1
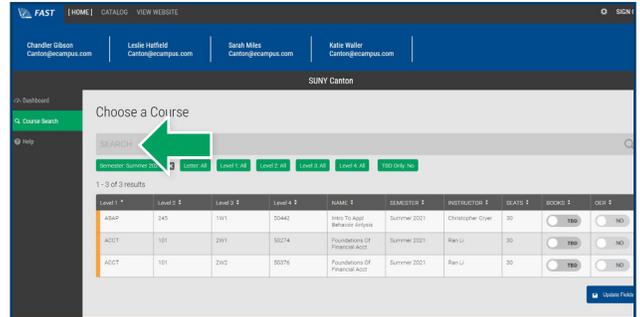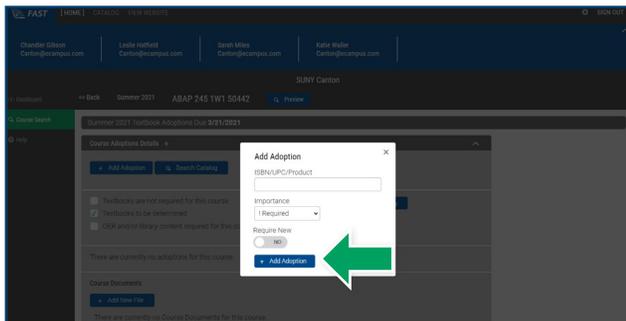

Visit **www.canton.edu/textbooks**, select **Faculty Login** and sign in using your credentials.

2

Upon logging in, your course list should automatically appear. You may also use the search bar to locate a specific course, or change the semester by selecting the filters underneath it.

3

To add a textbook, select the **Add Adoption** button below **Course Adoptions Details**. Enter the ISBN into the ISBN/UPC box, choose and **Importance** status, and select **Add Adoption**. If there are no course materials required, select the checkbox next to **Textbooks are not required for this course** and select **Save**.

4
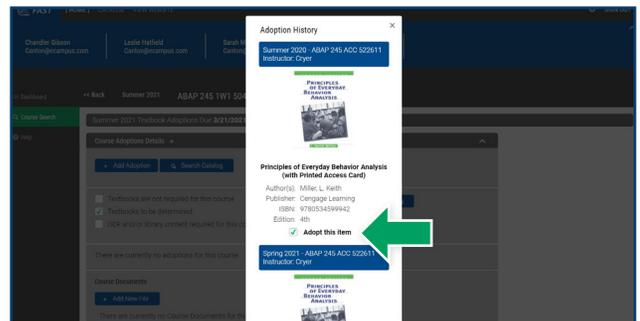
You may also view past adoptions by selecting the **Adoption History** button. To add a previously used adoption, check the **Add this Item** box and select **Add Adoptions**. You may also utilize the **Copy All** feature to add the text(s) across multiple courses that require the same course material(s).

5
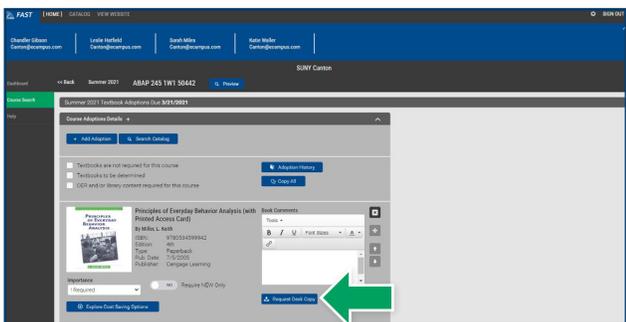
Once a textbook has been added, you may update each item's **Importance**, **Request a Desk Copy**, add a **Book** or **Course Comment**, and re-sort or delete an item. Select the **Explore Cost Saving Options** button to obtain information on alternative choices for that textbook. You may also add **Course Documents** in PDF format. Select **Save** to confirm any edits.

6
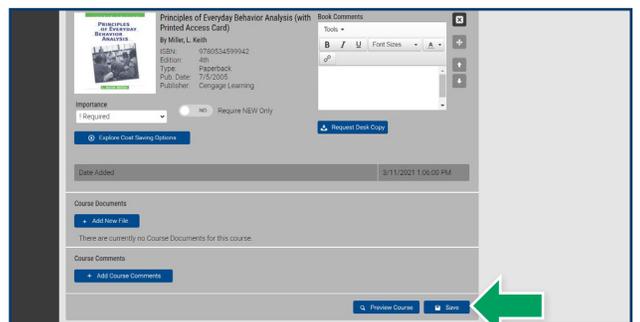
When you have finished updating your course, you can view how this course appears for students by selecting the **Preview** button at the top of the page or next to the **Save** button.

*Selecting Required New will only allow students to purchase the item in new condition. Used, rental, eBook and Marketplace purchasing options will be hidden if Required New is selected.