



**NEW Textbook Ordering Process Information  
for the  
Online Course Adoptions (OCA3) Online System  
at  
Mohawk College**

All faculty/staff who place book orders are required to go to new link:  
<https://shop.mohawkcollege.ca/Oca> to use new OCA book ordering portal.

If you have any questions, please contact Book Buyers:  
Michelle Gayle ext. 2071 [michelle.gayle@mohawkcollege.ca](mailto:michelle.gayle@mohawkcollege.ca)  
or Melissa Mellor ext. 2324 [melissa.mellor@mohawkcollege.ca](mailto:melissa.mellor@mohawkcollege.ca)

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# Introduction

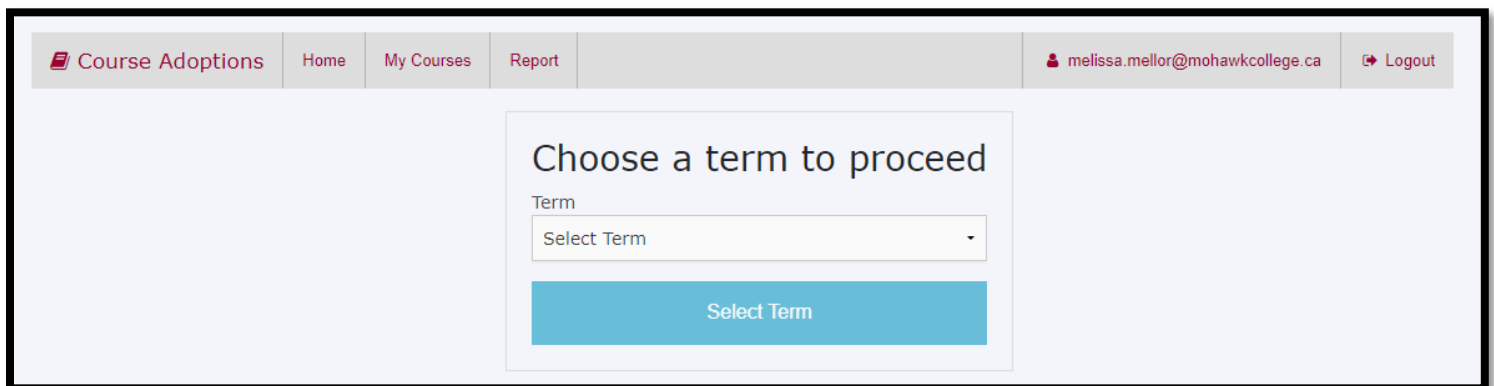
**OCA3** – stands for ONLINE COURSE ADOPTION (or book order that is required for courses) this system uses ‘adoption’ as a term for the book order process.

## To Login

1. Faculty/Staff should be able to login by going to <https://shop.mohawkcollege.ca/textbooks/faculty-guide>
2. Click on **See also:** OCA website.
3. Use your Mohawk single sign-on to log into OCA

## Select the appropriate Term

1. Once logged in, select the term from the drop-down menu.
  - Only one term at a time is posted



The screenshot displays the OCA3 web 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 '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, there is a label 'Term' above a dropdown menu with the text 'Select Term' and a downward arrow. Below the dropdown menu is a blue button labeled 'Select Term'.

# Selecting the Course(s)

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

The screenshot displays the 'Course Adoptions' interface. At the top, there is a navigation bar with 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The user's email 'anne-marie.depape@mohawkcollege.ca' and a 'Logout' button are also visible. Below the navigation bar, the main heading is 'Select a Course'. 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 'Select Course' button:

- 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 »

2. If you have a new course that you have never adopted required materials for you can find it under **All Courses (See page 11)**

# Primary Course Contact

1. Once a Course has been selected, contact information is required to be entered if it is not prefilled. Please include any other additional emails of 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 Instructor(s)

1. The instructor should be added at this point from our 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

1. Do you have required resources for your course?
  - Yes – Enter the required textbook details (instructions below)
  - No – No Book Required will be selected and submitted for you
  - Course is not running – Select this option if the course/program have been cancelled

Resources required – Select yes.

