

A photograph of four young adults (two men and two women) walking through a grand, arched hallway. They are smiling and appear to be students or professionals. The hallway has high ceilings, large arches, and a polished floor. The lighting is warm and natural, coming from windows on the right side. A semi-transparent dark grey overlay covers the middle of the image, containing the text.

INTRODUCING THE NEW
BNC ADOPTION & INSIGHTS PORTAL

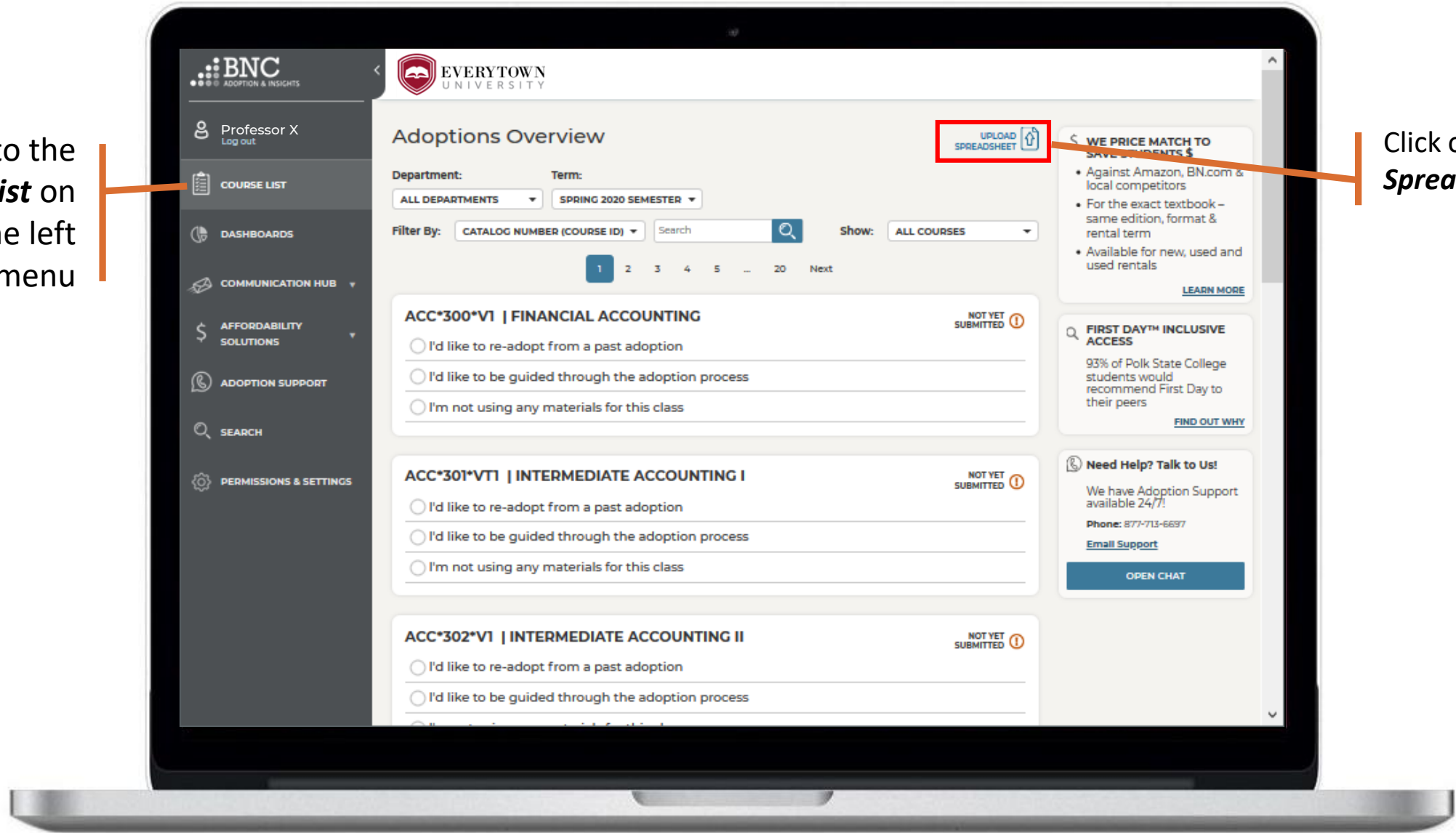
Bulk Upload – BNC

Course List - *Bulk Upload*

Administrators can use the Bulk Upload function to upload course materials for many courses at one time.

