Follett | Discover

Faculty

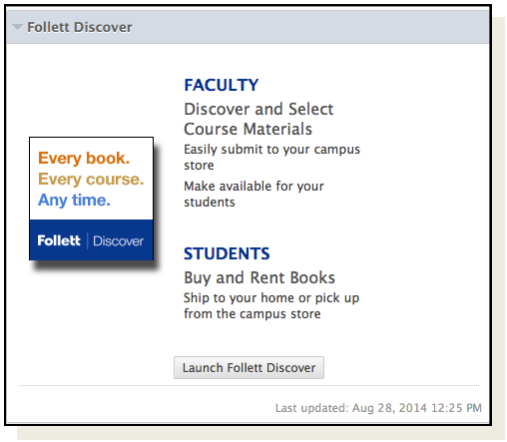
Follett Discover is a powerful online tool that transforms the course materials discovery and adoption process for faculty and helps students obtain, organize and instantly access their required and recommended course materials from within your learning management system.

The purpose of this document is to give an overview on how to use and access some of the features within Follett Discover. Watch the Follett Discover demo videos at : http://follett.com/discover/training.cfm

Getting Started – Follett Discover

To access Follett Discover:

1. Log in to your Learning Management System.
2. Look for the Follett Discover link or button.



Follett Discover module within Blackboard.

Upon launching Follett Discover, the dashboard defaults to the My Courses screen with the course information for the current term.

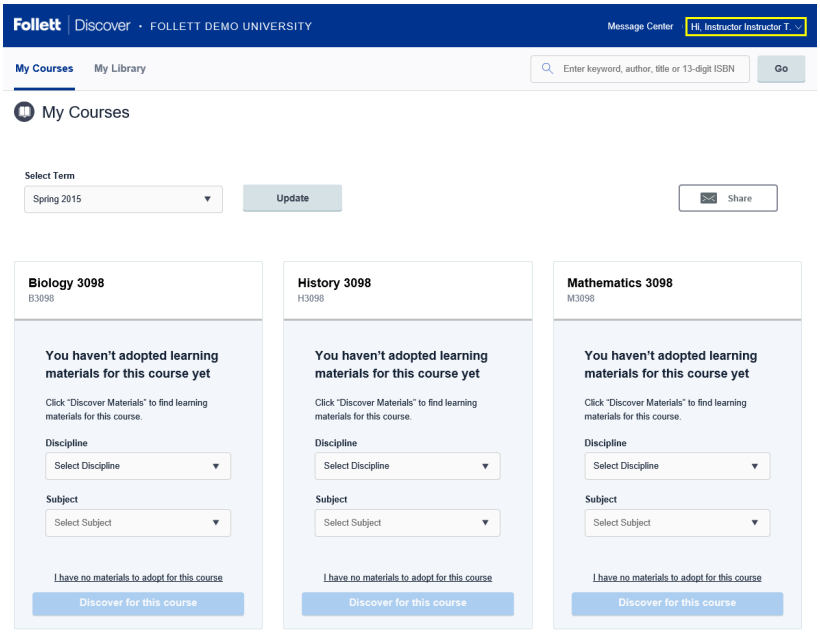
***Tip**: Click the* Follett | Discover *logo to return back to this dashboard at any time.*

Select Term allows you to select between past terms, current terms and future terms. If adoptions are open, you can start adopting for any future terms that are available here.

Discover For This Course starts the process to discover and adopt new materials for this course. To activate the Discover button, select the Discipline and Subject from the drop down menus.

Selecting the course header allows you to manage your adoptions, discover materials, upload your own content and leave a message for your students within each specific course.

