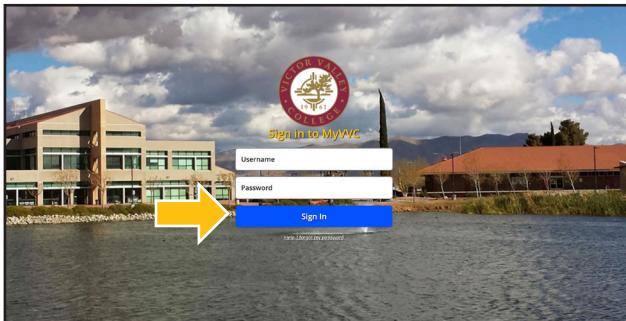




ONLINE BOOKSTORE

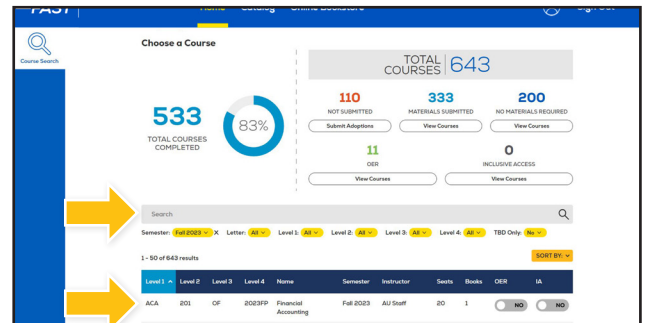
How to Submit Your Course Materials

1



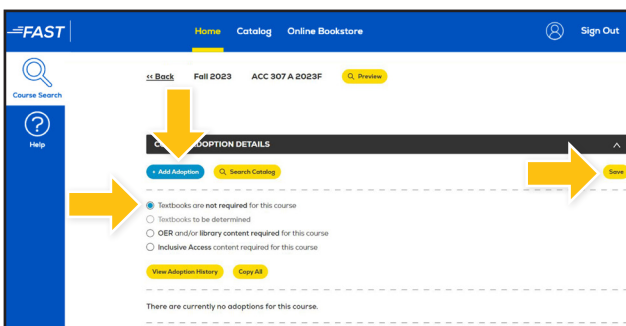
Visit <https://fast.ecampus.com/school/vvc>, and sign in.

2



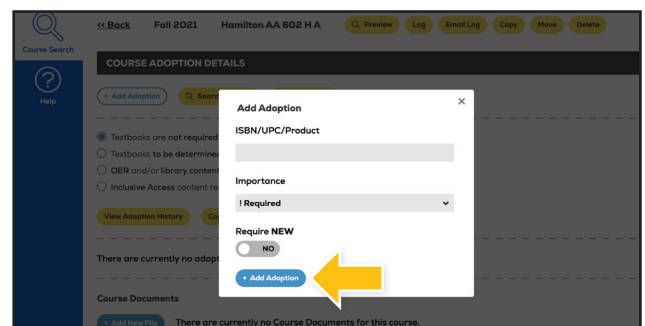
Upon logging in, your course list should automatically appear. Choose the course you wish to edit. You may also use the search bar to locate a specific course or change a semester by selecting the filters underneath.

3



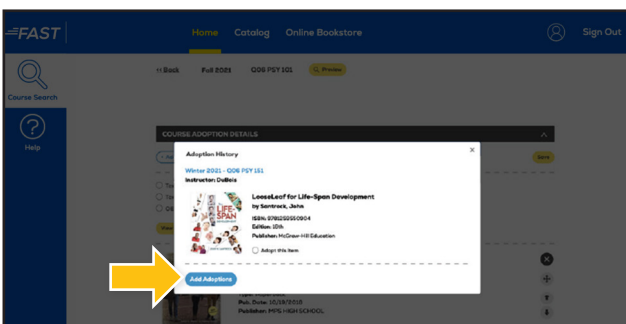
To add an adoption, select the **Add Adoptions** button below **COURSE ADOPTION DETAILS**. If there are no course materials required, select the box next to **Textbooks are not required for this course**, and select **Save**.

4



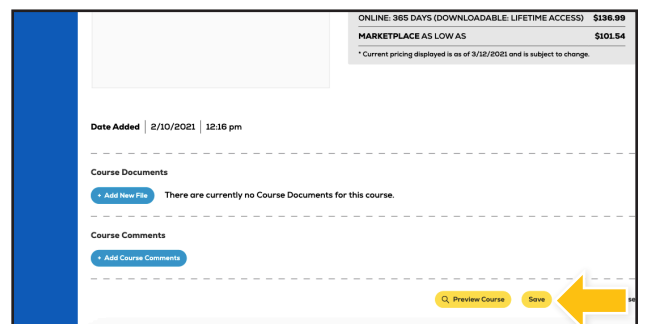
Enter the **ISBN** into the **ISBN/UPC/Product** field and choose the **Importance** level. If the item you are adding should only be purchased in new condition, toggle the **Require NEW** button to **YES**, and select **Add Adoption**.

5



You may view past adoptions by selecting the **View Adoption History** button. To add a previously used adoption, select the **Add this item** box, and click **Add Adoptions** at the bottom. Once a text is added, you may add a **Book Comment**, re-sort, and delete items as needed. You may also utilize the **Copy All** feature to add the adoption(s) across multiple courses that require the same material(s).

6



Anytime a change is made to a course, select **Save**. To view how the course will appear to students on the Online Bookstore, select the **Preview Course** button at the top of the page or at the bottom next to the **Save** button.

*Selecting Required New will only allow students to purchase the item in new condition. All other purchasing options will be hidden if Required New is selected. If books are added after the deadline, a course will automatically be marked as "Textbooks to be determined" for 24-48 hours. This allows the Online Bookstore Team enough time to confirm publisher availability.