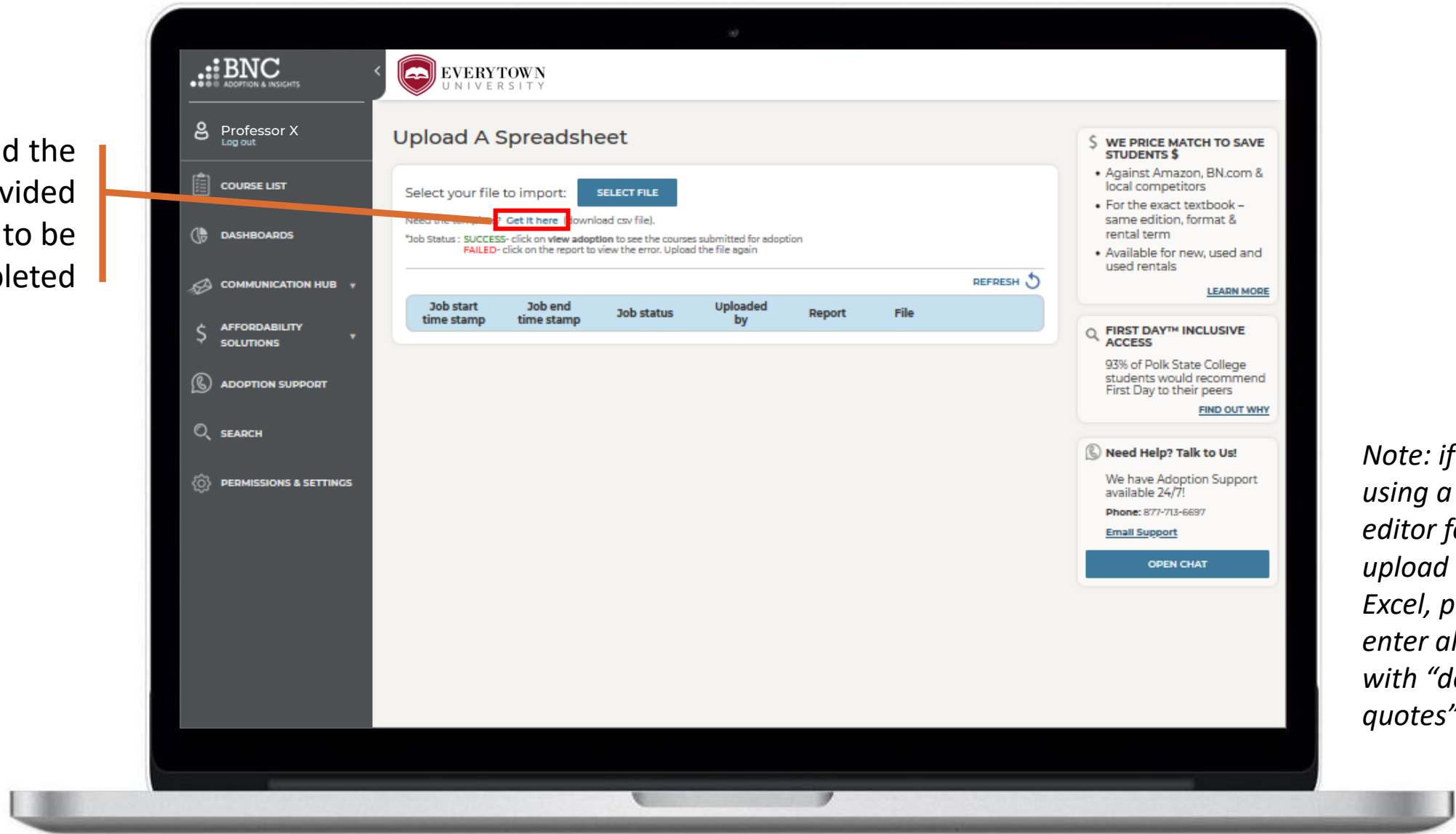
This guide will show you the step-by-step process of using the Bulk Upload feature.

