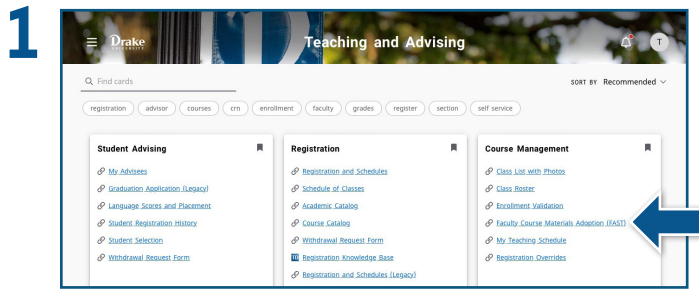
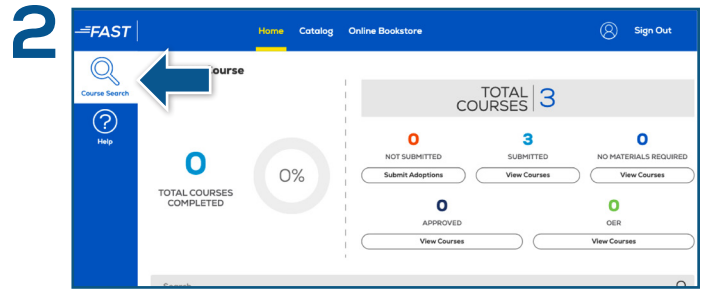


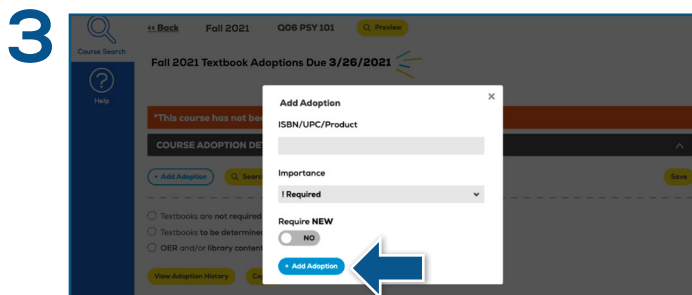
How to Submit Course Materials



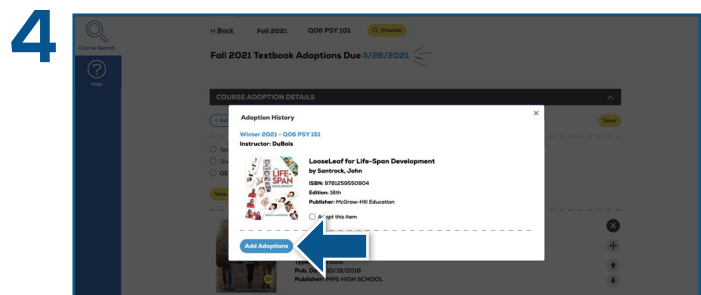
1 Log into myDrake and expand the **Faculty & Advisors** section, then select **Teaching and Advising Tools**. This will launch the Self Service portal into the Teaching and Advising category. On the Course Management card, select the **Faculty Course Materials Adoption (FAST)** link.



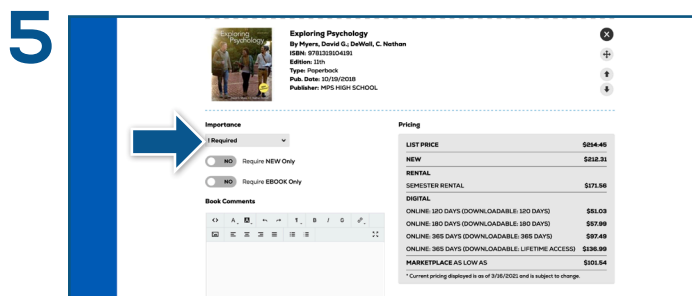
2 Upon logging in, your course list should automatically appear. You may also use the search bar to locate a specific course, or change the semester by selecting the filters underneath it.



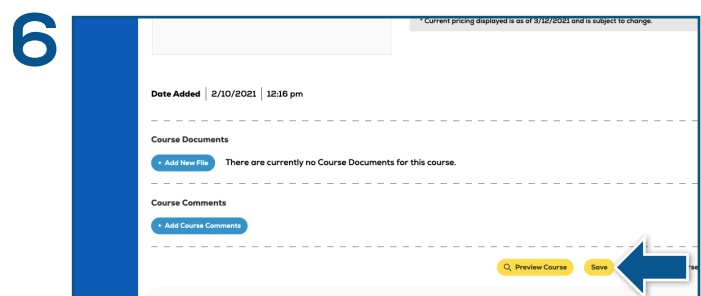
3 To add a textbook, select the **Add Adoption** button below **Course Adoptions Details**. Enter the ISBN into the ISBN/UPC box, choose an **Importance** status, and select **Add Adoption**. If there are no course materials required, select the check box next to **Textbooks are not required for this course** and select **Save**.



4 You may also view past adoptions by selecting the **Adoption History** button. To add a previously used adoption, check the **Add this item** box and select **Add Adoptions**. You may also utilize the **Copy All** feature to add the text(s) across multiple courses that require the same material(s).



5 Once a textbook has been added, you may update each item's **Importance**, add a Book or Course **Comment**, and re-sort or delete an item. Select the **Explore Cost Saving Options** button to obtain information on alternative choices for that textbook. You may also add **Course Documents** in PDF format. Select **Save** to confirm any edits.



6 When you have finished updating your course, you can view how this course appears for students by selecting the **Preview** button at the top of the page or next to the **Save** button.

*Selecting Required New will only allow students to purchase the item in new condition. Used, rental, eBook, and Marketplace purchasing options will be hidden if Required New is selected. If books are added after the deadline, a course will automatically be marked as "Textbooks to be determined" for 24-48 hours. This allows the Online Bookstore Team enough time to confirm publisher availability.