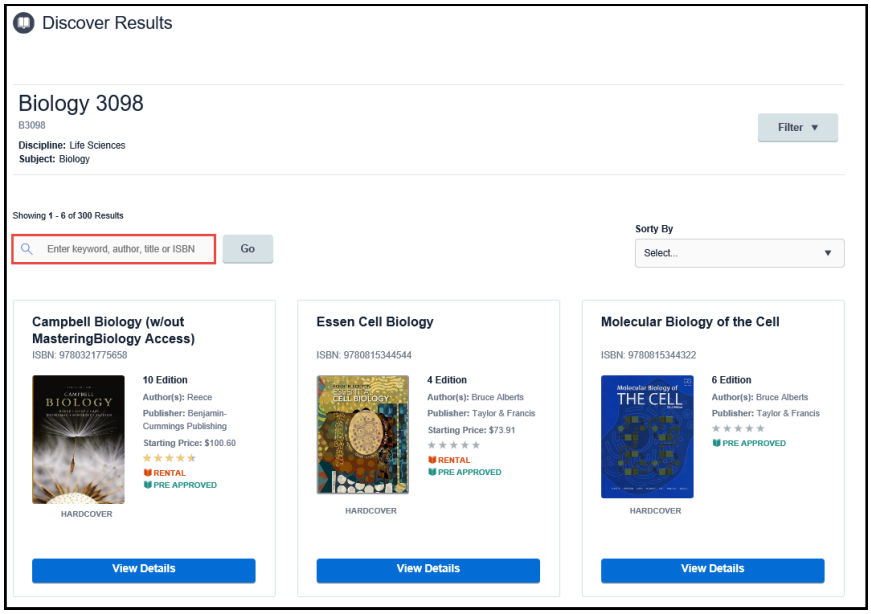
Share allows you to export, save, and share your adopted materials.



Submitting Adoptions

Discovering course materials is easy with Follett Discover. You can update the discipline, subject and results filter to show titles specific to your course or utilize the smart search to find course materials by keyword, author, title or 13 digit ISBN.

Filter Results opens up the option to change the discipline, subject and other filters to refine your search.



Tip: Use the global search in the upper right corner to search for a material without filtering results within a discipline or subject.

Viewing Course Materials

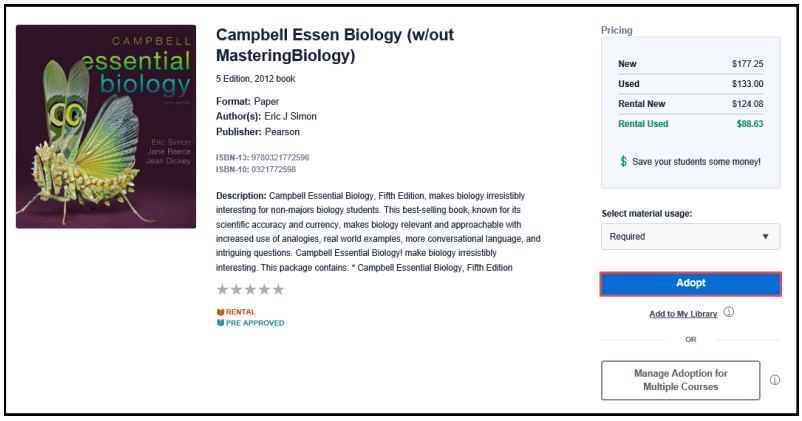
The course material details page displays information including the description, lowest price available and availability options such as rental.

Ratings & Reviews allow you to see what other instructors have rated this title and view their comments. You can even write your own review and a rating to help other instructors determine if this title is right for their course.

Scrolling down you will find related items from this publisher, materials that other instructors adopted and ratings & reviews by other faculty.

To adopt a material:

