

Middlebury College

MBS Course Director and Textbook Adoption Instructions

Revised Feb 2021

Questions? Troubleshooting?

Try our Textbook FAQ:

<http://sites.middlebury.edu/bookadoptionfaq/>

Email textbookrequest@middlebury.edu

Contents

Logging in to Course Director.....	2
Adding a Course	5
Adding a New Course.....	7
Adding a Course From the Course Catalog.....	10
Adopting Materials to a Course.....	16
Adopting Books.....	16
Adding a title to the MBS Database.....	20
Adding a Non-Title Adoption (Course Packs, PDFs/Canvas, No Text Required, etc)	22
No Text Required	24
Using Canvas/PDFs/Course Packs/Etc	25
Adding Course Messaging	26
Approving a Course.....	27

Logging in to Course Director

You MUST use the username and password highlighted below! Individual credentials WILL NOT work.



The screenshot shows a web browser at the URL `servicecenter.mbsdirect.net/login.php`. The browser's address bar and a row of application icons (Apps, BannerWeb, Oracle, MBS Direct, ARC2, Amazon, Middlebury College..., Course Catalog, ISBN Search, Directory, Printing, BookFAQ, 10to8) are visible at the top. The main content area features a background image of students in a field. On the right, the login form for Barnes & Noble College and BNC K-12 is displayed. The form includes fields for Username (containing 'middleburyfaculty') and Password (containing 'middlebury'), a 'Sign In' button, and links for 'Forgot Password' and 'Request Account'. A white callout box on the left side of the image contains the following text:

Enter login information:
Username: middleburyfaculty
Password: middlebury
click "login"

At the bottom of the page, the Barnes & Noble College and BNC K-12 logos are repeated, along with the copyright notice: © 2020 MBS Direct. All rights reserved.

Select "Course Director" from the drop down menu located in the upper right hand corner of the next screen

servicecenter.mbsdirect.net/index.php

acle MBS Direct ARC2 Amazon Middlebury College... Course Catalog ISBN Search Directory Printing BookFAQ 10to8

Barnes & Noble COLLEGE

The best textbook solutions. For the best in education.

Middlebury College

Home Student Order Data Performance Report Log out

Quick Links -----

- Quick Links
- Course Director**
- Your Online Bookstore
- Product Walk Thrus
- On-Site Distribution
- On-Site Distribution - Mobile

Top Three Current Titles on Backorder	
La Rue Cases Negres	1
Citizen	1

Virtual Bookstore Daily Activity for 0	
Orders Placed	
Items Sold	47
Used Sold	25

Copyright © 2021 MBS Direct. All rights reserved.
[Terms of Service](#) | [Privacy Policy](#) | [CA Privacy Policy](#)

The next screen is a list of current, future and past terms. Locate the term in which you wish to adopt material and click on it.

[Create a Student Message or CD Internal Note](#)

Future Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked	Total	
Spring 2021											
02/24/2021	05/28/2021	12/30/2020	0	<u>16</u>	1	0	0	2	<u>271</u>	274	
Bread Loaf School of English 2021											
06/22/2021	08/06/2021	01/28/2021	0	0	0	0	0	0	0	0	

Past Terms

Start	End	Target Complete	Adoption Issues		Courses						
			No Adoptions	Title Notice	Not Approved	Approved	Submitted	Received	Locked	Total	
Winter 2021											
01/19/2021	02/12/2021	11/06/2020	0	0	0	0	0	0	<u>41</u>	41	
Fall 2020											
08/31/2020	12/20/2020	07/06/2020	<u>6</u>	<u>24</u>	<u>6</u>	0	0	0	<u>299</u>	305	
Language School 2020											
06/19/2020	08/16/2020	02/25/2020	1	<u>2</u>	1	0	0	0	<u>89</u>	90	

[View Additional Past Terms](#)

Adding a Course

The next screen shows courses that have **already been added** to the term.

To add your own course to the term, click the "Add Course" button here:

BNC | COURSE DIRECTOR

Middlebury College - Spring 2021 - Middlebury College

Home | Site Overview | Course Overview Help | Log Out

Create a Student Message or CD Internal Note for Middlebury College

Course Overview ?

