New Faculty Orientation
Faculty discounts:

• 10% discount off Starbucks
• 10% discount on general merchandise (apparel, drinkware, etc.)
Placing Book Orders for Classes
When are Book Orders Due:

SUMMER BOOK INFORMATION
March 15

FALL BOOK INFORMATION
April 15

SPRING BOOK INFORMATION
October 15

***NOTE: If no adoption has been submitted by these deadlines, the past adoption from the prior semester will be auto adopted. There is a reminder email sent by the Provost***
Why Are Book Orders Due So Early?

- In July 2010, the Federal Government enacted the Higher Education Opportunity and Affordability Act (HEOA). With this law, there are general requirements related to course materials and making them more affordable.

- Some of these include:
  - Course material information, including ISBNs and retail prices provided, as well as course related supplies at the time of pre-registration and registration
  - Link between course schedule/catalog and course material info, including ISBNs and prices
  - Requires publishers to unbundle course materials
  - Requires campuses to have initiatives to reduce costs, such as used books, buyback, e-books and rental

- If your students want to sell their books back. We can offer them more money if we have your textbook adoption on time.

- We need time to find the used books for the students
Where Do I Turn in my Textbook Information?

• Log into your myMemphis portal
• Click the Faculty tab

3. Under UofM Online Faculty Resources
   ○ Click Follett Discover
   ○ The link will take you to your online ordering portal

**Website works better with Internet Explorer and Google Chrome**
Faculty

UofM Online Faculty Resources

Turn It In - Academic Integrity Software
Recognized worldwide as the standard in online plagiarism prevention, TurnItIn helps educators and students take full advantage of the internet's educational potential. Used by thousands of institutions in over fifty countries, TurnItIn's products promote originality in student work, improve student writing and research skills, encourage collaborative learning, and save valuable instructor time.

umOnline web site

Center for Teaching and Learning

Follett Discover - Discover, Review, and Adopt your Course Materials

Course Roster & Drop/Add Activity

- Access the drop/add report  Instructors can view drop/add activity for courses they are assigned to teach.
- Access class roster with optional photo report  Instructors can access the class roster with optional photo report.

Faculty Schedule

My Classes (Daily View)

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oct 18, 2019

Faculty Dashboard

My Classes

- U S to 1877
- Freshman Seminar
The tour is a video explaining how to navigate Follett Discover.
This screen will list the course(s) you are instructing.
How to Order Desk Copies:

• Some publishers offer a free desk copy for instructors.
• You will need to contact the publisher and inquire about a desk copy.
• If you need the publisher's contact information, please feel free to contact the bookstore.
CONTACT INFORMATION:

(901) 678-2011

Store Manager, Shalinda Brownlow:
  sbrownlw@memphis.edu

Textbook Manager, Janvier Haney:
  jhaney@memphis.edu

Assistant Manager, LaTasha Brady:
  ljbrady1@memphis.edu