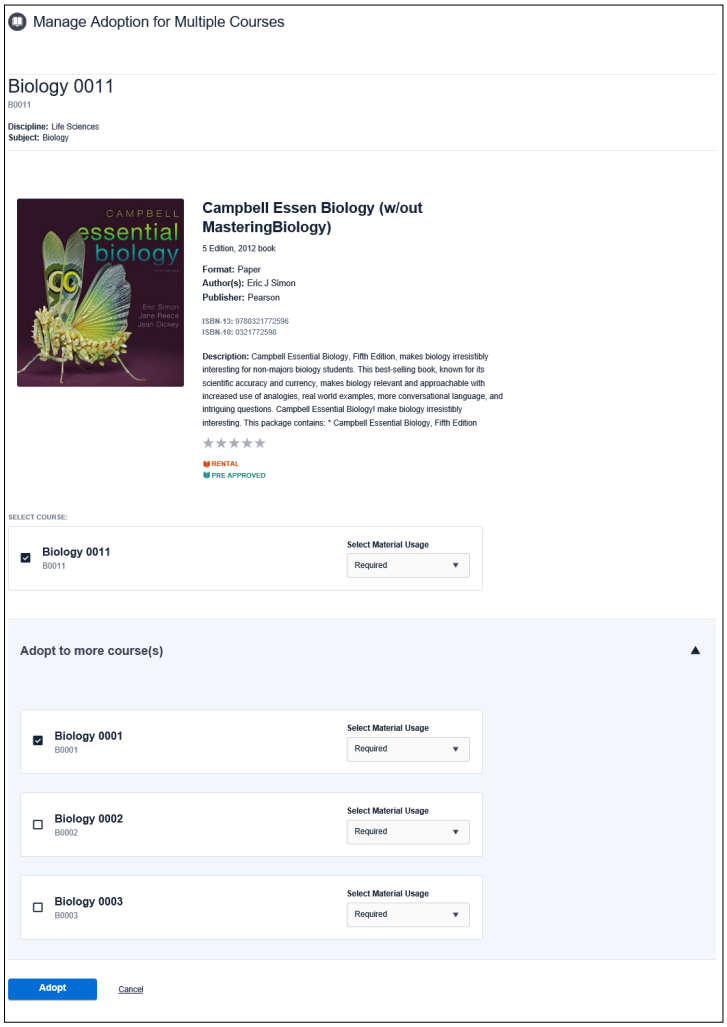
1. Select the material usage from the drop down.
2. Click **Adopt** to submit.



Adopting for multiple courses

To adopt this material for multiple courses, select the **Manage Adoption for Multiple Courses** button

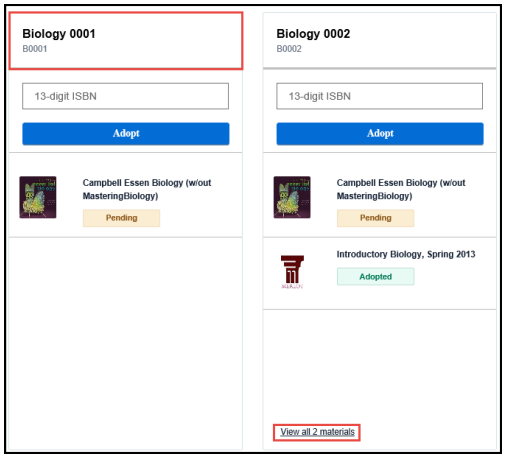
On this page you can select all of the courses you wish to adopt this material for and click **Adopt.**