Filter Courses

Course ID Status All

Available Courses

<input type="checkbox"/>	Course ID		Start	End	Est Enrl	Status	Adoptions	Remove
<input type="checkbox"/>	AMST 0231	TOURISM IN AMERICAN CULTU	02/24/21	05/28/21	16	Locked		
<input type="checkbox"/>	AMST 0251	MONUMENTS AND MEMORIALS	02/24/21	05/28/21	16	Locked		
<input type="checkbox"/>	AMST 0260 X21	AMERICAN DISABILITIES STU	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/>	AMST 0301	MADNESS IN AMERICA	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/>	AMST/ENAM 0253A	SCIENCE FICTION	02/24/21	05/28/21	22	Locked		
<input type="checkbox"/>	ANTH 0103	CULTURAL ANTHROPOLOGY	02/24/21	05/28/21	45	Locked		
<input type="checkbox"/>	ANTH 0107	INTRODUCTION TO ARCHAEOLO	02/24/21	05/28/21	40	Locked		
<input type="checkbox"/>	ANTH 0125	LANGUAGE STRUCTURE & USE	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/>	ANTH 0228	THE ANCIENT MAYA	02/24/21	05/28/21	30	Locked		
<input type="checkbox"/>	ANTH 0270	ANTH GLOBAL CORPORATIONS	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/>	ANTH 0335	ANTHROPOLOGY OF CHINA	02/24/21	05/28/21	15	Locked		
<input type="checkbox"/>	ANTH 0337 X20	LOVE, SEX, & MARRIAGE	02/24/21	05/28/21	25	Locked		

From here you have 2 options:

- 1- Add a new course to the MBS Course Catalog (instructions on pages 7-9)
- 2- Select a course already in the MBS Course Catalog and roll over a previous semester's information to the new term. Please email textbookrequest@middlebury.edu with questions! (instructions on pages 10-15)



Middlebury College - Spring 2021 - Middlebury College

[Home](#) | [Site Overview](#) | [Course Overview](#)

[Help](#) | [Log Out](#)

[Create a Student Message or ED Internal Note for Middlebury College](#)

Course Add Options

[Add a single course](#)

[Add courses from the Course Catalog](#)

Adding a New Course

To add a new course:

Click the “Add a single course” button



Middlebury College - Spring 2021 - Middlebury College

[Home](#) | [Site Overview](#) | [Course Overview](#)

[Help](#) | [Log Out](#)

[Create a Student Message or CD Internal Note for Middlebury College](#)

Course Add Options

Add a single course

[Add courses from the Course Catalog](#)

The next screen will ask for your Course ID (follow the format of 4 letters, space, 4 numbers, e.g. BIOL 0140), Course title, and Estimated Enrollment. The start and end dates for the term will be automatically filled in – do not change these.

Add a Course to Spring 2021 - Middlebury College

Create a CD Internal Note

Course ID

Course

Estimated Enrollment

Start Date 02/24/2021

End Date 05/28/2021

Add Course

Fill in the boxes shown on left following the format in the example below.

Click "Add Course"

Add a Course to Spring 2021 - Middlebury College

Create a CD Internal Note

Course ID BLSE 7230

Course Using Theater in the Engl

Estimated Enrollment

Start Date 02/24/2021

End Date 05/28/2021

Add Course

This will take you back to the Course Overview for the current term where the course you've just added will now be listed. Either scroll down to your course, or search for the course number in the "Course ID" box and hit the "Show Courses" button to pull up the course.

Click on the course ID or course title once you've found it. Then follow instructions on page 16 to adopt materials.

Create a Student Message or CD Internal Note for Middlebury College

Course Overview 



Filter Courses

Course ID

Status

Available Courses

<input type="checkbox"/>	Course ID		Start	End	Est Enrl	Status	Adoptions	Remove
--------------------------	-----------	--	-------	-----	----------	--------	-----------	--------

<input type="checkbox"/>	BLSE 7230	USING THEATER IN THE ENGL	02/24/21	05/28/21	0	No Adoptions		
--------------------------	-----------	---------------------------	----------	----------	---	--------------	---	---

<input type="checkbox"/>	Course ID		Start	End	Est Enrl	Status	Adoptions	Remove
--------------------------	-----------	--	-------	-----	----------	--------	-----------	--------

Available Courses

Adding a Course From the Course Catalog

To roll over a course from a previous semester in the Course Catalog:

Click the “Add courses from the Course Catalog” button

The screenshot displays the BNC Course Director interface. At the top left is the BNC logo, followed by the text 'COURSE DIRECTOR'. Below this is a blue header bar with the text 'Middlebury College - Spring 2021 - Middlebury College'. Underneath the header is a dark navigation bar with links for 'Home', 'Site Overview', and 'Course Overview', and 'Help | Log Out' on the right. A light gray bar contains the text 'Create a Student Message or CD Internal Note for Middlebury College'. Below this is a blue bar with the text 'Course Add Options' and a help icon. Two options are listed: 'Add a single course' and 'Add courses from the Course Catalog'. The latter option is circled in red, and a red arrow points from the text box above to it.

