

AKADEMOS COURSEPACK SERVICE

It has never been easier to create custom materials for your course.

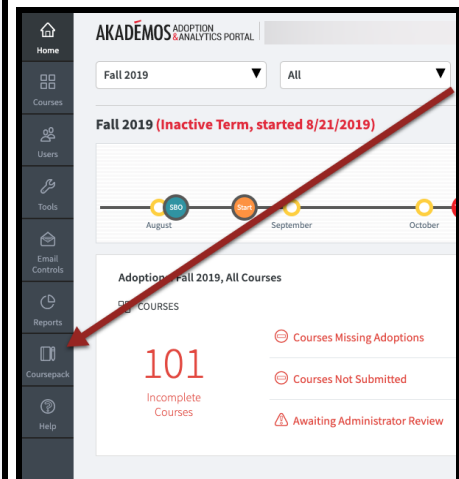
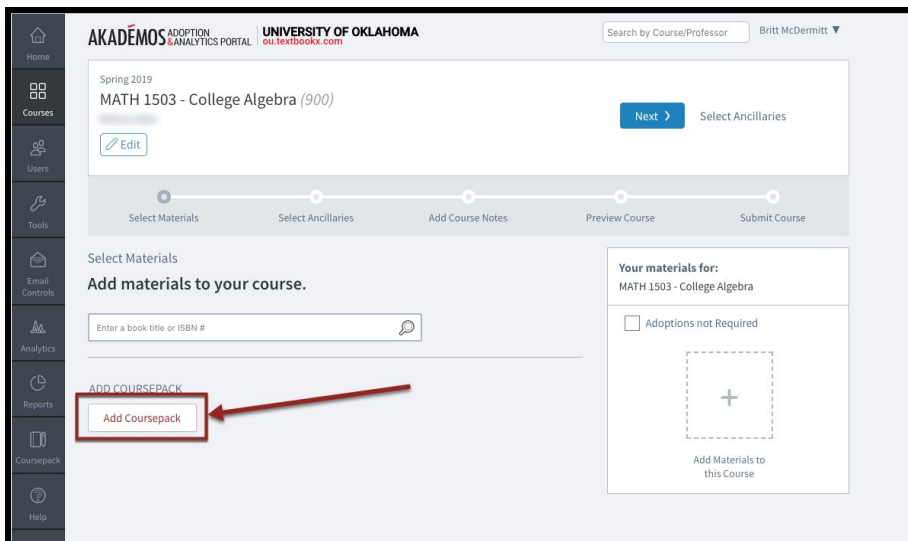
COURSEPACK FEATURES

- Fast turnaround time (2-3 weeks to process and create)
- Low per-page pricing
- Free desk copies for professors
- Custom cover art and design
- Multiple binding/pagination options
- Available in print (black & white or color copies available) or electronic formats

HOW TO ORDER A COURSEPACK

1. Once logged in to the bookstore adoption portal, navigate to the course you'd like to add a coursepack to and click the "Add Coursepack" link, found on the bottom left, below "Select Materials":

If the portal is in read-only mode you will not be able to edit the course material in the course. You will select the "coursepack" button on the left-hand navigation menu (the second image below). It will not be tied to a course, but Akademos will manually adopt the coursepack's ISBN into the course(s) after it has been submitted.



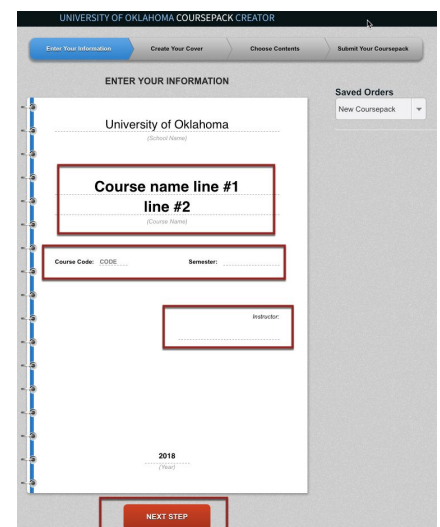
You will then be redirected to the Coursepack Tool.

