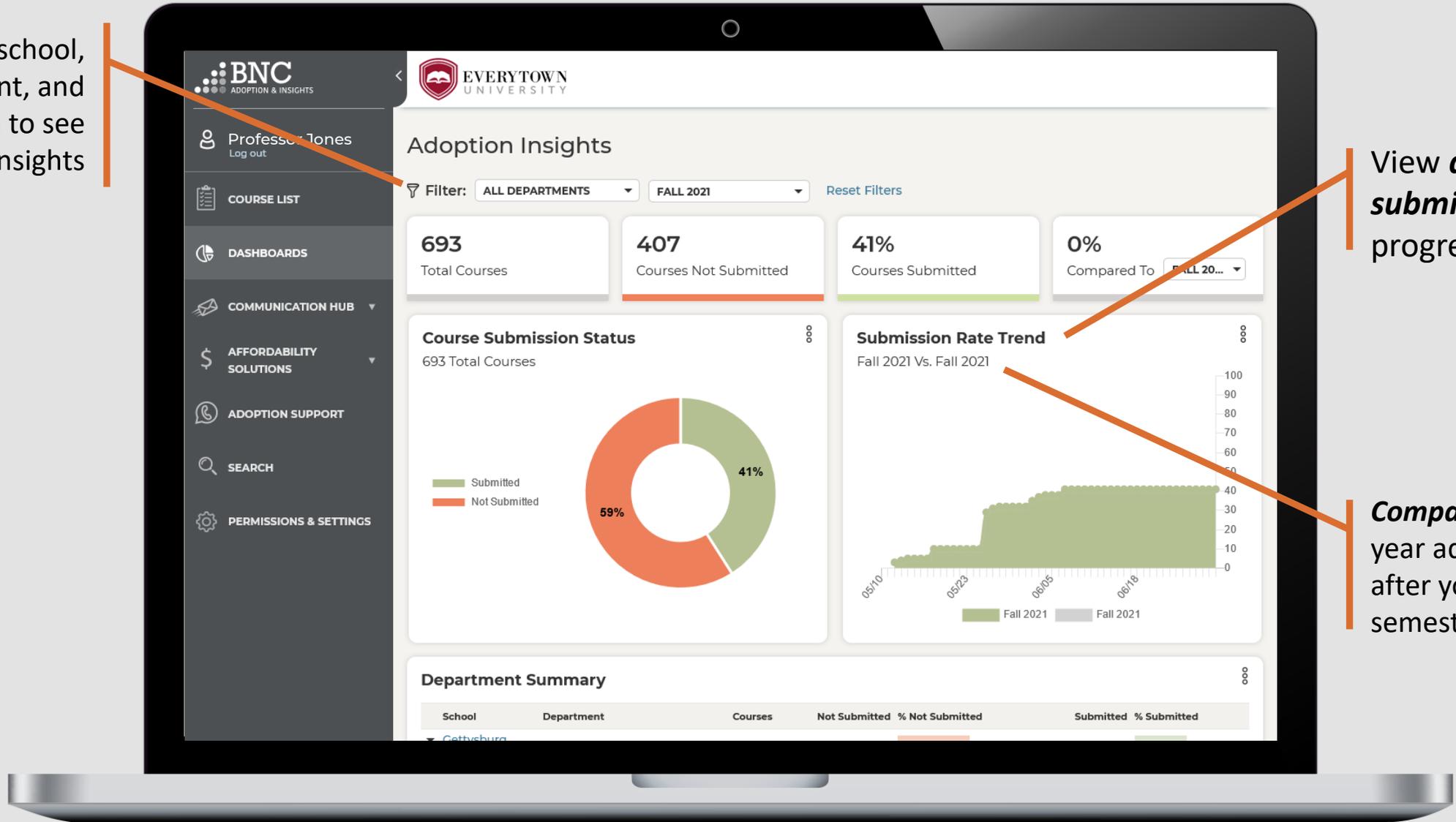
	A	B	C	D	E	F	G	H
1	TermTitle	SectionCode	ISBN	SKU-First D	AdoptionCondition	AdoptionType (	Notes	NoMaterials (No
2	Fall 2021	CHEM-113-01	9787002716252		Any	Required	Only use 10th edition	N
3	Fall 2021	CHEM-113-01	9784012664321		Any	Recommended		N
4	Fall 2021	CHEM-200-01	9784400281726		Any	Required		N
5	Fall 2021	CHEM-200-02	9787066938175		Any	Required		N
6	Fall 2021	CHEM-400						Y
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If you are **not** using materials, leave the ISBN, Condition, and Type columns blank, and enter “Y”. If you **are** using materials, this can be left blank

