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**Introduction to AdoptaText**
AdoptaText was developed by IMSS—in conjunction with Student Affairs and the Library—with the aim of affording Caltech faculty members and their support personnel a convenient way to designate textbooks for their courses each term. The information gathered by AdoptaText will be used to populate an online textbook store that will be available to students each term.

AdoptaText will also store historical information, allowing faculty members to consult past book lists when determining which books would best suit their classes.

If you have any questions, concerns, or suggestions regarding AdoptaText, please send email to adoptatext@caltech.edu.

**Logging in to AdoptaText**
AdoptaText is a single sign-on (SSO) application available via access.caltech. To log in, navigate to http://access.caltech.edu and click the AdoptaText link on the left:
The Home Page
Clicking the AdoptaText link on access.caltech’s home page will bring you to the AdoptaText home page:

Recent Activity
The Recent Activity section lists any changes to book information recently made by you or one of your delegates.

Deadlines
The period notifications to the right of the page indicate when the adoption and reserve periods for the current term will end. Important: while the Library and vendor will make every effort to accommodate late adoptions, availability of resources requested after the deadline cannot be guaranteed prior to the start of the term.
Adoptions and Reserves
To designate a book for purchase by students, first click on the course to which you wish to assign the book in the My Courses section:

My Courses
The My Courses section lists all courses to which you are assigned for the current term. Please note that this information is drawn directly from the Registrar’s database. If any information in this section is incorrect, it is recommended that you contact the Registrar’s Office to inform them of the necessary correction.

If the course you are looking for does appear in the My Courses section, you may use the Find Courses tab to locate the class.
Finding a course

Courses can be browsed by division, course name (e.g. ACM116), or instructor. If you are having difficulty locating a course by Division—particularly a cross-listed course—try searching by Course Name. For instance, ESE/Bi 166 will not appear in the Biology department, but it will be listed under both ‘E’ and ‘B’ when searching by Course Name.

Please note that the book list from Fall 2008 has been uploaded to the site and is available for viewing. To view the Fall 2008 book list, select Fall 2008-09 in the Term drop down, and then click the Reload button:
Adding a Text
Once you have located the class for which you wish to add a text, clicking on the course will bring you to the course page:

From this page, you may designate books you wish students to purchase, as well as books or other resources you wish to have placed on reserve at the Library. To designate a book for student purchase, click the top ‘Add’ button on the right of the page. This will take you to the ‘Add a book order page,’ (see next page).

In order to help Library staff and the vendor properly identify the text, please enter as much information as possible. Fields listed in red are required. If you would like the text to be placed on reserve as well, be sure to check the box at the bottom of the page. Once you have entered the information, click the ‘Save’ button.
CNS/SS/Psy/Bi 102B  Brains, Minds and Society
Term:  SP 2008-09

Add a book order

Please enter as much information as you can. Fields in red are required.

Author(s):  O'Connor, Ryan
Title:  AdoptaText User Manual
Publisher:
Edition:
Year:
ISBN:  1234567890
Copies:  1

This text is  Required  Suggested

Enter any additional information that you think our buyers would need:

Please distribute to all AdoptaText Users.

☐  AsO place this book on reserve at the library

Cancel  Save
Placing a Resource on Reserve

If you checked the ‘Reserve’ box on the ‘Add a book order’ page, you will be taken to the ‘Library Reserve’ page:

Once you’ve entered the necessary information, click ‘Save.’
You will then be returned to the Course page, where you may review, edit, or delete any texts that you’ve added:

Once you have added all the texts your course requires, you’re finished!
**Delegates**

In order to allow for maximum flexibility, AdoptaText includes “delegate” functionality. By designating someone as a delegate, you can allow that person to adopt books on your behalf. Any actions taken by your delegate will also appear in the ‘Recent Activity’ box on your homepage.

If you would like to add a delegate, please contact Fay Goss via email at faygoss@caltech.edu, or by phone at ext. 6920.

Any user with a valid IMSS account may be designated as a delegate. You may have as many delegates as you’d like, and the same person may act as a delegate for multiple people.

Please note that the My Delegates tab is only available to Faculty users.

**Assistance and Feedback**

Because AdoptaText is a new application, you may encounter the occasional error. It is extremely helpful if IMSS is notified of any errors encountered by users so that application can continue to be improved. In addition, please feel free to send any suggestions you may have for how the application can be improved. All feedback should be sent to adoptatext@caltech.edu.

If you require assistance with the application, you may email adoptatext@caltech.edu or contact Fay Goss at ext. 6920.