2. First, you will edit the cover page of your Coursepack. Click on the line you would like to edit and see your changes appear in real time.

Be sure to confirm that the pre-populated information (school name and instructor name) is correct.

Then enter the course name, course code, semester, and year in the designated fields.

After entering all the information on your cover page click "Next Step".



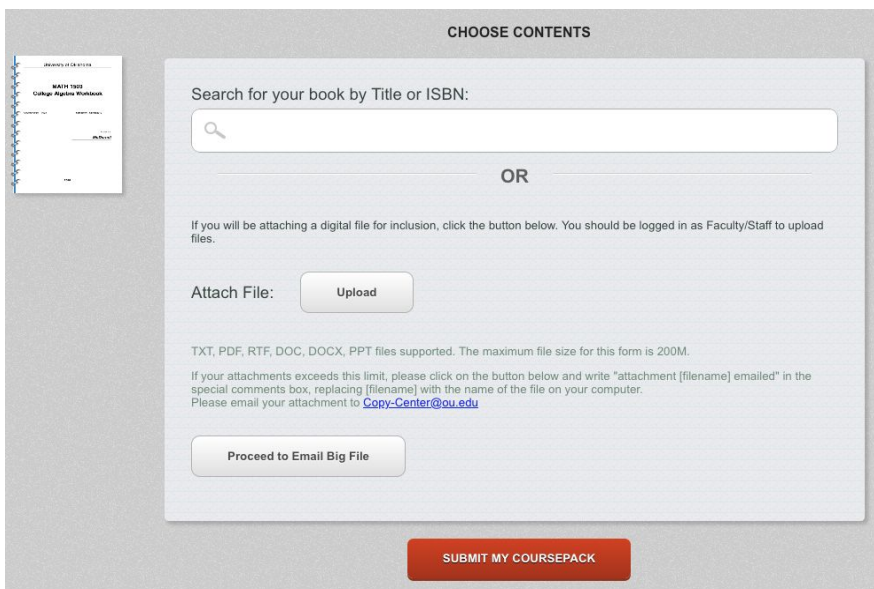
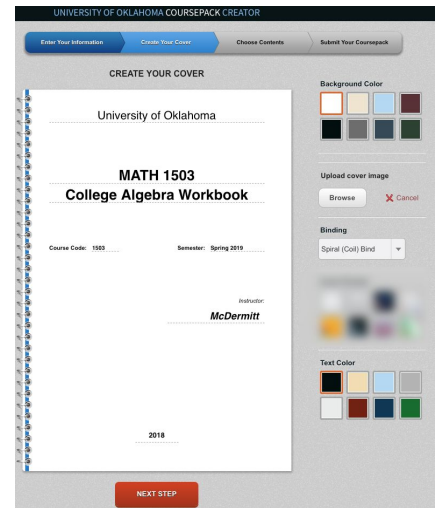
3. Next, design your Coursepack cover by changing the text colors.

Then choose the binding type for your Coursepack. Choose from Spiral (Coil) Bind, and 3-Hole Punch Paper.

After completing the design of your Coursepack cover, click “Next Step”.

Please note, you can go back to previous pages and make edits at any time throughout the Coursepack creation process. Changes are made live.

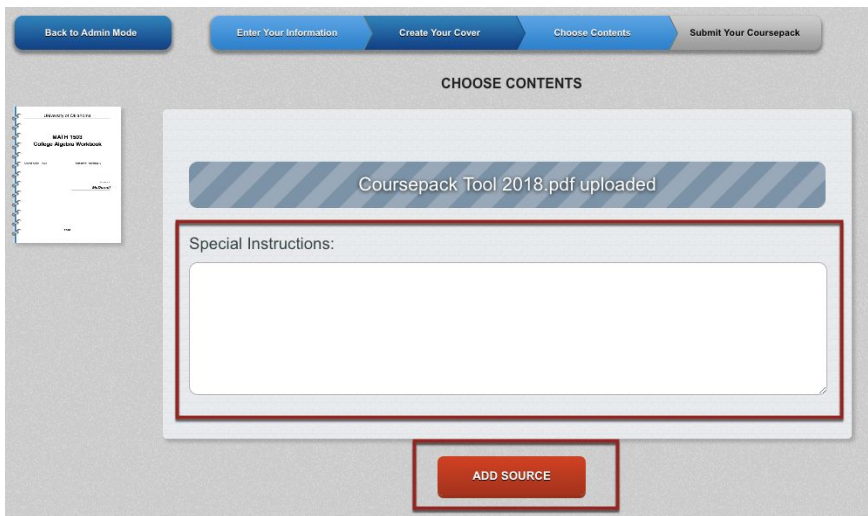
4. After designing the cover, you can begin assembling the contents of your Coursepack. There are two ways to add content: you can search for a book by title or ISBN or upload a file:



