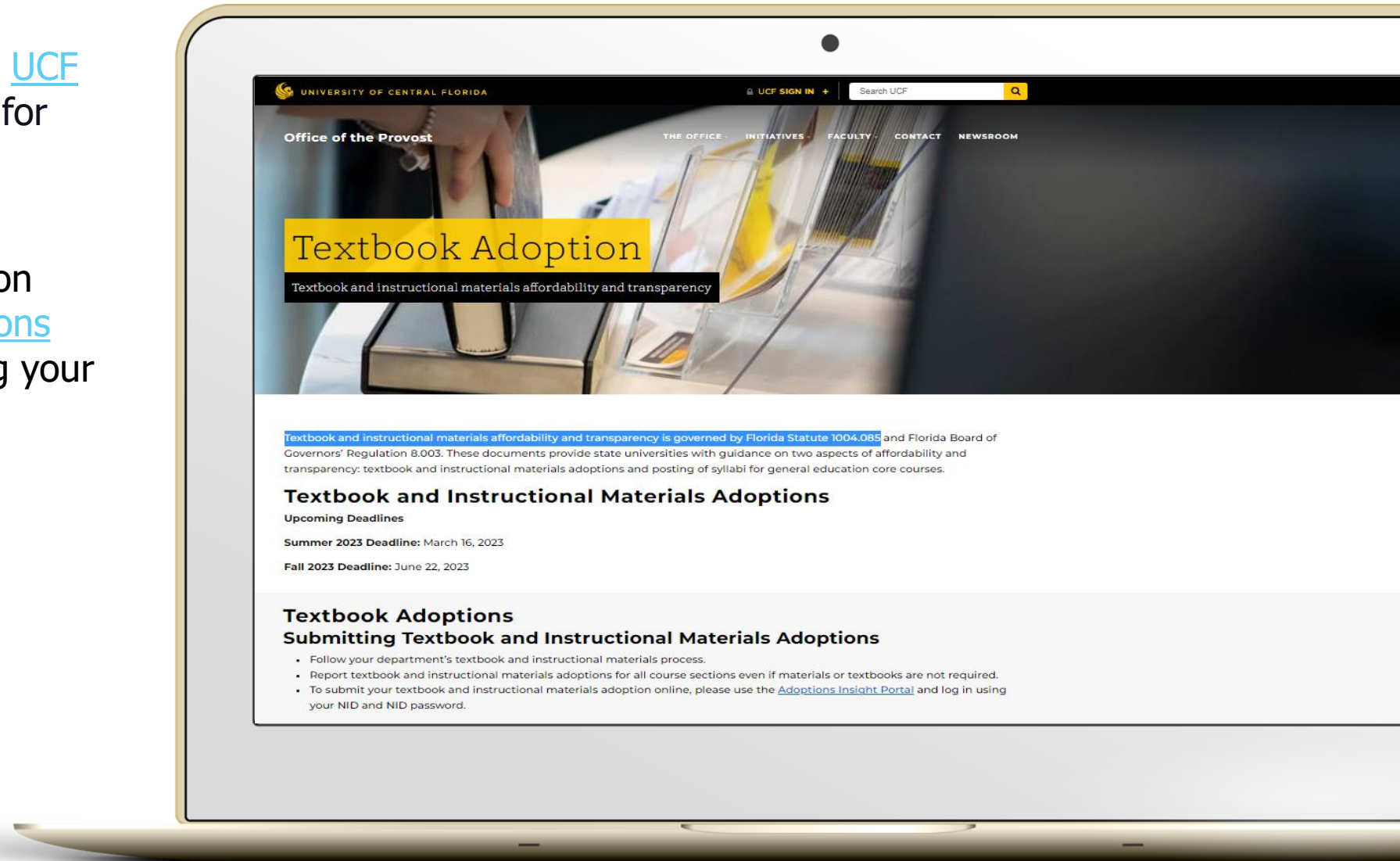
A woman with glasses and a striped shirt is looking at a laptop screen in a classroom setting. The background is slightly blurred, showing other people and a desk with papers.

