

Logging into Course Director

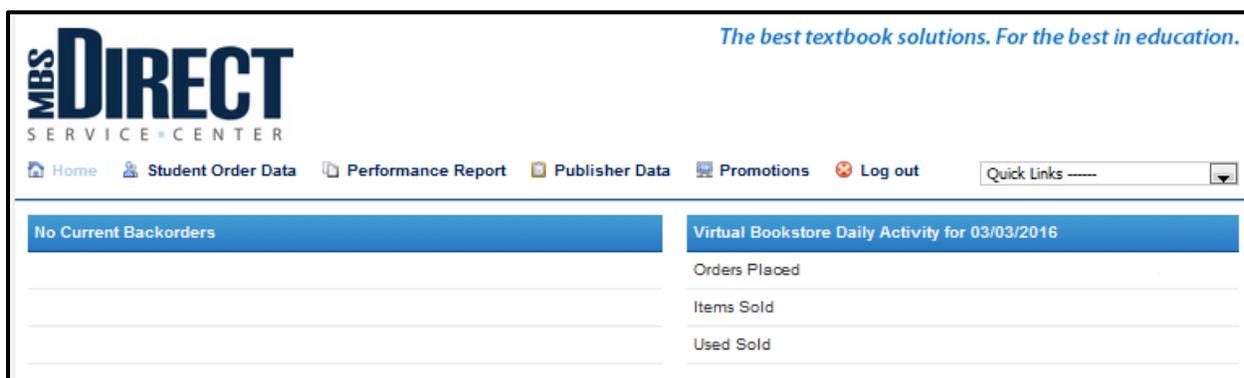
When you are ready to begin working on your course material adoptions for future terms you need to login to Course Director. This is MBS Direct's primary adoption tool. You should have already been provided with a username and password by your MBS Account Manager. If you do not remember this information or never got set up with access contact your Account Manager and they will get you set up.

Now that you have that information you need to go to- <http://servicecenter.mbsdirect.net/>.



The screenshot shows the login interface for the MBS Direct Service Center. At the top, the text "MBS Direct" is displayed in a large, white, sans-serif font, with the "service center" logo below it. The logo consists of a blue icon of three stacked books and the words "service center" in a smaller, blue, sans-serif font. Below the logo, there are two input fields: "Username" and "password". The "password" field has a "forgot password" link to its right. Below the password field is a checkbox labeled "Remember me". At the bottom right of the form is a black button with the word "LOGIN" in white capital letters. The background of the login form is a dark, abstract image of a building's structural elements.

Once logged in you will be in the MBS Direct Service Center. This is a great resource for you and if you want to learn more about the tools included contact your Account Manager. This also works as the portal to get to Course Director.



The screenshot shows the MBS Direct Service Center dashboard. At the top left is the MBS Direct logo, with "MBS" in a small font and "DIRECT" in a large, bold, blue font, and "SERVICE CENTER" below it. To the right of the logo is the tagline "The best textbook solutions. For the best in education." in a blue, italicized font. Below the logo and tagline is a navigation bar with several links: "Home", "Student Order Data", "Performance Report", "Publisher Data", "Promotions", and "Log out". To the right of these links is a "Quick Links" dropdown menu. Below the navigation bar are two main sections. The left section is titled "No Current Backorders" and is currently empty. The right section is titled "Virtual Bookstore Daily Activity for 03/03/2016" and contains three rows of data: "Orders Placed", "Items Sold", and "Used Sold".

To get to Course Director click the "Quick Links," drop down and select Course Director. This will open Course Director in either a new window or tab, so make sure your browser isn't blocking this. Once logged in you will see the Term Overview of your school. This includes future and past terms.

Term Overview

CD Internal Note: MBS Direct and Houghton Mifflin Harcourt have joined forces to add top-tier content to the Direct Digital catalog for major K-12 curricula. For more information, contact your Account Manager. 

[Create a Student Message](#)

Future Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
Summer 2016											
06/06/2016	07/15/2016	03/18/2016	5	1	50	0	0	0	0	0	50
2016-2017 School Year											
08/17/2016	05/26/2017	04/11/2016	11	19	269	23	0	0	0	0	292

Past Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
2015-2016 School Year											
08/18/2015	05/25/2016	04/17/2015	0	21	0	0	0	0	0	281	281

Course Director Screen Overview

Once logged into Course Director you will be on the home screen. While you cannot actually edit courses from here, there is still a lot of helpful information present.

CourseDirector A Service of MBS Direct

Your School HERE

Home Submit Courses | Help | Log Out

Term Overview ⓘ

[Create a Student Message or CD Internal Note](#)

Future Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
Summer 2016											
06/06/2016	07/15/2016	03/18/2016	5	1	50	0	0	0	0	0	50
2016-2017 School Year											
08/17/2016	05/26/2017	04/11/2016	11	19	269	23	0	0	0	0	292

Past Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
2015-2016 School Year											
08/18/2015	05/25/2016	04/17/2015	0	21	0	0	0	0	0	281	281
Summer 2015											
06/01/2015	08/13/2015	04/17/2015	0	1	0	0	0	0	0	44	44
2014-2015 School Year											
08/18/2014	05/22/2015	04/04/2014	0	33	0	0	0	0	0	316	316

[View Additional Past Terms](#)

Browse for Adoptions

Home [Submit Courses](#) | [Help](#) | [Log Out](#)

Right off the bat you will see the name of your school. Directly below that is the “Home,” button. We are currently on the home page so this will just reload the current page. However wherever you go in Course Director this will be there to help navigate. Then on the right side of that blue bar is the “Submit Courses,” button. You might not have been given access to submit courses, in which case that will not show up. Next to that is the “Help,” button, this takes you to a list of frequently asked questions and at the bottom it has the contact information of your school’s Account Manager. The last button there is to log out of Course Director if you are finished working.

