



**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
or Melissa Mellor ext. 2324 melissa.mellor@mohawkcollege.ca

Introduction

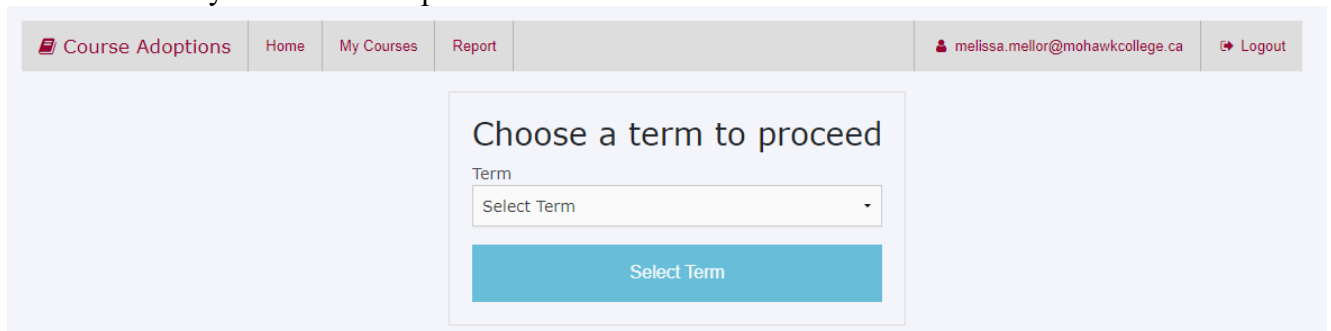
OCA3 – stands for ONLINE COURSE ADOPTION (or book order that is required for courses) this system uses ‘adoption’ as a term for the book order process.

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.
 - We only have one term posted at a time.



The screenshot shows the OCA3 website interface. At the top, there is a navigation bar with the following items: "Course Adoptions" (with a book icon), "Home", "My Courses", and "Report". On the right side of the navigation bar, there is a user profile section showing a person icon, the email address "melissa.mellor@mohawkcollege.ca", and a "Logout" button with a power icon. Below the navigation bar, there is a central form titled "Choose a term to proceed". The form contains a label "Term" above a drop-down menu with the text "Select Term" and a downward arrow. Below the drop-down 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, What Program should be assigned to this course and estimated enrollment. Once you have been assigned you should see your courses once you refresh the page.

Course Adoptions	Home	My Courses	Report	anne-marie.depape@mohawkcollege.ca	Logout
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Select a Course

My Courses 16	In Progress 0	Complete 4	All Courses	New Course
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HLTH 10247 - BRAIN DISORDERS

FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT
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Select Course »

HMNS 10125 - BRAIN DISORDERS MGMT.

FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT
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Select Course »

HMNS 10126 - SYMPTOMNS OF BRAIN DISORDERS

FENNELL CAMPUS	WINTER SEMESTER 2022	470- BRAIN DISORDERS MGMT
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Select Course »

2. If you have a new course that you have never adopted required materials for you can find it under [All Courses \(See page 9\)](#)

Primary Course Contact

1. Once a Course has been selected, contact information is required to be entered if it is not prefilled. Please include (mandatory) 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
MELISSA MELLOR

* Phone Number
905-575-1212

Ext.
2324

* Email Address
melissa.mellor@mohawkcollege.ca

CC Additional Email Addresses
melissa.mellor@mohawkcollege.ca

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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, or new one can be added. Please add instructors as known to populate the database for the future. The enrollment can also be accepted, if the person placing the order knows what the estimated enrollment is – they can enter it or edit it at this point.

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"/>	Add Section

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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 – No Book Required will be selected with the comment of Course is not running

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 8)

Resource Selection

« Back ✔ Submit Order

Current Adoptions 0 ↻ 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.