When searching for a book by title or ISBN you will see a list of books appear in a drop-down menu – select the book that you are looking for and all book information will appear. You will need to enter the chapter, article or page range of the book that you would like to include. After completing the book/article information, click “Add Source”.

If you want to add a digital file, click “Attach File” and choose the file you would like to upload from your computer. Please note, files can include word documents, PDFs, PowerPoint slides, and more. If you have a course syllabus or PPT slides for your class, they would be a great thing to add here so students have all their course materials in the same place. After the file loads, click “Add Source”.

If you have any special instructions for any of the materials you are uploading, please enter them in the designated field.

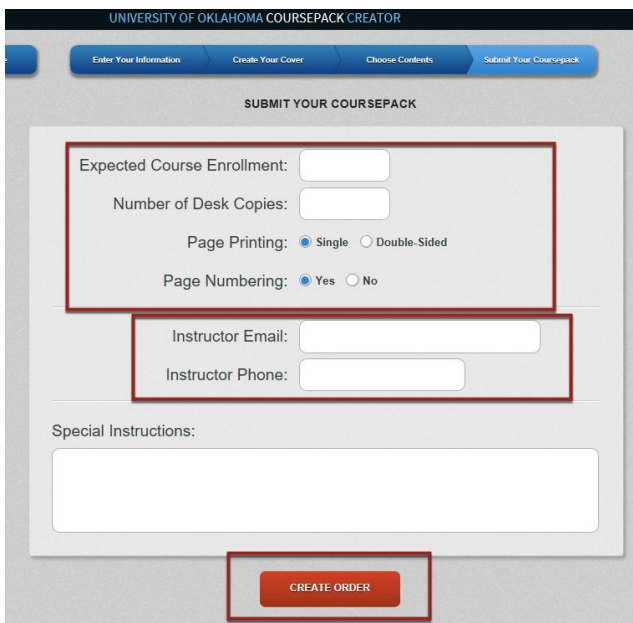


6. Repeat these steps until you have uploaded all the materials for your Coursepack. You will see all the elements of the Coursepack appear on the left-hand side of the screen.

If you would like to reorganize the Coursepack, you can do so at any time by clicking on an element, dragging and dropping to its new location. If you have a lot of components, you may need to use the scroll bar that appears to go to view all parts of the Coursepack.

7. Once you have finalized all components and the organization of the Coursepack, click the “Submit my Coursepack” button.

8. You will see a screen asking for enrollment, desk copies, page printing preferences, etc. This is the last step to submitting your coursepack. Fill out the information, add any final special instructions, and push “create order”.



Upon successful submission, you will see a confirmation page with your order number and further instructions for submitting any outstanding materials. Please print this page or save it for future reference.

After the CoursePack is submitted, copyright requests will be sent to the publisher or copyright holder of each article. Approval will need to be granted for the article to be printed in the CoursePack. The copyright holder charges a fee for the reproduction of the article and the fee is at the discretion of the holder. Once copyright approval is granted for all materials, a quote will be put together and sent to you for approval. Please allow up to 6 weeks for the copyright approval process.

After you review the quote and agree to move forward, the CoursePack will be available for purchase. Students can search for and order the CoursePack at the Online Bookstore at any time. It typically takes 1-2 days for the CoursePack to be printed. Upon completion, the CoursePack will be shipped to the student or will be available for immediate download.