

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".

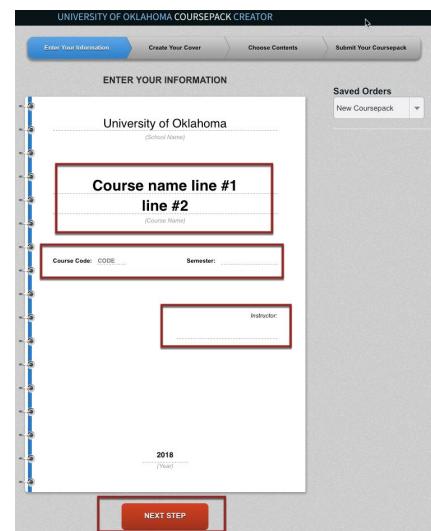
**If the portal is in read-only mode you will have to select the "coursepack" button on the left-hand navigation menu. It will not be tied to a course, but Akademos will manually adopt the coursepack's ISBN into the course(s) after it has been submitted.*

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”.

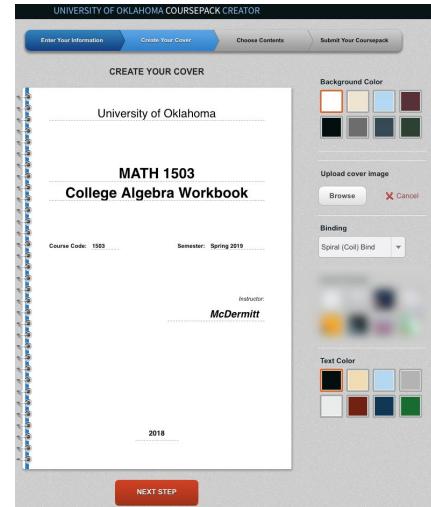


4. Next, design your Coursepack cover by changing the text colors.

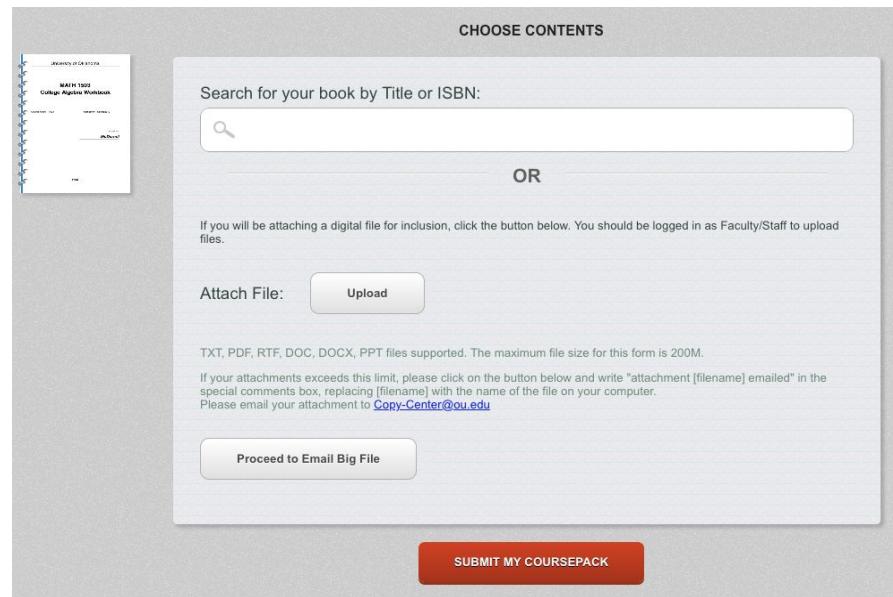
Then choose the binding type for your Coursepack. Choose from Spiral (Coil) Bind, and 3-Hole Punch Paper.

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:

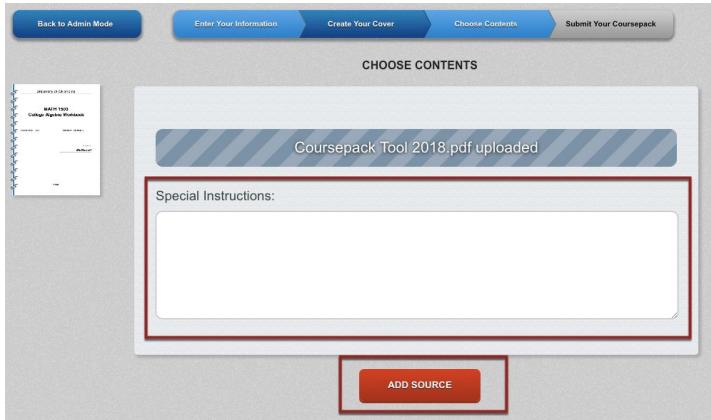


When searching for a book by title or ISBN you will see a list of books appear in a drop-down menu – select the book that you are looking for and all book information will appear. You will need to enter the chapter, article or

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.**



Coursepack Tool 2018.pdf uploaded

Special Instructions:

ADD SOURCE

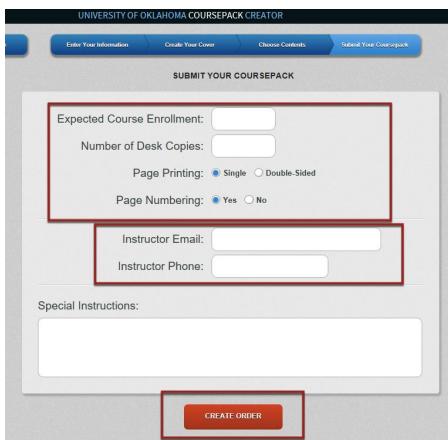
6. Repeat these steps until you have uploaded all the materials for your Coursepack. You will see all the elements of the Coursepack appear on the left-hand side of the screen.

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.**



Expected Course Enrollment:

Number of Desk Copies:

Page Printing: Single Double-Sided

Page Numbering: Yes No

Instructor Email:

Instructor Phone:

Special Instructions:

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

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