Continuing down the page you see the Term Overview section. This includes Future Terms, where you will be working on your courses, and Past Terms, this includes terms back two years (to see these hit “View Additional Past Terms,” in the bottom right hand corner.

Term Overview 											
Create a Student Message or CD Internal Note											
Future Terms											
Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
<u>Summer 2016</u>											
08/06/2016	07/15/2016	03/18/2016	5	1	50	0	0	0	0	0	50
<u>2016-2017 School Year</u>											
08/17/2016	05/26/2017	04/11/2016	10	19	269	23	0	0	0	0	292
Past Terms											
Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	Total	
<u>2015-2016 School Year</u>											
08/18/2015	05/25/2016	04/17/2015	0	21	0	0	0	0	0	281	281

You can click down into any of the terms simply by clicking the name. You see the name of the term as your Account Manager has set it up, along with the dates associated with that term. Double check the dates and make sure they are correct, if changes need to be made contact your Account Manager. The “Target Complete,” date is the agreed upon date you will have the booklist submitted.

The next two columns are related to specific book adoptions. The first “No Adoptions,” this is for the number of courses within that term that currently have no materials listed. Some courses do not need anything listed, but you still need to add a Non-Title Adoption for these. Then the next column is “Title Problem,” this will appear for any book that is an old edition or out of print. It is important to know that this does not mean it is going to be unavailable, but it might be harder to get and the teacher might want to consider alternatives. If a change is not possible MBS Direct will do everything in our power to support the materials the teacher requires.

Then we get into the six columns related to course status. “Not Approved,” is the default status when a course is added for the upcoming term. Your Account Manager rolled over the booklist from the current term to the future term to make the entire process easier for you. When a course has been reviewed and is ready to go then you approve it. At which point it shows up in the “Approved,” column. The finalization process for courses is two steps. They must be approved and then they are submitted. Once a class or classes are submitted they will show up as “Submitted.” Then these submitted courses automatically kick over to “Received,” after 15-30 minutes. At this point there is nothing else for you to do. Courses appear as, “Locked,” when the Account Manager locks the classes, this just means they are ready to go live on the bookstore. The last column is just the total number of courses, no matter the status, for that term.

Once you click on a term you will see the Site Overview screen.

Site Overview								
Reminder: To ensure timely acquisition of your inventory, please have your adoptions submitted to MBS Direct by 04/25/2016.								
Site	Adoption Issues		Courses					Total
	No Adoptions	Title Problem	Not Approved	Approved	Submitted	Received	Locked	
Computer Science	0	0	<u>2</u>	0	0	0	0	2
English	0	<u>3</u>	<u>9</u>	0	0	0	0	9
Mathematics	0	<u>2</u>	<u>13</u>	0	0	0	0	13
Physical Education	0	0	<u>1</u>	0	0	0	0	1
Science	0	0	<u>15</u>	0	0	0	0	15
Social Science	0	<u>4</u>	<u>14</u>	0	0	0	0	14
Theology	0	<u>4</u>	<u>5</u>	0	0	0	0	5
Visual & Performing Arts	0	<u>1</u>	<u>4</u>	0	0	0	0	4
World Languages	0	<u>2</u>	<u>17</u>	0	0	0	0	17

This is very similar to the Term Overview section, except it is just a snapshot of one term. This will be broken up however your bookstore is currently structured with MBS Direct. The above example is by subject, others do it by grade, etc. If a school does not break courses up into different sites they will jump straight to the Course Overview screen, which I go through below. All the other fields are the same as in the Term Overview. The reminder at the top displays automatically with the agreed upon course due date.

Then you can click directly on the number of courses or on the actual site name. This is the Course Overview section.

Course Overview								
Reminder: To ensure timely acquisition of your inventory, please have your adoptions submitted to MBS Direct by 04/25/2016.								
Filter Courses								
Course ID	<input type="text"/>	Status	All	<input type="button" value="Show Courses"/>				
Available Courses	<input type="button" value="Add Course"/>	<input type="button" value="Approve"/>	<input type="button" value="Unapprove"/>	<input type="button" value="View"/>	<input type="button" value="Export"/>	<input type="button" value="Edit Est Enrl"/>	<input type="button" value="Edit Dates"/>	Top
<input type="checkbox"/>	Course ID	Course Title	Start	End	Est Enrl	Status	Adoptions	Remove
<input type="checkbox"/>	AMERICAN LIT		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	AP ENGLISH LANG&COM		08/08/16	05/26/17	0	Title Problem		
<input type="checkbox"/>	AP ENGLISH LIT&COMP		08/08/16	05/26/17	0	Title Problem		
<input type="checkbox"/>	COMP & RHETORIC		08/08/16	05/26/17	0	Title Problem		
<input type="checkbox"/>	CREATIVE WRITING		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	ENGLISH I		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	ENGLISH LANG&LIT II		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	HONORS ENGLISH I		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	HONORS ENGLISH II		08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	Course ID	Course Title	Start	End	Est Enrl	Status	Adoptions	Remove
Available Courses	<input type="button" value="Add Course"/>	<input type="button" value="Approve"/>	<input type="button" value="Unapprove"/>	<input type="button" value="View"/>	<input type="button" value="Export"/>	<input type="button" value="Update Enrollment"/>	Top	

