



# Textbook Ordering Process

## for the Online Course Adoptions System (OCA3) at Mohawk College

All faculty and staff who place book orders can go to the new [bookstore link](#) to use the new book ordering portal.

If you have any questions, please contact the Book Buyer:

- **Melissa Mellor** at [melissa.mellor@mohawkcollege.ca](mailto:melissa.mellor@mohawkcollege.ca)

# Introduction

**OCA3** stands for Online Course Adoption 3. This system uses 'adoption' as a term for the book ordering process. To 'adopt a book' is to have it be required in a specific course. These books will end up instore and online at [shop.mohawkcollege.ca](http://shop.mohawkcollege.ca)

## New staff?

Contact the buyer to have new staff added to OCA3.

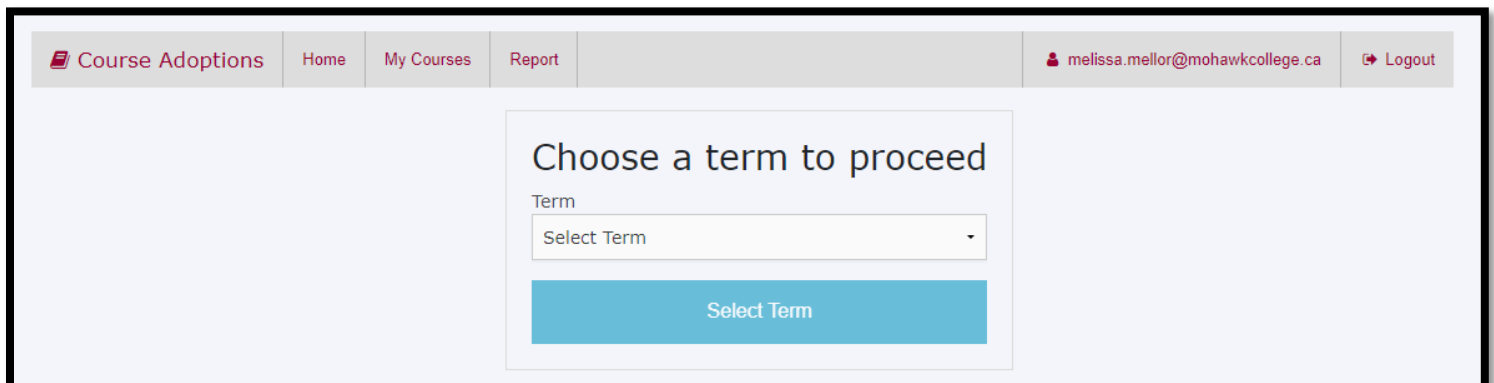
## To login

1. Faculty/Staff should be able to login by going to the online [Faculty Textbook Adoption Guide](#)
2. Select **Open in new window:** OCA portal
3. Use your Mohawk single sign-on to login to OCA

## Select the appropriate term

Once logged in, select the term from the Term drop-down menu.

Only one term at a time is posted



The screenshot displays the OCA3 web application interface. At the top, there is a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. On the right side of the navigation bar, the user's email address 'melissa.mellor@mohawkcollege.ca' and a 'Logout' button are visible. The main content area features a dialog box titled 'Choose a term to proceed'. Inside this dialog box, there is a 'Term' label above a dropdown menu with the text 'Select Term'. Below the dropdown menu is a blue button labeled 'Select Term'.

# Selecting the course or courses

All the courses that faculty and staff are eligible to choose from will be listed under the appropriate term. If you do not see any books listed on your profile please email the book buyer with the following information: Course Code, Course Name, Program and estimated enrolment. Once you have been assigned we will send you an email and you should then see your courses once you refresh the page.

The screenshot shows a web interface for course selection. At the top, there is a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. On the right, the user's email 'anne-marie.depape@mohawkcollege.ca' and a 'Logout' button are visible. Below the navigation bar, the heading 'Select a Course' is displayed. A summary bar shows 'My Courses 16', 'In Progress 0', 'Complete 4', 'All Courses', and 'New Course'. Three course listings are shown, each with a title, campus, semester, and course code, followed by a 'Select Course' button.