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 No Image

SPNG21 - SPRING/SUMMER 2021 Last Selling Price:\$86.95 Adopt

Ethics For Ontario Paralegals
By: Dde
Publisher: Dde Media
Edition:
ISBN: 9780995245310 No Image

WINT21 - WINTER SEMESTER 2021 Last Selling Price:\$86.95 Adopt

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

FALL21 - FALL SEMESTER 2021

Ethics For Ontario Paralegals Last Selling Price:\$86.95 **Adopt**

By: Dde
Publisher: Dde Media
Edition:
ISBN: 9780995245310

No Image

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, they also have the option to cancel the adoption (book ordered)

Resource Selection

« Back **Submit Order**

Current Adoptions 1 **Previously Adopted** **Search** **New Resource**

Casebook In Abnormal Psychology - VitalSource Last Selling Price:\$0.00 **Cancel adoption**

By: Timothy A. Brown; David H. Bar
Publisher: Cengage
Edition:
ISBN: 9781305990456
Digital

User's email:anne-marie.depape@mohawkcollege.ca

Required?: Required

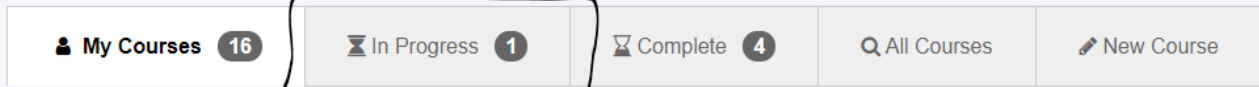
Etext VitalSource

Submission: 2021-10-29 15:15:19
Submitter: ANNE-MARIE

2. Once Submit order is hit, the confirmation screen will appear, also 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

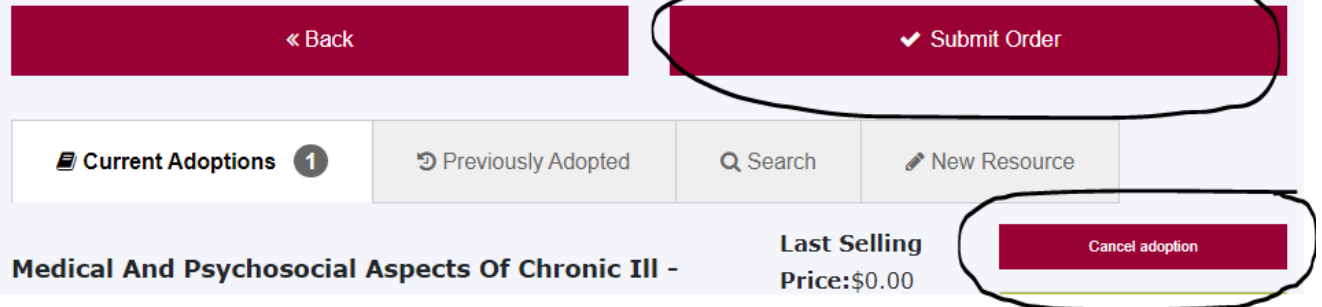
Select a Course



A navigation bar with five tabs: 'My Courses 16', 'In Progress 1', 'Complete 4', 'All Courses', and 'New Course'. The 'In Progress 1' tab is highlighted with a black hand-drawn circle.