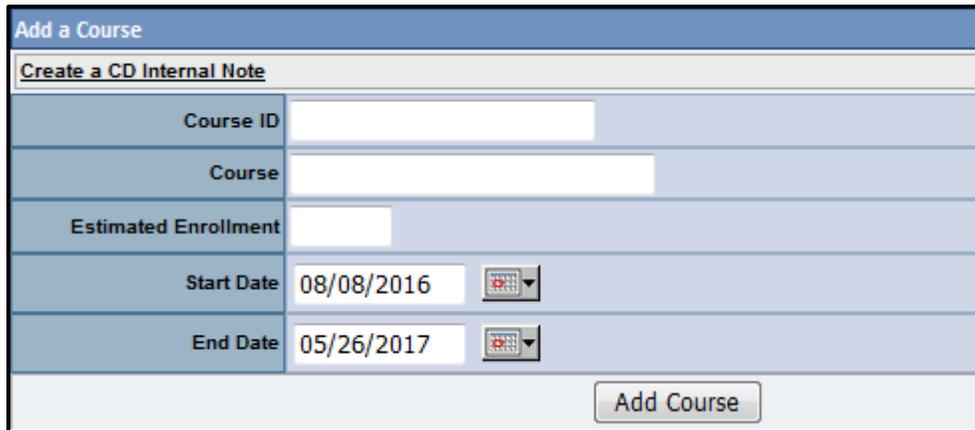
Again on this screen you see the reminder about the due date for your booklist. Below that is a search tool where you can filter courses if there is a large number of them. After that you see a number of buttons. "Add Course," is where you would click to add a course that is currently not showing up. Next is "Approve," you can approve multiple courses from this view by checking the box to the left of the Course ID, the "Unapprove," will do the opposite. Check multiple boxes and click "View," to work on multiple courses at once. You can also export the booklist from here by checking the boxes for the classes you want and using the "Export," button. Then to edit the course info from this screen you can use the "Edit Est Enrl," or "Edit Dates," to update any changes here. For any of these options (outside of the Add Course) you can select all courses by clicking the open check box next to the Course ID heading.

Below these buttons you see the actual courses. First is the Course ID, then Course Title. Start and end dates of the courses, and estimated enrollments next. Then is the status of the course. This will show as one of- No Adoptions, Title Problem, Not Approved, Approved, Submitted, Received, or Locked. The Adoptions column is just another way to dig down into the course, the easiest way though is just to click on the Course ID. The last column just gives you the option to delete a course. Simply click the "X," and confirm that you actually want to remove the course.

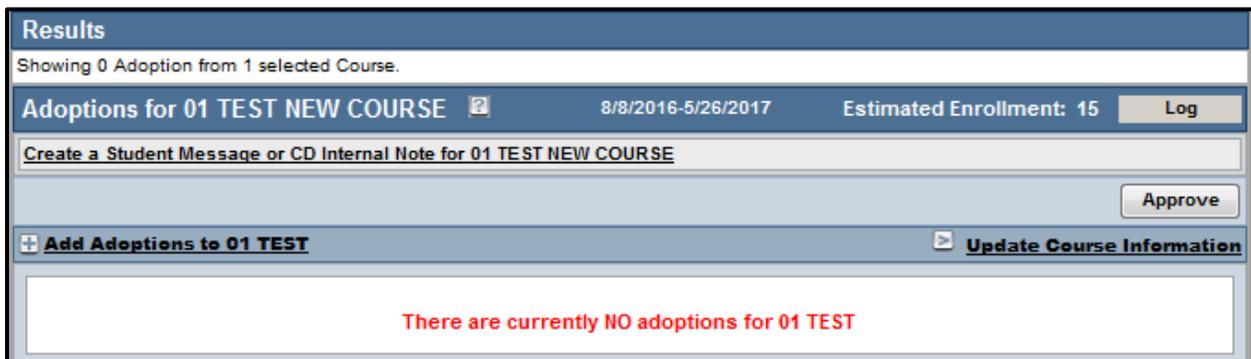
Now that you understand the general format of Course Director you are ready to get into your courses to finalize them for the upcoming term.

Working on a Course in Course Director

From the Course Overview Screen you can view courses a few different ways. The easiest is just clicking on the Course ID or Course Title to view that course. You can also check the boxes to the left of the Course ID and then click "View," this way you can work on more than once course at once. When you click a course you will see the adoptions for that course displayed. If you do not see the course you need, then you might need to add it manually. Begin by clicking the "Add Course," button above the course listings. That takes you to a new screen where you will click "Add a Single Course."

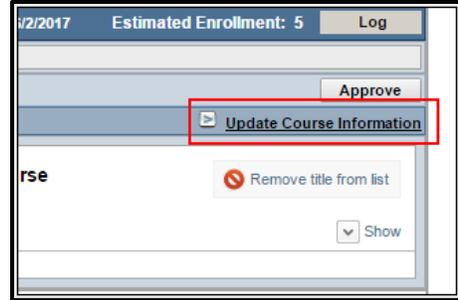


Here you will input all the course information. Course ID and Estimated Enrollment are required fields. When complete hit "Add Course," this takes you back to the Course Overview page and you will see the course you just added. It will show up as having no adoptions, since that information has not yet been input.



This is how a class with no adoptions will look when you view it. Some of you will see the "Log," button, while others will not. This is just a way to see who has been working in a course. Below the "Log," button is the "Approve," button. Click here when you have gone through a course and it is ready to be submitted. Also there is the option to add messaging to the course. Below that is the "Add Adoptions to (this Course)," option. Click that to add materials to the course.

To change basic information on a class such as the Course ID, Course Title, Enrollment, or the Dates, click the “Update Course Information,” link under the Approve button on the right side. Clicking on that option will bring up a box that resembles the same information you entered when creating the course. Simply edit the needed information and press “Edit Course.” The class will then show with your updated information.



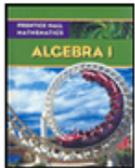
Now back to the all-important adoption process for the course. When you are ready to add materials to the course you are working on click the “Add Adoptions to (this Course),” link.