Navigate to the **Course List** on the left navigation menu



Click on **Upload Spreadsheet**

Download the provided **template** to be completed



Note: if you are using a text editor for bulk upload and not Excel, please enter all values with “double quotes”

Fields & Terms With Examples

Term Title – Identifier of a specific adoption time frame, e.g. Winter 2020

Section Code – Unique identifier for each class section, e.g. ACC*101*01

ISBN – 13-digit identifier for course material, e.g. 978XXXXXXXXXX

Adoption Condition – Any

Adoption Type – Required or Recommended

Notes – This is optional, and can be left blank

No Materials – Input “Yes” if you are not using materials for the course

Input **Term Title** and **Section Code:**
This is a unique value used to identify the section available in your Student Information System data

Input **ISBN** as a 13-digit number

	A	B	C	D	E	F	G
1	TermTitle	SectionCode	ISBN	AdoptionCondition	AdoptionType	Notes	NoMaterials
2	Spring 2020	ACC*101*41	9783915039285	Any	Required		
3	Spring 2020	ACC*101*41	9786912847263	Any	Recommended		
4	Spring 2020	ACC*102*02	9780193455732	Any	Required		
5	Spring 2020	ACC*102*02	9780175712156	Any	Recommended		
6	Spring 2020	ACC*103*01	9780193678734	Any	Required		
7							
8							
9							
10							
11							
12							
13							
14							

Input **Adoption Condition:**
Enter Any

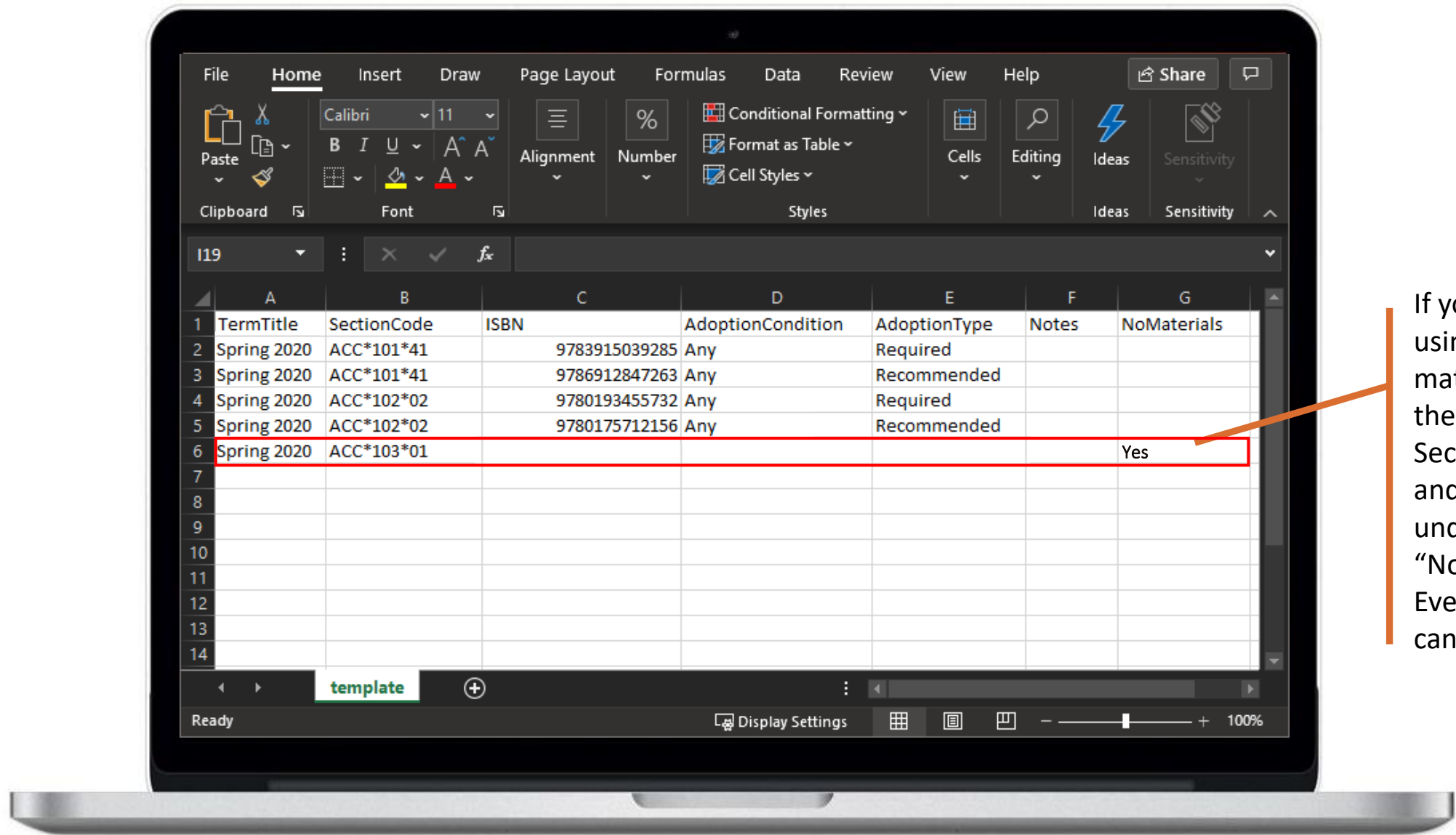
Input **Adoption Type:** Enter Required or Recommended

