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 Buyers:

- **Melissa Mellor** at melissa.mellor@mohawkcollege.ca
- **Michelle Gayle** at michelle.gayle@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

New staff?
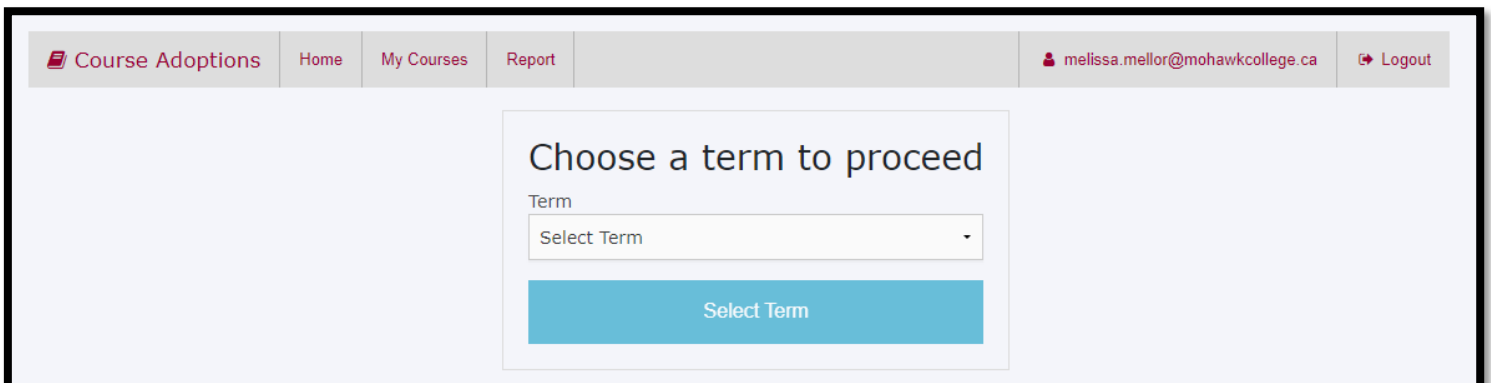
Contact the buyers to have new staff added to OCA3.

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

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 your selected 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.

📕 Course Adoptions	Home	My Courses	Report		👤 anne-marie.depape@mohawkcollege.ca	➡ Logout

Select a Course

👤 My Courses 16	⏳ In Progress 0	⌛ Complete 4	🔍 All Courses	✏ New Course

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.

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.

Selecting books and learning resources

Complete the information as follows:

- 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 or program has been cancelled

- Resources Required – Select yes
- 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.

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'.

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

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 acknowledging your order.

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'
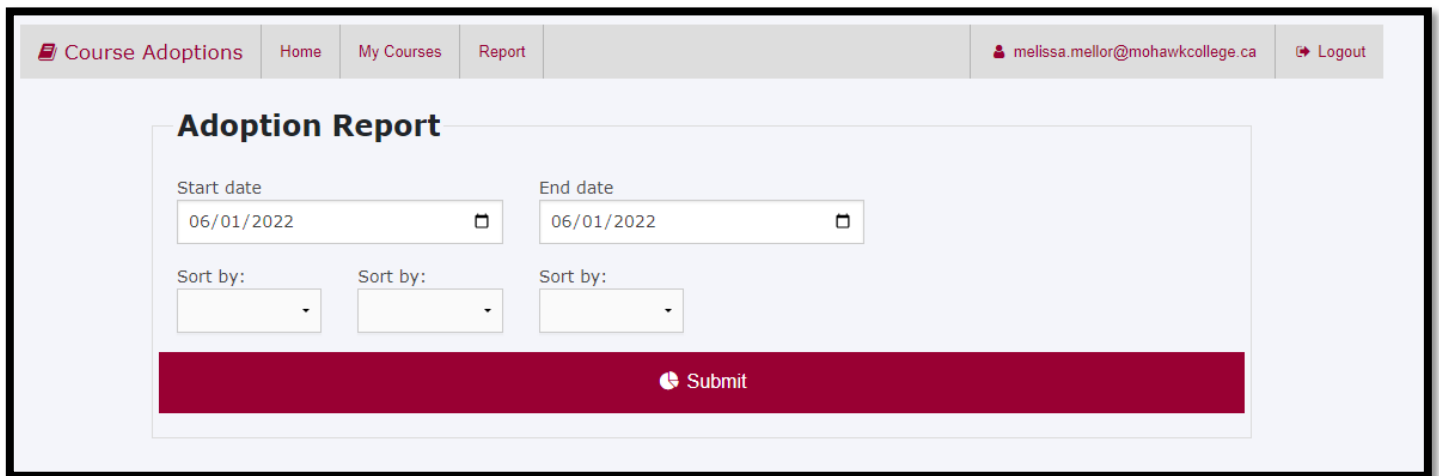
6. Select 'Submit Order'

All courses

1. Select 'All Courses'

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. Do you have required resources for your course?
    - Yes – Enter the required textbook details (instructions follow)
    - 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 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'.

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.