Book Adoption System:

*(NLU's requisition system for the ordering textbooks online using the Banner Self Service system)*

The Book Adoption system at National-Louis University is an on-line tool within the Banner Self Service Faculty menu that allows all faculty members who need to order books for their course(s) to do so.

**Accessing the System:**

Log onto Banner Self Service in the same way you do for entering grades or seeing your class lists. For any log-on problems, such as a forgotten pin, please contact the HelpDesk at (866)813-1177 or ext. 4357 from on-campus or you can email them at HelpDesk@nl.edu. The HelpDesk is available 24/7.

Once logged on access the Faculty Service menu.

Select the Term you want by using Term Selection.

Select the Book Adoption link at the bottom of the Faculty Services menu page.

Confirm in the top right hand corner that the desired term is showing.

Be sure to check that all your courses are listed for that term. If a class or classes are not listed be sure that you are in the correct term. If a course is not listed for the term it means that either the course has not been built into the system yet, or that you are not assigned as the faculty member. In either case please contact the Registrar's Office.

**Adding Books:**

To add books to a course simply click the check box next to the course information and then click the Adopt Books button. You can select multiple courses and add the book to all the courses selected. If you do not select any courses you will not see your course information on the Adopt Books page and you will not be able to add books.

If you need to clear out the checkboxes, click the Reset button. The Adopt Books button will take you to the Adopt Books Form.
Changing Terms:

If at any time while on the page you wish to change the selected term, click on the “Term Selection” link at the bottom of the page.

In the top half of the page is the information for the person who is requesting the book order.

The second part of the page is all of the course information from the courses that were selected on the Book Adoption – Faculty Course List page. This information will also include the MAXIMUM enrollment count for the course so that determining how many books to order will be easier.

Entering Book Information:

Type in the book information in the text boxes in the bottom half of the page. If you do not check the “no books required” checkbox then you must enter ALL the information in the text fields for the book, except for comments which are optional.

No Books Required:
Check this checkbox if no books are required for this course.

Number of Books:
This is the number of books you would like to order. Enter a numeric number. Example: 25.

Desk Copy Needed:
Check this checkbox if you need a desk copy of the book.

Title:

Author:
Enter the author of the book. Example: Mike Smith Jr.

Publisher:

ISBN:
This is the ISBN of the book you would like to order. Enter a numeric number including any dashes. Example: 1-111-11111-1.

Comments:
This is a free flowing field that will allow you to enter any comments you
would like to send along with your book order. You can enter a maximum of 150 characters. Example: Please be sure to order the second and not first edition.

Once you have completed entering the information for the book, click the Submit button. If your entry was a success you will see a message telling you that you have updated your information successfully. If there were any errors in your entered text, you will see an error message stating that you have failed in updating your records.

Adding Another Book to the Same Course(s):

If you would like to add another book to the same course(s) you had just adopted books for, use the “Return to Previous” link. It will take you back to the Adopt Books Page. You should see the information you just entered. Click the Reset button to clear the fields and enter the new book information. From here you can use the menu at the top of the page to return to any menu you have access to.

Note: If you use the BACK button to return to the Book Adoption – Faculty Course List page you will not be able to see the book you have just adopted to your course(s) because the database has not been re-queried. You must use the link at the bottom of the page to return to the Book Adoption – Faculty Course List page to view your books.

Functional Questions:

- I log in but why don’t see the Faculty Services Menu?
  It means that you have not yet been designated as a faculty member in the system. Please contact your academic department or program for assistance.

- Why don’t I see one or more of my classes which should be there?
  It means that either the courses have not been entered into the system yet OR it means that you have not been assigned to that course yet as the faculty member, please contact the Registrar’s Office.

- Why is some of the course data displayed wrong?
  Please contact your academic department or program to request a change to the course schedule.

- I need to make a change and it won’t let me, who do I contact?
  The system does not allow any updates once submitted. If a change is needed, please contact your academic office.

- I have special book ordering needs who do I contact?
  Please contact bksnatlouis@bncollege.com or bookadoption@nl.edu
Technical Questions:
- Why I can't log on?
- I forgot my user id or pin, what do I do?
- Why am I having problems getting or staying connect?
- Why am I having internet browser problems?
- Why is the system not working the way it should?

For all of these technical questions please contact the HelpDesk at (866)813-1177 or ext. 4357 from on-campus or email them at HelpDesk@nl.edu. The HelpDesk is available 24/7.

STEPS:

1. Log On:

![National-Louis University login page](image-url)
2. Select Faculty:
3. Select Term:

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Winter 2004

Submit

Winter 2004
Fall 2003
Summer 2003
4. Select Book Adoption:

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Final Grades
Student Menu
Display student information; View a student's schedule.
Advisor Menu
View a student's transcript; View a student's grades.

Book Adoption

5. Select Course:

Welcome to the Book Adoption display. Listed below are your courses and adopted books for the selected term.

Intro to Art - 10461 - LAA 110 - 0
Dates: Jan 12, 2004 - Mar 21, 2004
Meeting Days: M
Meeting Time: 1:30 pm - 2:55 pm

Books Adopted
Title Author Publisher ISBN Requestor Date Ordered Comments

Please check the courses for which you are adopting books and click "Adopt Books".
6. Review Course Data:

Adopt Books Form

Use this page to order books for your courses.

You must either check off the "No Books Required" box or enter the book information in the text fields. All of the book information in the

Requestor Information
Name: Eric H Vuilleumot
Phone Ext.: 5692
Email Address: No Email Address designated

Course Information
Title: Intro to Art
CRN: 10401
College: College of Arts & Sciences
Department: Art Department
Campus: Evanston
Enrollment: 25
Primary Instructor: Eric H. Vuilleumot

7. Select No Books Required or Enter Data:

Book Information
No Books Required [ ]
Number of Books to Order
Desk Copy Needed [ ]
Book Title
Author
Publisher
ISBN (ex: 1-111-11111-1)
Comments to the Bookstore
Submit Reset
8. Submit Data:

**Book Information**

- **No Books Required**
- **Number of Books to Order**: 25
- **Desk Copy Needed**
- **Book Title**: Introduction to Art
- **Author**: John Smith
- **Publisher**: Holt Publishers Inc.

**Comments to the Bookstore**
Please be sure to order the second edition.

[Submit] [Reset]

9. Receive Success Message:

Adopt Books Form

[Check Mark] You have updated your information successfully.

Return to Previous

[Book Adoption - Faculty Course List]
10. Review Submitted Book(s)

Book Adoption - Faculty Course List

Welcome to the Book Adoption display. Listed below are your courses and adopted books for the selected term.

Intro to Art - 10401 - LAA 110 - 0
Dates: Jan 12, 2004 - Mar 21, 2004
Meeting Days: M
Meeting Time: 1:00 pm - 2:55 pm

Books Adopted
Title | Author | Publisher | ISBN | Requestor | Date Ordered | Comments
---|---|---|---|---|---|---
Introduction to Art | Mary Jones Holt Publishers, Inc. | 0130685980 | Eric H Vulliamy | May 28, 2004 | Please be sure to get the second edition which was just released.

Please check the courses for which you are adopting books and click “Adopt Books”.

Adopt Books  Reset

11. Repeat as Need for Additional Books and/or Courses