If you want to use **multiple ISBNs** for the same section, input separate lines with the same Class ID

	A	B	C	D	E	F	G
1	TermTitle	SectionCode	ISBN	AdoptionCondition	AdoptionType	Notes	NoMaterials
2	Spring 2020	ACC*101*41	9783915039285	Any	Required		
3	Spring 2020	ACC*101*41	9786912847263	Any	Recommended		
4	Spring 2020	ACC*102*02	9780193455732	Any	Required		
5	Spring 2020	ACC*102*02	9780175712156	Any	Recommended		
6	Spring 2020	ACC*103*01	9780193678734	Any	Required		
7							
8							
9							
10							
11							
12							
13							
14							

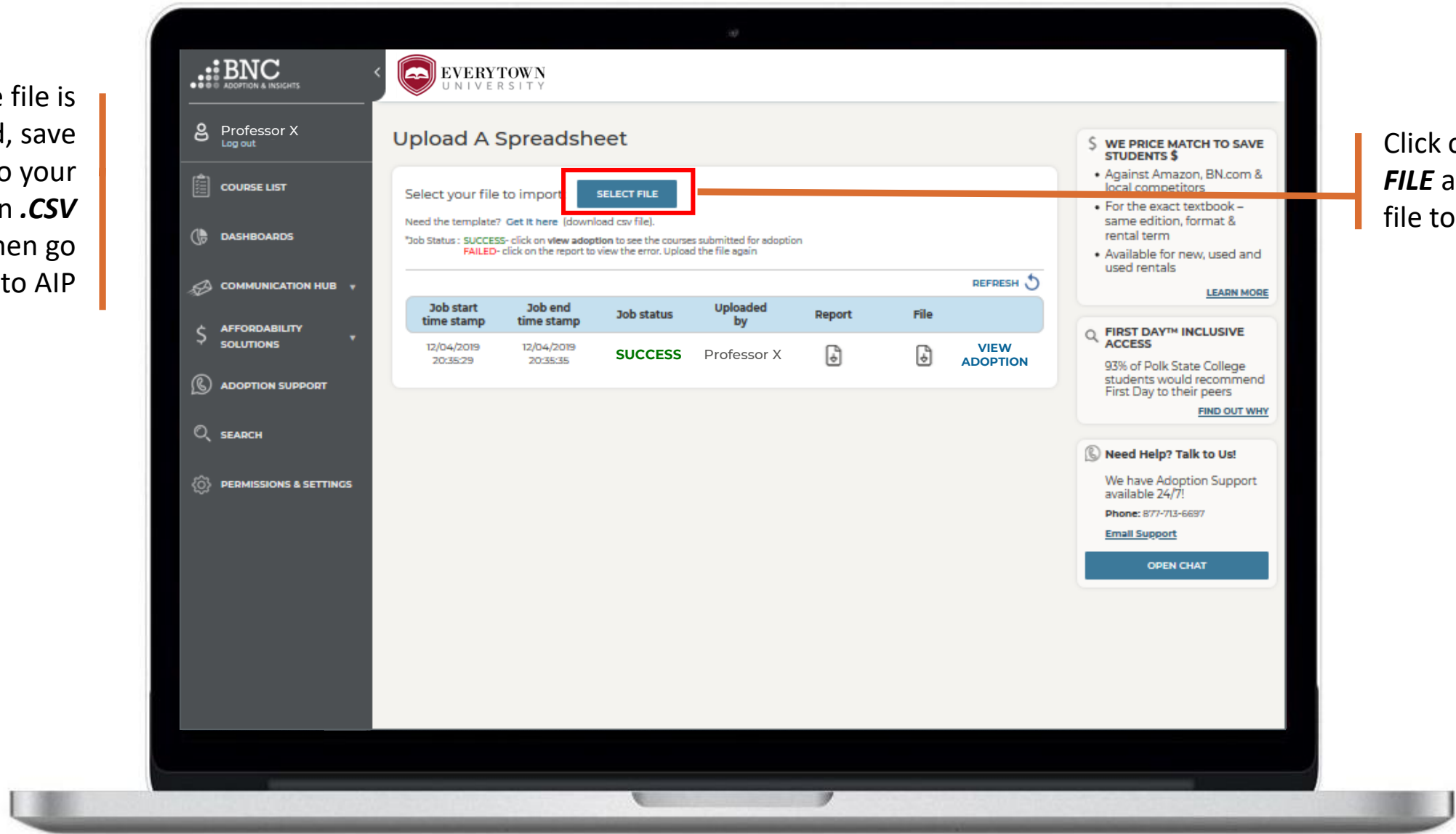
Notes: This to provide a note to students or to the bookstore manager. Enter up to 250 characters. This is an optional field