 A screenshot of a web application page titled 'Add Adoptions to 01 TEST NEW COURSE'. The page is divided into several sections:

- Currently Adopted Materials:** Shows '1. - CURRENT -'.
- Search for Adoptions:** Includes a search input field, a dropdown menu set to 'ISBN', and a 'Search' button.
- Browse for Adoptions:** A grid of subject categories with links to sub-categories:
 - Agriculture & Animal Sciences:** Agriculture, Animal & Veterinary Sciences, Environmental Science, ...show all subjects...
 - Architecture, Engineering, Manufacture & Transport:** Architecture, Engineering & Design, Manufacturing & Textiles, ...show all subjects...
 - Arts & Humanities:** Performing Arts, Philosophy, Visual Arts, ...show all subjects...
 - Languages & Literature:** Composition & Creative Writing, Foreign Languages, Literature, ...show all subjects...
 - Law & Criminal Justice:** Criminal Justice, Law, Paralegal & Legal Careers
 - Math & Science:** Life Sciences, Mathematics & Statistics, Physical Sciences, ...show all subjects...
- Non-Title Adoptions:** A dropdown menu 'Select a Non-Title Adoption', an 'Add a Non-Title Adoption' button, and a section for 'Titles Under Review'.
- Titles Under Review:** A text block stating: 'The titles below are not currently in the MBS Direct catalog and are being researched. To adopt one of these titles, simply click on it.' Below this is a red text line: 'You do not have any titles being researched.' and an 'Add a title to MBS Direct's Catalog' button.

The absolute best way to find the materials you are looking for is to use the ISBN. This is either a 10 or 13 digit number (almost all books will have both) that only ties to one item. That being said you can also search the MBS database using author’s last name, title, MBS # (this is an ID number we assign all materials), or keyword. If you search for items without using ISBNs you need to be very careful that you are getting the exact item you want. MBS database contains hundreds of thousands of titles so there might be multiple versions of the title you want. You may also browse adoptions based on subject, but this is also not the best way to go about researching new book options. After searching a book all the information will be clearly displayed for you.

Search Results
1 title(s) found



Algebra 1
 Author: Prentice Hall Edition: 2007
 ISBN 13: 978-0-13-133996-5
 ISBN 10: 0-13-133996-6
 MBS Direct SKU #: 756682
 Publisher: Prentice Hall School Division

[+ Add to Adoptions](#)

Selected Format	New	Used
Hardback	✓ \$112.00	\$84.00

PRICES SUBJECT TO CHANGE

Adoption is

[Details](#) [Components](#) [Supplements \(5\)](#)

There you see the cover image, along with title, author, edition, 10 and 13 digit ISBNs, MBS #, and publisher. Also you see the format of the item you have searched, along with pricing. Before adopting the item you can edit the needed level from Required to Optional or Recommended, or Required (previous purchase). Also you can alter if the book should be offered to students as new or used or new only. These changes can be made before or after the item is actually adopted to the course. If this is the item you are looking for click the green plus sign to add it to the course. At this point you will be back in the course and able to see the book you have adopted.

There are a couple of other things you might run into when adding materials to a course. Even though MBS has a huge catalog of titles, we certainly don't have every item already in our system. If you search an item that cannot be found you will get this message-

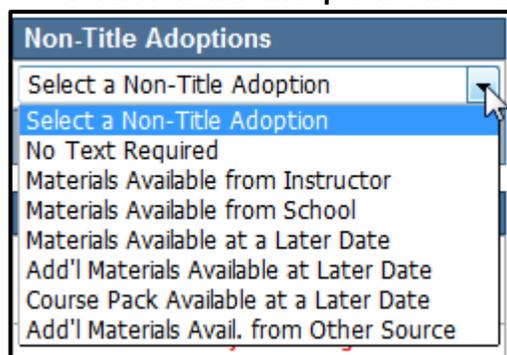
An ISBN search for, [0328875171](#), did not return a title. If you would like to submit a title to MBS Direct for review, [click here](#).

If you hit the "click here," link you will be taken to a Title Request form.

MBS Direct Title Request	
Title	<input type="text"/>
Author	<input type="text"/>
ISBN	<input type="text" value="0328875171"/>
Item Number	<input type="text"/>
Edition	<input type="text"/>
Publisher	<input type="text"/>
Level	<input type="text" value="Required"/>
New Only	<input checked="" type="radio"/> No <input type="radio"/> Yes
Comments	<input type="text"/>

Input as much information as you have about the title there and MBS will automatically get it added. Once the title has been researched and added to our catalog your Account Manager will contact you to let you know.

Another situation you may encounter is when a course has no materials for the students to get. Course Director will not allow a class to be submitted without at least one “adoption.” To handle these situations we created what we call Non-Title Adoptions, which act like a book in our system but are actually messages that take the place of an adoption. This allows the school to notify students that a class does not require a text and still be able to list the class on the bookstore to avoid confusion. There are several Non-Title Adoptions that can be added to a class, including ways to note that there is not a required textbook, that the materials are provided by the instructor, or that additional materials will be available at a later date. On the Add Adoptions screen the area to add Non-Title Adoptions is in the middle right side of the page.



As you can see there are a number of options of these types of adoptions. Select whichever one applies to the course you are working on, and then hit “Add a Non-Title Adoption.” Please note that if you choose, “No Text Required” it will remove all adoptions you may have already selected for that course. If you do not see an option in the drop down that works for your situation, feel free to contact your Account Manager to discuss getting another option.

Now the materials are added to the course there are a couple other things you can review. First is how to remove an unwanted item, simply click the “Remove Title from List,” button on the right of the adoption, and confirm you want to remove that title. If you have added all required materials to the course and it is ready to go you can approve it from within the course by clicking the “Approve,” button.



