

# AKADÉMOS

## Adoption & Analytics Portal

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information   Create Your Cover   Choose Contents   Submit Your Coursepack

ENTER YOUR INFORMATION

Akadememos University  
(School Name)

Course name line #1  
line #2  
(Course Name)

Course Code: CODE   Semester:

Instructor:  
**Instructor's Name**

2020  
(Year)

NEXT STEP

## Create a Coursepack

## **What is a Coursepack?**

Coursepacks are cost-effective, custom compilations of academic material. They are generally made up of collected readings from textbooks, journals, lab manuals, syllabi, and other sources that are put together by an instructor. Coursepacks are used as a cheaper alternative to traditional textbooks or class handouts.

## **What are the benefits of using coursepacks?**

Coursepacks provide faculty with greater control over their course materials. Faculty choose the materials they want to include and can customize the color and design of the cover. They are a cheaper alternative because instead of having to purchase multiple books for the same course, students can purchase the single Coursepack.

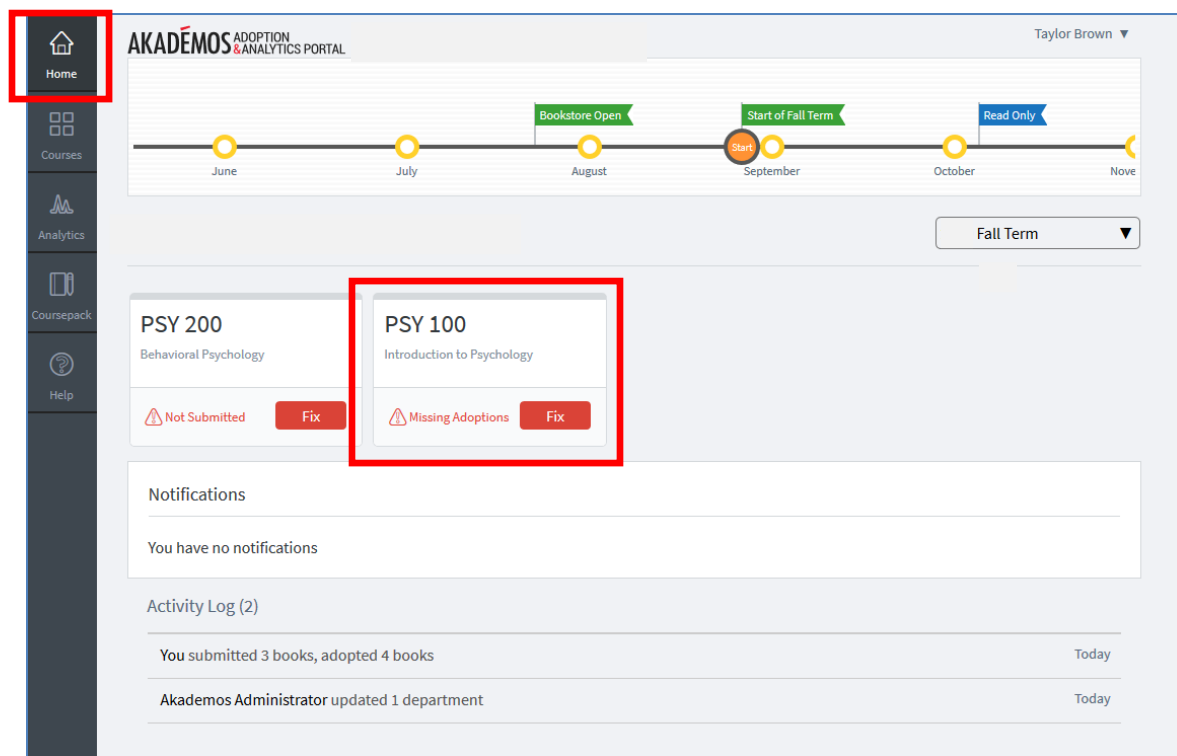
A digital repository is created for your Coursepack, so future use and subsequent changes/additions are easy. After faculty members create a Coursepack, they can log in to edit and re-submit it at any time. This also means that faculty have access to out-of-print sources and editions through their Coursepacks. Once you create the Coursepack, the materials will be there forever so you do not need to worry about updating to new editions if you do not want to.