Note: If you submit adoptions for multiple campuses, there will be a **Campus** field shown.



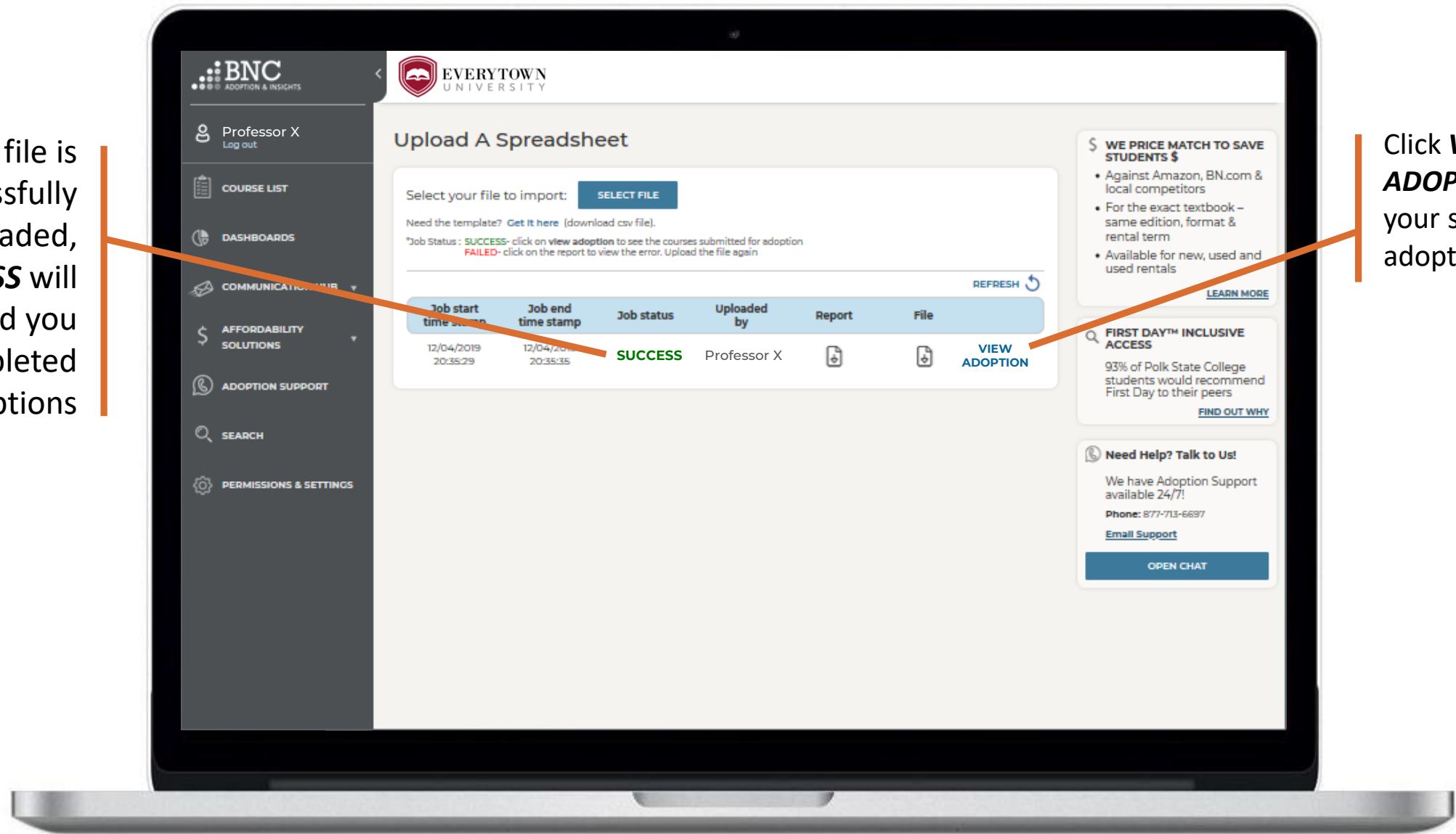
If you are not using any materials, enter the Term and Section Code, and input **Yes** under “NoMaterials”. Everything else can be left blank

