New Faculty Orientation

Official On-Campus Bookstore
Faculty/Departmental Discounts:

- 10% discount off Starbucks
- 10% discount on general merchandise (apparel, drinkware, etc.)
- 20% discount on departmental special orders/purchases
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 adoption from the prior semester will be auto adopted.

A reminder email is sent by the Provost’s Office.
Why Are Book Orders Due So Early?

- It saves students money by being able to offer more used books.
- Books are readily available and on the shelf prior to the first day of class.
- We can offer them more money if we have your textbook adoption on time...sometimes up to half of the purchase price!
- It gives us time to source for the best options for students. We want students to be able to have all the resources needed to be successful at the best price possible.
Where Should I Send My Adoptions?

• All textbook adoptions, contractually, should be submitted to the on-campus, University of Memphis Campus Bookstore using the Follett Discover Adoption tool which is on your myMemphis accounts.

• Submitting adoptions to the University of Memphis Campus Bookstore through the Follett Discover Adoption Tool is a quick, easy way, not only to provide timely adoptions to the on-campus bookstore, but it provides an opportunity to research textbooks and component material.

• More Benefits to the Follett Discover Adoption Tool:
  • Review OER material
  • Saves all past adoptions
  • Allows the option to create a personal library
  • Directly links to the University of Memphis Campus Bookstore

• No more separate emails, phone calls or paperwork!
Where Do I Turn in my Textbook Information?

- Log into your myMemphis portal
- Click the Faculty tab
- 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**
**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.

**Faculty Schedule**

**My Classes (Daily View)**

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Course Title</th>
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**Faculty Dashboard**

**My Classes**

- U S to 1877
- Freshman Seminar
Welcome to Follett Discover

Updated: Please take the time to go through the tutorial to learn about some new features in Follett Discover.

Follett Discover helps you research, discover and adopt course materials with ease - while students are better prepared for class by having easy access to purchase and manage their course materials quickly and effectively. See how it works!

Begin Tour

Skip the tour, I'll read this later!

The tour is a video explaining how to navigate Follett Discover
This screen will list the course(s) you are teaching.
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.
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Official On-Campus Bookstore