

Logging in to Course Director

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

Enter login information:

Username: middleburyfaculty
Password: middlebury

click "login"

Username
middleburyfaculty

Password

Sign In

Forgot Password Request Account

Barnes & Noble COLLEGE | BNC K-12
POWERED BY MBS

© 2020 MBS Direct. All rights reserved.

servicecenter.mbsdirect.net/index.php

Home Student Order Data Performance Report Log out

Top Three Current Titles on Backorder

Title	Count
La Rue Cases Negres	1
Citizen	1

Virtual Bookstore Daily Activity for 0

Activity	Count
Orders Placed	
Items Sold	47
Used Sold	25

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

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

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

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.

Middlebury College

Home Help | Log Out

Course Catalog - View, add, or update your central course catalog.

Term Overview ?

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	16	1	0	0	2	271	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	41	41
Fall 2020											
08/31/2020	12/20/2020	07/06/2020		6	24	6	0	0	0	299	305
Language School 2020											
06/19/2020	08/16/2020	02/25/2020		1	2	1	0	0	0	89	90

[View Additional Past Terms](#)

From here you have 2 options:

- 1- Add a new course to the MBS Course Catalog (instructions on page 3)
- 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 4-5)

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

Adding a New Course



Middlebury College - Spring 2021 - Middlebury College
Home | Site Overview | Course Overview Help | Log Out

Add a Course to Spring 2021 - Middlebury College

Create a CD Internal Note

Course ID	<input type="text"/>
Course	<input type="text"/>
Estimated Enrollment	<input type="text"/>
Start Date	02/24/2021 <input type="button" value="calendar"/>
End Date	05/28/2021 <input type="button" value="calendar"/>

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.

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

Click “Add Course”, then follow instructions on page 6

Middlebury College - Spring 2021 - Middlebury College
Home | Site Overview | Course Overview Help | Log Out

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	<input type="text"/>
Start Date	02/24/2021 <input type="button" value="calendar"/>
End Date	05/28/2021 <input type="button" value="calendar"/>

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 navigation bar with links for 'Home', 'Site Overview', and 'Course Overview', and 'Help' and 'Log Out' on the right. A search bar contains the text 'Create a Student Message or CD Internal Note for Middlebury College'. Below the search bar is a blue section titled 'Course Add Options' with a help icon. Under this section are two buttons: 'Add a single course' and 'Add courses from the Course Catalog'. The 'Add courses from the Course Catalog' button is circled in red, and a red arrow points from a 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

Add Course(s) to Middlebury College for Spring 2021

Create a CD Internal Note

Add Course(s)

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 0215	MOD. AMERICAN CULT. 1830-	3	
<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	ASIAN AMERICAS	5	

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

Add Course(s)

Adopting Materials

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 or to adopt new materials.

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 Show Courses

Available Courses

<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 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 COOPERATIONS	02/24/21	05/28/21	25	Locked		

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

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

Selected Format	New	Used
Paperback	✓ \$15.95	\$11.96

PRICES SUBJECT TO CHANGE

Adoption is: Required | New or Used

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

To review materials rolled over: you'll see a list of titles that carried over from the previous semester. If everything is good, you can approve the course (Page 10). 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.

To add adoptions to a new course: select "Add Adoptions" on the upper left to adopt materials to the course you selected.

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

Add Adoptions to TEST 1234 Update Course Information


There are currently NO adoptions for TEST 1234


When 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 10.

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

Search for ISBN Search

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

 Add to Adoptions

Selected Format	New	Used
Access Code	✓ \$122.75	NA

PRICES SUBJECT TO CHANGE

[Details](#) [Components](#)

Adding a title to the MBS Database



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

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.

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.

After selecting "Click Here" you will be asked to enter the title, author, and publisher for the book you are requesting – the ISBN is automatically populated. Click "Request Title" when you've added the info.
 This will take you back to the main screen of your course which will show that the title is under review. This means MBS is adding it to their database. The bookstore will receive notice when the book has been added and we will let you know of any issues.



Middlebury College - Spring 2021 - Middlebury College
 Home | Site Overview | Course Overview | Selected Courses Submit Courses | Help | Log Out

MBS Direct Title Request

Title: Living Korean: Proverbs
 Author: []
 ISBN: 8955186452
 Item Number: []
 Edition: 2017
 Publisher: Sogang
 Level: Required
 New Only: No Yes
 Comments: []
 Request Title



Middlebury College - Spring 2021 - Middlebury College
 Home | Site Overview | Course Overview | Selected Courses Submit Courses | Help | Log Out

Results
 Showing 1 Adoption from 1 selected Course.
 Additions for TEST 1234 TEST COURSE 2/24/2021 3/28/2021 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

Image Not Available Living Korean: Proverbs TITLE UNDER REVIEW Remove title from list
 ISBN 13: 978-89-551-8645-1 Edition: 2017
 ISBN 10: 89-551-8645-2
 MBS Direct SKU #: -84993
 Publisher: Sogang
 Adoption is Required New or Used
 Selected Format New Used
 Hardback ✓ NA NA
 CHANGES SUBJECT TO CHANGE

Messaging Details Components Show

Showing 1 Adoption from 1 selected Course.

The "Hardback" format is a system default that will update to the correct format once the title is added.

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

The screenshot shows the BNC Course Director interface. At the top, it says "Middlebury College - Spring 2021 - Middlebury College" with navigation links for Home, Site Overview, Course Overview, Selected Courses, Submit Courses, Help, and Log Out. Below this is a section for "Add Adoptions to TEST 1234 TEST COURSE" with a "Currently Adopted Materials" list showing "1. - CURRENT -". A "Search for Adoptions" section has a search bar and a dropdown menu set to "ISBN". The main area is "Browse for Adoptions", which is a grid of subject categories. A "Non-Title Adoptions" dropdown menu is open, showing options like "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", and "Add'l Materials Avail. from Other Sources". A red circle highlights the "Non-Title Adoptions" dropdown menu, and a red arrow points from a text box to it.

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.

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).