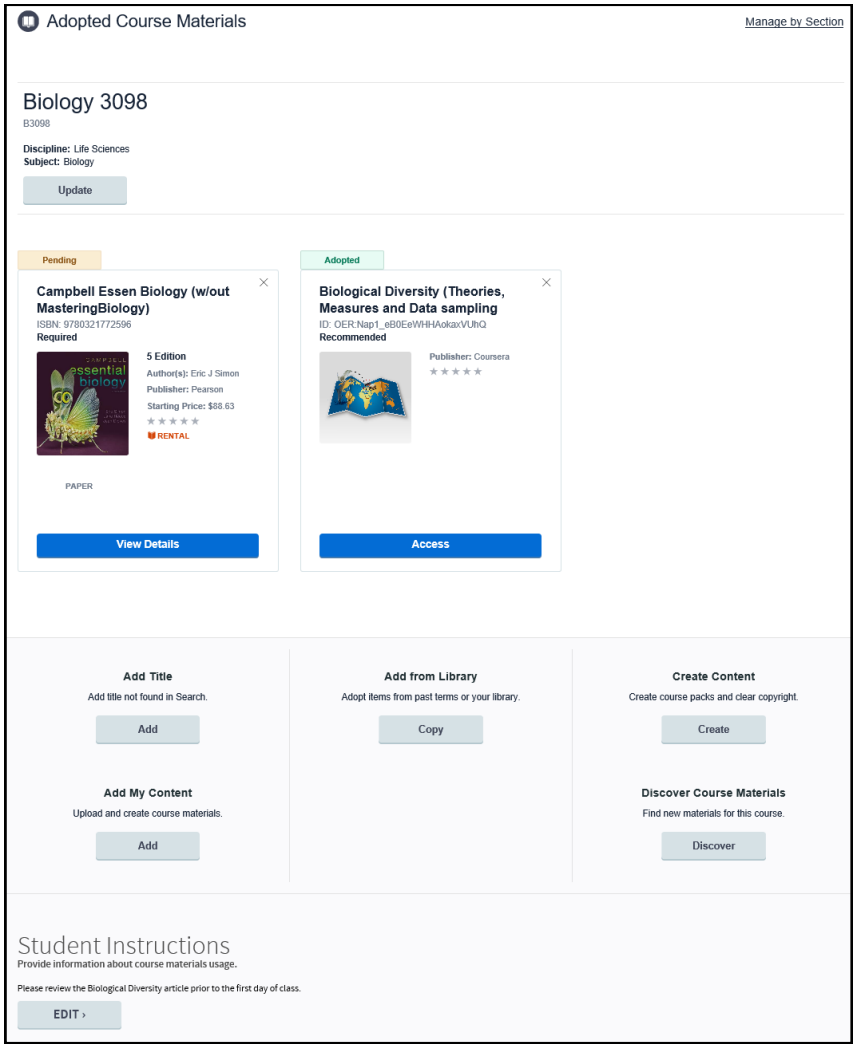
Manage A Course

Manage a course by selecting the course banner or the **View all Materials** link from the My Courses dashboard. Within the course management screen, you can:

- Update the Discipline and Subject
- Manage adoptions by section
- View the status of your adopted materials
- Remove adopted materials
- Manually adopt materials
- Adopt items from your library
- Create custom course packs
- Continue discovering additional materials
- Add instructions for your students



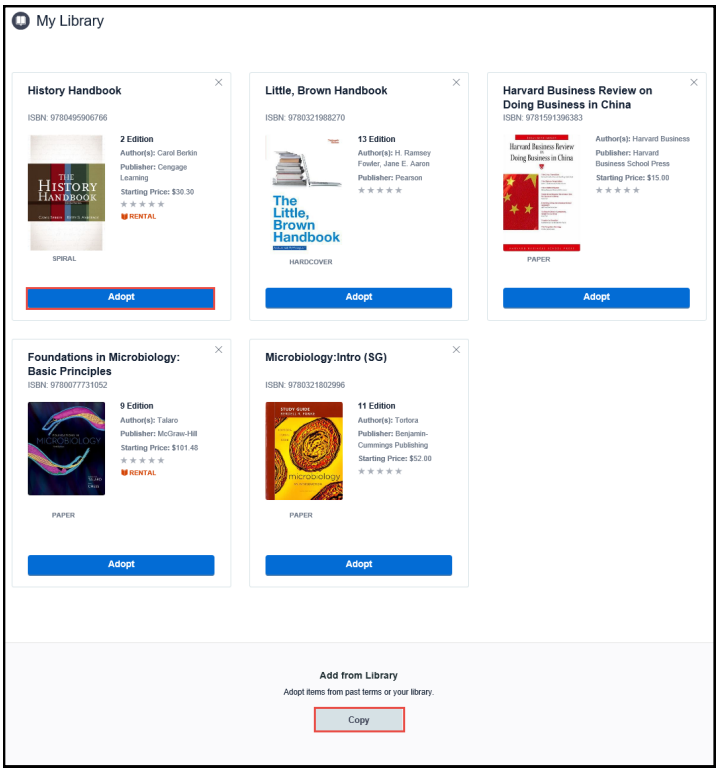
Tip: To manage and adopt materials by section select **Manage By Section**. Once a course is split by sections, all sections will show up as individual courses on your dashboard and you must adopt for each section individually.



With **Add Title, Add From Library**, **Add My Content, Create Content**, and **Discover Course Materials**, you can add a course material not found within the Discover library, adopt saved materials from your library, add your own content including OER materials, create course packs with XanEdu, or continue to discover course materials.

My Library

You can use the library to save titles you would like to use at another time or for another course. The library also saves your previously adopted materials for quick adoptions next term. You can access the materials within your library from the My Library link on the main dashboard or the Copy button within the course details page.

