

Follett Discover for Department AdministratorsKB0013072

5 Views

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:

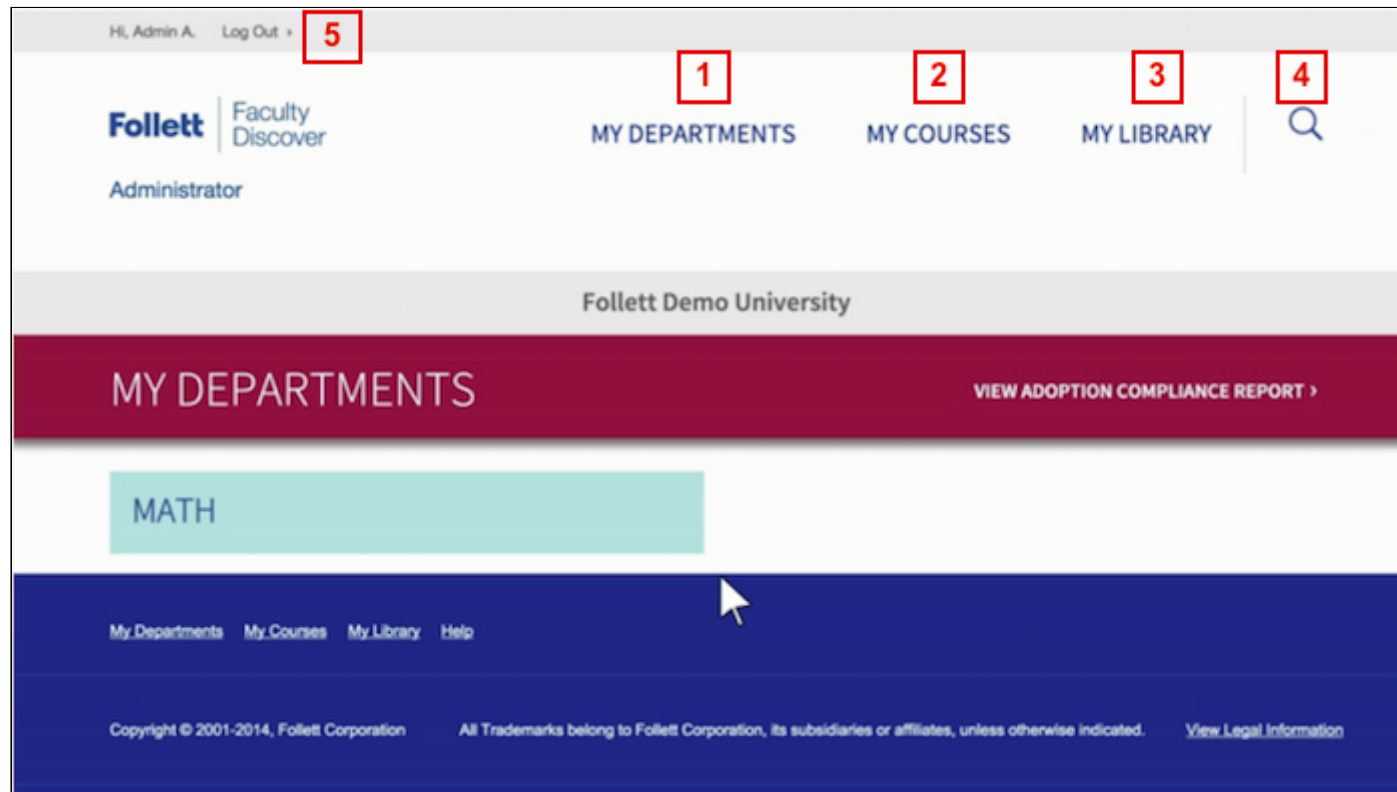
- The departments you will manage
- Course code prefix's (ENG, MAT, etc.)
- Campus(es) for your courses and departments
- Your first and last name
- Your email address
- Your phone number