## **Additional Coursepack Features**

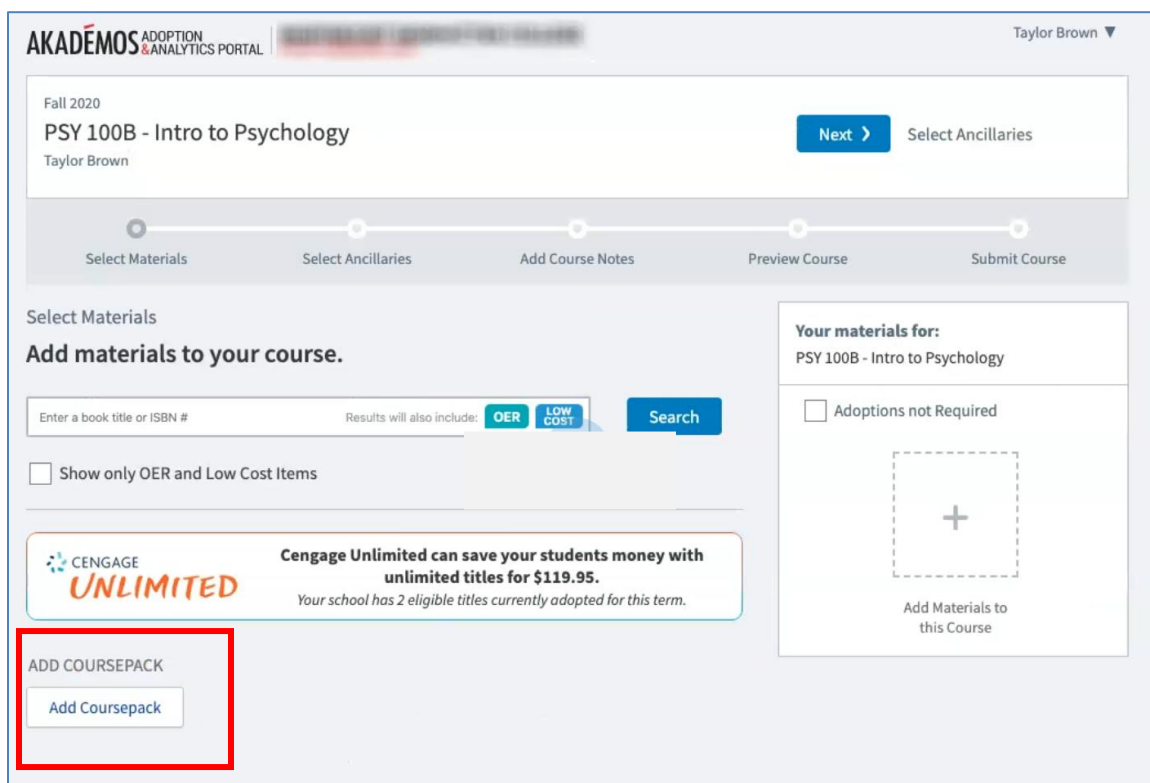
- Fast turn-around time (usually takes 2-3 weeks to process and create)
- Low per-page pricing
- Free desk copies for professors
- Custom cover art and design
- Multiple binding/pagination options
- Available in print (black & white or color) or electronic formats

## How to Access the Coursepack Tool:

To access the Coursepack Tool, visit the Online Bookstore website and log in with your school account. Then select the course that you want to create the coursepack for.



Once you click a course, you'll be directed to the "Select Materials" page. Click on "Add Coursepack" at the bottom of the page.



## Fill in Course Details:

After clicking on a course, you will be redirected to the Coursepack Tool. Be sure to confirm that the pre-populated information (school and instructor name) is correct.

- First, start by editing the cover page of your Coursepack. Click on the line you want to edit and see your changes appear in real time.
- Enter in the following fields: course name, course code, semester, and year
- Click "Next Step" when ready.