UCF COURSE MATERIALS ADOPTION PROCESS

Instructions on submitting
adoptions through the
Adoptions and Insights
Portal (AIP)

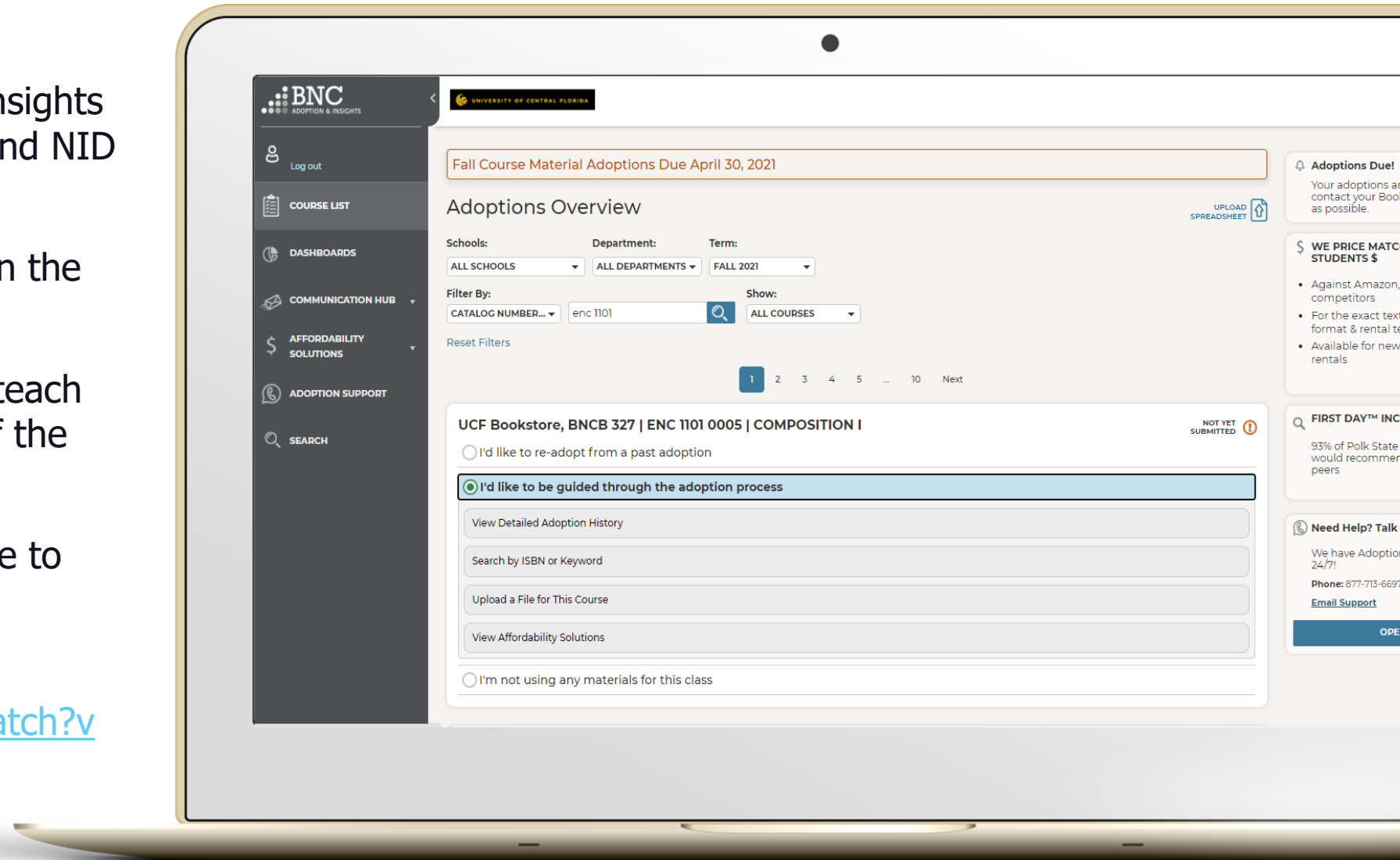
Adopting Course Materials

- Click on the link found on the [UCF Office of the Provost](#) website for textbook adoptions
- To submit your textbook and instructional materials adoption online, please use the [Adoptions Insight Portal](#) and log in using your NID and NID password.
- Or visit aip.bncollege.com