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

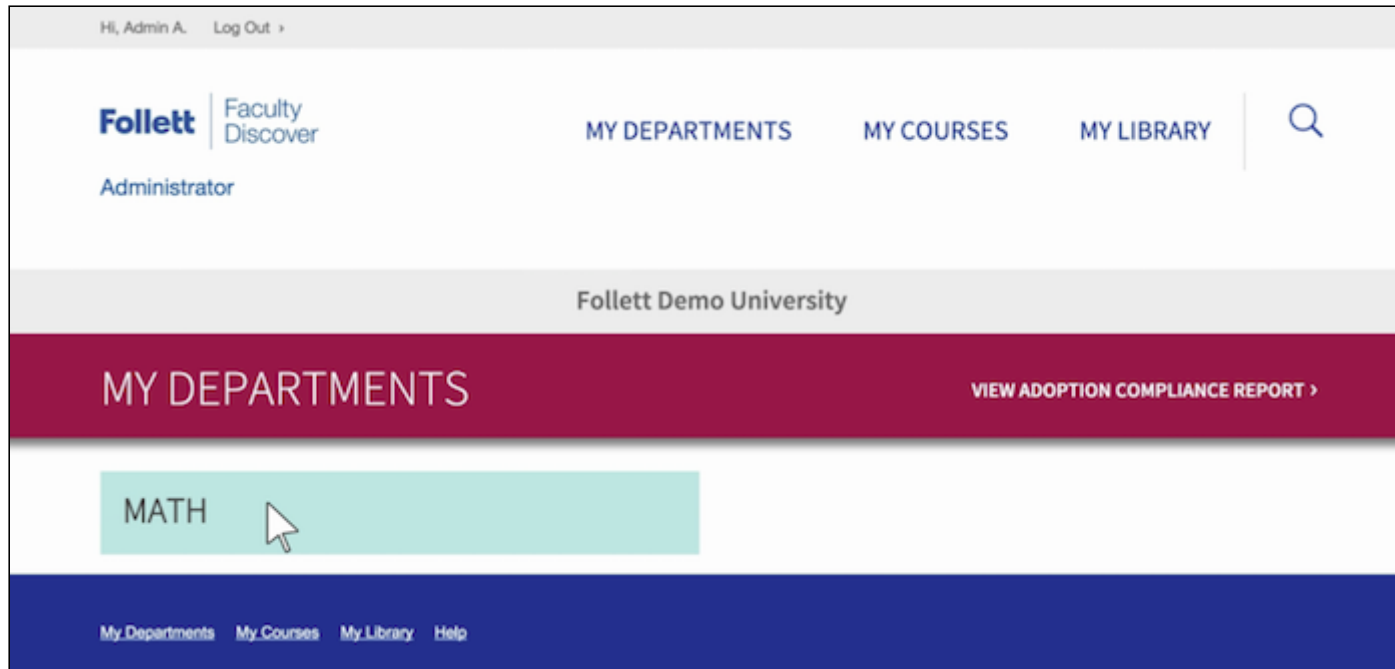
Overview

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

1. Login at <https://asu.betterknow.com>.
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.

Hi, Admin A. Log Out >

Follett | Faculty Discover

MY DEPARTMENTS MY COURSES MY LIBRARY

Administrator

Follett Demo University

MATH
MATH

Adoption Permissions
Set results availability and usage requirements for this department

Select
✓ Instructor choice
Instructor choice with review
Pre-approved only

UPDATE

You Have Not Pre-approved Materials for This Department

LET'S GET STARTED

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**.

The screenshot displays the Follett Faculty Discover interface. At the top left, the logo "Follett | Faculty Discover" is visible. To the right are navigation links for "MY COURSES" and "MY LIBRARY", along with a search icon. Below this is a header for "Follett Demo University". A red rectangular box highlights a "Select Term:" dropdown menu set to "Spring 2014" and an adjacent "UPDATE" button. Below the highlighted area, two course cards are shown. The left card is for "MATHEMATICS 8005" (M8005), titled "Algebra & Trigonometry", with a "REVIEW THIS COURSE" button. A mouse cursor is hovering over this button. The right card is for "MATHEMATICS 1100" (M1100), titled "Calculus", also with a "REVIEW THIS COURSE" button.

2. Select semester and year. **Update**.
3. Select **Review this Course**.
4. View text instructor requests and **Approve** or **Reject**.

Adopted Course Materials

Algebra & Trigonometry

Status: **PENDING**

✓ CHOICE
✓ RENTAL AVAILABLE

ALGEBRA AND TRIGONOMETRY
Ron Larson
9 Edition
Brooks Cole
Starting at \$152.49

APPROVE
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**.

The screenshot displays the Follett Faculty Discover interface. At the top left, it shows the user's name 'Hi, Admin A.' and a 'Log Out' link. The main header includes the 'Follett Faculty Discover' logo, navigation links for 'MY DEPARTMENTS', 'MY COURSES', and 'MY LIBRARY', and a search icon. Below the header, the user's role 'Administrator' is displayed. A grey bar identifies the institution as 'Follett Demo University'. A prominent maroon banner features the text 'MY DEPARTMENTS' on the left and a link 'VIEW ADOPTION COMPLIANCE REPORT >' on the right, with a mouse cursor hovering over the link. Underneath this banner, a light teal box contains the text 'MATH'. The footer is a dark blue bar with links for 'My Departments', 'My Courses', 'My Library', and 'Help'.

3. Review compliance or export the report for offline viewing.

Follett | Faculty Discover

MY DEPARTMENTS MY COURSES MY LIBRARY

Administrator

Adoption Compliance Report > State University > Fall 2014 [change term](#)

2015-2-03 12:09 PM
Export as [CSV](#), [PDF](#) ← **Report export options**

Adoption compliance for current view: 54% (6 of 11)

Campus	Department	Course	Status
State University	ARCH	ARCH 1301	Complete
State University	ARCH	ARCH 1302	INCOMPLETE
State University	ARCH	ARCH 1303	Complete
State University	ARCH	ARCH 1304	INCOMPLETE
State University	ARCH	ARCH 1307	INCOMPLETE
State University	ARCH	ARCH 1308	Complete
State University	ARCH	ARCH 1311	Complete
State University	ARCH	ARCH 1315	INCOMPLETE
State University	ARCH	ARCH 2301	Complete
State University	ARCH	ARCH 2312	Complete
State University	ARCH	ARCH 2313	INCOMPLETE

Filter by

Campus

Department

Course

Status **all** ▼

Questions?

Contact your campus Follett partner.

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Related Articles

- [Blackboard Content Management](#)
- [Blackboard for Instructors](#)

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