How to: Select and Approve Books for Your Course

Learn how to choose textbooks using FAST and mark courses for approval.
Adding Textbooks to Your Courses
Visit fast.ecampus.com and log in to FAST by entering your email address and password.
Or log in through your faculty portal, if your school offers this.
Welcome to the new FAST system, Ecampus Training University!
Please choose an option on the left to begin.

Click Here for detailed instructions on creating student accounts
Click Here for detailed instructions on our adoption and approval tools

Select “Course Search.”
Choose a course by selecting a row or select the dropdowns to narrow the results.

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If books are currently listed for this course, they will be displayed. To add a book to your course, select the plus sign (+) next to “Course Adoptions Details.”
Enter the ISBN/UPC, set an Importance status, and select “Add Adoption.”
You may select the “Require New” button to “Yes” if you would like this book to be required new.
If a book or item does not currently exist in our product catalog, or you don’t know the product number (I.E. clickers, lab coats, calculators, etc), select the **Click Here** link to send the team more information.
Check the **Add this item** box under each book(s) you’d like to add, and select **Add Adoptions**.
The textbook has now been added to the course. If this textbook was adopted by mistake, select the “X” to remove it.
To change the Importance status, select the status from the dropdown menu and select “Save.”
Purchasing options include “N” (New), “U” (Used), “R” (Rental), “M” (Marketplace), and “E” (eBook). If the letter is green, that option will show. If it’s greyed out, it will be hidden. To toggle the visibility of these options, select the letter and select “Save.”
Select “Preview” to view the course as it will appear to students on the Virtual Bookstore.
If everything looks correct, select the “Approve Course” button to “Yes” and select “Save.”
To copy an adoption and approval status to additional sections of a course, select the **Copy All** button.
Choose the courses you would like to copy to and select **Copy Adoptions.**
Selecting Textbooks
Select “Adoption Tool” from the top navigation bar.
Search by title, author, or ISBN. Choose category filters by selecting the drop down arrows (optional), and select “Search.”
Search results are displayed horizontally. Select “Details” to view more information about a specific title.

To narrow the results further, select a filter on the left sidebar.
To adopt the title, select “Add to Course.”
Select a Semester.

By Reece, Jane B.; Urry, Lisa A.; Cain, Michael L.; Wasserman, Steven A.; Mirsky, Peter V.; Jackson, Robert B.

Edition: 10th
ISBN-10: 0321775848
Format: Hardcover w/ Access Card
Pub Date: 1/1/2013

Other versions by this author

Summary

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Select “Profile Items.”
To view a saved book, select the title. To delete a saved book, click the “Remove” button. Make a note about the book by selecting the text box in the “Notes” column and click “Save.”

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