

Facultyportal.com

Need help?

Stephanie Herrin

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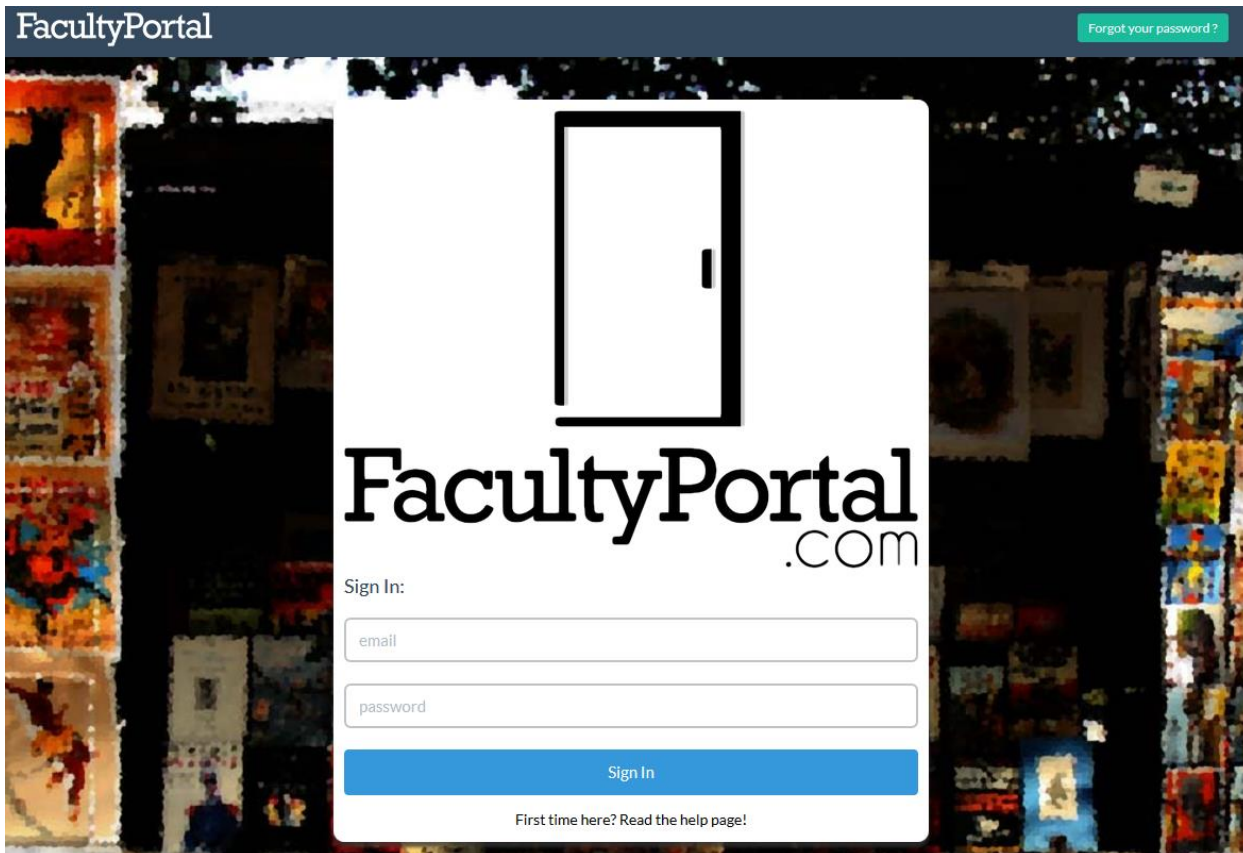
501-617-3068

Jennifer Forthman

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870-245-5298

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.



FacultyPortal

Forgot your password ?

FacultyPortal
.COM

Sign In:

email

password

Sign In

First time here? Read the help 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.

FacultyPortal [Visit HSU Bookstore](#) HSU sherrin@bbsolutions.com

Courses > HSU > Term: FALL/2018 Course Filtering

10 records per page Search for courses Reset

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	<input type="checkbox"/>	No Textbook Information Entered	ADAMSJ@HSU.EDU
PRIN OF ACCT-B	2023	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	MASSEYL@HSU.EDU
PRIN OF ACCT-B	2023	02	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	MASSEYL@HSU.EDU
INTERM ACCTG I	3053	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	MASSEYL@HSU.EDU
INTERM ACCT II	3063	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	ALMANDA@HSU.EDU
FED INC TAX ACCT	3163	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	ALMANDA@HSU.EDU
ACCTG SYSTEMS	3253	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	ADAMSJ@HSU.EDU
ADV AUDITING	4113	01	School of Business	ACC	<input type="checkbox"/>	No Textbook Information Entered	MASSEYL@HSU.EDU

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.