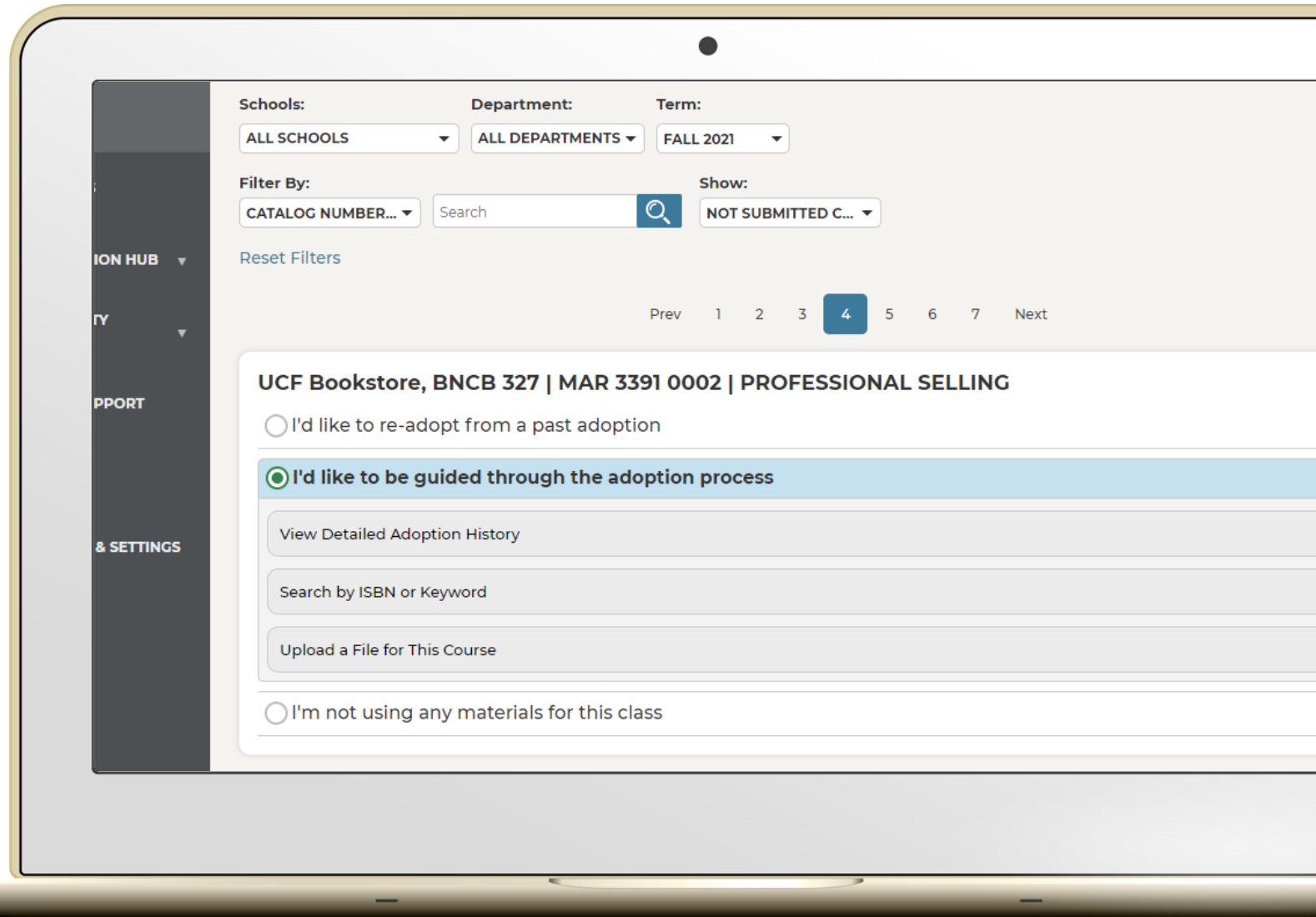
Adoptions & Insights Portal

- Login to the Adoptions and Insights Portal (AIP) using your NID and NID Password
- Click on Course List (Found on the left column of the page.)
- Courses you are assigned to teach will be listed on the middle of the page.
- Find the course you would like to adopt for.
- Demo Video:
<https://www.youtube.com/watch?v=rTnuv7X63y8>



