

A photograph of two women, one Black and one Asian, smiling and looking at a document together. The Black woman is on the left, wearing glasses and a green sweater. The Asian woman is on the right, wearing a red top. They are outdoors, with a building visible in the background. The image is partially covered by a large red diagonal shape in the bottom right corner.

AKADÉMOS

Adoption & Analytics Portal

Coursepack Guide

January 2022

Akados & CoursePacks Etc.



What is a coursepack?

Coursepacks are cost-effective, custom compilations of academic material. They are made up of collected readings from textbooks, journals, lab manuals, syllabi, and other sources.

How are coursepacks made at Akados?

Akados partners with CoursePacks Etc. for coursepacks. When you click “Add Coursepack” in the Adoptions & Analytics Portal, you will be taken to the Coursepack creation tool. Once created, the custom coursepack will be added to your course.

Additional coursepack features

- Fast turn-around time (average time to process is 2-3 weeks)
- Low per-page pricing
- Free desk copies for professors
- Custom cover art and design
- Multiple binding/pagination options
- Available in print (black & white or color) or electronic formats

What are the benefits of using coursepacks?

Coursepacks provide faculty with greater control over their materials. Faculty choose what they want to include and customize as needed. They are a cheaper alternative because students only need to purchase a single coursepack instead of multiple textbooks for the same course.

A digital repository is created for your coursepack, so future use and subsequent changes or additions are easily made. After faculty members create a coursepack, they can edit and re-submit at any time. This also means that faculty have access to out-of-print sources and editions through their coursepacks. Once you create the coursepack in the Portal, the materials will be there forever so you do not need to worry about updating to new editions if you do not want to.

**COURSEPACKS ARE CHEAPER ALTERNATIVES
TO TRADITIONAL COURSE MATERIALS**

Access the Coursepack Tool:

To access the Coursepack Tool, visit the Online Bookstore website and log in with your school account. Then select the course for which you want to create a coursepack.

The screenshot shows the AKADEMOS ADOPTION & ANALYTICS PORTAL. The left sidebar has a 'Home' button highlighted with a red box. The main content area features a calendar for Fall 2021, a section titled 'Incomplete Courses for Fall 2021' with a dropdown menu set to 'Fall 2021', and a list of courses: 'Psych 100 Intro to Psychology' (Not Submitted), 'Psych 100 Intro to Psychology' (Missing Adoptions), and 'Psych 200 Behavioral Psychology' (Missing Adoptions). Each course has a 'Fix' button. Below the courses is a 'Notifications' section stating 'You have no notifications' and an 'Activity Log (2)' showing recent actions.

Once you click a course, you'll be directed to the "Select Materials" page. Click "Add Coursepack" to begin creating your coursepack.

The screenshot shows the 'Select Materials' page for 'Psych 100 - Intro to Psychology' by Taylor Brown. The page has a progress bar with steps: 'Select Materials', 'Select Ancillaries', 'Add Course Notes', 'Preview Course', and 'Submit Course'. The 'Select Materials' step is active. Below the progress bar, there is a search bar for book titles or ISBNs, a checkbox for 'Show only OER and Low Cost Items', and a 'Search' button. A Cengage Unlimited advertisement is displayed. On the right, there is a section for 'Your materials for: Psych 100 - Intro to Psychology' with a checkbox for 'Adoptions not Required' and a placeholder for adding materials. At the bottom left, the 'ADD COURSEPACK' button is highlighted with a red box, and a red arrow points to it from the text on the left.

Course Details & Design Cover:

Enter Course Details:

After clicking "Add Coursepack" the Coursepack Tool will open in a new window. Be sure to confirm that the pre-populated information (school and instructor name) is correct.

First, start by editing the cover page of your Coursepack. Click on the line you want to edit and see your changes appear in real time.

Enter in the following fields:

- Course name
- Course code
- Semester
- Year

Click "Next Step" when ready.

The screenshot shows the 'ENTER YOUR INFORMATION' step of the 'AKADEMOS UNIVERSITY COURSEPACK CREATOR'. The interface includes a progress bar at the top with four steps: 'Enter Your Information' (active), 'Create Your Cover', 'Choose Contents', and 'Submit Your Coursepack'. On the right, there is a 'Saved Orders' section with a dropdown menu showing 'New Coursepack'. The main form area contains a preview of a spiral-bound notebook cover. The cover text is as follows: 'Akademos University' (School Name), 'Intro to Psychology line #2' (Course Name), 'Course Code: PSY 100' and 'Semester: Fall 2021', 'Instructor: Taylor Brown', and '2021' (Year). A red box highlights the course name, and another red box highlights the course code and semester. A red arrow points to a 'NEXT STEP' button at the bottom right.

Design and Edit Cover:

Cover: You have the option to upload a cover image or choosing from one of the preset designs.

Select binding: Choose from GBC Comb Bind, Spiral (coil) Bind, and Three-Hole Punch paper.