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
<div style="display: flex; justify-content: space-around;"><div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 5px; text-align: center;">+</div><div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 5px; text-align: center;">+</div><div style="background-color: #2196F3; color: white; padding: 10px; border-radius: 5px; text-align: center;">View Textbooks</div><div style="background-color: #2196F3; color: white; padding: 10px; border-radius: 5px; text-align: center;">View Items</div><div style="background-color: #FF9800; color: white; padding: 10px; border-radius: 5px; text-align: center;">View Changes</div></div>							
PRIN OF ACCT-A	2013	02	School of Business	ACC	Book(s) Adopted	Submitted	HOSKINS@HSU.EDU

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.

+

+

View Textbooks

View Items

View Changes

Manage Course Adoptions

Home ▶ HSU ▶ FALL - 2018 ▶ ACC - School of Business ▶ PRIN OF ACCT-A ▶ 2013 ▶ 01 ▶ MARGARET HOSKINS

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

View Changes

ISBN: <input type="text"/>	Does this item have a CD that is required for this class? <input type="button" value="CD Required"/> <input type="button" value="CD Optional"/> <input type="button" value="No CD"/>	
Is this a custom book? ⓘ <input type="button" value="Yes"/> <input type="button" value="No"/>	Is an Access Code required to complete the class? <input type="button" value="Yes"/> <input type="button" value="No"/>	
Is this item optional or required for this class? ⓘ <input type="button" value="Required"/> <input type="button" value="Optional"/> <input type="button" value="Choose"/>	Would you like information on how to get a Complimentary Copy? <input type="button" value="Yes"/> <input type="button" value="No"/>	
Does this item have to be new? (workbook/manual) <input type="button" value="Yes"/> <input type="button" value="No"/>	Are previous editions allowed? <input type="button" value="Yes"/> <input type="button" value="No"/>	
Notes for Students: <input type="text"/>	Notes for Bookstore: <input type="text"/>	Bookstore Staff Notes: <input type="text"/>
<input type="button" value="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? ⓘ

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

Home > HSU > FALL - 2018 > ACC - School of Business > PRIN OF ACCT-A > 2013 > 01 > MARGARET HOSKINS

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 Douplik	9780078136627	Required?: Required New?: No CD?: No Comp Copy?: No
	Federal Taxation: Comprehensive Topics (2014)	Harmelink, and Hasselback, et al. Smith	9780808033592	Required?: Required New?: No CD?: No Comp Copy?: No
	Advanced Accounting	Joe Ben Hoyle	9780078025402	Required?: Required New?: No CD?: No Comp Copy?: 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.

Add Items (Green button)

The screenshot shows the 'Home' page of a course management system. At the top, there is a breadcrumb trail: 'Courses > DEMOU > Term: SPRING/2015'. Below this, there is a 'records per page' dropdown set to '10' and a search box labeled 'Search: Search for courses'. A table with the following columns is displayed: Course Name, Course Code, Section Code, Department Name, Department Code, No Text Required, Status, and Instructor. The table contains one row: Science and Patents, 103, 3, SCIENCE, SCI, , Submitted, Exampleman, John. Below the table is a row of five buttons: 'Add Textbooks' (green), 'Add Items' (green, highlighted with a red border), 'View Textbooks' (blue), 'View Items' (blue), and 'View Changes' (orange).

Manage Course Adoptions

Home > HSU > FALL - 2018 > ACC - School of Business > PRIN OF ACCT-A > 2013 > 01 > MARGARET HOSKINS

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

View Changes

Name

Enter item name

Description

Enter item description

Save Non-Book Item

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.

Manage Course Adoptions

Home > HSU > FALL - 2018 > ACC - School of Business > PRIN OF ACCT-A > 2013 > 01 > MARGARET HOSKINS

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

View Changes

Image	Book Information and Student Requirements	Actions
	<p>Title: Financial & Managerial Accounting Author: Carl S. Warren Edition: 14 Publisher: South-Western College Pub Publication Date: 2017-01-01 EAN: 9781337119207 Custom Book?: No</p> <p>Student Notes: Bookstore Notes: Store Staff Notes:</p>	<p>Required?: Required CD?: No Access Code?: No New Copy?: No Comp Copy?: No Prev. Edition?: No</p> <p>Edit Remove</p>

VIEW CHANGES

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

Manage Course Adoptions

Home > HSU > FALL - 2018 > ACC - School of Business > PRIN OF ACCT-A > 2013 > 01 > MARGARET HOSKINS

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

View Changes

Time	Changed By	Change
Mar 30, 2018 15:32	HOSKINS@HSU.EDU	Added 9781337119207
Mar 30, 2018 11:55	bookstore	Adoption: Bookstore Approved
Mar 30, 2018 11:25	import	Enrollment changed from 0 to 2
Mar 21, 2018 18:41	import	instructor changed from MICHAEL WATTERS to MARGARET HOSKINS
Feb 23, 2018 12:20	import	Course/Section added.