

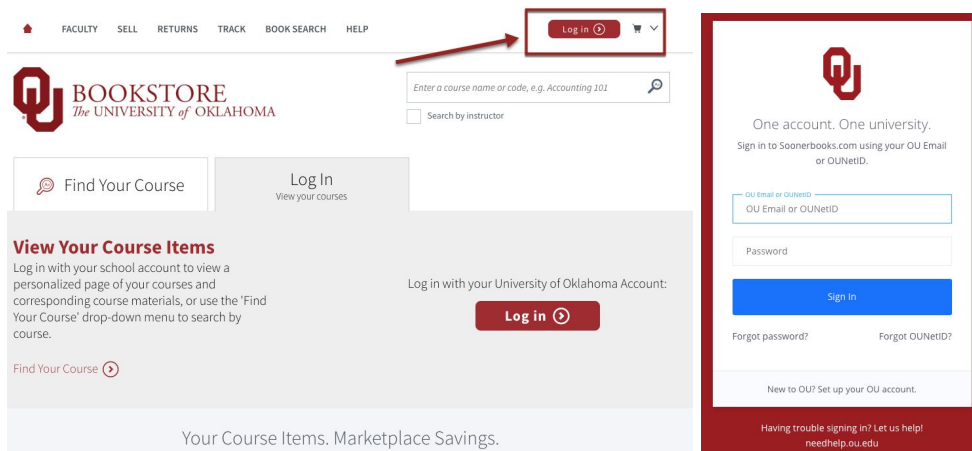
COURSEPACKS

COURSEPACK FEATURES

- Fast turnaround time
- Choice between Digital or Printed Coursepack
- Low per-page pricing
- Free desk copies for instructors
- Available in black & white or color

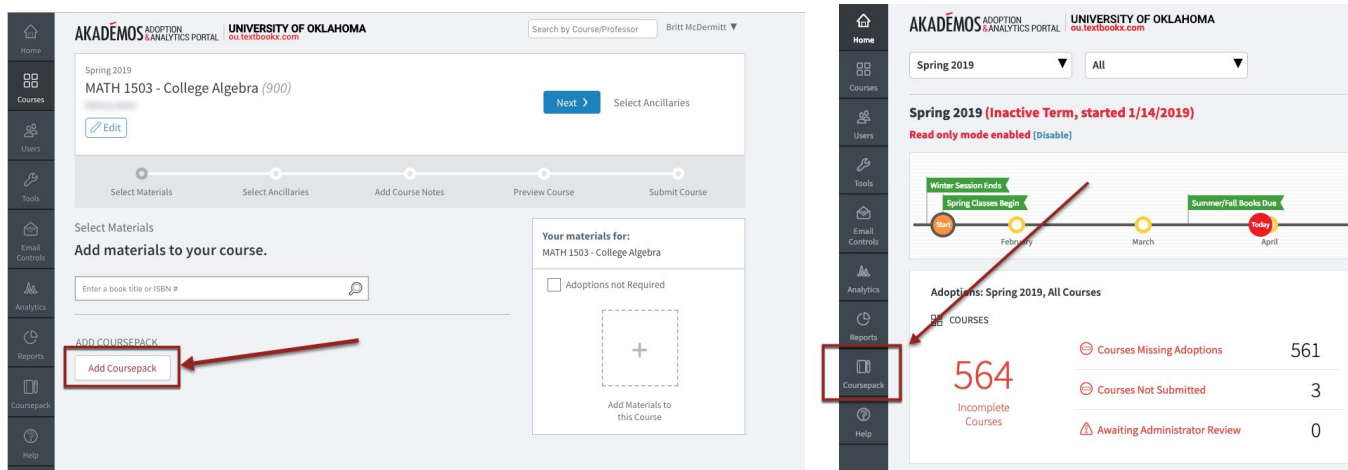
HOW TO ORDER A COURSEPACK

1. Go to Soonerbooks.com and log in to the portal by clicking the Login button on the upper right-hand side of the screen. Enter your OUNetID and password:



2. 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 have to select the "coursepack" button on the left-hand navigation menu. 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.*



3. You will then be redirected to the Coursepack Tool. Start by editing 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”.

4. 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 the previous page and make edits at any time throughout the Coursepack creation process. Changes are made live.

5. 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:

This screenshot shows the 'ENTER YOUR INFORMATION' step of the coursepack creation process. The interface includes a header with navigation tabs: 'Enter Your Information', 'Create Your Cover', 'Choose Contents', and 'Submit Your Coursepack'. The main form area contains fields for 'University of Oklahoma' (labeled 'School Name'), 'Course name line #1' and 'line #2' (labeled 'Course Name'), 'Course Code' and 'Semester' (labeled 'Course Code'), and 'Instructor'. A '2018' year field is also present. A 'NEXT STEP' button is at the bottom right. On the right side, there is a 'Saved Orders' section with a 'New Coursepack' dropdown menu.

