Enter login information:

Username: middleburyfaculty
Password: middlebury

click “login”
Select "Course Director" from the drop down menu located in the upper righthand corner of the screen.
Bring you to a list of current, future and past terms. Locate the term you wish to adopt books too, click on it.
From here you have 2 options:

1- add a new course to the catalog
2- select a course already in the catalog and add it to the new term
1- Add a new course:

If you select option 1, you will need to fill in the required fields. *Please make the end date the last day of finals, not the last day of class. 

Click “Add Course”
1- Add a new course:

Click on the course you just added.
1- Add a new course:

Select “Add Adoptions” to the course you just added.

There are currently NO adoptions for BLSE 7210
1- Add a new course:

From this screen you can enter your ISBN OR search from the options below to find other materials that are being used by other Professors.

If you have a non-title adoption, such as a course pack, or have no texts required for your class you can select options from this drop down menu that will display in the course of the student buying site. This will help guide them in their buying decisions.
Once you have entered and searched for the ISBN, you should see this page appear that shows the book to the left and book information to the center and right of the screen. Once you have confirmed this is the correct book, click “Add to Adoptions”
If you enter an ISBN into the search bar and get this message, it means the title you are requesting needs to be added to the wholesaler's database.
After selecting “Click Here” you will then be asked to enter the title, author, and publisher for the book you are requesting.

The main screen of your course will then show that the title is under review. This just means MBS is adding it to their database. The bookstore will receive notice when the book has been added.
2- Add an existing course from the catalog:

Select the course already in the catalog, check the box beside the course number, click “Add Course”

*This is useful if the course information/adoptions are the same year to year
2- Add an existing course from the catalog:

Edit the course information such as start dates and enrollment. Once complete, click Add Course(s)
Once you are happy with the adoptions you have added to your course, please select the "Approve" button.

This tells the bookstore staff that you are finished adding to your course and inventory can now be gathered.