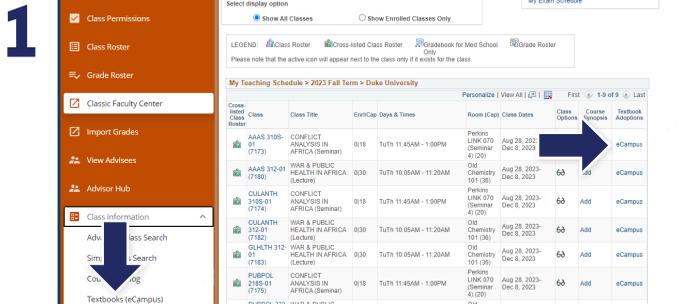


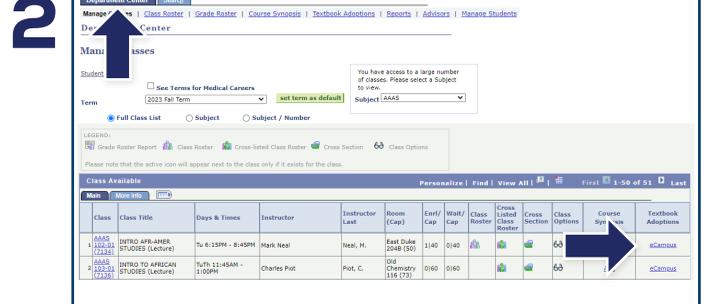
Duke | ONLINE BOOKSTORE

How to Submit Course Materials



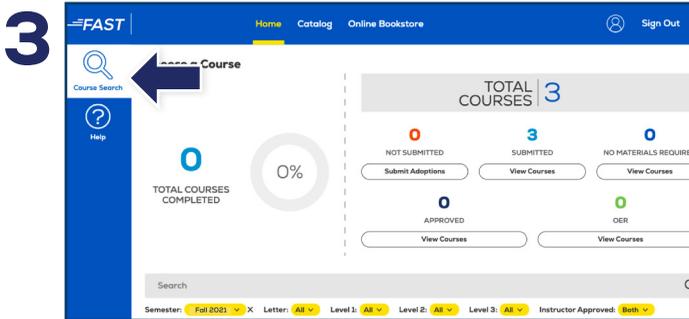
1

Within **DukeHub**, if using the **Staff Login**, skip to **Step 2**. If using the **Student, Faculty, and Advisor Login**, select the **Class Information** dropdown on the left-hand navigation bar, and click **Textbooks (eCampus)**, or select **Classic Faculty Center** and **eCampus** under the **Textbook Adoptions** column.



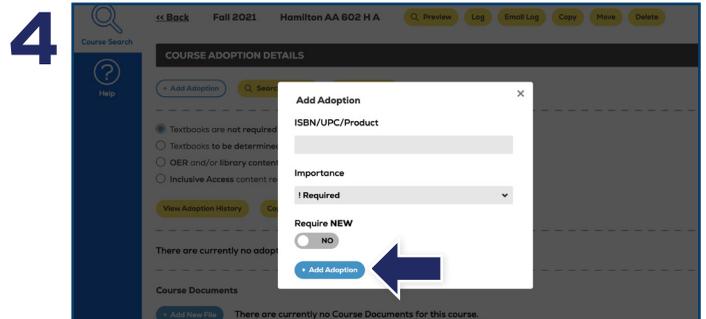
2

If using the **Student, Faculty, and Advisor Login**, skip to **Step 3**. Within the **Staff Login**, select the **Department Center**. Under the **Textbook Adoptions** column, select **eCampus**.



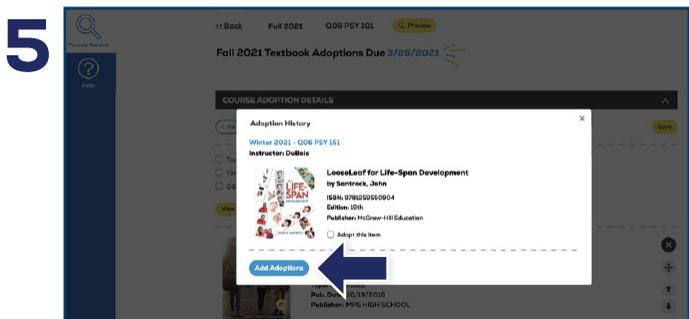
3

Upon logging in, your course list should automatically appear. Choose the course you wish to edit. You may also use the search bar to locate a specific course or change a semester by selecting the filters underneath.



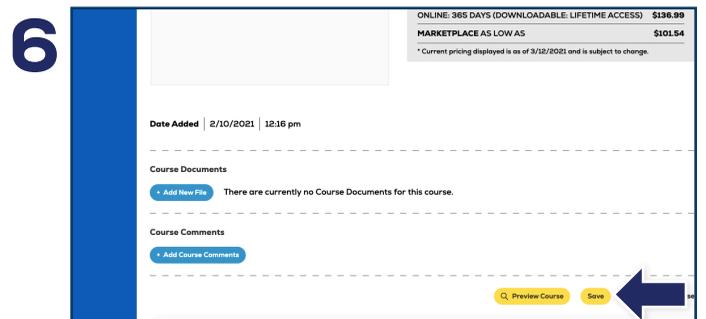
4

To add an adoption, select the **Add Adoption** button below **Course Adoption Details**. Enter the **ISBN/UPC/Product** into the **ISBN/UPC/Product** field and choose the **Importance** level. If the item you are adding should only be purchased in new condition, toggle the **Require NEW** button to **YES**, and select **Add Adoption**. If there are no course materials required, select the box next to **Textbooks are not required for this course** and select **Save**.



5

You may view previous adoptions by selecting the **View Adoption History** button. To add a past adoption, select the button next to **Adopt this item** and select **Add Adoptions** at the bottom. Once a text is added, you may add a **Book Comment**, re-sort, and delete items as needed. You may also utilize the **Copy All** feature to add the text(s) across multiple courses that require the same material(s).



6

Anytime a change is made to a course, select **Save**. To view how the course will appear to students on the Online Bookstore, select the **Preview** button at the top of the page or at the bottom next to the **Save** button.