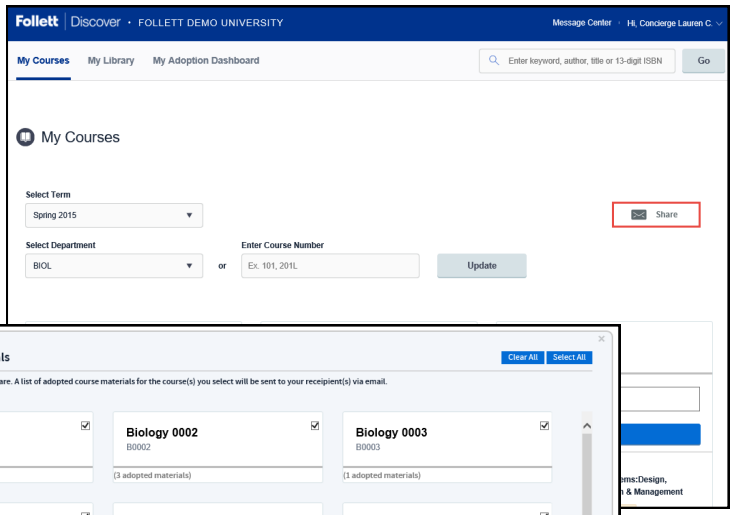


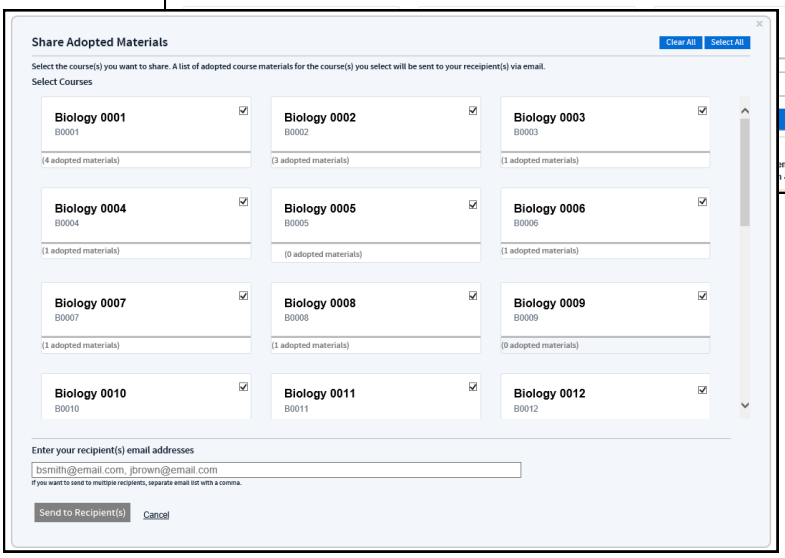
- To adopt a material from your library for multiple courses click the **Adopt** button on the material you wish to adopt and then select all courses you wish to adopt the material for.
- To adopt multiple materials to multiple courses click the **Copy** button at the bottom of your library.

Sharing Adoptions

Once you've completed your adoptions you can share the adopted materials.

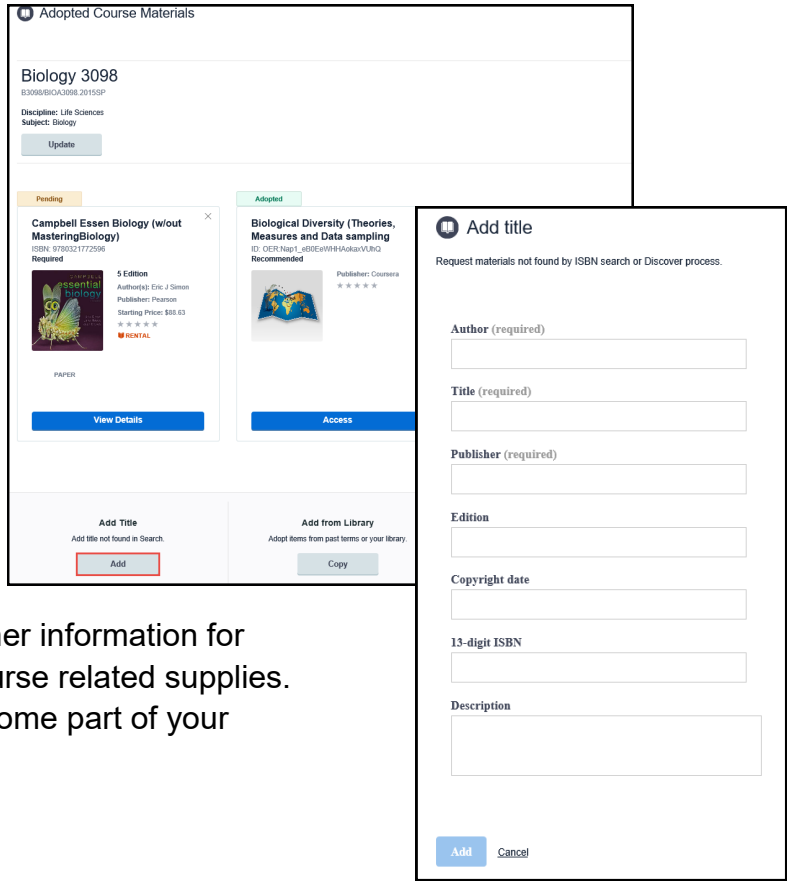
1. Select **Share Adopted Materials** from the main dashboard
2. Select the courses you wish to share the adoptions for.
3. Enter in the email addresses of the recipients
4. Select **Send To Recipient(s)**





