

RedShelf Adoptions

RedShelf Adoptions provides the University Submitter with the necessary features to submit and edit their course material adoptions for the upcoming term. If you need further assistance, feel free to reach out to our [Support Team](#) and we'd be happy to assist!

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How to Login

To safely and securely access RedShelf 2.0, follow the steps below:

1. Navigate to manager.redshelf.com in your web browser.
2. Enter your email address in the space provided. After entering your email address, a code will be sent to your inbox.
 - Note: First time users will also have to accept the EULA (Terms and Conditions & Privacy Statement).
3. Go to your email inbox and retrieve the code.
4. Return to the RedShelf login and input the code you received. After successful login, your dashboard will appear.

Managing Your Adoptions

Submitting Adoptions

After logging in, you will be brought to your Adoptions landing page. Here, you will see all courses and sections currently assigned to you. See [Bulk Submit Adoptions](#) to learn how to submit your adoptions in bulk.

1. To begin a submission, select **Adopt Materials** on the desired course row.
2. **Select Sections:** Select the sections you would like to work on and group them based on the usage of the same material. Once all are selected, click on **Next: Choose Materials** to continue.
 - a. If your sections do not require any course materials, you can optionally select **No Materials to Adopt** and **Submit with No Adoptions**.

3. **Choose Program Type:** Designate if you would like your sections to participate in the Inclusive Access program by selecting the checkbox for those sections, or if you would like to opt out of participating in the Inclusive Access program by de-selecting the checkboxes.
4. **Add Materials:** There are three different methods for inputting materials:
 - a. My Previously Approved Materials tab: If you are a returning Adoptions user, materials that were approved for use in previous terms will display here for a selection
 - b. Search for Materials: Utilize our database with all nationally available titles to find your desired material
 - c. Alternate Materials: Provide title information using our manual entry method for textbooks not found using search
5. **Review:** Confirm all material adoptions have been added with the correct material's edition, requirement preferences. Once all designations and notes have been added, select **Submit** to complete.

After completing these steps, your page will load and showcase a success message notifying you of your completed status. If you have additional courses that require different materials, you can return to the Adoptions dashboard to begin the process again.

Editing Adoption Submissions

Submitters have the ability to edit a course section's adoptions, even after it has been submitted.

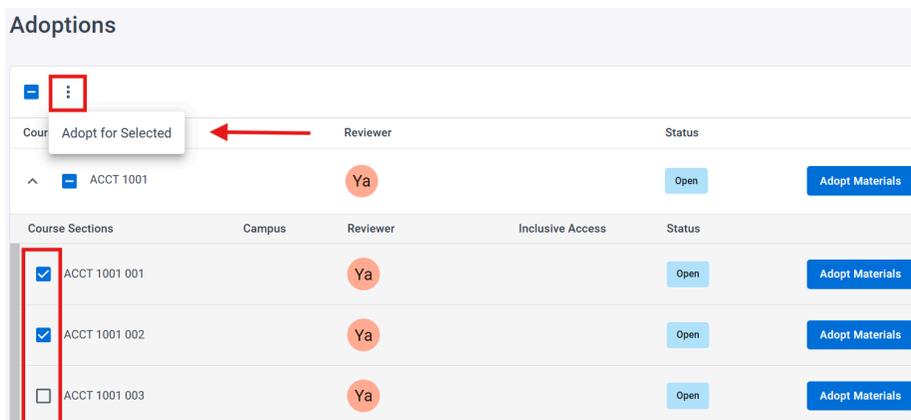
1. Select **View Materials** on the desired course row
2. Click on the **Edit** button found on the bottom righthand corner of the resulting screen
3. Using the left-hand navigation, jump to the desired step that requires an update:
 - a. **Select Sections:** You can select No Materials to update your adoption submission to include no materials. This will remove any previously adopted materials from your sections.
 - b. **Choose Program Type:** Change your section's program from Inclusive Access to Student choice, or vice versa
 - c. **Add Materials:** Add or remove materials adopted in your sections
 - d. **Review:** Adjust your notes or material preferences
4. To save your changes, navigate to the **Review** step and select the **Submit Adopt** button

Helpful Tips

Bulk Submit Adoptions

Submitters have the ability to submit the same material adoptions across multiple courses.

1. In your main Adoptions Dashboard, select the checkbox next to the sections that require the same material adoption submission
2. Click on the three-dot menu found above your table's view
3. Click on the **Adopt for Selected** button



The screenshot shows the 'Adoptions' dashboard. At the top, there is a three-dot menu icon (highlighted with a red box) and a dropdown menu with the option 'Adopt for Selected' (indicated by a red arrow). Below this is a table with columns: Course, Campus, Reviewer, Inclusive Access, and Status. The table contains three rows for course sections: ACCT 1001 001, ACCT 1001 002, and ACCT 1001 003. The first two rows have their checkboxes selected (checked), and the third row has its checkbox unselected. Each row also shows a reviewer 'Ya', a status of 'Open', and an 'Adopt Materials' button.

Course	Campus	Reviewer	Inclusive Access	Status
ACCT 1001		Ya		Open
<input checked="" type="checkbox"/> ACCT 1001 001		Ya		Open
<input checked="" type="checkbox"/> ACCT 1001 002		Ya		Open
<input type="checkbox"/> ACCT 1001 003		Ya		Open

You may now proceed with [submitting adoptions](#) for your selected sections!

Common Questions & Answers

Question: How should I submit my library material adoptions?

Answer: Library materials distributed through RedShelf are added as an Alternate Material with “OER” as the Material Type. Ensure you are including a URL, and replacing the first number of your ISBN with the letter of your campus (for example: 9780134397160 would be entered as V780134397160).

Question: What if I can't find a product when searching by title or ISBN?

Answer: Please navigate to the alternate materials tab and enter as much information as you can

My Previously Approved Materials

Search For Materials

Alternate Materials

Material Type

Textbook	Courseware	OER	Coursepack	Course Supplies
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Material Details

 Improve material match rate by providing as much information as possible.