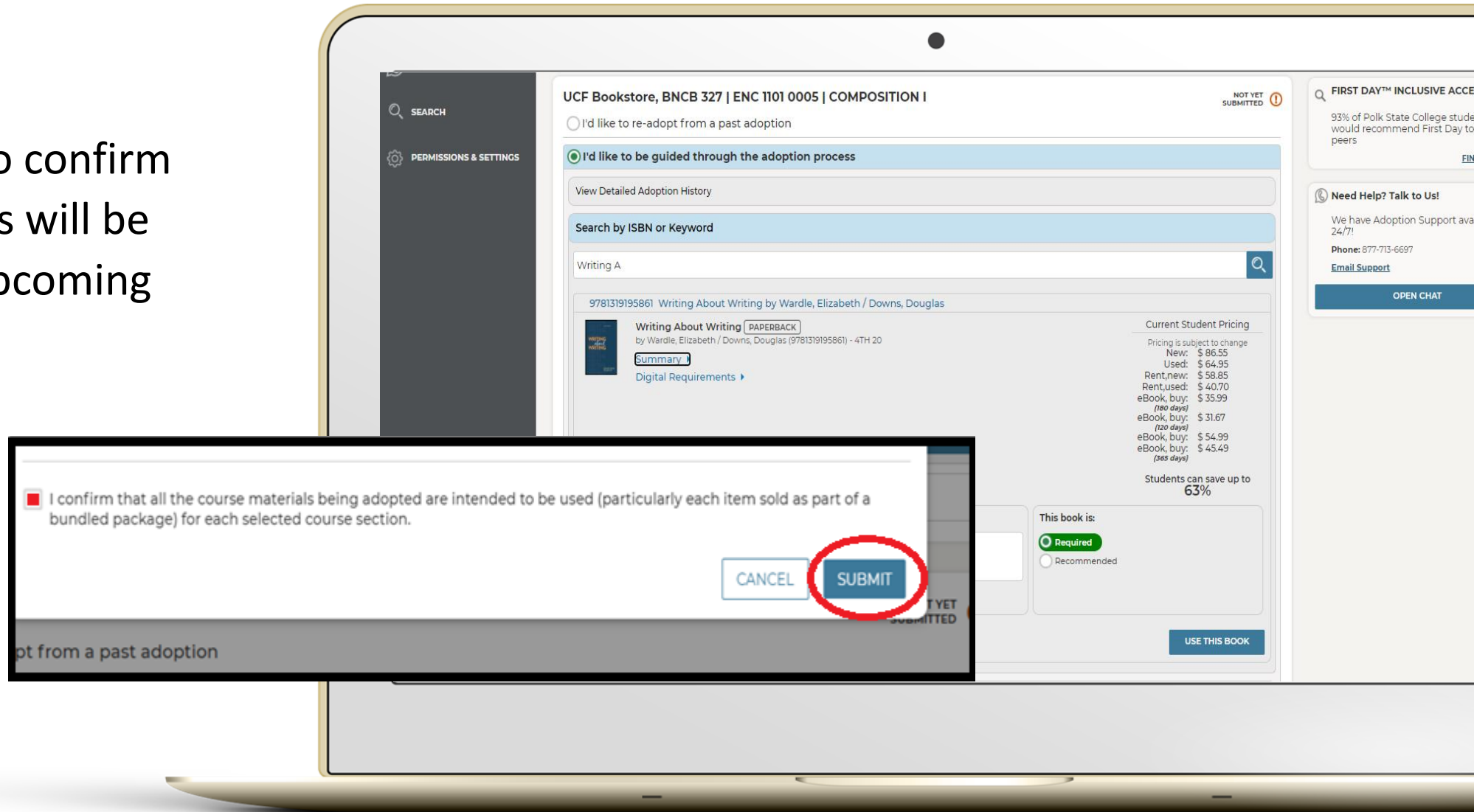
Guided Adoptions


- To find new course materials, select the **"I'd like to be guided through the adoption process"**
- View Detailed Adoption History by term, course, or professor
- You can also **Search by Keyword** or **ISBN**
- View textbook summary, pricing for students, and savings
- Select if book is **Required** or **Recommended**
- Click Add to Course to add as many ISBNs as you need before clicking **Submit Adoption**



Confirming Materials

- Click the box to confirm these materials will be used for the upcoming semester.
- Click Submit



A woman with glasses and a striped shirt is looking at a laptop screen in a classroom setting. The background is slightly blurred, showing other students and desks. The text is overlaid on the right side of the image.

UCF FIRST DAY ADOPTION PROCESS

After adopting your
course materials in AIP

- Click on "I'd like to be guided through the adoption process"
- Click- Search by ISBN or Keyword
- Type in the ISBN that your students would use to purchase at the UCF Campus Store if they do not Opt-In.
 - Please note: Do not use the IA ISBN- the IA ISBN is used between the publisher and bookstore only.)
 - Verify the ISBN is courseware if using courseware for your course.
- Click Search- The title will appear.
- Choose if the material is required or recommended. *Please note, only Required materials can be included in the First Day program.*
- Book Message: Would like to participate in First Day.
- Click on "Use this book"
- Click "Submit Adoption"

UCF Bookstore, BN CB 327 | CHM 2041 CV02 | CHEMISTRY FUNDAMENTALS IB NOT YET SUBMITTED ⓘ

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

[View Detailed Adoption History](#)

I'm not using any materials for this class