Add Title

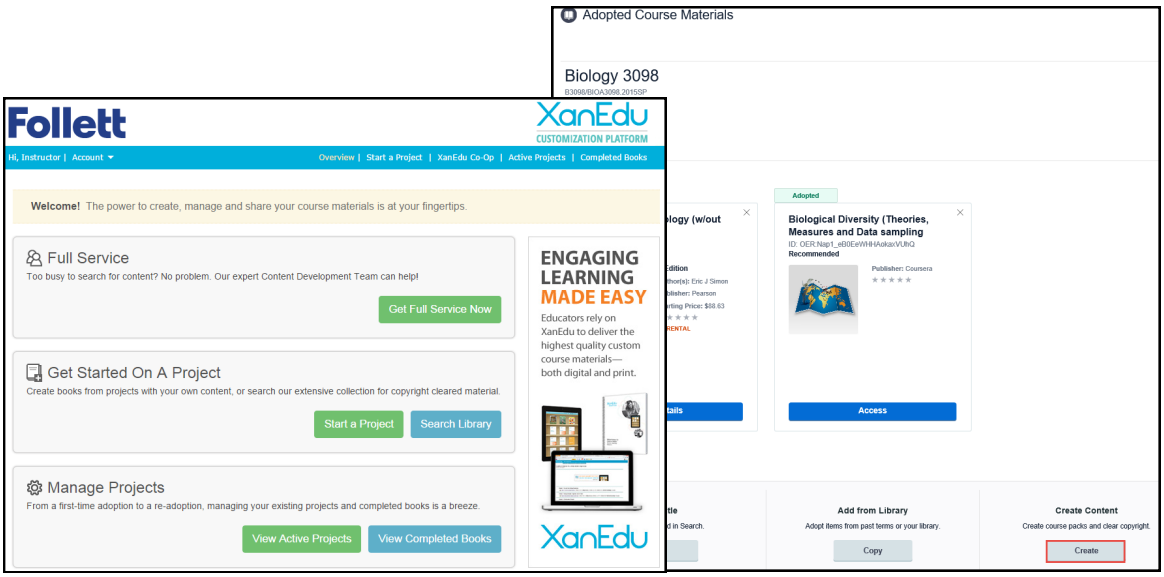
Follett Discover leverages the entire Follett title catalog of all digital and physical course materials. If you would like to request to use a new title or are unable to locate materials within the Discover library, select the **Add Title** button.



Fill in the required fields and provide any other information for the title. You can use **Add Title** to adopt course related supplies. Any titles adopted though **Add Title** will become part of your library for easy adoption in the future.