Course Title	Campus	Semester	Course Code	Action
HLTH 10247 - BRAIN DISORDERS	FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT	Select Course »
HMNS 10125 - BRAIN DISORDERS MGMT.	FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT	Select Course »
HMNS 10126 - SYMPTOMNS OF BRAIN DISORDERS	FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT	Select Course »

If you have a new course that you have never adopted required materials for you can find it under **All Courses (refer to page 10)**

# Primary course contact

Once a Course has been selected, contact information is needed. Please include emails of all individuals who should receive an email notification regarding the course adoption (if none, then put your email address in this area).

The primary course contact is the person who is doing the adoptions.

[Course Adoptions](#) [Home](#) [My Courses](#) [Report](#) melissa.mellor@mohawkcollege.ca [Logout](#)

## SSCI SS108 - INTRO TO SOCIOLOGY

FENNELL CAMPUS FALL21 ELECTIVES

Section: 1  
Total enrolment: 60 [Edit](#)

---

### Primary Course Contact

\* Full Name

\* Phone Number

Ext.

\* Email Address

CC Additional Email Addresses

[« Back](#) [Next »](#)

# Selecting instructors

The instructor should be added at this point from the drop-down list of users we already have in our system (new faculty or staff can be added by sending us an email). Please add instructors, if known, to populate the database for future terms. Only adjust the enrolment if it shows as a zero or if the enrolment is expected to increase.



Course Adoptions Home My Courses Report melissa.mellor@mohawkcollege.ca Logout

## SSCI SS108 - INTRO TO SOCIOLOGY

FENNELL CAMPUS FALL21 ELECTIVES

### Choose sections

Check the sections you are adopting. Add new sections and instructors as needed using the buttons.

Section	Instructor	Estimated enrolment	Select
1	MELISSA MELLOR <melissa.mellor@mohawkcollege.ca> 	60	<input checked="" type="checkbox"/> 

« Back Next »

## Selecting books and learning resources

Complete the information as follows:

- Does this course require learning resources?
  - Yes, textbooks and/or supplies are use in this course
  - No textbook or course materials required
  - The course is using an OER or other no cost resource.
  - Course is cancelled

**Yes** – Enter the required textbook details (instructions below)

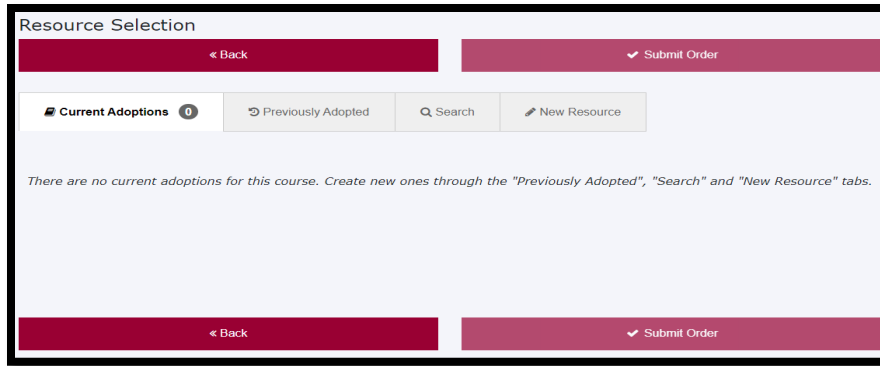
**No** – ‘No Book Required’ will be selected and submitted for you, professor and coordinator will be updated to NO BOOKS REQUIRED. This will reduce the number of courses you will see in the list

**Course is using and OER or other no cost resource** – you can submit the resource to have it posted on our website.

**Course is cancelled** – Select this option if the course or program has been cancelled

- Current Adoptions – will be blank (unless you have adopted a book used in another program); to see what was previously adopted select ‘Previously Adopted’

If you need to add a **New Resource**, refer to page 8.



'Previously Adopted' will show you all the books adopted from previous terms. Select the edition that you want to adopt.