BNC | COURSE DIRECTOR

Middlebury College - Spring 2021 - Middlebury College

Home | Site Overview | Course Overview Help | Log Out

Create a Student Message or CD Internal Note for Middlebury College

Course Add Options ?

Add a single course

Add courses from the Course Catalog

This will take you to the MBS Course Catalog which is a manually updated list of courses from prior terms. Search for your course number(s) followed by a term code (i.e. AMST 0101 F21) to find what was used during a particular semester. This is useful if the course information/adoptions are the same year to year. F = Fall, X = Spring. If there is no term code, we were unable to determine the semester it was imported from.

NOTE the MBS Course Catalog is NOT the Middlebury Course Hub and they are not currently connected



Middlebury College - Spring 2021 - Middlebury College

Home | Site Overview | Course Overview

Help | Log Out

Add Course(s) to Middlebury College for Spring 2021 ?

Create a CD Internal Note

+ Add Course(s)

<input type="checkbox"/> ID	<u>Title</u>	<u>Number of Adoptions</u>	<u>Status</u>
<input type="checkbox"/> AMST 0101 F18	AM. REP OF CRIME AND VIOL	3	
<input type="checkbox"/> AMST 0107	BLACK FREEDOM STRUGGLES	6	
<input type="checkbox"/> AMST 0107 F20	BLACK FREEDOM STRUGGLES	6	
<input type="checkbox"/> AMST 0175 F18	IMMIGRANT AMERICA	5	
<input type="checkbox"/> AMST 0175 X20	IMMIGRANT AMERICA	6	
<input type="checkbox"/> AMST 0180	CRITICAL STUDIES OF SPORT	3	
<input type="checkbox"/> AMST 0209	AM LIT & CULT.ORIGIN-1830	3	
<input type="checkbox"/> AMST 0210	MOD. AMERICAN CULT. 1830-	3	
<input type="checkbox"/> AMST 0215A X20	FOOTBALL	8	
<input type="checkbox"/> AMST 0224 X19	RACE AND ETHNICITY IN US	3	
<input type="checkbox"/> AMST 0225	GOTHIC & HORROR	2	
<input type="checkbox"/> AMST 0227 X19	ASIAN AMERICAS	5	

Add Course(s) to Middlebury College for Spring 2021

Create an Internal Note



Add Course(s)

<input type="checkbox"/>	ID	Title	Number of Adoptions	Status
<input type="checkbox"/>	AMST 0101 F18	AM. REP OF CRIME AND VIOL	3	
<input type="checkbox"/>	AMST 0107	BLACK FREEDOM STRUGGLES	6	
<input type="checkbox"/>	AMST 0107 F20	BLACK FREEDOM STRUGGLES	6	
<input type="checkbox"/>	AMST 0175 F18	IMMIGRANT AMERICA	5	
<input type="checkbox"/>	AMST 0175 X20	IMMIGRANT AMERICA	6	
<input type="checkbox"/>	AMST 0180	CRITICAL STUDIES OF SPORT	3	
<input type="checkbox"/>	AMST 0209	AM LIT & CULT.ORIGIN-1830	3	
<input type="checkbox"/>	AMST 0210	MED. AMERICAN CULT. 1650-	0	
<input checked="" type="checkbox"/>	AMST 0215A X20	FOOTBALL	8	
<input type="checkbox"/>	AMST 0224 X19	RACE AND ETHNICITY IN US	3	
<input type="checkbox"/>	AMST 0225	GOTHIC & HORROR	2	
<input type="checkbox"/>	AMST 0227 X19	ASIAN AMERICAS	5	
<input type="checkbox"/>	AMST 0228	SOUTH AMERICAN	-	

Select the course(s) from the list by checking the box beside the course number. Then scroll either all the way back up to the top or all the way to the bottom of the page and click "Add Course".

Edit the course enrollment. Dates will be automatically updated – do not change these. Once complete, click the Add Course(s) button. This will bring you back to the list of courses in the current term.