After completing the cover design, click "Next Step."

The screenshot shows the 'CREATE YOUR COVER' step of the 'AKADEMOS UNIVERSITY COURSEPACK CREATOR'. The progress bar at the top shows 'Enter Your Information' and 'Create Your Cover' as active steps. On the left, there is a small thumbnail of the current cover design. The main area shows a preview of a spiral-bound notebook cover with the same text as the previous step. On the right, there is a sidebar with design options: 'Background Color' (a grid of color swatches), 'Upload cover image' (with 'Browse' and 'Cancel' buttons), 'Binding' (a dropdown menu set to '3-Hole Punch Paper'), 'Shrinkwrap' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Cover Presets' (a grid of preset cover images), and 'Text Color' (a grid of color swatches). A red box highlights the entire sidebar. A red arrow points to a 'NEXT STEP' button at the bottom right.

Select Materials:

After designing your cover, begin assembling the contents. You can add content by searching for a book by title or ISBN, or you can upload a file.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Search for your book by Title or ISBN:

OR

If you will be attaching a digital file for inclusion, click the button below. You should be logged in as Faculty/Staff to upload files.

Attach File: Upload

TXT, PDF, RTF, DOC, DOCX, PPT files supported. The maximum file size for this form is 200M.

If your attachments exceeds this limit, please click on the button below and write "attachment [filename] emailed" in the special comments box, replacing [filename] with the name of the file on your computer. You will be given an email address after submitting your order.

Proceed to Email Big File

NEXT STEP

When searching for a book you will see a list of books appear in a drop-down menu. Once selected, enter the chapter, article, or page range of the book that you would like to include.

After completing the book or article information, click "Add Source."

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Title: Exploring Psychology

Author or Edition: Myers, David G., DeWall, C. Nathan

ISBN: 9781464154072 Chapter or Article: Chap 1-4

Page Range: 1 — 300 Copyright Year: 2016 Publication Year: 2016-01-11

Publisher: Worth Publishers, Incorporated

Volume or Edition: 10

Out of Print? ☐ Yes ☒ No

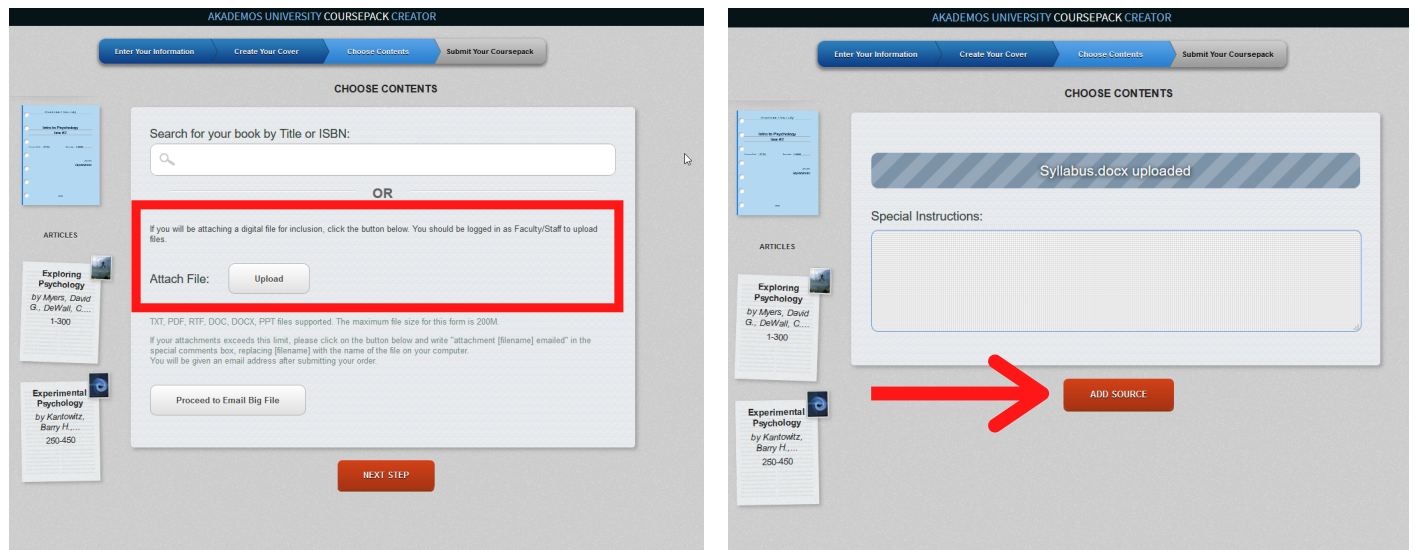
Comments:

ADD SOURCE

Select Materials, continued:

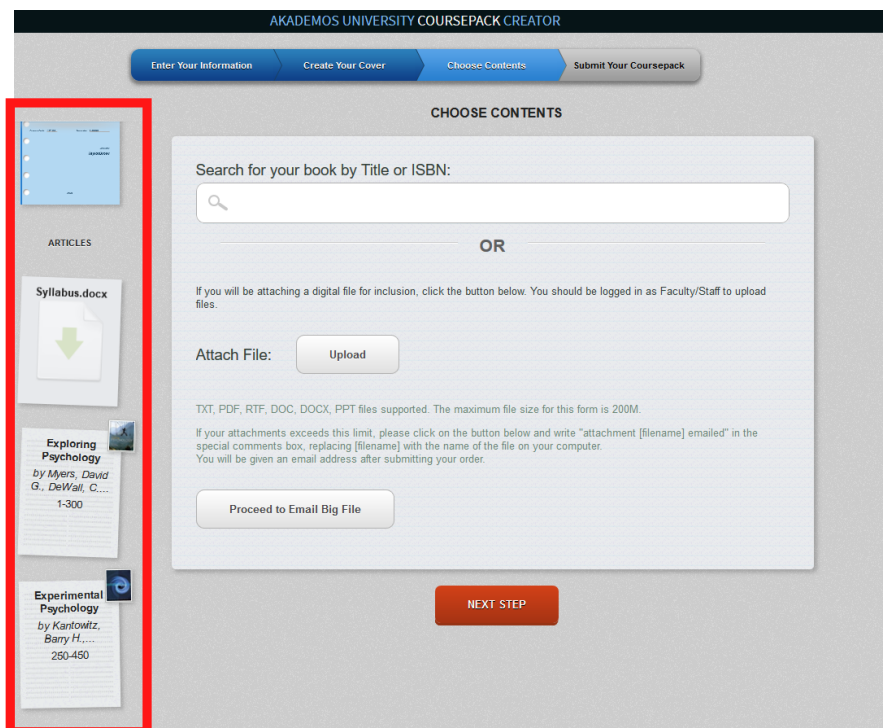
If you want to add a file, click "Upload," next to "Attach File." Choose the file you would like to upload from your computer. Files can include word documents, PDFs, PowerPoint slides, etc.

After the file loads, click, "Add Source." If you have special instructions for the materials you add, enter them in the designated field.



Repeat these steps until you have uploaded all of your materials. You will see all elements appear on the left hand side of the screen.

If you would like to reorganize the page order, you can do so by clicking on an element and dragging it to a new location.



Submit Materials:

After you have added all of your materials, fill in details about the course such as expected class size, printing specifications, and professor contact information. Add any special instructions in the final designated field.

Click, "Create Order."

A confirmation page with your order number and further instructions for submitting any outstanding materials will appear. Please print this page or save it for future reference.

The screenshot shows the 'AKADEMOS UNIVERSITY COURSEPACK CREATOR' interface. At the top, a progress bar has four steps: 'Enter Your Information', 'Create Your Cover', 'Choose Contents', and 'Submit Your Coursepack' (which is the active step). The main form is titled 'SUBMIT YOUR COURSEPACK'. On the left, there is a sidebar with 'ARTICLES' and a list of documents including 'Syllabus.docx', 'Exploring Psychology by Myers, David G., DeWall, C.... 1-300', and 'Experimental Psychology by Kantowitz, Barry H.... 250-450'. The main form area contains several input fields: 'Expected Class Size' (text box with '200'), 'Number of Desk Copies' (text box with '3'), 'Page Printing' (radio buttons for 'Single' and 'Double-Sided', with 'Double-Sided' selected), 'Page Numbering' (radio buttons for 'Yes' and 'No', with 'Yes' selected), 'Instructor Email' (text box with 'tbrown@akademos.com'), and 'Instructor Phone' (text box with '555-555-5555'). Below these is a 'Special Instructions' text area. A red rectangle highlights the 'Expected Class Size', 'Number of Desk Copies', 'Page Printing', 'Page Numbering', 'Instructor Email', and 'Instructor Phone' fields. At the bottom right, a red arrow points to a 'CREATE ORDER' button.

Next Steps: After the coursepack is submitted, copyright requests will be sent by CoursePacks Etc. to the publisher or copyright holder. Approval will need to be granted for the article to be included. The copyright holder charges a fee for the reproduction of the article and the fee is at the discretion of the holder. Once copyright approval is granted for all materials, a quote will be sent to you for approval. Please allow up to six weeks for the copyright approval process.

After you review the quote and agree to move forward, the coursepack will be available for purchase. It typically takes 1-2 days for the coursepack to be printed. Upon completion, the coursepack will be shipped to the student, or will be available for immediate download.

Faculty Help: Log into the website with your school account. Click "Help" on the left-hand navigation to view instructional videos, FAQs, or to contact your Client Success Manager.

Student Help: Students interact with the TextbookX Customer Experience team. They also log into the Bookstore with their school account to view a personalized page.