Navigation: [Current Adoptions](#) (0) | [Previously Adopted](#) | [Search](#)

**FALL21 - FALL SEMESTER 2021** Last Selling Price:\$86.95 [Adopt](#)

**Ethics For Ontario Paralegals**  
By: Dde  
Publisher: Dde Media  
Edition:  
ISBN: 9780995245310

**SPNG21 - SPRING/SUMMER 2021** Last Selling Price:\$86.95 [Adopt](#)

**Ethics For Ontario Paralegals**  
By: Dde  
Publisher: Dde Media  
Edition:  
ISBN: 9780995245310

**WINT21 - WINTER SEMESTER 2021** Last Selling Price:\$86.95 [Adopt](#)

**Ethics For Ontario Paralegals**  
By: Dde  
Publisher: Dde Media  
Edition:  
ISBN: 9780995245310

**Note: You will want to make sure that the edition you are going to adopt is the current edition.** You can do this by contacting the publisher or looking it up online. If the edition has not changed you can select 'Adopt from the previous term.' This step is important to ensure accuracy and no delays in the students getting access to the required text.

Once you have selected 'Adopt,' a box will open where you can enter comments and then select 'adopt' again.

## Submitting the order

The final screen shows the adoption, and completes the submission once the user selects the 'Submit Order' button. If something does not appear correct, you can cancel the adoption (book ordered) by selecting 'Cancel adoption'.

The screenshot shows a web interface for managing adoptions. At the top, there are two buttons: « Back and ✓ Submit Order. Below these are navigation tabs: Current Adoptions (1), Previously Adopted, Search, and New Resource. The main content area is divided into two columns. The left column contains details for 'Canadian Writer's Workplace' by Lipschutz, Scarry, published by Cengage, 9th edition, ISBN 9780176831004. The right column shows 'Last Selling Price: \$89.95' and a 'Cancel adoption' button. Below the 'Cancel adoption' button is a book cover for 'Single Textbook'. At the bottom right, submission details are shown: Submission: 2022-05-27 14:31:42, Submitter: MELISSA MELLOR, and Progress: Edited.

Once 'Submit order' is selected, the confirmation screen will appear. The user will receive an email confirmation of the order separately. At this time, you may proceed to submitting another order.

If you do not select 'Submit Order' it will be moved into 'In Progress' to be submitted at a future time

Course Adoptions Home My Courses Report melissa.mellor@mohawkcollege.ca

## Select a Course

My Courses 1 In Progress 1 Complete 2 All Courses New Course

To continue with the order in progress, select that tab then select 'Edit Adoption'. From here you can choose to submit the order or cancel the adoption.

An email will be sent to you from [CourseAdoptions@mohawkcollege.ca](mailto:CourseAdoptions@mohawkcollege.ca) acknowledging your order.

**MOHAWK COLLEGE**

### Adoption Completed

Thank-you for submitting your adoption.  
 FF: WINT22  
 559: **COMP 10062 - PROGRAMMING IN JAVA**  
 Sections: 2  
 Total enrolment: 173.

ISBN  
 9780134459868

Title  
 Java: An Introduction To Problem Solving And Programming Cei

Edition  
 8TH

Author  
 Savitch

Publisher  
 Pearson

Cover  
 CampuseBookstore.com Access Code

Submitter  
 SAM SCOTT

Status  
 New

\* This Learning Resource is

Suggested

ISBN  
 9780134462035

Title  
 Java: An Introduction To Problem Solving & Programming

Edition  
 8

Publisher  
 Pearson

Submitter  
 SAM SCOTT

Status  
 New

\* This Learning Resource is

Suggested

Powered by Rankware

# Adopting a new resource


1. Select 'New Resource' and complete the fields

ISBN-13 - Required	Title - Required
Author	Publisher - Required
Edition	Cover
Copyright	Comments