**AKADEMOS UNIVERSITY COURSEPACK CREATOR**

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**ENTER YOUR INFORMATION**

**Akademos University**  
(School Name)

**Intro to Psychology**  
**line #2**  
(Course Name)

Course Code: **PSY 100**

Semester: **Fall 2020**

Instructor:  
**Taylor Brown**

**2020**  
(Year)

**Next Step**

**Saved Orders**  
New Coursepack

## Design your Coursepack Cover

- Edit the background and text colors
- You have the option of uploading a cover image or choosing from one of the preset designs.
- Select binding: Choose from GBC Comb Bind, Spiral (coil) Bind, and 3-Hole Punch paper.
- After completing the design, click "Next Step."

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information → **Create Your Cover** → Choose Contents → Submit Your Coursepack

### CREATE YOUR COVER



Akademос University

**Intro to Psychology**  
line #2

Course Code: PSY 100 Semester: Fall 2020

Instructor:  
**Taylor Brown**

2020

**Background Color**

Upload cover image

Browse Cancel

**Binding**

3-Hole Punch Paper

Shrinkwrap: ☐ Yes ☒ No

**Cover Presets**

**Text Color**

**NEXT STEP**

## Select Materials

After designing your cover, begin assembling the contents. You can add content by searching for a book by title or ISBN AND/OR uploading a file.

When searching for a book you will see a list of books appear in a drop-down menu. Once selected, 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”.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Search for your book by Title or ISBN:

OR

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.

Attach File: Upload

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. You will be given an email address after submitting your order.

Proceed to Email Big File

NEXT STEP

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Title: Exploring Psychology

Author or Edition: Myers, David G., DeWall, C. Nathan

ISBN: 9781464154072

Chapter or Article: Chap 1-4

Page Range: 1 — 300

Copyright Year: 2016

Publication Year: 2016-01-11

Publisher: Worth Publishers, Incorporated

Volume or Edition: 10

Out of Print? ☐ Yes ☒ No

Comments:

ADD SOURCE

If you want to add a file, click "Upload," next to "Attach File." Choose the file you would like to upload from your computer. Files can include word documents, PDFs, PowerPoint slides, etc. After the file loads, click, "Add Source." If you have special instructions for the materials you add, enter them in the designated field.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Search for your book by Title or ISBN:

OR

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.

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NEXT STEP

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CHOOSE CONTENTS

Syllabus.docx uploaded

Special Instructions:

ADD SOURCE

Repeat these steps until you have uploaded all materials for your Coursepack. You will see all elements appear on the left hand side of the screen. If you would like to reorganize the order, you can do so at any time by clicking on an element and dragging and dropping it to its new location.

AKADEMOS UNIVERSITY COURSEPACK CREATOR

Enter Your Information Create Your Cover Choose Contents Submit Your Coursepack

CHOOSE CONTENTS

Search for your book by Title or ISBN:

OR

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.

Attach File: Upload

TXT, PDF, RTF, DOC, DOCX, PPT files supported. The maximum file size for this form is 20MB.

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. You will be given an email address after submitting your order.

Proceed to Email Big File

NEXT STEP

After you have added all of your materials, fill in further details about the course such as expected class size, printing specifications, and professor contact information. Add any special instructions in the final designated field. Click "Create Order."

You will see a confirmation page with your order number and further instructions for submitting any outstanding materials. Please print this page or save it for future reference.

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SUBMIT YOUR COURSEPACK

Expected Class Size: 200

Number of Desk Copies: 3

Page Printing: ☐ Single ☒ Double-Sided

Page Numbering: ☒ Yes ☐ No

Instructor Email: tbrown@akademos.com

Instructor Phone: 555-555-5555

Special Instructions:

CREATE ORDER

After the Coursepack is submitted, copyright requests will be sent by Akademos to the publisher or copyright holder. Approval will need to be granted for the article to be included. The copyright holder charges a fee for the reproduction of the article and the fee is at the discretion of the holder. Once copyright approval is granted for all materials, a quote will be put together and sent to you for approval. Please allow up to 6 weeks for the copyright approval process.

After you review the quote and agree to move forward, the Coursepack will be available for purchase. It typically takes 1-2 days for the Coursepack to be printed. Upon completion, the Coursepack will be shipped to the student, or will be available for immediate download.