Create Content

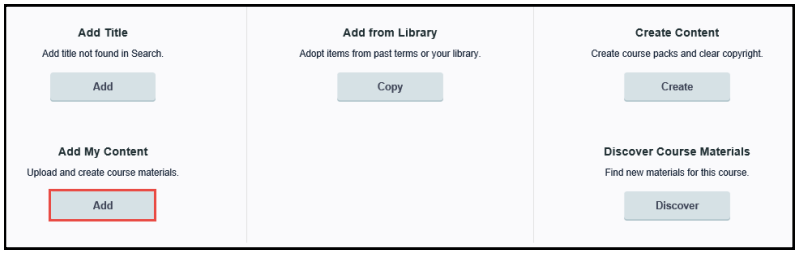
Follett Discover is seamlessly integrated with XanEdu. XanEdu helps instructors create course packs, custom books and lab manuals. Select **Create** to start the creation of a custom content to



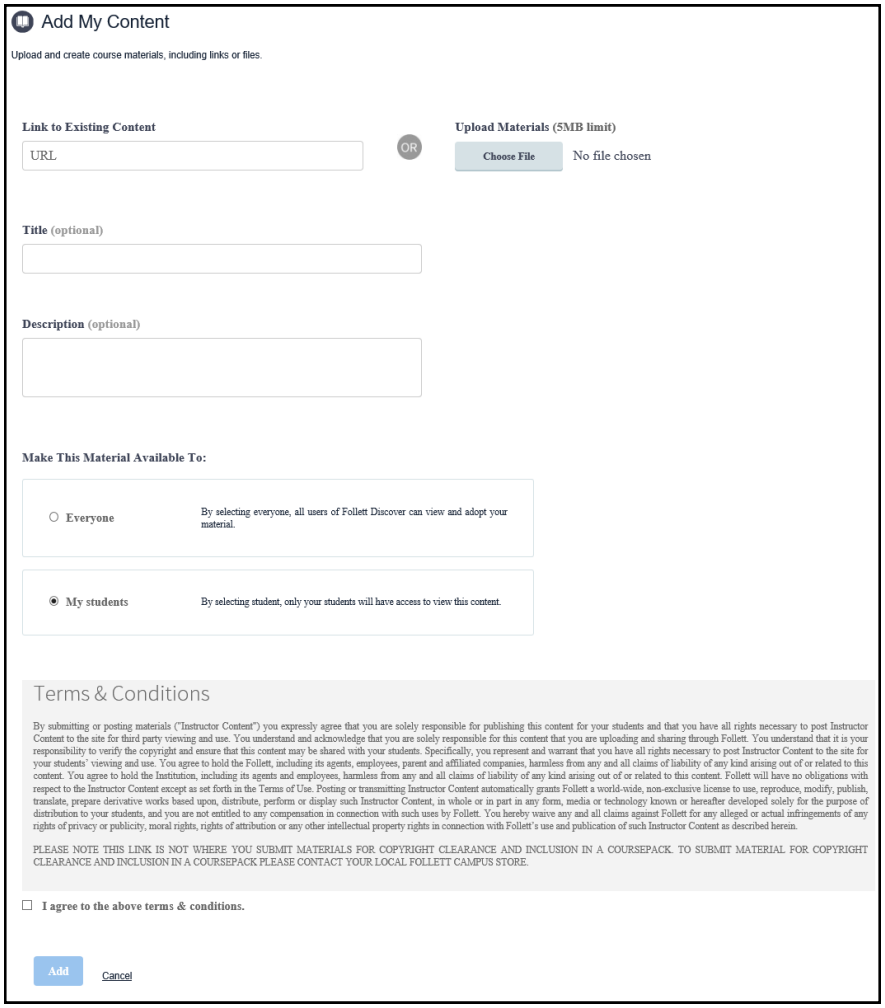
For more information on XanEdu, please visit XanEdu Video – [XanEdu Video – Follett Discover & XanEdu Customization Platform Demo for Faculty](https://www.brainshark.com/xanedu/vu?pi=zHEzLiy0NzIU5xz0&tx=discover) (https://www.brainshark.com/xanedu/vu?pi=zHEzLiy0NzIU5xz0&tx=discover)

Add My Content

Upload or add your own created content or OER materials to adopt for your courses. Share your materials with other faculty by allowing everyone to access and adopt the material or choose to make it available only for your students.



Upload Excel, Word, PowerPoint, PDF files, images and more by browsing files stored on your computer.

Share a link to content hosted elsewhere or pertinent websites.

When you share your content, you can choose who can view and access your uploaded or added materials. Selecting “Everyone”, all fellow faculty members will be able to search, view, and adopt your material. If you select “My Students”, only students enrolled in this course will be able to view your material.