Under Current Adoptions it will be blank (unless you have adopted a book used in another program), to see what was previously adopted click on Previously Adopted.  
(If you need to add a **New Resource** – (See page 10))

Resource Selection

« Back Submit Order

Current Adoptions Previously Adopted Search New Resource

There are no current adoptions for this course. Create new ones through the "Previously Adopted", "Search" and "New Resource" tabs.

« Back Submit Order

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

Current Adoptions <span>0</span>	Previously Adopted	Search
FALL21 - FALL SEMESTER 2021		
<b>Ethics For Ontario Paralegals</b> <b>By:</b> Dde <b>Publisher:</b> Dde Media <b>Edition:</b> <b>ISBN:</b> 9780995245310	<b>Last Selling Price:</b> \$86.95	<div style="border: 2px solid black; padding: 2px; display: inline-block;">Adopt</div> No Image
SPNG21 - SPRING/SUMMER 2021		
<b>Ethics For Ontario Paralegals</b> <b>By:</b> Dde <b>Publisher:</b> Dde Media <b>Edition:</b> <b>ISBN:</b> 9780995245310	<b>Last Selling Price:</b> \$86.95	<div style="border: 2px solid black; padding: 2px; display: inline-block;">Adopt</div> No Image
WINT21 - WINTER SEMESTER 2021		
<b>Ethics For Ontario Paralegals</b> <b>By:</b> Dde <b>Publisher:</b> Dde Media <b>Edition:</b> <b>ISBN:</b> 9780995245310	<b>Last Selling Price:</b> \$86.95	<div style="border: 2px solid black; padding: 2px; display: inline-block;">Adopt</div> No Image

**\*\* 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 click on adopt from the previous term. This step is important to ensure accuracy and no delays in the students getting access to the require text. \*\***

Once you have clicked on Adopt a box will open where you can enter comments and then click on adopt again.

# Submitting the Order

1. Final screen shows the adoption, and completes the submission once the user clicks on the “submit order” button. If something does not appear correct, you can cancel the adoption (book ordered) by clicking on cancel adoption.

The screenshot shows a user interface for submitting an order. At the top, there are two buttons: a red button with a white left-pointing arrow and the text '< Back', and a red button with a white checkmark and the text 'Submit Order'. Below these buttons is a navigation bar with four items: 'Current Adoptions 1' (with a red circle containing the number 1), 'Previously Adopted', 'Search' (with a magnifying glass icon), and 'New Resource' (with a pencil icon). The main content area is divided into two columns. The left column contains the following text: 'Canadian Writer's Workplace', 'By: Lipschutz, Scarry', 'Publisher: Cengage', 'Edition: 9', 'ISBN: 9780176831004', 'User's email: melissa.mellor@mohawkcollege.ca', 'setHtmlText("");', and 'Required?: Required'. The right column contains: 'Last Selling Price: \$89.95', a red button with a white left-pointing arrow and the text 'Cancel adoption', a book cover image for 'Single Textbook', 'Submission: 2022-05-27 14:31:42', 'Submitter: MELISSA MELLOR', and 'Progress: Edited'.

2. Once Submit order is hit, 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.
3. If you do not hit ‘Submit Order’ it will be moved into ‘In Progress’ to be submitted at a future time

The screenshot shows a user interface for selecting a course. At the top, there is a navigation bar with four items: 'Course Adoptions' (with a book icon), 'Home', 'My Courses', and 'Report'. To the right of the navigation bar is a user profile icon and the email address 'melissa.mellor@mohawkcollege.ca'. Below the navigation bar is the heading 'Select a Course'. Below the heading is a navigation bar with five items: 'My Courses 1' (with a person icon and a red circle containing the number 1), 'In Progress 1' (with a clock icon and a red circle containing the number 1), 'Complete 2' (with a clock icon and a red circle containing the number 2), 'All Courses' (with a magnifying glass icon), and 'New Course' (with a pencil icon). The 'In Progress 1' tab is highlighted with a black border.

