

## TEXTBOOK SELECTION INSTRUCTIONS & DEADLINES

*Scroll down for step-by-step instructions.*

Texas Education Code (HB 1027) and federal regulations require all course materials and their costs be available to students at the time of registration. This ensures transparency to students regarding the cost of a particular course. This now includes the reporting of classes that use Open Educational Resources (OER) when no other course materials are reported. This allows students to evaluate OER in their textbook budgeting and consideration of opting in or out of the Bearkat Bundle. SHSU defines OER as materials accessible to students at no charge. Once registration has opened, course materials should not be changed.

These regulations also require we have a university bookstore available for students. The bookstore provides equity of access to students when it comes to educational resources. Many students may not have access to a credit card or may need their textbook costs rolled into their financial aid. The bookstore provides that opportunity. In addition, the bookstore's undergraduate Bearkat Bundle program provides ease of mind to freshmen and sophomore students and their parents who may be less savvy with navigating the book purchasing or renting process. Bearkat Bundle is not ideal for every student; thus, students may opt out of Bearkat Bundle each semester. Students may opt out and opt in of Bearkat Bundle as often as they like leading up to the 12<sup>th</sup> class day (4<sup>th</sup> class day for summer), but at the end of business on the 12<sup>th</sup> day of class, students will be locked into their decision.

Please note that course materials selected as "recommended" rather than "required" will not be purchased by the bookstore and will not be included in Bearkat Bundle. Therefore, students cannot be expected to have "recommended" course materials. *If a textbook, digital discussion board, or another resource is listed as "required" in a syllabus, it must also be selected as such in the BNC Adoption and Insights Portal. This includes resources such as TopHat and Packback.*

In your courses in Blackboard, on the righthand menu, you'll see "Books & Tools" and under that, "View course & institution tools." Click on "View course & institution tools" and then "Bearkat Bundle." This is where students who are using the Bearkat Bundle program may access their digital textbooks (depending on the publisher).

The deadlines to select your course materials for each semester are:

Summer(s): March 1

Fall: April 1

Spring: Oct. 1

Adopting course materials by the deadline ensures students will have access to those materials on the first day of class, a best practice for student success.

## TEXTBOOK SELECTION

Ensure accurate selection of course materials by the deadline by accessing the Adoption and Insights portal and carefully selecting the desired course materials.

For more information about how to adopt class materials and what classroom materials can be adopted, view the training available in Talent Management, or if you prefer, you can follow the below step-by-step instructions:

1. Log in to your [My Sam](#) account.
  2. Click on the “Employees & Faculty” tab on the left.
  3. Find the “Faculty Self Service Link” section
  4. In that section, click on “Faculty Textbook Adoption” link. This will pull up the BNC Adoption and Insights portal.
  5. Select the appropriate term and your first course listing.
    - Note: You will need to perform textbook selection for every course and section you’re assigned to—including thesis, dissertation, internship, and independent study courses. Labs and lectures are usually listed as separate course sections, too.)
- If a textbook is NOT required, jump to the “NO TEXTBOOK” instructions below.*
6. When you arrive on the page to make your selections, you will be prompted with the option to “re-adopt” course materials from last semester. If you select to re-adopt, please note that this function adopts the previous textbook associated with the course section number, *not* a textbook associated with the instructor.
  7. Find the textbook(s) or resource(s) for your course. This includes digital discussion platforms like Packback, Top Hat, etc. If they are not selected as “required,” students who opt in to Bearkat Bundle will not receive an access code and will have to pay an additional fee for those services.
  8. Select the textbook by clicking the “Use This Book” button.
  9. If the textbook is required, be sure the “Required” radio button is selected.
    - Note: If you expect students to have a book or other resource material in class, you must mark it as “required.” Books marked as required will be included in Bearkat Bundle; books marked as “recommended” will not.
  10. To finalize your selection, click “Submit Adoption.”
  11. Repeat for each course section as needed.
  12. For each course section, the faculty member will receive an email confirmation. Using the email, verify the correct textbook information was entered.

## NO TEXTBOOK

If there is *not* a textbook for your course section, you must indicate that you are not using course materials within the portal. Please follow the below instructions:

1. Log in to your [My Sam](#) account.
2. Click on the “Employees & Faculty” tab on the left.
3. Find the “Faculty Self Service Link” section

4. In that section, click on “Faculty Textbook Adoption” link. This will pull up the BNC Adoption and Insights portal.
5. Select the appropriate term and your first course listing. (Note: You will need to perform textbook selection for every course and section you’re assigned to—including thesis, dissertation, internship, and independent study courses. Labs and lectures are usually listed as separate course sections, too.)
6. If the section does NOT require a textbook or another course material, including but not limited to digital discussion platforms like Packback, Top Hat, or another digital platform, select “I’m not using any materials for this course” radio button.
7. Next, you’ll be prompted to select whether the course will use Open Educational Resources (OER). This is a Texas Education Code requirement and only requires a yes/no answer. If you use an OER, move the toggle to “Yes.” You will not need to enter the specific OER you use. If you do not use an OER, switch the toggle to “No.”
8. To finalize your selection, click “Submit Adoption.”

### **COURSE ADDED AFTER REGISTRATION**

If a course or course section is added to the schedule after registration has opened, course materials should immediately be selected via the Adoption and Insights portal. See TEXTBOOK SELECTION instructions.