**Follett Discover for Department Administrators**

The ASU Bookstore uses the Follett Discover Textbook adoption service, which is available on [Blackboard Home](#). This article describes the Textbook process for Department Administrators and Concierge staff. See also, [Follett Discover for Instructors](#) and [Follett Discover for Students](#).

**Department Administrator Role**

- Approve textbooks adopted by instructors
- Pre-approve textbooks on behalf of instructors
- Find textbooks for instructors
- View the adoption request dashboard

**Concierge Role**

The concierge role allows department staff to search and select (adopt) textbooks on behalf of instructors. The concierge can not approve textbooks or access the Follett Discover dashboard.

- Adopt textbooks on behalf of instructors in your department.
- Research textbooks and open source content on behalf of instructors

**Account Setup Requests**

Please send an email with the following information to your campus Follett partner:

- The departments you will manage
- Course code prefix's (ENG, MAT, etc.)
- Campus(es) for your courses and departments
- Your first and last name
- Your email address
- Your phone number
Follett Partners

- Downtown Phoenix campus: Dennis Dripps, 1234txt@follett.com
- Polytechnic campus: Paula Bryant, 1232mgr@follett.com
- Tempe campus: Chris Hanks, 1230txt@follett.com
- West campus: Jennifer Marck, 1233mgr@follett.com

Overview

1. My Departments: the departments you manage
2. My Courses: the courses with pending adoption requests
3. My Library: textbooks that you have saved
4. Search: for textbooks by ISBN, Author, Title or Keywords
5. Log out

Instructions
2. Select a department.

On the department page, you can set permissions for how instructors will adopt eTextbooks in that department.

1. Instructor choice: textbook's selected by instructors go directly to the ASU Bookstore (default) from Follett.
2. Instructor choice with review: department administrator's must approve text selections before the order is sent to the ASU Bookstore.
3. Pre-approved only: the department administrator pre-approves texts for the instructors. If an instructor selects a pre-approved text, the order is sent directly to the ASU Bookstore from Follett. If the instructor selects a title that is not pre-approved, the department administrator must approve those texts before the order is sent to the ASU Bookstore.
Search and Find eTextbooks

See the Follett Discover for Instructors for instructions about finding and selecting texts for courses.

Review Course Adoptions

To review and approve textbooks adopted by instructors, perform the following steps:

1. Go to My Courses.
2. Select semester and year. Update.
3. Select **Review this Course**.
4. View text instructor requests and **Approve** or **Reject**.
Review Adoption Compliance Report

To review adoption compliance reports, perform the following steps:

1. Go to **My Departments**.
2. Click **View Adoption Compliance Report**.
3. Review compliance or export the report for offline viewing.
Questions?

Contact your campus Follett partner.

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