



UNIVERSITY of WISCONSIN
GREEN BAY



HOW TO SUBMIT

Booklist Adoptions

BookAT Faculty Instructions

What is BookAT?

BookAT is an online workflow tool that allows you to easily adopt all your course materials. Everything you need is within BookAT – it is your complete adoption and submission tool, as well as your communication and support portal.



LET'S GET STARTED!

Step-by-Step Adoption Process

STEP 1 WATCH FOR AN EMAIL FROM ambassadored-uwgb@verbasoftware.com

Click the button “Access Your Courses” to get into BookAT. A personalized list of your courses will automatically populate.



STEP 2 CHOOSE YOUR OPEN COURSE ONE AT A TIME

Select a course from “open courses” then proceed via the ribbon on the right.

STEP 3 READ THE THREE QUESTIONS

Select the appropriate Yes/No answer based on your course materials needs.

Do you need to add materials to this adoption?

Yes, I need to add books, OER materials, or supplies

No, I do not need to add books, OER materials, or supplies

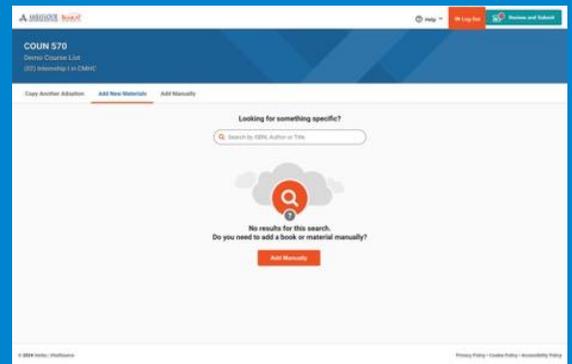
No, this section isn't offered

STEP 4 SELECT YOUR COURSE MATERIALS

Copy Another Adoption: Search the semester and course of your previous adoption and select the materials to re-adopt.

Add New Materials: Find by ISBN, Author, Title or Subject and review format/pricing.

Add Manually: Add coursepacks, supplies, OER materials, or books.



STEP 5 FOLLOW THE PROMPTS

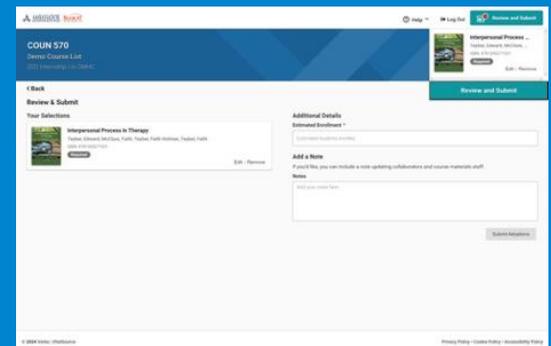
After adding each item, answer the questions as they pertain to the materials you are adopting.

STEP 6 REVIEW YOUR ADOPTIONS

Click the Review and Submit button in the top right corner.

STEP 7 ASK QUESTIONS, ADD COMMENTS AND SUBMIT

Enter any questions for the course materials team. If you want a message displayed on the Online Bookstore alongside your course, please specify **PRODUCT NOTES** and add them here. Click Submit Adoptions to complete the process.



WHAT'S NEXT?

Communications & Support

All outreach is handled directly within BookAT – it's your one-stop-shop for all inquiries, answers, and follow-up information. We will respond to messages as quickly as possible.

- **RECEIVE MESSAGES:** Be on the lookout for an email from your course materials team responding to your question(s) and/or clarifying your adoption and notes.
- **VIEW MESSAGES & ACTIVITY:** Click on the fourth tab to access a history of all messages and activity related to this course.
- **RESPOND TO MESSAGES:** Reply to the course materials team with any additional questions or comments.