UCF Bookstore, BN CB 327 | CHM 2041 CV02 | CHEMISTRY FUNDAMENTALS IB NOT YET SUBMITTED ⓘ


I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

[View Detailed Adoption History](#)

Search by ISBN or Keyword

9781323910214 Prealgebra & Introductory Algebra - Access (Custom) by Pearson Custom

 **Prealgebra & Introductory Algebra - Access (Custom)** ACCESS CARD
by Pearson Custom (9781323910214) - 18

Current Student Pricing
Pricing is subject to change
New: \$ 97.60
Used: \$ 73.20
Students can save up to 25%

Book message to students: (optional)

250 characters max - plain text only

This book is:

Required

Recommended

[USE THIS BOOK](#)

I'm not using any materials for this class

- Complete the Inclusive Access Adoption Form to confirm your participation in First Day and the course materials being used.
- Please see the list of participating publishers on the UCF CDL First Day page: <https://digitallearning.ucf.edu/ilab/aim/first-day/>
- All materials have to be vetted for availability and pricing for the First Day Program.
- Materials will be available for Opt-In, three weeks before the semester begin.
- The Opt-In deadline is UCF's Add/Drop deadline.
- Please include sample messaging provided in the First Day Instructor Guide in your syllabus or as an announcement in Webcourses@UCF. It is important to include messaging for third-party billing students.



First Day

Participating in the First Day program allows your students to have access a deeply discounted option for their required course materials.

Need AIP Help? Talk to Us!

- We have Adoption Support available 24/7!
- **Phone:** 877-713-6697
- Contact ilab@ucf.edu or visit <https://digitallearning.ucf.edu/ilab/aim/> to learn more about affordable instructional material options at UCF.

UCF Campus Store Support

- By Phone (407) 823-3355
- Email: textbooks@ucf.edu



Thank you