This screenshot shows the 'CREATE YOUR COVER' step. The main form area displays 'University of Oklahoma', 'MATH 1503 College Algebra Workbook', 'Course Code: 1503', 'Semester: Spring 2019', and 'Instructor: McDermitt'. A '2018' year field is at the bottom. A 'NEXT STEP' button is at the bottom right. On the right side, there are options for 'Background Color' (a grid of color swatches), 'Upload cover image' (with 'Browse' and 'Cancel' buttons), 'Binding' (a dropdown menu set to 'Spiral (Coil) Bind'), and 'Text Color' (a grid of color swatches).

This screenshot shows the 'CHOOSE CONTENTS' step. The main form area has a search bar labeled 'Search for your book by Title or ISBN:' with a magnifying glass icon. Below the search bar is an 'OR' separator. Further down, there is a section for attaching a digital file, with a note: 'If you will be attaching a digital file for inclusion, click the button below. You should be logged in as Faculty/Staff to upload files.' This section includes an 'Attach File:' label and an 'Upload' button. Below this, it states: 'TXT, PDF, RTF, DOC, DOCX, PPT files supported. The maximum file size for this form is 200M. If your attachments exceeds this limit, please click on the button below and write "attachment [filename] emailed" in the special comments box, replacing [filename] with the name of the file on your computer. Please email your attachment to Copy-Center@ou.edu'. At the bottom of this section is a 'Proceed to Email Big File' button. A large red 'SUBMIT MY COURSEPACK' button is at the very bottom of the page.

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. ***If you want the coursepack to be available Digitally, add that to this Special Instructions box.**

The screenshot shows the 'CHOOSE CONTENTS' step of the 'UNIVERSITY OF OKLAHOMA COURSEPACK CREATOR'. At the top, there are five navigation buttons: 'Back to Admin Mode', 'Enter Your Information', 'Create Your Cover', 'Choose Contents' (which is highlighted), and 'Submit Your Coursepack'. On the left, there is a thumbnail of a coursepack cover. The main area has a header 'CHOOSE CONTENTS' and a status bar that says 'Coursepack Tool 2018.pdf uploaded'. Below this is a 'Special Instructions:' label followed by a large text input box. At the bottom right, there is a red button labeled 'ADD SOURCE'.

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 “Next Step” 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”.

***Note: Expected Course Enrollment is required.**

The screenshot shows the 'SUBMIT YOUR COURSEPACK' step of the 'UNIVERSITY OF OKLAHOMA COURSEPACK CREATOR'. At the top, there are five navigation buttons: 'Enter Your Information', 'Create Your Cover', 'Choose Contents', 'Submit Your Coursepack' (which is highlighted), and 'Back to Admin Mode'. The main area has a header 'SUBMIT YOUR COURSEPACK'. Below this are several input fields: 'Expected Course Enrollment:' (a text box), 'Number of Desk Copies:' (a text box), 'Page Printing:' with radio buttons for 'Single' (selected) and 'Double Sided', and 'Page Numbering:' with radio buttons for 'Yes' (selected) and 'No'. Below these are 'Instructor Email:' and 'Instructor Phone:' text boxes. At the bottom is a 'Special Instructions:' label followed by a large text input box. At the very bottom, there is a red button labeled 'CREATE ORDER'.

Upon successful submission, you will see a confirmation page with your order number and further instructions. Please save this page for future reference.

If your Coursepack requires copyright requests, those will be sent to the publisher or copyright holder of each text. The copyright holder will charge a fee for the reproduction of the text and will be passed on to the student as part of the cost of the Coursepack. Once your coursepack has been priced, you will receive a proof (available digitally or physically by mail) so that you can approve that it is all correct. It will be available for purchase through the bookstore once the bookstore is live for the term (6 weeks before the term begins). When students order their Coursepack, the coursepack will ship to them at their designated shipping address (if it is a physical copy) or emailed to them (if it is a digital copy).

Coursepack Purchasing Instructions for Students

- 1) Log on to Soonerbooks.com with your OUNetID (4x4). You will be taken to a personalized page with all of the courses you're enrolled in & the required materials for those courses.
- 2) Select your coursepack listed under this course, and add it to the cart.
- 3) At check-out, you will be prompted to fill in your personal information (including a shipping address). The Coursepack will be shipped to you like all of your other course materials from Soonerbooks.com.
- 4) If you have questions or need assistance ordering, you may contact Soonerbooks/TextbookX customer experience through Soonerbooks.com/help or by calling 855-790-6637.

CONTACT FOR ADDITIONAL QUESTIONS

Britt McDermitt

Soonerbooks.com Account Manager

bmcdermitt@akademos.com

918.407.2807