Your comprehensive guide to the Online Bookstore:

- How to submit textbook information through the Bookstore’s portal
- Textbook resources and best practices for faculty and staff
- Savings and benefits overview for students
Who we are...........................................Page 1

How the Online Bookstore Supports Cost-Saving Textbook Initiatives.........Page 2

Submitting Textbook Information........Page 4

Features and Benefits for Faculty, Staff, and Administrators................Page 6

Common Questions............................Page 7

Cost-Conscious Textbook Adoptions Alternatives..................Page 8

Low-Cost Coursepacks........................Page 9

Features and Benefits for Students........Page 10

What is the Akademos Marketplace?.....Page 11

Contact information for Faculty and Students..............................Page 12

Who We Are

Akademos was founded over 19 years ago as a textbook marketplace (TextbookX) by a university professor who saw first-hand how the exorbitant costs and complexity of textbook distribution weakened classroom learning.

We have since grown to be a full-service online solution for higher education that delivers huge savings on textbooks and other course materials while providing administrators and faculty a quick and intuitive textbook submission process and enhanced reporting and analytics.

We closely collaborate with all of our school partners to deliver a comprehensive online bookstore customized to each individual school.
How the Online Bookstore Supports Cost-Saving Textbook Initiatives

HEOA Textbook Adoption Compliance

The textbook disclosure portion of the Higher Education Opportunity Act (HEOA) requires colleges to provide the list of assigned textbooks for each course (including ISBNs and prices) at the time of registration.

The Online Bookstore adoption portal helps Department chairs, faculty, and staff consolidate efforts and quickly submit their information in a timely manner. Our mission at Akademos is to encourage the OU community to submit the majority of textbook requests no later than six weeks before the start of the upcoming semester.

Open Educational Resources (OER)

Open Education Resources are teaching and learning materials under intellectual property license that permits their free use while ensuring authors retain copyright to their work.

If a course uses OER materials and will not be offering any optional or low-cost materials, it can be indicated in the Adoption Portal by selecting OER beneath the "No Adoptions Required" box.

Low-cost printed versions of OER can be submitted as a coursepack and added like any other textbook. Please contact your Akademos account manager with any questions on how to set up or modify an OER course.

OU Textbook submission deadlines:
Spring Semester: October 10
Fall Semester: March 1

Tip: Different levels of access can be assigned in the portal, which shows real-time completion rates with easy ways to send reminders

Tip: If you use OER learning materials, you can indicate that in the Online Bookstore Portal
Submitting Textbook Information

Submitting textbook information to the Online Bookstore's portal is a quick and seamless experience.

1. **Log in** to the website at Soonerbooks.com using your OU email address.

2. **Select a Course** to start the adoption process.


4. If your course does not require textbooks, simply check the box next to “Adoptions not Required,” select the reason why, and click "Continue."

5. **Preview Course** to review how students will see your course.

6. **Click the “Submit” button** to complete your textbook submission. If you teach two or more sections of the same course, you can copy the information to all sections.

**Hint:** A textbook adoption refers to our process of selecting and submitting information to the Online Bookstore about the learning materials that will be used for a course.

**The Online Bookstore receives daily updates from OU regarding course information. If you experience any issues, please contact your Akademos Account Manager.**
Features and Benefits for Faculty, Staff, and Administrators

- Robust platform: The portal offers a search engine with over 14 million titles, real-time pricing, availability information, and new edition or reprint notifications.

- Course History: Previously used textbooks, codes, or bundles will display for easy re-selection.

- Easy selection for all sections of large courses: After submitting information for one section of a course, all course materials can be copied over to all other sections.

- No course materials/Open Educational Resources: If a course doesn't use textbooks, or uses OER materials, it can be marked as such in the portal and will display that information to students.

- Access to the portal: The adoption portal allows different levels of access to faculty, course coordinators, chairs, and support staff, depending on the needs of each school.

- Notification Reminders: Scheduling and sending reminders to submit course materials to the bookstore’s portal is done in just a few clicks.

Common Questions:

The book I want is not showing up in the search engine: If it is a custom text or a new publication, contact your account manager so we can add it to our database.

What does "New Only" mean? Designating a textbook as "New Only" means the student will only have the option of purchasing a new textbook. Used, rentals, eBook, and Marketplace options will be hidden."New Only" is a designation to use when lab manuals or other one-time use products (i.e. access codes) are needed.

What is TextbookX? TextbookX is the platform through which the Online Bookstore portal operates. When students order their course materials or contact Customer Service, they will be interacting with TextbookX, not Akademos, even though we are the same company.

Select "New Only" for access codes, custom books, and bundled items because used books do not come with supplements.
Cost-Conscious Textbook Adoptions

Evaluate Bundles

Bundles, or packages of two or more course items, may cost less when sold together than each item would cost in new condition separately. However, students can often save more money if they have the option to buy the bundle components separately and choose the format that best suits them.

When considering adopting a bundle for a course, we recommend reviewing the following:

- **What is the cost of each component?** Students save 60% on average when they buy used books through the Marketplace, and more students than ever are opting to go all digital. Often it is most beneficial for students to buy a used textbook and a new homework access code, than to buy the bundle.
- **Are all components required for a significant portion of the overall course grade?** If the homework access code is optional or used for less than 20% of the overall grade, it should not be bundled with a book as a requirement.

Low-Cost Coursepacks

Coursepacks are used as a less expensive option over traditional textbooks or class handouts. They are generally made up of collected readings from textbooks, journals, or online sources, lab manuals, professor-created content like syllabi, and other sources that are compiled by an instructor.

Akademos works closely with The University of Oklahoma's Printing, Mailing and Document Services to provide high-quality coursepacks at great savings for students.

Benefits of creating a Coursepack

- Coursepacks serve as a low-cost alternative to traditional textbooks, especially when faculty original or Open Educational Resources are used.
- Faculty are able to fully customize materials to their course curriculum.
- No availability issues! Once a project is approved, there is no lengthy print time.

Please note that copyright material may take 4-6 weeks for clearance, depending on publisher. We recommend submitting coursepack orders at least 8 weeks prior to the start of the semester.
Features and Benefits for Students

When students shop at the Online Bookstore they have access to the following:

- A personalized page featuring all courses and required textbooks
- An average savings of 60% off list price when shopping at the Marketplace
- Price comparisons from top selling textbook websites
- Price Match Guarantee on all new books
- Selection from a variety of formats including new, used, eBook, and rental
- Free shipping offers on most orders (not including Marketplace items)
- On campus and online buyback opportunities
- A dedicated customer service team

What is the Akademos Marketplace?

The used book Marketplace is a peer-to-peer bookstore where students and high-volume vendors can buy and sell textbooks from each other at discounted prices, 24/7.

Student are also able to compare prices from other bookstore vendors so they have the option of buying from another vendor if the price is lower.
Akademos saved students over $13 million in textbook costs in 2017!

Faculty:
Need help adopting a textbook? Contact your Account Manager at Soonerbooks@akademos.com

Students:
Students can Order, Track, Return, or Sell their textbooks at Soonerbooks.com.

If students need help with any of the above, they can visit Soonerbooks.com/help to contact the TextbookX Customer Service team.
Phone: 1-855-790-6637
Email: customerservice@textbookx.com