## Resource Selection

< Back

✓ Submit Order

 Current Adoptions **0**

 Previously Adopted

 Search

 **New Resource**

\* ISBN-13

\* Title

Author

\* Publisher

Edition

Cover

Select Code

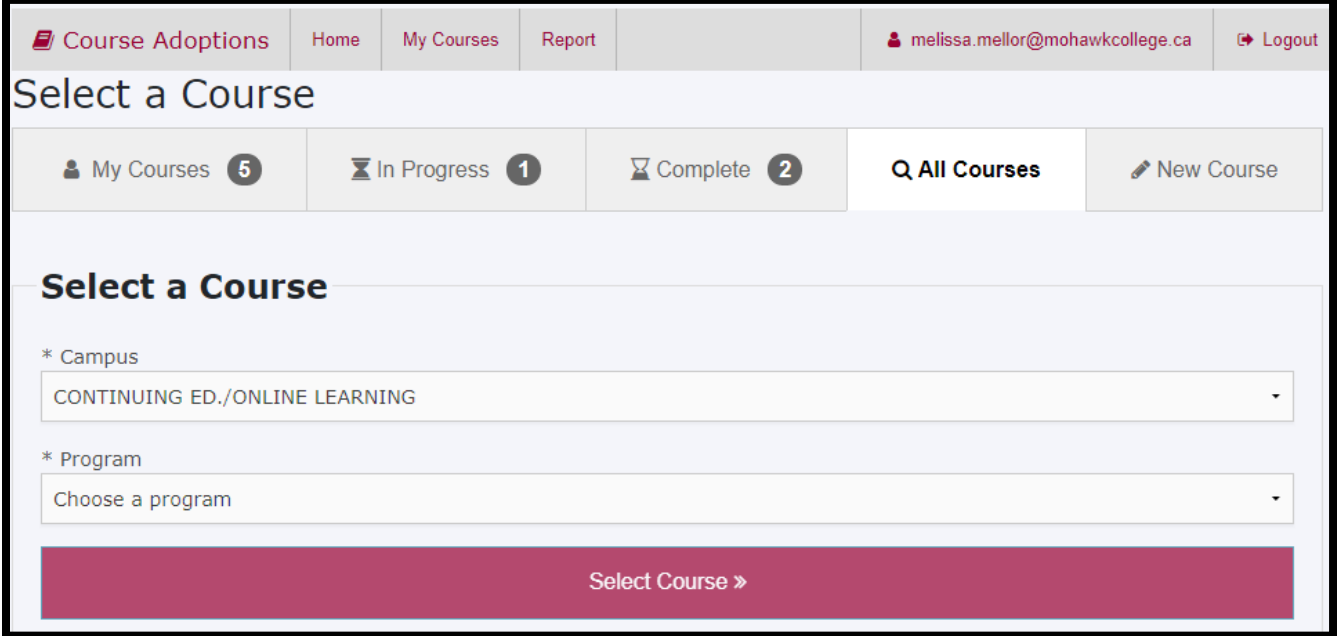
Copyright

Comments

2. Select 'Adopt Item'
3. Select whether the text is Required or Suggested
4. Add in any comments if needed
5. Select 'Adopt'
6. Select 'Submit Order'