4. To continue with the in progress click on that tab, click on edit adoption. From here you can choose to submit the order or cancel the adoption.
5. An email will be sent to your from [CourseAdoptions@mohawkcollege.ca](mailto:CourseAdoptions@mohawkcollege.ca) acknowledging your order as per below:



## 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

# Adopting a new resource

- Click on New Resource
  - Provide the ISBN - 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

Copyright

Comments

- Click on Adopt Item
- Check off if it is Required or Suggested
- Add in any comments if needed
- Click on Adopt
- Click on Submit Order

# All Courses

- Click on All Courses

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

## Select a Course

My Courses 5 In Progress 1 Complete 2 Q All Courses New Course

### Select a Course

\* Campus  
CONTINUING ED./ONLINE LEARNING

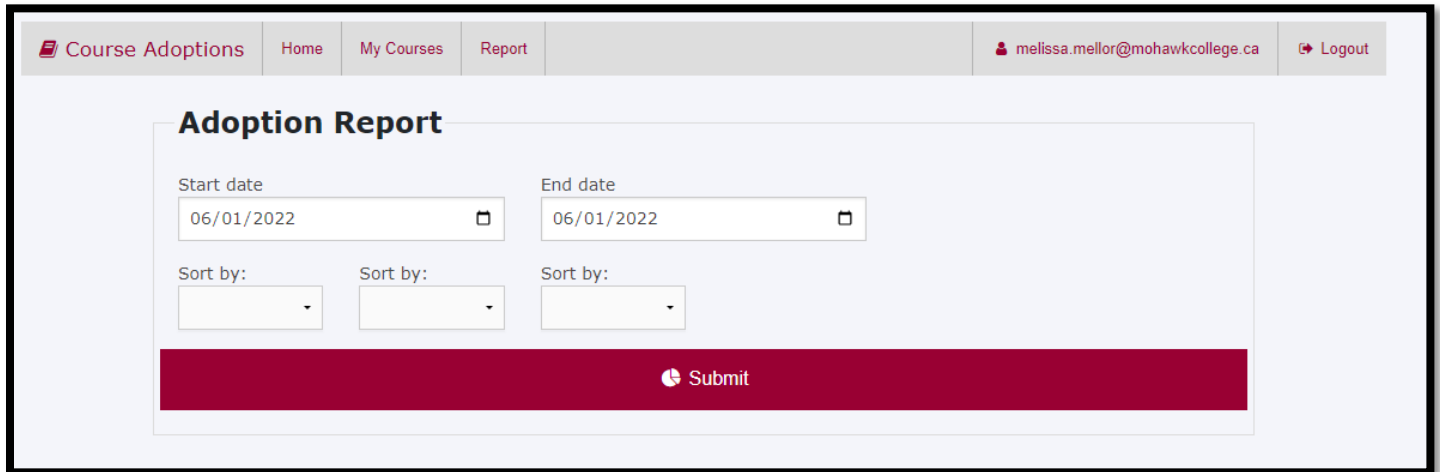
\* Program  
Choose a program

Select Course >>

- Click on Campus
- Click on Program and find the program which the course falls under
- Click on Course and find the course you need to adopt
- Click on Select Course >>
- Provide Contact information
- Click Next
- Select the instructor (either the person who is teaching or the person who is adopting the book)
- Leave the estimated enrolment if it has an enrolment number listed, change it if it is zero or an incorrect number.
- Click next
- Do you have required resources for your course?
  - Yes – Enter the required textbook details (instructions below)
  - No – No Book Required will be selected and submitted for you
  - Course is not running – Select this option if the course/program have been cancelled

# Viewing and Printing an Adoption Report

The Adoptions 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" button in the grey header, filter the start date, end date and select how you'd like to sort the report (Campus, Term, Program, Course) from the "Sort by" drop down menu. Once you have entered the information click submit.



The screenshot shows a web application interface for generating an Adoption Report. At the top, there is a navigation bar with the following items: "Course Adoptions" (with a book icon), "Home", "My Courses", "Report", a user profile for "melissa.mellor@mohawkcollege.ca", and a "Logout" button. Below the navigation bar, the main content area is titled "Adoption Report". It contains two date input fields: "Start date" with the value "06/01/2022" and "End date" with the value "06/01/2022". Below these are three "Sort by:" labels, each followed by a dropdown menu. At the bottom of the form is 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.