Facultyportal.com

Need help?

Stephanie Herrin

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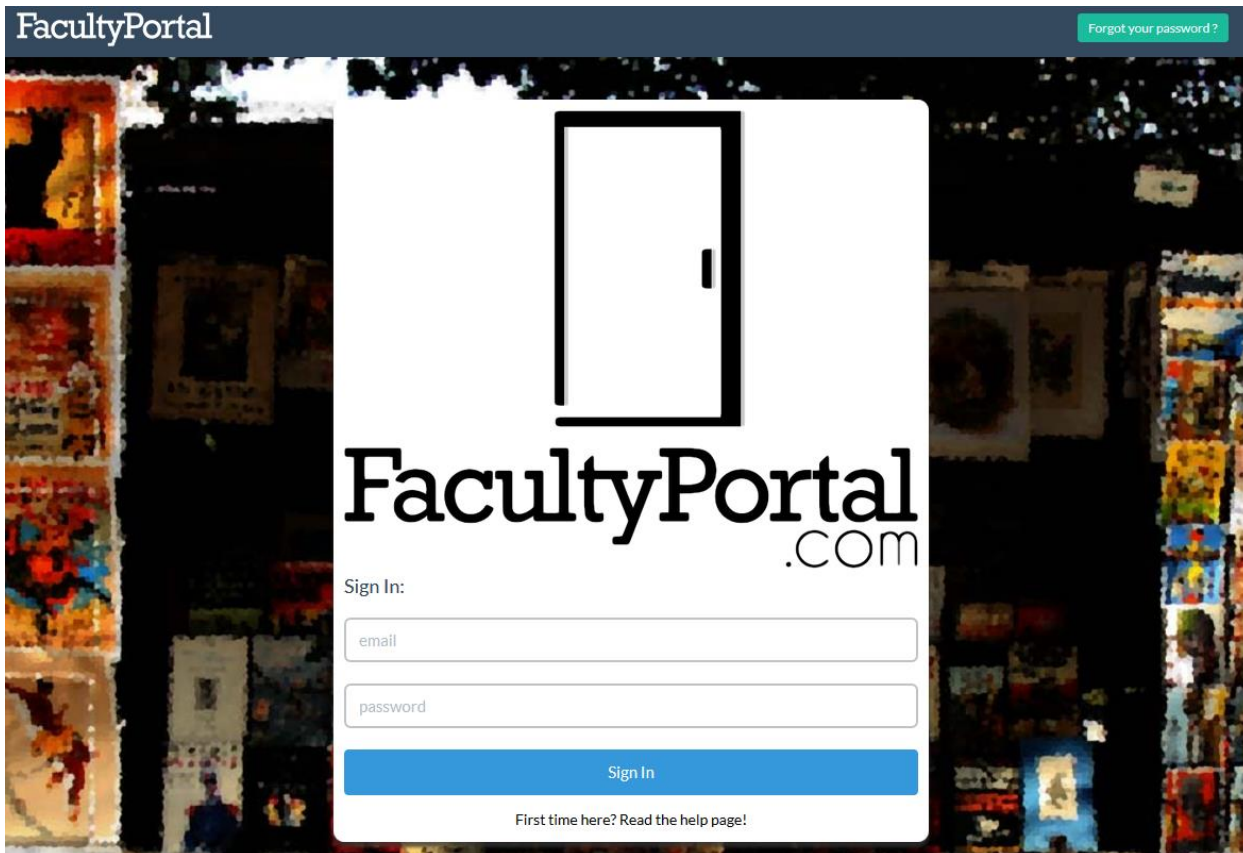
   501-617-3068

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Please login with your school email address and the password for Faculty Portal. NOTE: This may be different from your school email password! If you forget the password, there is a "forgot your password link" at the top right of the page.

Once logged in, you can click on your email address at the top right corner and change password.

All of the courses assigned to you are listed on the home screen. You can change terms by selecting the term from the drop down box in the top left corner.