# Dashboards

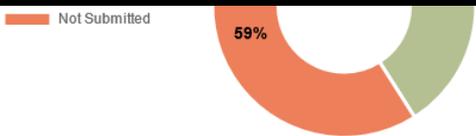


**Filter** by school, department, and term to see detailed insights



View **adoption submission** progress

**Compare** year over year adoption trends after your first semester using AIP



Department Summary

School	Department	Courses	Not Submitted	% Not Submitted	Submitted	% Submitted
▲ Everytown University		693	407	59%	286	41%
▼	Administrative	12	12	100%	0	0%
▼	Africana Studies	9	7	78%	2	22%
▼	Anthropology	15	15	100%	0	0%
▼	Art and Art History	19	19	100%	0	0%
▼	Asian Studies	10	4	40%	6	60%
▼	Biology	42	11	26%	31	74%
▼	Chemistry	40	13	32%	27	68%
▼	Cinema and Media Studies	6	5	83%	1	17%
▼	Civil War Era Studies	5	3	60%	2	40%
▼	Classics	10	10	100%	0	0%
▼	Computer Science	11	8	73%	3	27%
▼	Economics	61	30	49%	31	51%
▼	Education	14	9	64%	5	36%
▼	English	41	28	68%	13	32%
▼	Environmental Studies	20	9	45%	11	55%

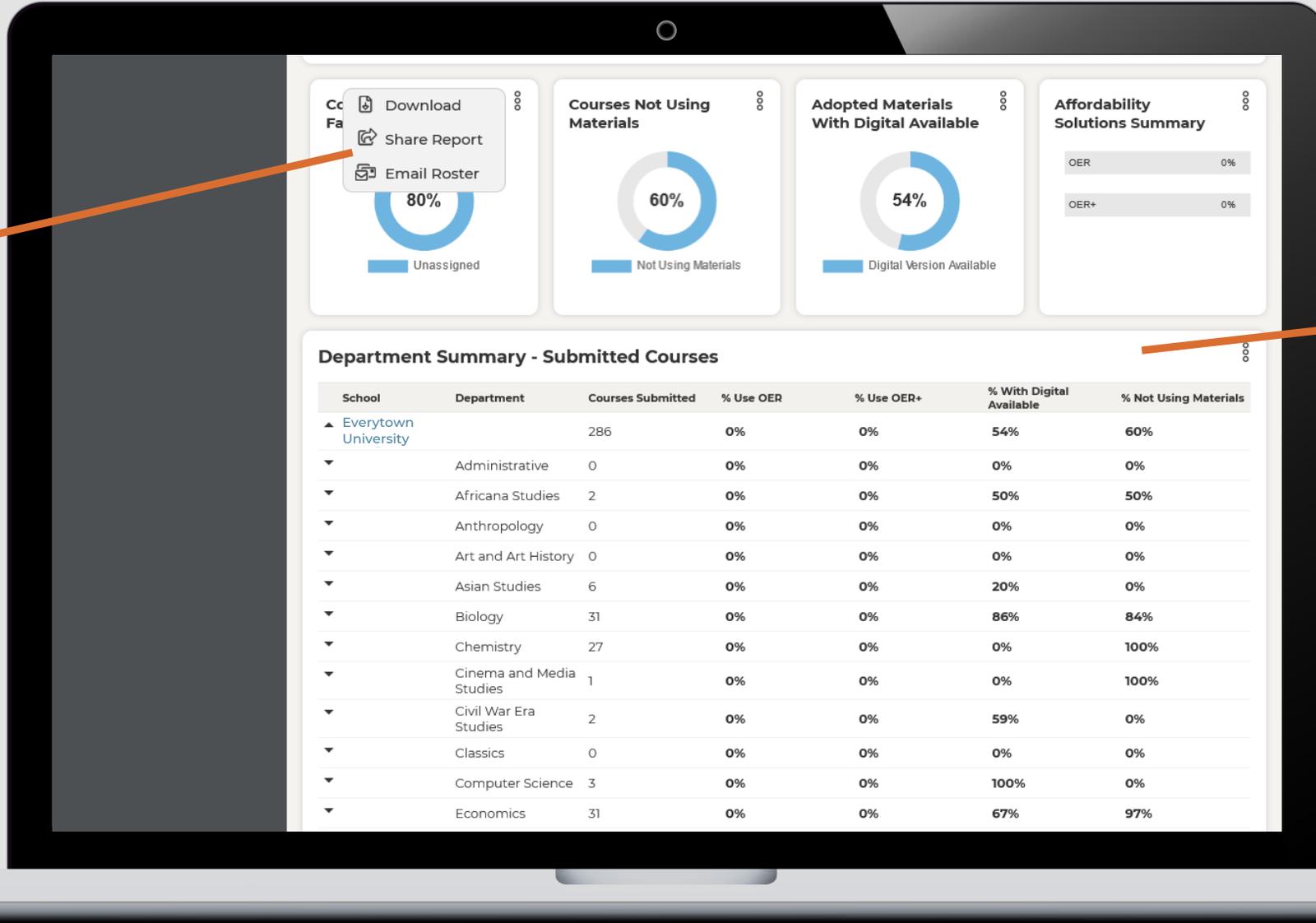
Expand the **Department Summary Table** to see specific adoption data down to course and instructor level

See adoption data and take action directly from the portal

**Download** a report

**Share** a report

**Send a Reminder** to faculty to submit missing adoptions



Use the **Department Summary – Submitted Courses** table to view Adopted Material Insights for submitted courses by school, department, and course