# All courses

1. Select 'All Courses'

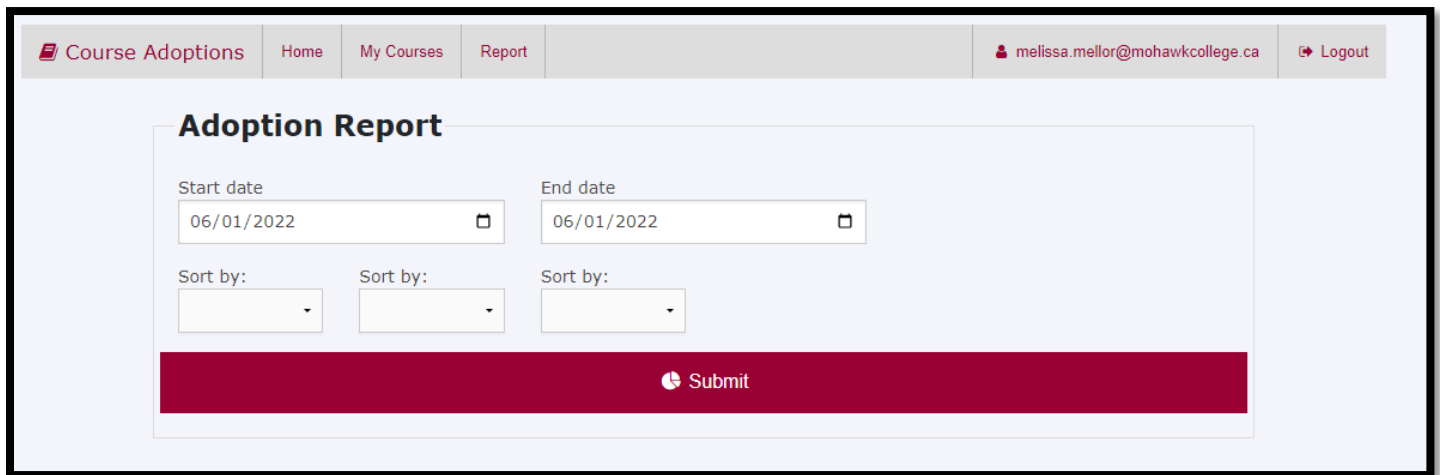


The screenshot shows a web application interface for selecting a course. At the top, there is a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. On the right side of the navigation bar, there is a user profile icon and the email address 'melissa.mellor@mohawkcollege.ca', along with a 'Logout' button. Below the navigation bar, the main heading is 'Select a Course'. Underneath this heading, there are five buttons: 'My Courses' with a count of 5, 'In Progress' with a count of 1, 'Complete' with a count of 2, 'Q All Courses', and 'New Course'. Below these buttons, there is a section titled 'Select a Course' with two dropdown menus. The first dropdown menu is labeled '\* Campus' and has 'CONTINUING ED./ONLINE LEARNING' selected. The second dropdown menu is labeled '\* Program' and has 'Choose a program' selected. At the bottom of this section, there is a large red button labeled 'Select Course »'.

2. Select 'Campus'
3. Select 'Program' and find the program which the course falls under
4. Select 'Course' and find the course you need to adopt
5. Select 'Select Course'
6. Provide contact information
7. Select 'Next'
8. Select the instructor (either the person who is teaching or the person who is adopting the book)
9. Leave the estimated enrolment as is if it has an enrolment number listed, change it if it is zero or an incorrect number.
10. Select 'Next'
11. Does this course require learning resources?
  - o Yes, textbooks and/or supplies are use in this course
  - o No textbook or course materials required
  - o The course is using an OER or other no cost resource.
  - o Course is cancelled

# Viewing and printing an adoption report

The Adoption Report is your own personal activity report. This report will show you everything you have completed in OCA, any books you've adopted and any books you've cancelled. To run this report, select the Report tab, filter the start date and end date, and select how you'd like to sort the report (Campus, Term, Program, Course) from the 'Sort by' drop down menus. Once you have entered the information select 'Submit'.



The screenshot shows a web application interface for generating an Adoption Report. At the top, there is a navigation bar with tabs: 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The 'Report' tab is active. On the right side of the navigation bar, the user's email 'melissa.mellor@mohawkcollege.ca' and a 'Logout' button are visible. The main content area is titled 'Adoption Report' and contains a form with the following elements:

- Start date:** A text input field containing '06/01/2022' and a calendar icon.
- End date:** A text input field containing '06/01/2022' and a calendar icon.
- Sort by:** Three dropdown menus, each labeled 'Sort by:' and currently showing a downward arrow.
- Submit:** A large red button with a white circular icon and the text 'Submit'.

# FAQ

## **Once I've submitted an order, how can I submit another?**

Go back to the Courses tab, select another course and start an adoption.

## **What if I can't find my course in OCA?**

If your course isn't listed under My Courses in OCA, first check under the All Courses to see if the course is listed there. If it isn't listed there, you can add a course by selecting the New Course tab.

## **How can I change the books on my course after submitting the adoption?**

Currently, there is no option through OCA to change an adoption that has been submitted. You would have to cancel your adoption and re-submit it.

## **How can I tell if my adoption was submitted?**

To confirm your adoption was completed successfully, go to the Complete tab, select 'Resume Adoption' for the course you'd like to check and ensure the item is listed there. Another way to confirm your adoption was completed successfully is to check your email and make sure you've received the Completed Adoption email.