	Course Name	Course Code	Section Code	Department Name	Department Code	No Items Required	Status	Instructor
	PRIN OF ACCT-A	2013	01	School of Business	ACC	Book(s) Adopted	Submitted	HOSKINS@HSU.EDU
	PRIN OF ACCT-A	2013	02	School of Business	ACC	Book(s) Adopted	Submitted	HOSKINS@HSU.EDU
	PRIN OF ACCT-A	2013	03	School of Business	ACC	☐	No Textbook Information Entered	ADAMSJ@HSU.EDU
	PRIN OF ACCT-B	2023	01	School of Business	ACC	☐	No Textbook Information Entered	MASSEYL@HSU.EDU
	PRIN OF ACCT-B	2023	02	School of Business	ACC	☐	No Textbook Information Entered	MASSEYL@HSU.EDU
	INTERM ACCTG I	3053	01	School of Business	ACC	☐	No Textbook Information Entered	MASSEYL@HSU.EDU
	INTERM ACCT II	3063	01	School of Business	ACC	☐	No Textbook Information Entered	ALMANDA@HSU.EDU
	FED INC TAX ACCT	3163	01	School of Business	ACC	☐	No Textbook Information Entered	ALMANDA@HSU.EDU
	ACCTG SYSTEMS	3253	01	School of Business	ACC	☐	No Textbook Information Entered	ADAMSJ@HSU.EDU
	ADV AUDITING	4113	01	School of Business	ACC	☐	No Textbook Information Entered	MASSEYL@HSU.EDU

FacultyPortal   🛒 Visit HSU Bookstore   HSU   sherrin@bbasolutions.com

Courses ▶ HSU ▶ Term: FALL/2018   Course Filtering ▼

10 records per page   Search for courses   Reset

Expand course options by selecting the line of the course. Instructors may choose to add a textbook, add a non-textbook item (such as supplies or other materials that do not have an ISBN), view textbooks added, view items added, or view changes made to the course.

ADD TEXTBOOKS

Click on Add Textbooks and complete all lines to add an adoption item. This is where you will enter your book information for your course. You will need the 10 or 13 digit ISBN that the students will reference. Please note this is different than a teacher's edition ISBN. Enter the ISBN and answer the questions. Once you are done, click the Save button at the bottom. If the information you entered is accepted, you will get a pop up saying you have successfully submitted your adoption. If there was an error, the system will show you what information needs to be corrected.

Manage Course Adoptions

Current Adoption(s) | Add Book | Search For Books | Add Non-Book Item | Previously Used | Copy | Course Information

View Changes

ISBN:

Is this a custom book? ℹ

Yes | No

Is this item optional or required for this class? ℹ

Required | Optional | Choose

Does this item have to be new? (workbook/manual)

Yes | No

Notes for Students:

Does this item have a CD that is required for this class?

CD Required | CD Optional | No CD

Is an Access Code required to complete the class?

Yes | No

Would you like information on how to get a Complimentary Copy?

Yes | No

Are previous editions allowed?

Yes | No

Notes for Bookstore:

Bookstore Staff Notes:

Save Book

Custom Books/Custom Course Materials

If the book you are adopting is a book specifically created for your school and/or class, then it is considered a custom book. As a general rule, you should have an ISBN from the publishing rep that helped you create the book. Marking yes to this question will cause a pop up when you click the Save button. You will need to enter the information you have about the book in this pop-up box (Title, author, publisher, etc.)

Is this a custom book? ℹ

Yes | No

PREVIOUSLY USED

Instructors may look up items used in the past by selecting "previously used". Select the title desired & hit "add selected to course".

Manage Course Adoptions

Current Adoption(s)	Add Book	Search For Books	Add Non-Book Item	Previously Used	Copy	Course Information

View Changes

Here you can select your previous books you'd like to import to this course. Just click the book to select it, and click the Add Selected to Course button. You may select multiple books as well.

Add Selected To Course

My Books

10 ⌄ records per page   Search: [   ]

Image	Title	Author	EAN	Requirements	
	Advanced Accounting	Hoyle Schaefer Doupnik	9780078136627	Required?: New?: CD?: Comp Copy?:	Required No No No
	Federal Taxation: Comprehensive Topics (2014)	Harmelink, and Hasselback, et al. Smith	9780808033592	Required?: New?: CD?: Comp Copy?:	Required No No No
	Advanced Accounting	Joe Ben Hoyle	9780078025402	Required?: New?: CD?: Comp Copy?:	Required No No No

ADD ITEMS

If you have an item that is not a textbook, then you can click this button to submit it to the bookstore. This includes things such as safety glasses, lab coats, art kits, etc. These items will be shown on the course page so the student will be able to purchase them from the bookstore and be ready for class.

CURRENT ADOPTION

This tab will show you the books that are currently adopted for your class. You can edit or remove them if you need to make a change.

VIEW CHANGES

This allows you to see what changes have been made to the class, along with time and date stamps.