Under the adopted materials you will see a number of tabs, these include- Messaging, Details, Components, and Supplements. The Details tab includes a summary of the book, usually provided to MBS by the publisher. The Components tab contains information of the item you have adopted is a package, it would contain information about each part of the package. The Supplements tab has related materials to the main adoption that might help students grasp the subject. From that tab you can choose to adopt additional materials.

The most important tab is the Messaging tab. This is a very useful tool to clarify any special instructions for students who will be purchasing that specific item. However messaging can be added throughout Course Director.

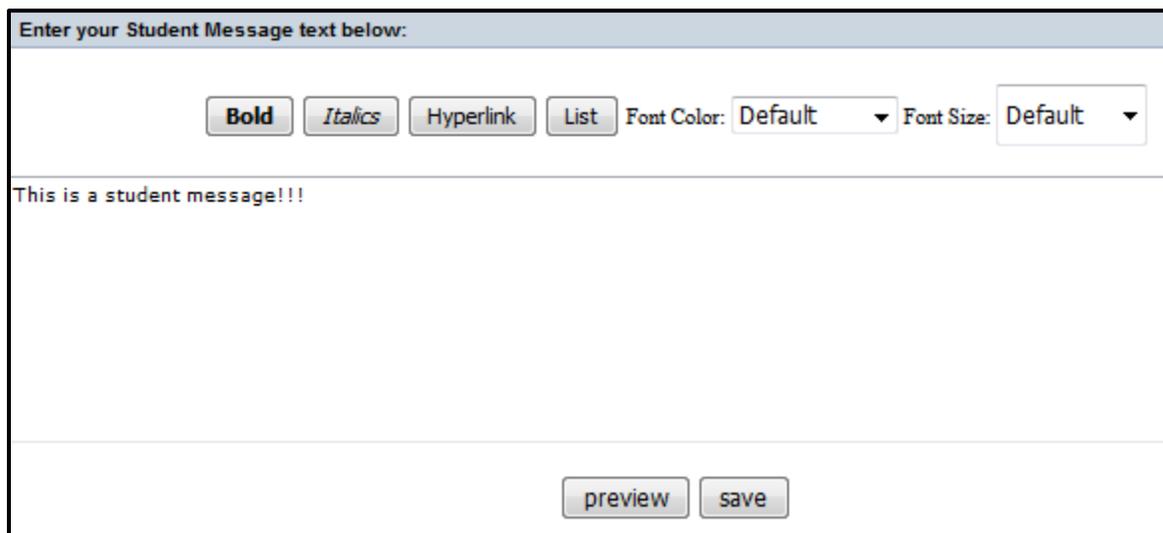
Messaging throughout Course Director

Adding additional messaging to your online bookstore will improve the overall experience for students and will help to avoid confusion during the ordering process. Messaging can be added in many different places in Course Director. If there is ever a message that you think is needed, but cannot figure out where to add it feel free to contact your Account Manager.

First let's go through the actual process of adding a message in Course Director. No matter where you want to add the message the process will be the same. When adding a message you will almost always want to add a Student Message or a Virtual Bookstore Message. These are two names for the same type of message. All it means is that this type of message will appear on the online bookstore for students to see.

The other type of message is the Course Director Note or CD Internal Note. This is only displayed within Course Director for anyone working in there. I would use these sparingly. If you need to communicate something to someone else in Course Director it is probably best to contact them another way.

The process of messaging will be the same no matter where you are adding a message.



The screenshot shows a web form titled "Enter your Student Message text below:". The form includes a toolbar with buttons for "Bold", "Italics", "Hyperlink", and "List", along with "Font Color" and "Font Size" dropdown menus, both currently set to "Default". Below the toolbar is a large text input area containing the text "This is a student message!!!". At the bottom of the form are two buttons labeled "preview" and "save".

Simply add your message text into the open field. You can then preview the message to make sure it will show up to your liking. Also you can use the options above the messaging window to really make the message stand out. This works as computer code so you have to highlight the entire message and then select the desired enhancement (Bold, Italic, Font Color, etc.) to make sure it shows up correctly.

Correct-

[font large][color darkblue][b]This is a student message!!![/b][/color][/font]

This is a student message!!!

[font large][b]THIS BOOK IS ONLY RECOMMENDED FOR THIS COURSE, HOWEVER THE TEACHER THINKS THIS IS A GREAT TOOL AND CAN REALLY HELP STUDENTS GRASP THE CONCEPTS TAUGHT IN THIS COURSE.[/b][/font]

THIS BOOK IS ONLY RECOMMENDED FOR THIS COURSE, HOWEVER THE TEACHER THINKS THIS IS A GREAT TOOL AND CAN REALLY HELP STUDENTS GRASP THE CONCEPTS TAUGHT IN THIS COURSE.

Incorrect-

This is a student message!!![b][b][color darkblue][/color][font large][/font]

This is a student message!!!

[b][b][font large][/font]THIS BOOK IS ONLY RECOMMENDED FOR THIS COURSE, HOWEVER THE TEACHER THINKS THIS IS A GREAT TOOL AND CAN REALLY HELP STUDENTS GRASP THE CONCEPTS TAUGHT IN THIS COURSE.

THIS BOOK IS ONLY RECOMMENDED FOR THIS COURSE, HOWEVER THE TEACHER THINKS THIS IS A GREAT TOOL AND CAN REALLY HELP STUDENTS GRASP THE CONCEPTS TAUGHT IN THIS COURSE.

