Follett Discover is a powerful online tool that transforms the course materials discovery and adoption process for faculty, and helps students obtain, organize, and instantly access their required and recommended course materials from within your learning management system. The Follett Discover Concierge role is designed to work with the faculty experience and allow course material adoptions to be submitted by users on behalf of faculty members.

As a Faculty Concierge, you are able to quickly submit adoptions on behalf of faculty members for courses within your departments.

**Getting Started—Follett Discover**

**To access your Follett Discover website:**

1. Access your institution’s Follett Discover site.
2. Log in with your email address and password.
3. The main dashboard is displayed.

   **Note:** Contact your campus store manager if you do not have a concierge account or need to update your department access.
The main dashboard makes it easy to start submitting adoptions for the current term. Use the **Department** and **Term** selectors to view each assigned department or easily search for a particular course by course number.

**Tip:** Click the [Follett Discover](#) logo to return back to the dashboard at any time.

### Submitting Adoptions

You can quickly submit adoptions by entering in the 13 digit ISBN for each course and click **Adopt**

To search for specific materials, use the magnifying glass in the upper right corner of the screen at any time to search by title, author, ISBN, or keyword

**Tip:** If the course does not have any required materials, click the **I have no items to adopt for this course** link.
Manage A Course

Manage a course by selecting the course banner or View all materials link from the My Courses dashboard.

Within the course management screen, you can:
- Update the Discipline and Subject
- View the status of your adopted materials
- Remove adopted materials
- Adopt items from your library
- Add instructions for students

Tip: Adoptions for each course are automatically adopted for all sections. To separate a course to individual sections, select Manage By Section.

Tip: To remove an adopted material, click the X in the upper right corner of the course material card.
Adopting a Course Material For Multiple Courses

To adopt a material for multiple courses locate the material either through the discovery process or by searching for your material by ISBN, keyword, or title. View the material details to see additional information about the title including the description and pricing available to your students including rental and digital.

On this page you can select all of the courses you wish to adopt this material for and click Adopt.
My Library

When searching for titles through the discovery process or global search, you’ll notice the option to Add to Library. Your library allows you to save materials and quickly adopt them for multiple courses or save for later review.

You can also leverage your library to adopt multiple materials to multiple courses.
1. Click the Copy button at the bottom of your My Courses page
2. Select all the materials you wish to adopt
3. Select the term
4. Select all the courses you want to adopt the materials for
5. Click the Adopt Materials button to submit.
Sharing Adopted Materials

Sharing the adopted materials with faculty or for your own files can be done from the My Courses page.

1. Select your Term and Department
2. Check the **Share Adopted Materials** box
3. Check all courses you wish to share the adopted materials for
4. Enter in the email addresses of the recipients
5. Click the **Send to Recipient(s)** button to share the report.
Adoption Dashboard Report

Another feature available within the Follett Discover Administrator role is the Adoption Dashboard Report. View adoption status by campus, department, course and even drill down to the section. You can select to export the report to Excel or PDF.

To run the Adoption Report:
1. Click My Adoption Dashboard
2. Select the term by clicking Change Term

The Compliance Rate shows the percentage of completed adoptions for your assigned departments.

View the Adoption Compliance Trend to see adoption compliance rate over time for your campus.

Use the Compliance by Category toggles to view compliance by your campus, division, department and course.

View and save compliance reports.
1. Filter results by Campus, Department, and Course.

To save the currently viewed report as a Quick Report:
1. Select SAVE QUICK REPORT
2. Name the quick report

Note: The adoption compliance report only shows the departments that have been assigned to you. Contact the campus store manager to request additional access.