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Online Course Adoptions 3

The Online Course Adoptions application enables faculty to select the textbooks which they require for their courses and notify the bookstore of their selection through the bookstore’s website. As it is web-based, Online Course Adoptions can be accessed from anywhere, enabling professors and instructors to order their books for a new term without having to come into the store or even on campus.

In addition to adding new books to a course, the textbooks which were used for the course in previous semesters are listed by the Online Course Adoptions application, making it easy to adopt the same materials again.

Accessing the Website – placing an order

Our course materials ordering system, OCA, is integrated with the UBC CWL Authentication system for a seamless login experience.

Instructors: To access the Online Course Adoptions website, visit: https://the.bookstore.ubc.ca/Oca/
A CWL login is required; if you don’t have one, your department can assist you with this.

Coordinators: Please contact us at: ubc.textbooks@ubc.ca so we can arrange to add you as a coordinator to the classes you wish to submit course materials orders for.
Accessing Your Courses

Once you’ve logged into the OCA3 Application, the next step is to select the term you are completing your adoption for.

Selecting a Course

After selecting the term, a list of the courses you are assigned to will appear.

To select the course, simply click on the “Select Course” button next to the listed course.
Now you are brought to a page to enter the Primary Course Contact Information.

Adding an Instructor to a Course

From the Instructor drop down menu, select an instructor and fill out the Enrolment.

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Choose sections

Check the sections you are adopting. Add new sections and instructors as needed using the buttons.
You also have the option to add an instructor if the instructor is not listed in the drop down menu. To add an Instructor, select the “+”, you will now be required to complete the form below. If your campus uses sections, you can add your course section by selecting “Add Section”, enter the section in the box and select save.
Adopting Resources

If you wish to adopt items for your course, select “Yes” and “Next”. If not, select “No” and “Next” if you selected “No”, you will be brought to a page where you can select “Submit Order”.

Adopting a Previously Adopted Book

To add a previously adopted resource, select the Previously Adopted tab, click the Adopt button.

Resource Selection

<table>
<thead>
<tr>
<th>&lt; Back</th>
<th>✅ Submit Order</th>
</tr>
</thead>
</table>

Previously Adopted

F16 - FALL 2016 SESSION

Information Society
By: Hassan, Robert
Publisher: Polity Press
Edition:
ISBN: 9780745641805
Paperback

Last Selling Price: $31.95

Adopt

No Image

| < Back | ✅ Submit Order |

Once you have adopted the book, the next step is to complete the form. The form is customized to your institution but will look something like this:

Select Adopt, you will then be redirected to a page that says “Adoption Successful”.
An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you copied when you completed your Primary Course Contact Info.

Adopting a New Book

To add a new resource to the course, click on the New Resources tab and complete all of the mandatory fields (*). You also have the option to leave a comment, these comments will be sent directly to the bookstore staff.

Once you have adopted the resource complete this form:
Select Adopt, you will then be brought redirected to a page that says “Adoption Successful”.

An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

**Cancelling an Adoption**

To cancel a book which has been adopted, log into OCA3, select the term, go to the Complete tab and select Resume Adoption for the course you'd like to cancel a resource for. Click the Cancel Adoption button.

Once you've clicked the “Cancel Adoption” button, you will immediately see the resource's status change to Cancelled.
An email will be sent to the email address associated with your OCA account confirming the adoption. The bookstore staff will also receive this email, as well as anyone you added to be copied when you completed your Primary Course Contact Info.

**Updating Enrolment Information**

To update the enrolment after submitting the adoption: select the “My Courses” tab, go to the “Complete” tab, select “Resume Adoption” on the course you’d like to update the enrolment on, select the “Edit” button beside the enrolment button, change the enrolment amount, select “Next” and continue with whether resources are required or not.
Username and Password Maintenance

To reset your password, go to the OCA website, click on the “Forgot password?” link and follow the password reset instructions emailed to you.

To have your email address changed, contact the Bookstore Manager they can change it for you and provide you with a temporary password. If the Bookstore Manager doesn't provide you with a temporary password but confirms they have changed your email, you can reset the password yourself. To reset it yourself go to the OCA website, click on the “Forgot password?” link and follow the password reset instructions emailed to you.
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.
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 and following the 2 (b) on page 3 of this guide.

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.