Another handy tool is the ability to hyperlink within these messages. To do this simply highlight the word in your message you want to be the link and click the "Hyperlink," button. Then a window to enter the link address will appear.

insert a url (link text will be 'student')

link address: open in new window

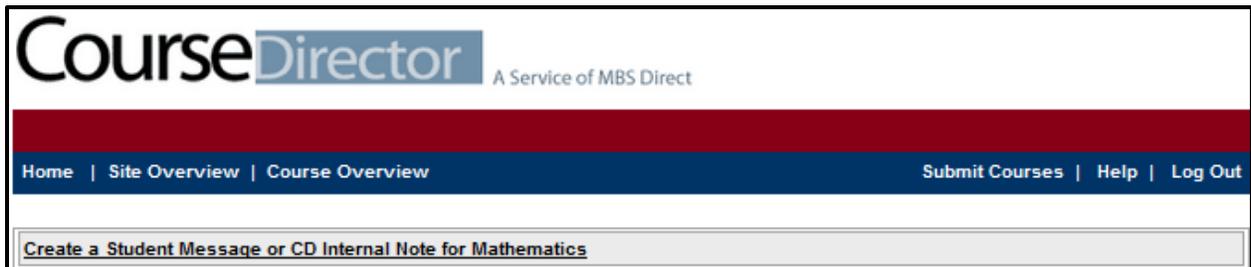
In this message I highlighted "student," so that will then link to the address I put in. Hit apply, save your message and then you can test the link.

That is pretty much all there is to know about actually creating a message, now a quick rundown of where you can add messaging in Course Director. On the home page there is an area to add messaging.

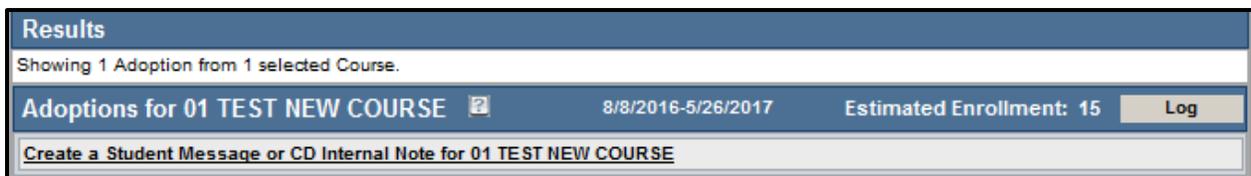


This will show up on the store where the students select the sites they need to purchase materials for. This is more of an overarching message that usually your Account Manager will just automatically add. Most often it will state that the store is now open or the dates for a free shipping promotion. However if there is any specific messaging you would like to add here feel free.

You can also add messaging on specific sites. For example, if for the Math Site you wanted to add a note that all Math classes require a calculator you could add that there.



The next place to add a message is at the course level. This would be a message that applies to that specific course.



Lastly you can add specific messaging on each item adopted. This is added under the “Messaging,” tab below an item that is listed on the course. These messages could be used to tell students anything. From reminding students they might have the item from a previous course, to letting them know must read the material before a certain date, etc.

Algebra 1
Author: Prentice Hall Edition: 2007
ISBN 13: 978-0-13-133998-5
ISBN 10: 0-13-133998-6
MBS Direct SKU #: 756682
Publisher: Prentice Hall School Division

Adoption is New or Used

Selected Format	New	Used
Hardback	✓ \$112.00	\$84.00

PRICES SUBJECT TO CHANGE

Remove title from list

Messaging Details Components Supplements (5) Hide

Course Director Note
+ Add a Course Director Note

Virtual Bookstore Message

Bold *Italics* Hyperlink List Font Color: Default Font Size: Default

THIS BOOK IS ONLY RECOMMENDED FOR THIS COURSE, HOWEVER THE TEACHER THINKS THIS IS A GREAT TOOL AND CAN REALLY HELP STUDENTS GRASP THE CONCEPTS TAUGHT IN THIS COURSE.

Cancel Preview Save

That is a complete rundown of messaging in Course Director. Use these tools to add messages that improve the student experience and help to avoid confusion during the ordering process.

Submitting Courses in Course Director

When your course or courses are exactly how you want them to be listed on the online bookstore you go ahead and approve them. However this is just the first step of finalizing your course listings. The next step is submitting approved courses. You might not have the Course Director clearance to do this for your school. It is usually reserved for only a couple users for each school. If you do not have the ability to submit make sure you contact the primary MBS contact at your school to let them know you have courses that need to be submitted.

If you have the ability to submit courses for your school you will see the “Submit Courses,” link in the top right of the Course Director screen. This is visible from almost anywhere within Course Director.



Following that link will take you to the Course Submission screen.



You can click to top “Submit,” button to submit every approved course across all sites. The other option is to submit courses by site. Hitting “View,” will display all approved courses within that particular site with basic course information (Course ID, Course Title, Start and End Dates, Estimated Enrollment, and Number of Adoptions).

The system does not allow to pick and choose which approved courses you are submitting beyond which site they are a part of. So when you approve a course it is important to make sure it is exactly how you want it to be listed on the store. There is no more validation needed between approving and submitting.

When you are ready to move forward with submitting. There is a prompt that pops up to make absolutely sure you want to submit the courses to MBS Direct. If you submit all the courses you will get a red message that states there are no more courses to submit at this time. Then on the home screen you will be able to see the number of courses under the “Submitted,” column. These will be here for 30 minutes or so and then automatically kick over to “Received.” This means that the courses have been received within MBS Direct’s internal system.

Once courses are submitted they can no longer be edited in Course Director. Any changes after this would have to go through your Account Manager. After the courses are received by MBS they will go through all the adopted materials to make sure there will be no issues getting the materials. If there are any issues your Account Manager will contact you.

Now that the booklist is coming along in Course Director it might be beneficial to get copy of the booklist to have outside of Course Director. There is a convenient way to export the booklist from Course Director into an Excel Spreadsheet.