Add Course(s) to Middlebury College for Spring 2021

Course	Title	Enrollment	Start Date	End Date
AMST 0215A X20	FOOTBALL	<input type="text"/>	02/24/2021 	05/28/2021 
		<input type="button" value="Add Course(s)"/>		

This will take you back to the Course Overview for the current term where the course you've just added will now be listed. Either scroll down to your course, or search for the course number in the "Course ID" box and hit the "Show Courses" button to pull up the course.

Click on the course ID or course title once you've found it to review the materials that carried over.

Create a Student Message or CD Internal Note for Middlebury College

Course Overview

Filter Courses

Course ID

Status

Show Courses

Available Courses

- Add Course
- Approve
- Unapprove
- View
- Export
- Email Export
- Edit Est Enrl
- Edit Dates
- Top

<input type="checkbox"/> Course ID		Start	End	Est Enrl	Status	Adoptions	Remove
<input type="checkbox"/> AMST 0215A X20	FOOTBALL	02/24/21	05/28/21	12	Not Approved		
<input type="checkbox"/> AMST 0251	TOURISM IN AMERICAN CULTU	02/24/21	05/28/21	16	Locked		
<input type="checkbox"/> AMST 0251	MONUMENTS AND MEMORIALS	02/24/21	05/28/21	16	Locked		
<input type="checkbox"/> AMST 0260 X21	AMERICAN DISABILITIES STU	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/> AMST 0301	MADNESS IN AMERICA	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/> AMST/ENAM 0253A	SCIENCE FICTION	02/24/21	05/28/21	22	Locked		
<input type="checkbox"/> ANTH 0103	CULTURAL ANTHROPOLOGY	02/24/21	05/28/21	45	Locked		
<input type="checkbox"/> ANTH 0107	INTRODUCTION TO ARCHAEOLO	02/24/21	05/28/21	40	Locked		
<input type="checkbox"/> ANTH 0125	LANGUAGE STRUCTURE & USE	02/24/21	05/28/21	25	Locked		
<input type="checkbox"/> ANTH 0228	THE ANCIENT MAYA	02/24/21	05/28/21	30	Locked		

Now you'll see a list of titles that carried over from the previous semester. If everything is good, you can approve the course (instructions on Page 27). If you need to remove a title, click "Remove title from list" on the right. If you need to add a title, click "Add Adoptions" on the left and follow instructions on the next page.

Results

Showing 8 Adoptions from 1 selected Course.

Adoptions for AMST 0215A X20 FOOTBALL 2/24/2021-5/28/2021 Estimated Enrollment: 12

Create a Student Message or CD Internal Note for AMST 0215A X20 FOOTBALL

Approve

Add Adoptions to AMST 0215A X20

Update Course Information



Against Football

Author: Almond, Steve Edition: 2015

ISBN 13: 978-1-61219-491-2

ISBN 10: 1-61219-491-5

MBS Direct SKU #: 1778420

Publisher: Penguin Random House Llc

Publisher Imprint: Melville House Publishing

Adoption is: Required New or Used

Remove title from list

Selected Format	New	Used
Paperback	\$15.95	\$11.96

PRICES SUBJECT TO CHANGE

Messaging

Details

Components

Show



Breaking the Line: The Season in Black College Football That Transformed the Sport and Changed the Course of Civil Rights

Remove title from list

You can change whether the book is Required, Recommended, or Optional, and New or Used, here. New Only is usually just for workbooks

Adopting Materials to a Course

Adopting Books

Select "Add Adoptions" on the upper left to adopt materials to the course you selected.



Middlebury College - Spring 2021 - Middlebury College

[Home](#) | [Site Overview](#) | [Course Overview](#) | [Selected Courses](#)

[Submit Courses](#) | [Help](#) | [Log Out](#)

Results

Showing 0 Adoption from 1 selected Course.

Adoptions for TEST 1234 TEST COURSE

2/24/2021-5/28/2021

Estimated Enrollment: 1

[Log](#)

[Create a Student Message or CD Internal Note for TEST 1234 TEST COURSE](#)

[Approve](#)

[Add Adoptions to TEST 1234](#)

[Update Course Information](#)

There are currently **NO** adoptions for TEST 1234

At the next screen: if you know the ISBN, enter it in the search box and click the “search” button

