AKADÉMOS

Adoption & Analytics Portal

Coursepack Guide

January 2022

Akademos & CoursePacks Etc.

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 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 Akademos?
Akademos 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.

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.

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

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.

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."

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.

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."

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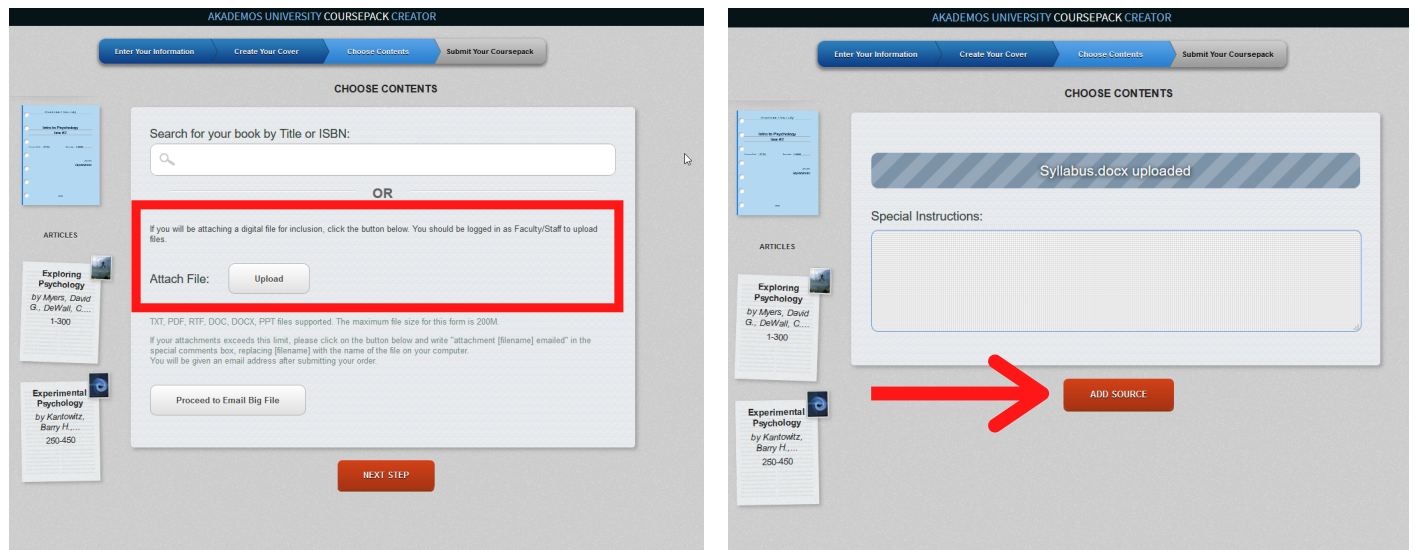
Repeat these steps until you have uploaded all of your materials. You will see all elements appear on the left hand side of the screen.

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.
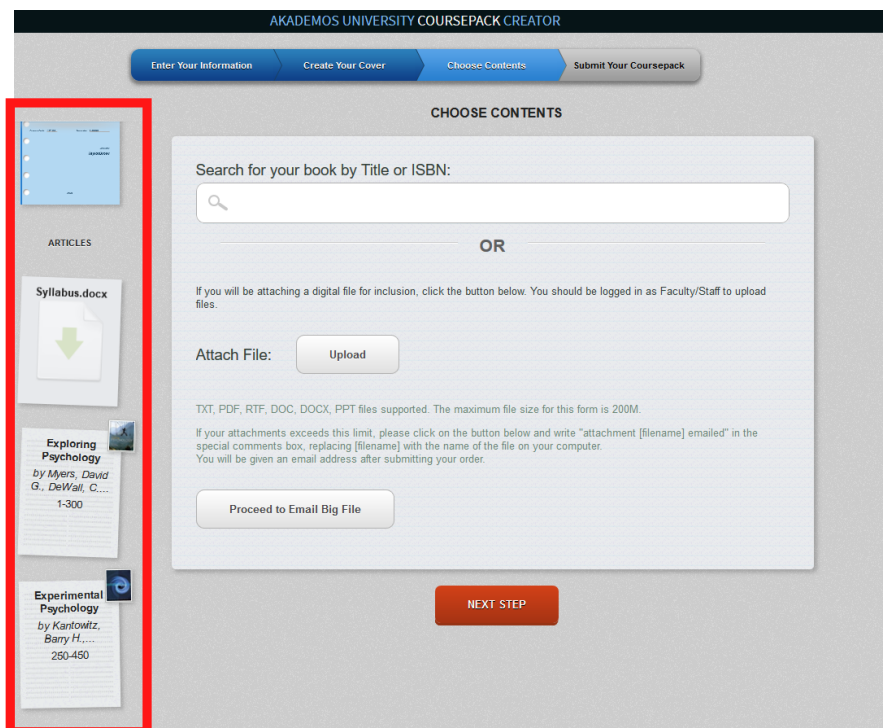
Submit Materials:

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.

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.