Exporting a Booklist from Course Director

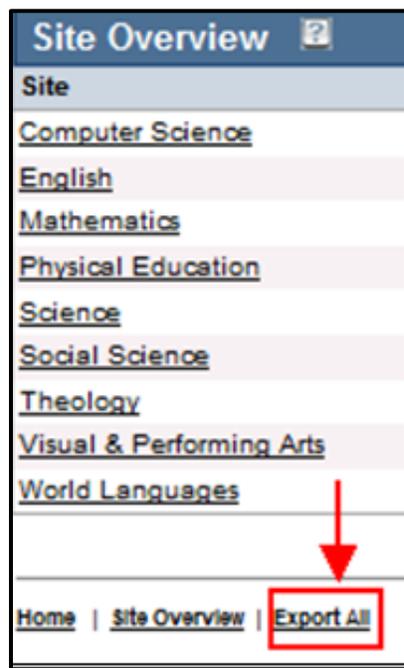
Exporting a Booklist out of Course Director is the easiest way to compile the information on your booklist. Any updates to submitted courses that your Account Manager has made are automatically updated in Course Director, making this tool a wonderful resource when you need the most up to date information. This list includes what is adopted for each class, current digital options that will show on the store (if that is set up for your school,) current new and used condition prices, and more.

There are a few different ways to export your booklist. Basically you can quickly do an export all, this would include every course for a certain term no matter what site the courses are for, or you could go into the Course Overview screen and select courses that way.

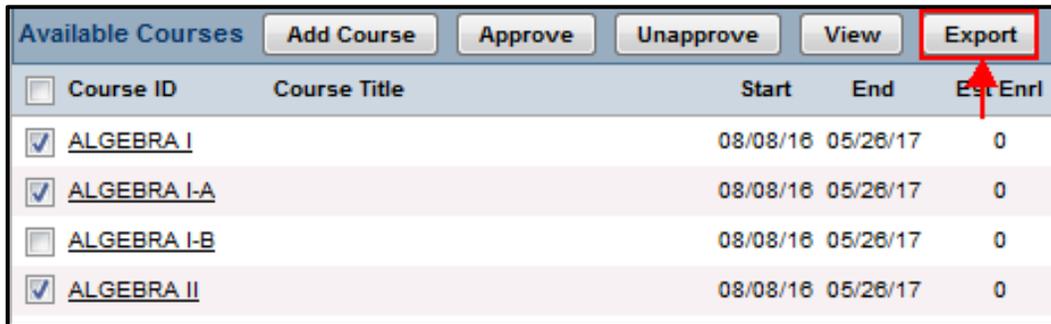
First let's go through the export all process. From within any term in Course Director, at the Site Overview page, you will see the "Export All," option at the bottom left side of the page. Click that and a window pops up letting you know that for a large number of courses it takes a little longer to export. If you click "Continue," the download will begin.

The way the download looks and how it appears will vary by what browser you are using. The information will download into a Notepad Document and will not be properly formatted. I have outlined how to easily copy this information into an organized spreadsheet below.

1. Open the Notepad Document and right click on the data. There will be a "Select All" option that you will need to click which will highlight all of the jumbled data.
2. Right click on the highlighted data and "Copy" the information into your clipboard.
3. Open up a Microsoft Excel document and "Paste" the information into the Spreadsheet. The data should automatically format itself into a well-organized Spreadsheet with a wealth of information that will be useful to you and your instructors.



The other option is to select a specific site or courses to export that booklist. For this option you must go into a term and then select the site you want to export.



<input type="checkbox"/>	Course ID	Course Title	Start	End	Est Enrl
<input checked="" type="checkbox"/>	ALGEBRA I		08/08/16	05/26/17	0
<input checked="" type="checkbox"/>	ALGEBRA I-A		08/08/16	05/26/17	0
<input type="checkbox"/>	ALGEBRA I-B		08/08/16	05/26/17	0
<input checked="" type="checkbox"/>	ALGEBRA II		08/08/16	05/26/17	0

At this point you are on the Course Overview Screen. You will see the “Export,” button in the row of buttons above the course information. You must select the courses you wish to export before clicking on that. To select all you click the box to the left of the Course ID header, or if you want to just select a few courses from that site to export check the boxes next to those courses. After selecting the courses you want hit “Export,” and go through the same process detailed above.

As mentioned above there is a ton of information included on the exported booklist. If you have any questions about any of this information or have any additional questions please contact your Account Manager.

Best Practices & Tips for Working in Course Director

Now that you have mastered the basics of Course Director, here are some additional suggestions that can improve the process. These are meant to make things easier on you while you work in Course Director and on the students when they go in to order their materials.

First of all don't limit your productivity by working on one course at a time. On the Course Overview page you can select a number of courses to view at once.

<input type="checkbox"/>	Course ID	Course Title	Start	End
<input checked="" type="checkbox"/>	ALGEBRA I		08/08/16	05/26/17
<input checked="" type="checkbox"/>	ALGEBRA I-A		08/08/16	05/26/17
<input checked="" type="checkbox"/>	ALGEBRA I-B		08/08/16	05/26/17

Simply click the check box next to the courses you want to work on. Then click "View." This will then display the selected courses one after another.

Adoptions for ALGEBRA I 8/8/2016-5/26/2017 Estimated Enrollment: 0 Log

Create a Student Message or CD Internal Note for ALGEBRA I

Approve

Add Adoptions to ALGEBRA I Update Course Information

Algebra 1
Author: Prentice Hall Edition: 2007
ISBN 13: 978-0-13-133996-5
ISBN 10: 0-13-133996-6
MBS Direct SKU #: 756682
Publisher: Prentice Hall School Division

Remove title from list

Selected Format	New	Used
Hardback	✓ \$112.00	\$84.00

PRICES SUBJECT TO CHANGE

Adoption is Required New or Used

Messaging Details Components Supplements (5) Show

Adoptions for ALGEBRA I-A 8/8/2016-5/26/2017 Estimated Enrollment: 0 Log

Create a Student Message or CD Internal Note for ALGEBRA I-A

Approve

Add Adoptions to ALGEBRA I-A Update Course Information

Algebra 1
Author: Prentice Hall Edition: 2007
ISBN 13: 978-0-13-133996-5
ISBN 10: 0-13-133996-6
MBS Direct SKU #: 756682
Publisher: Prentice Hall School Division

Remove title from list

Selected Format	New	Used
Hardback	✓ \$112.00	\$84.00

PRICES SUBJECT TO CHANGE

Adoption is Required New or Used

You can make all the same edits to these courses as you can when viewing a course by itself. If you select over ten courses at a time these will be displayed on more than one page.