The screenshot displays the BNC Course Director interface. At the top, the logo for BNC Course Director is visible, along with navigation links for Middlebury College - Spring 2021. A blue banner indicates the current course is '234 TEST COURSE'. Below this, a section for 'Search for Adoptions' features a search box containing the ISBN '978-1-23456-789-0' and a dropdown menu set to 'ISBN'. A red box at the top of the page contains instructions: 'At the next screen: if you know the ISBN, enter it in the search box and click the “search” button'. Two red arrows point from this box to the search input field and the 'Search' button. The main content area is divided into two columns. The left column, titled 'Browse for Adoptions', lists various subject categories such as Agriculture & Animal Sciences, Architecture, Engineering, Manufacturing & Transport, Arts & Humanities, Business & Economics, Languages & Literature, Law & Criminal Justice, Math & Science, and Medicine. The right column, titled 'Non-Title Adoptions', includes a dropdown menu to 'Select a Non-Title Adoption', an 'Add a Non-Title Adoption' button, and a 'Titles Under Review' section with a message: 'The titles below are not currently in the MBS Direct catalog and are being researched. To adopt one of these titles, simply click on it. You do not have any titles being researched. Add a title to MBS Direct's Catalog'.

If you do NOT know your ISBN but have the title or author, use the drop-down menu on the right to select the correct field. Type in the author or title and click the "search" button.

Add Adoptions to TEST 12/4 TEST COURSE ?

Currently Adopted Materials:

1. - CURRENT -

Search for Adoptions

Search for Principles of Economics

ISBN Search

- ISBN
- MBS Direct Book Number
- Author's Last Name
- Title
- Keyword

Browse for Adoptions

Agriculture & Animal Sciences

[Agriculture](#)
[Animal & Veterinary Sciences](#)
[Environmental Science](#)

Languages & Literature

[Composition & Creative Writing](#)
[Foreign Languages](#)
[Literature](#)
[...show all subjects...](#)

Architecture, Engineering, Manufacture & Transport

[Architecture](#)
[Engineering & Design](#)
[Manufacturing & Textiles](#)
[...show all subjects...](#)

Law & Criminal Justice

[Criminal Justice](#)
[Law](#)
[Paralegal & Legal Careers](#)

Arts & Humanities

[Performing Arts](#)
[Philosophy](#)
[Visual Arts](#)
[...show all subjects...](#)

Math & Science

[Life Sciences](#)
[Mathematics & Statistics](#)
[Physical Sciences](#)
[...show all subjects...](#)

Titles Under Review

The titles below are not currently in the MBS Direct catalog and are being researched. To adopt one of these titles, simply click on it.

You do not have any titles being researched.


Add a title to MBS Direct's Catalog

Once you search for the materials, you should see this page appear that shows the book to the left and book information to the center and right of the screen. Once you have confirmed this is the correct book, click “Add to Adoptions”. When you’ve added all your titles, follow approval instructions on page 27.

Add Adoptions to TEST 1234 TEST COURSE ?
Currently Adopted Materials:
1. - CURRENT -

Search for Adoptions
Search for ISBN

Search Results
Showing 1 to 25 of 789 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) | [Next >](#)



Achieve for Principles of Economics - Access
Author: Stevenson, Betsey / **Edition:** 2020
Wolfers, Justin
ISBN 13: 978-1-319-25220-5
ISBN 10: 1-319-25220-6
MBS Direct SKU #: 5030824
Publisher: MacMillan Higher Education

Adoption is

Selected Format	New	Used
Access Code	✓ \$122.75	NA

PRICES SUBJECT TO CHANGE

You can change whether the book is Required, Recommended, or Optional, and New or Used, here. New Only is usually just for workbooks.

Adding a title to the MBS Database

If you enter an ISBN into the search bar and get this message, it means the title you are requesting needs to be added to the wholesaler's database. Click the link that says "click here" on the right.

BNC | COURSE DIRECTOR

Middlebury College - Spring 2021 - Middlebury College

Home | Site Overview | Course Overview | Selected Courses Submit Courses | Help | Log Out

Add Adoptions to TEST 1234 TEST COURSE

Currently Adopted Materials:

1. - CURRENT -

Search for Adoptions

Search for ISBN

Search Results

No title(s) found

An ISBN search for, 8955186452, did not return a title. If you would like to submit a title to MBS Direct for review, [click here](#).

Adding a Non-Title Adoption (Course Packs, PDFs/Canvas, No Text Required, etc)

If you have a non-title adoption, such as a course Pack, PDFs, or handouts, or no texts required for you class you can select options from this drop down menu. Students will now see this information instead and know they will not need to purchase any texts.



Middlebury College - Spring 2021 - Middlebury College

[Home](#) | [Site Overview](#) | [Course Overview](#) | [Selected Courses](#)

[Submit Courses](#) | [Help](#) | [Log Out](#)

Add Adoptions to TEST 1234 TEST COURSE ?

