



RedShelf Adoptions

Submitter Training





Agenda

Introductions

RedShelf Adoptions - Overview

- How to Log In
- Your Adoptions Dashboard

RedShelf Adoptions - Demo

Training Next Steps





What is RedShelf Adoptions?

- An integrated approach to digital materials management.
- Streamlines bookstore workflows associated with requesting, collecting, reviewing, and accepting your course material adoptions.
- Allows you to submit your material adoptions directly and customize your students' experience.



How To Log In

1. Navigate to manager.redshelf.com
2. Enter your email address in the space provided
3. Go to your email inbox and retrieve your sign-in code
 - Email is sent from donotreply@redshelf.com
4. Return to the *RedShelf* login and input the code you received

A screenshot of the RedShelf login page. At the top is the RedShelf logo. Below it is a lock icon followed by the text 'Please Sign In'. Underneath is a prompt: 'Enter your e-mail address. We'll send you a sign-in code.' There is a text input field labeled 'Email *'. Below the input field is a grey button labeled 'Request A Code'. At the bottom, there is a link: 'Need a login? [Request one now.](#)' with an external link icon.



Adoptions Dashboard

Adoptions

Course	Status	
▼ MATH 101	Open	Adopt Materials
▼ CIS 317	Approved	View Materials

- A list of your courses will appear in your dashboard
- Each course will have a status that details where your submission is in the workflow
- Select “Adopt Materials” to begin the submission process



Material Submission Process

- **Step 1:** Select your sections
- **Step 2:** Choose your program type
- **Step 3:** Add all applicable materials to your sections
- **Step 4:** Review your submissions

- 1 Select Sections
- 2 Add Materials
- 3 Review

ACCT, 4620
Auditing and Assurance Service

Selected Sections (2)

<input checked="" type="checkbox"/>	ACCT 4620 001	Open
<input checked="" type="checkbox"/>	ACCT 4620 002	Open

No Materials To Adopt

Next: Choose Materials

- 2 Add Materials
- 3 Review

Find Course Materials

Search For Materials

Alternate Materials

Search Books and Courseware by ISBN, Title, or Author



Search for materials

Search by Book and Courseware ISBN, Title, or Author.



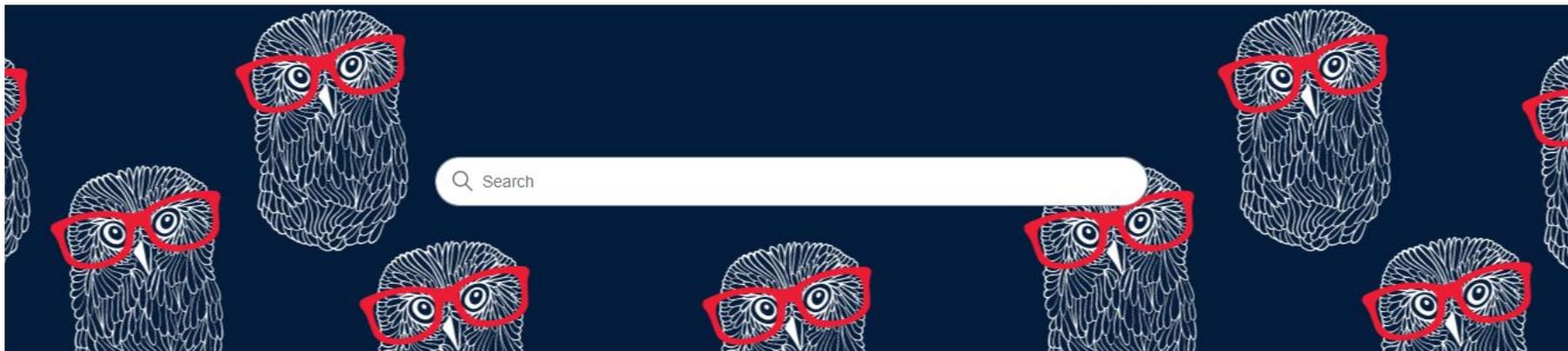


Support Resources

RedShelf. RedShelf Solve



[Submit a request](#) [Sign in](#)



Need assistance? Check out RedShelf Solve to submit a help request!

- Go to solve.redshelf.com
- Click on “Submit a request”



Let's jump into the demo!

Solve Resources

How to adopt your course materials



Training Next Steps

- Everyone will receive additional training documentation with a copy of this recording.
- Optional office hours will be scheduled Fridays during the month of April (starting April 11th)



Thank you for your time!

We look forward to seeing you again