Additionally if you do not want to update dates or enrollments course by course you can do this for all courses in a site from the Course Overview screen. If you click the “Edit Est Enrl,” or “Edit Dates,” buttons those options will becoming fields where you can input updated information.

The image displays two screenshots of a web application interface for managing courses. Both screenshots show a table of available courses with columns for Course ID, Course Title, Start, End, Est Enrl, Status, Adoptions, and a search icon. The top screenshot has buttons for 'Add Course', 'Approve', 'Unapprove', 'View', 'Export', 'Edit Est Enrl', and 'Save Dates'. The 'Save Dates' button is highlighted in red. The 'Start' and 'End' date columns for two courses, 'ALGEBRA I' and 'ALGEBRA I-A', are also highlighted in red. The bottom screenshot has buttons for 'Add Course', 'Approve', 'Unapprove', 'View', 'Export', 'Save Enrollment', and 'Edit Dates'. The 'Save Enrollment' button is highlighted in red. The 'Est Enrl' columns for the same two courses are highlighted in red.

Course ID	Course Title	Start	End	Est Enrl	Status	Adoptions	Re
<input type="checkbox"/>	ALGEBRA I	08/08/16	05/26/17	1	Not Approved		
<input type="checkbox"/>	ALGEBRA I-A	08/08/16	05/26/17	0	Not Approved		

Course ID	Course Title	Start	End	Est Enrl	Status	Adoptions	Re
<input type="checkbox"/>	ALGEBRA I	08/08/16	05/26/17	0	Not Approved		
<input type="checkbox"/>	ALGEBRA I-A	08/08/16	05/26/17	0	Not Approved		

When you are finished updating this information you would just click the, “Save Enrollment,” or “Save Dates,” buttons.

The last thing you can do for multiple courses here is approve or unapproved them. By using the check boxes next to the Course IDs select the courses that are ready to be approved, and hit the “Approve,” button. The Status for these courses will then change to Approved. If you need to unapproved any courses you can do the same thing except you use the “Unapprove,” button.

Another practice that can really help your school have a successful term is to approve and submit courses as you work through your booklist. Once a course is finalized get it approved. Do not wait to go through all your courses before coming back to approve the ones that are ready. The majority of booklists do not change year to year so you should be able to approve a decent number of courses right off the bat.

Also if you are able to submit courses we recommend you go ahead and push through approved courses whenever you see them. If you do not have clearance to submit courses make sure your school’s main MBS contact is aware that there are courses that are ready to be submitted. The sooner MBS Direct receives these courses the sooner any potential issues can be addressed. We know there are some situations where the materials for a course are still being finalized even when the majority of the list is ready to go. Do not let one or two courses, or an instructor hold up the process for the entire booklist. Approve courses as you finalize them, and get the approved courses submitted as quickly as possible. Working this way can also help to organize the workload to show what courses still need to be addressed.

It happens with almost every school every year where something changes and a course needs to be edited after it has been submitted. MBS Direct totally understands that this happens and we are happy to help. However it is important to remember that after a course is submitted in Course Director it can no longer be edited there. All changes from that point on have to be handled by your Account Manager. Once these changes have been made they will automatically update in Course Director. The sooner we know about any changes the better.

A tip for navigating Course Director and making sure that all changes you make are saved is to NEVER USE THE BACK BUTTON. This can cause issues within the Course Director program.

The easiest way to navigate throughout Course Director is to use the Home, Division Overview, and Course Overview



links. If you ever feel like you are a little lost in Course Director use one of those three to get back to familiar territory. The Home link is visible in the same place no matter where you are in Course Director. If you go into a course and add an item, then attempt to go out of the course using the back button of your internet browser this will cause issues.

A great way to avoid student confusion and alleviate headaches for yourself and your school's families is to add messaging on the bookstore. You can add messages throughout Course Director. A few simple rules can really help the effectiveness of your messaging.

One, make messages simple. If you are adding messages that are multiple paragraphs on each item students will not read them. A couple sentences is all that you should need to get your point across.

Two, make your messages stand out, but don't make them obnoxious or distracting. I think most messages are best if they are made bold and the size of the font is set to small (this is a perfect size on the store) in Course Director. Anything beyond that with colors and massive font is just confusing.

Three, make sure you are adding messages in the right place. This sounds simple enough, but it happens all the time. If you are adding a message on a course, but only referring to one item listed on that course, then you should be adding that message directly to that item. If you follow these three rules when adding messages the ordering process will run much smoother for everyone involved.

The last tip is that if you every run into an issue while working in Course Director or have a question please contact your Account Manager. They will be happy to work with you through whatever has come up. Occasionally there are issues with the way materials have been added to our database or slight glitches in programming. These are not something you will be able to work through without assistance from MBS Direct.

This has been a comprehensive overview of Course Director, MBS Direct's proprietary adoption tool for our Partner Schools. If there is anything you did not see in this walkthrough or if some parts were unclear please contact your Account Manager so they can assist you. We are continually looking for ways to improve this process, if you think of anything that could be advantageous for you please let us know.