Currently Adopted Materials:

1. - CURRENT -

Search for Adoptions

Search for

ISBN



Search

Browse for Adoptions

Agriculture & Animal Sciences

[Agriculture](#)
[Animal & Veterinary Sciences](#)
[Environmental Science](#)

Architecture, Engineering, Manufacture & Transport

[Architecture](#)
[Engineering & Design](#)
[Manufacturing & Textiles](#)
[...show all subjects...](#)

Arts & Humanities

[Performing Arts](#)
[Philosophy](#)
[Visual Arts](#)
[...show all subjects...](#)

Business & Economics

Languages & Literature

[Composition & Creative Writing](#)
[Foreign Languages](#)
[Literature](#)
[...show all subjects...](#)

Law & Criminal Justice

[Criminal Justice](#)
[Law](#)
[Paralegal & Legal Careers](#)

Math & Science

[Life Sciences](#)
[Mathematics & Statistics](#)
[Physical Sciences](#)
[...show all subjects...](#)

Medicine

Non-Title Adoptions

- Select a Non-Title Adoption
- Select a Non-Title Adoption
- No Text Required**
- Materials Available from Instructor
- Materials Available from School
- Materials Available at a Later Date
- Add'l Materials Available at Later Date
- Course Pack Available at a Later Date
- Add'l Materials Avail. from Other Source

Choose the correct non-title adoption from the dropdown menu and click the “Add a Non-Title Adoption” button underneath the menu.



Middlebury College - Spring 2021 - Middlebury College

[Home](#) | [Site Overview](#) | [Course Overview](#) | [Selected Courses](#)

[Submit Courses](#) | [Help](#) | [Log Out](#)

Add Adoptions to TEST 1234 TEST COURSE ?

Currently Adopted Materials:

1. - CURRENT -

Search for Adoptions

Search for ISBN

Browse for Adoptions

Agriculture & Animal Sciences

[Agriculture](#)
[Animal & Veterinary Sciences](#)
[Environmental Science](#)

Architecture, Engineering, Manufacture & Transport

[Architecture](#)
[Engineering & Design](#)
[Manufacturing & Textiles](#)
...show all subjects...

Arts & Humanities

[Performing Arts](#)
[Philosophy](#)
[Visual Arts](#)
...show all subjects...

Languages & Literature

[Composition & Creative Writing](#)
[Foreign Languages](#)
[Literature](#)
...show all subjects...

Law & Criminal Justice

[Criminal Justice](#)
[Law](#)
[Paralegal & Legal Careers](#)

Math & Science

[Life Sciences](#)
[Mathematics & Statistics](#)
[Physical Sciences](#)
...show all subjects...

Non-Title Adoptions

No Text Required

Titles Under Review

The titles below are not currently in the MBS Direct catalog and are being researched. To adopt one of these titles, simply click on it.

You do not have any titles being researched.

[Add a title to MBS Direct's Catalog](#)

No Text Required

If you select “No Text Required” you may get a popup dialog box confirming any adoptions associated with this course will be deleted. Click the “OK” button to continue and you’ll see a screen similar to page 25.

The screenshot shows a web browser window with the URL `coursedirector.mbsdirect.net/cdr/Adoption.php?ACT=VAA&CKEY=5693779`. The browser's address bar and tabs are visible. The page content includes the BNC Course Director logo, navigation links for Middlebury College, and a section for adding adoptions to a course. A red oval highlights a confirmation dialog box that appears when the 'No Text Required' option is selected. The dialog box contains the text: "coursedirector.mbsdirect.net says All adoptions currently associated with this course will be deleted. Are you sure you want to do this?" and has 'OK' and 'Cancel' buttons.

Browser Address Bar: `coursedirector.mbsdirect.net/cdr/Adoption.php?ACT=VAA&CKEY=5693779`

Page Header: BNC | COURSE DIRECTOR
Middlebury College - Spring 2021 - Middlebury College
Home | Site Overview | Course Overview | Selected Courses

Confirmation Dialog Box:
coursedirector.mbsdirect.net says
All adoptions currently associated with this course will be deleted. Are you sure you want to do this?
Buttons: OK, Cancel

Course Page Content:
Add Adoptions to TEST 1234 TEST COURSE
Currently Adopted Materials:
1. - CURRENT -

Search for Adoptions
Search for: ISBN

Browse for Adoptions
Agriculture & Animal Sciences
[Agriculture](#)
[Animal & Veterinary Sciences](#)
[Environmental Science](#)

Languages & Literature
[Composition & Creative Writing](#)
[Foreign Languages](#)
[Literature](#)
[show all subjects](#)

Non-Title Adoptions
No Text Required

If you're using Canvas, PDFs, handouts, a course pack, etc, select "Materials Available from the Instructor". Once you've made your selection you'll see this screen. If that's all that's required for your course, follow approval instructions on page 27 and you're done!