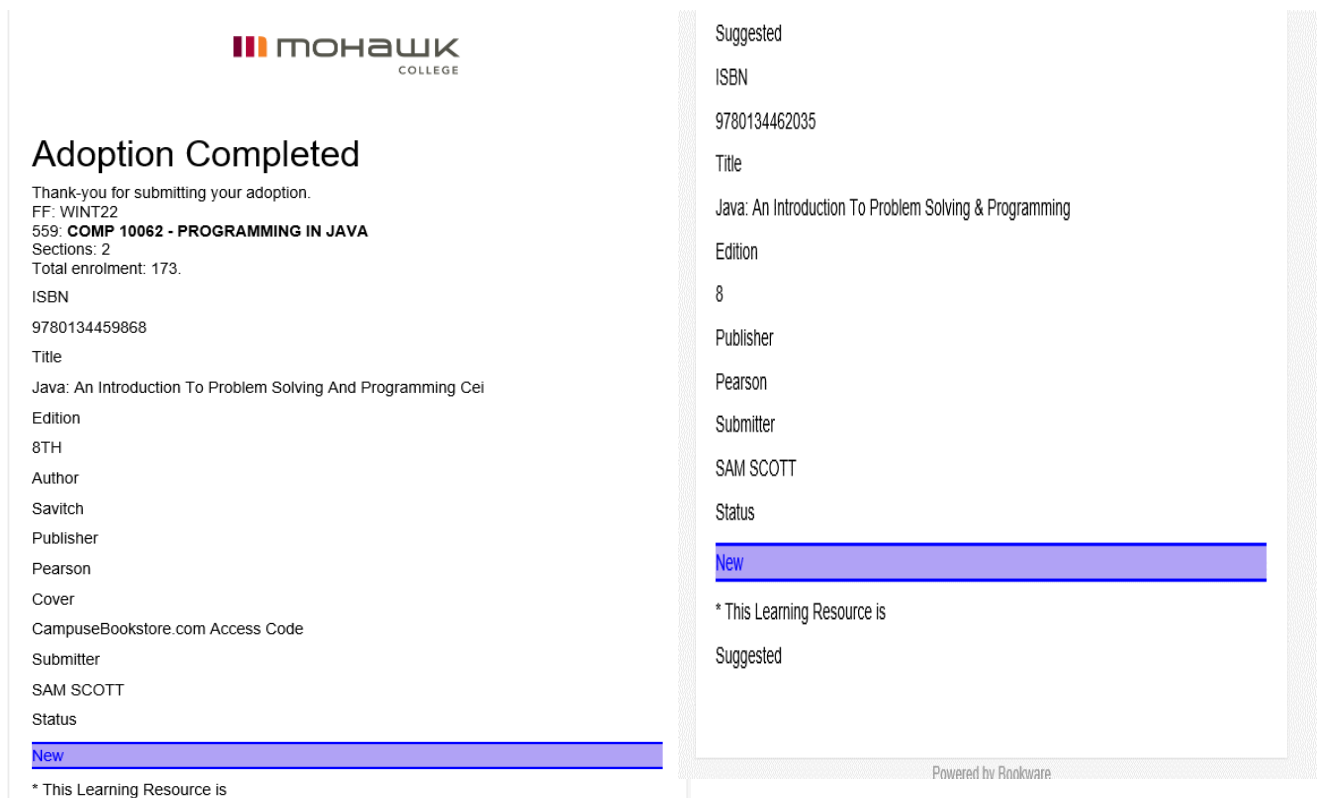
4. To continue with the in progress click on that tab, click on edit adoption. From here you can choose to submit the order or cancel the adoption.

Resource Selection



The interface shows a 'Resource Selection' section with a 'Submit Order' button circled in black. Below it are tabs for 'Current Adoptions 1', 'Previously Adopted', 'Search', and 'New Resource'. A 'Cancel adoption' button is also circled in black. The course title 'Medical And Psychosocial Aspects Of Chronic Ill -' and 'Last Selling Price:\$0.00' are visible.

5. An email will be sent to your from CourseAdoptions@mohawkcollege.ca acknowledging your order as per below:



The page is titled 'Adoption Completed' and features the Mohawk College logo. It lists details for the adopted course: '559: COMP 10062 - PROGRAMMING IN JAVA', 'Sections: 2', and 'Total enrolment: 173'. It also lists the ISBN (9780134459868), title ('Java: An Introduction To Problem Solving And Programming Cei'), edition (8th), publisher (Pearson), and submitter (SAM SCOTT). A 'New' status is highlighted in blue. A note at the bottom states '* This Learning Resource is Suggested'. The page is powered by Bookware.

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 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 of the person who is adopting the book)
- Leave the Estimated enrolment is if has an enrolment number listed, change it if it is zero and an incorrect number.
- Click next
- Check off if it is required – Yes, No or Course is not running.
(If Yes – Return to [Selecting books and Learning Resources](#))