The screenshot displays the BNC Course Director interface for Middlebury College. The header includes the BNC logo and 'COURSE DIRECTOR'. Below the header, a navigation bar shows 'Middlebury College - Spring 2021 - Middlebury College' and links for 'Home', 'Site Overview', 'Course Overview', 'Selected Courses', 'Submit Courses', 'Help', and 'Log Out'. The main content area is titled 'Results' and shows 'Showing 1 Adoption from 1 selected Course.' The adoption details for 'TEST 1234 TEST COURSE' are displayed, including the dates '2/24/2021-5/28/2021' and 'Estimated Enrollment: 1'. A 'Log' button is present. Below the adoption details, there is a section for 'Create a Student Message or CD Internal Note for TEST 1234 TEST COURSE' with an 'Approve' button. A red arrow points from the text box to this 'Approve' button. Another red arrow points from the text box to the 'Materials Available From The Instructor' section. This section includes a 'Messaging' tab, a 'Remove title from list' button, and a 'Show' dropdown menu. At the bottom, it says 'Showing 1 Adoption from 1 selected Course.'

Adding Course Messaging

If you'd like to add a note for students – for example, to let them know the following:

- they only need to purchase ONE version of a text (see example that offers paperback and e-Book versions of the same text)
- they can use other editions of a text
- books are optional
- additional materials will be available in class

Click on the Messaging tab below the adoption in your course. Please use the **Virtual Bookstore Message box shown**. Click the green plus sign and it'll open a text box for you to type your message.

Asia Pacific in New World Order, Volume 1

Author: McGrew, Anthony / Edition: 1998
Brook, Christopher
ISBN 13: 978-0-415-17272-1
ISBN 10: 0-415-17272-1
MBS Direct SKU #: 500082
Publisher: Taylor & Francis
Publisher Imprint: Routledge N. Y.
Adoption is: [Required] | New or Used

Selected Format	New	Used
Paperback	✓ \$60.00	\$45.00

Alternate Format

VitalSource eBook	\$39.00	NA	EXPIRES 365 DAYS AFTER ACTIVATION
VitalSource eBook	\$33.00	NA	EXPIRES 120 DAYS AFTER ACTIVATION
VitalSource eBook	\$60.00	NA	EXPIRES 365 DAYS AFTER ACTIVATION
VitalSource eBook	\$29.25	NA	EXPIRES 90 DAYS AFTER ACTIVATION
VitalSource eBook	\$33.00	NA	EXPIRES 180 DAYS AFTER ACTIVATION

PRICES SUBJECT TO CHANGE

Messaging Details Components

Course Director Note

Virtual Bookstore Message

The Course Director note is an internal note for College Store and MBS staff, if you have questions or comments on a title or course. **Students will NOT see Course Director notes.**

Type your message in the box (including any formatting you may wish to use) and click the “Save” button on the bottom right. This ensures students see your message when they look for materials on the virtual bookstore.

Virtual Bookstore Message

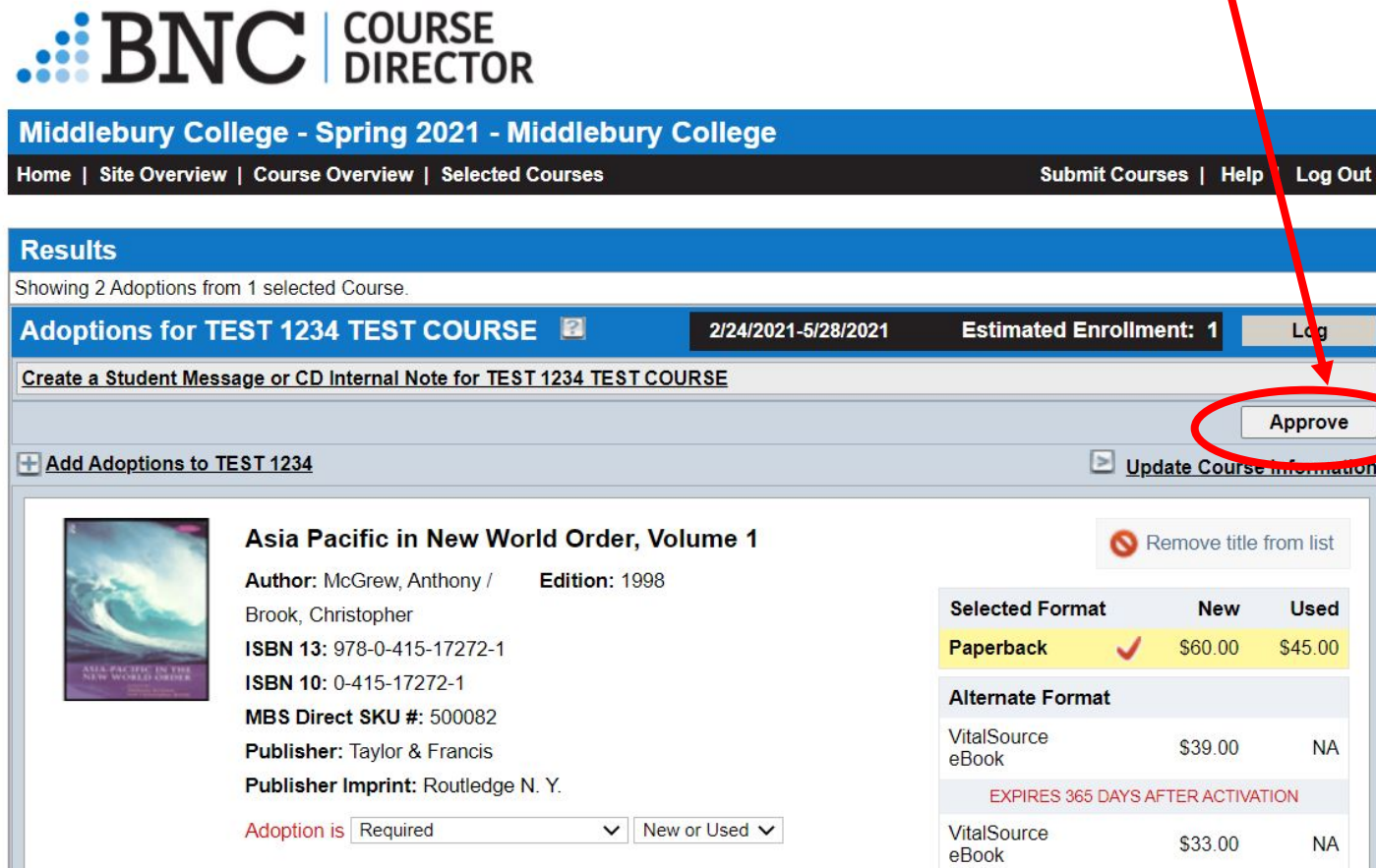
Bold Italic Hyperlink List

Cancel Preview Save

Approving a Course

Once you are happy with the adoptions you have added to your course, please click the “Approve” button. You will not see a “success” message but should now see the course listed as “Approved” in the list of courses. You’re done! HOORAY!

This tells the college store staff that you are finished adding to your course and we will begin sourcing copies of the materials. Any changes/additions/deletions to the course materials now will need to be emailed to textbookrequest@middlebury.edu as courses are locked once they’ve been submitted. This is to prevent inventory issues with late changes (either being unable to source inventory, or stocking too many and not selling).



BNC | COURSE DIRECTOR

Middlebury College - Spring 2021 - Middlebury College

Home | Site Overview | Course Overview | Selected Courses Submit Courses | Help | Log Out


Results

Showing 2 Adoptions from 1 selected Course.

Adoptions for TEST 1234 TEST COURSE 2/24/2021-5/28/2021 Estimated Enrollment: 1 Log

[Create a Student Message or CD Internal Note for TEST 1234 TEST COURSE](#)

+ Add Adoptions to TEST 1234 ▶ Update Course Information



Asia Pacific in New World Order, Volume 1

Author: McGrew, Anthony / Brook, Christopher **Edition:** 1998

ISBN 13: 978-0-415-17272-1

ISBN 10: 0-415-17272-1

MBS Direct SKU #: 500082

Publisher: Taylor & Francis

Publisher Imprint: Routledge N. Y.

Adoption is

Selected Format	New	Used
Paperback ✓	\$60.00	\$45.00
Alternate Format		
VitalSource eBook	\$39.00	NA
EXPIRES 365 DAYS AFTER ACTIVATION		
VitalSource eBook	\$33.00	NA

Remove title from list