When the file is completed, save the file to your computer in **.CSV** format, then go back to AIP

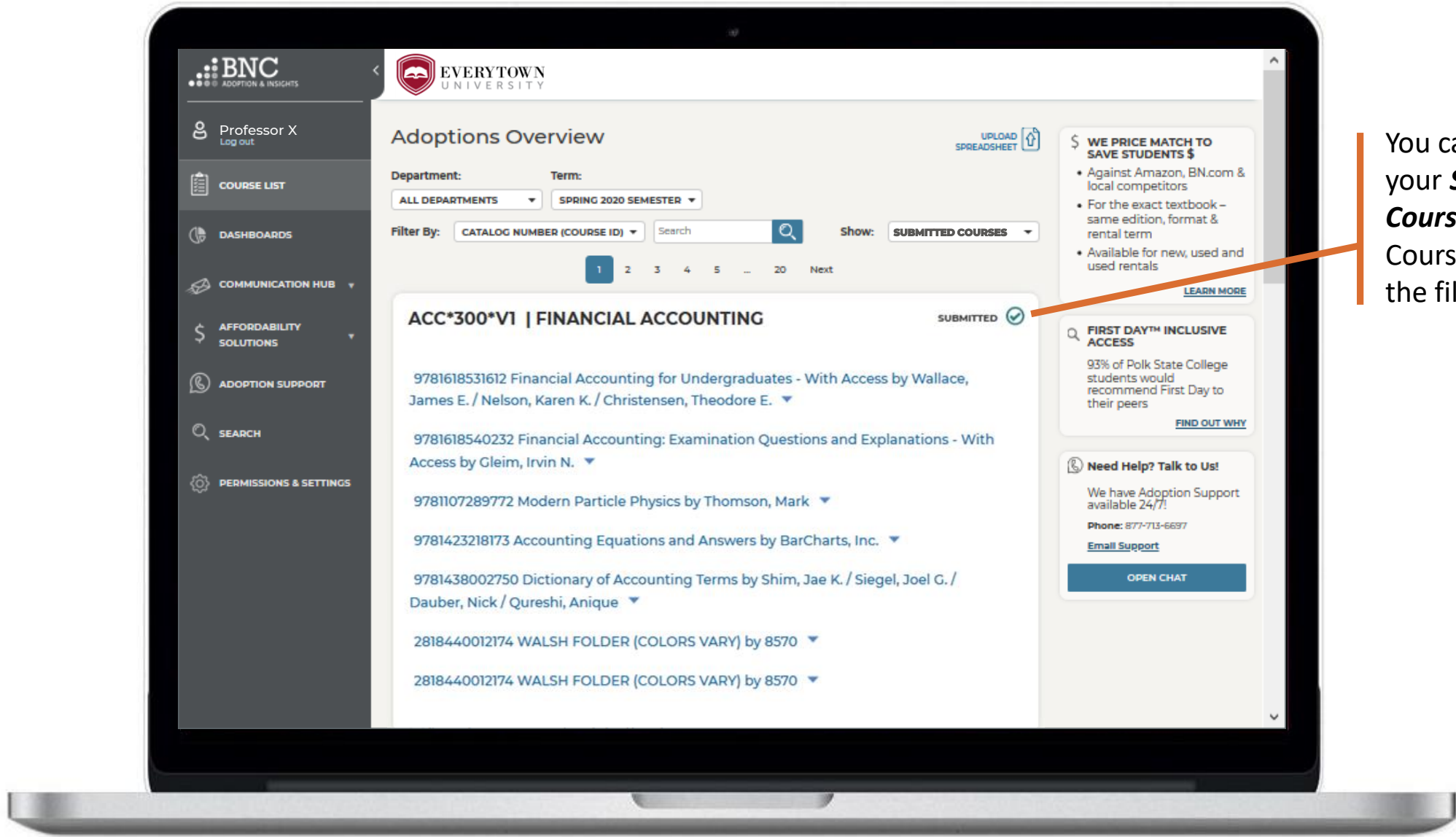


Click on **SELECT FILE** and select the file to be uploaded

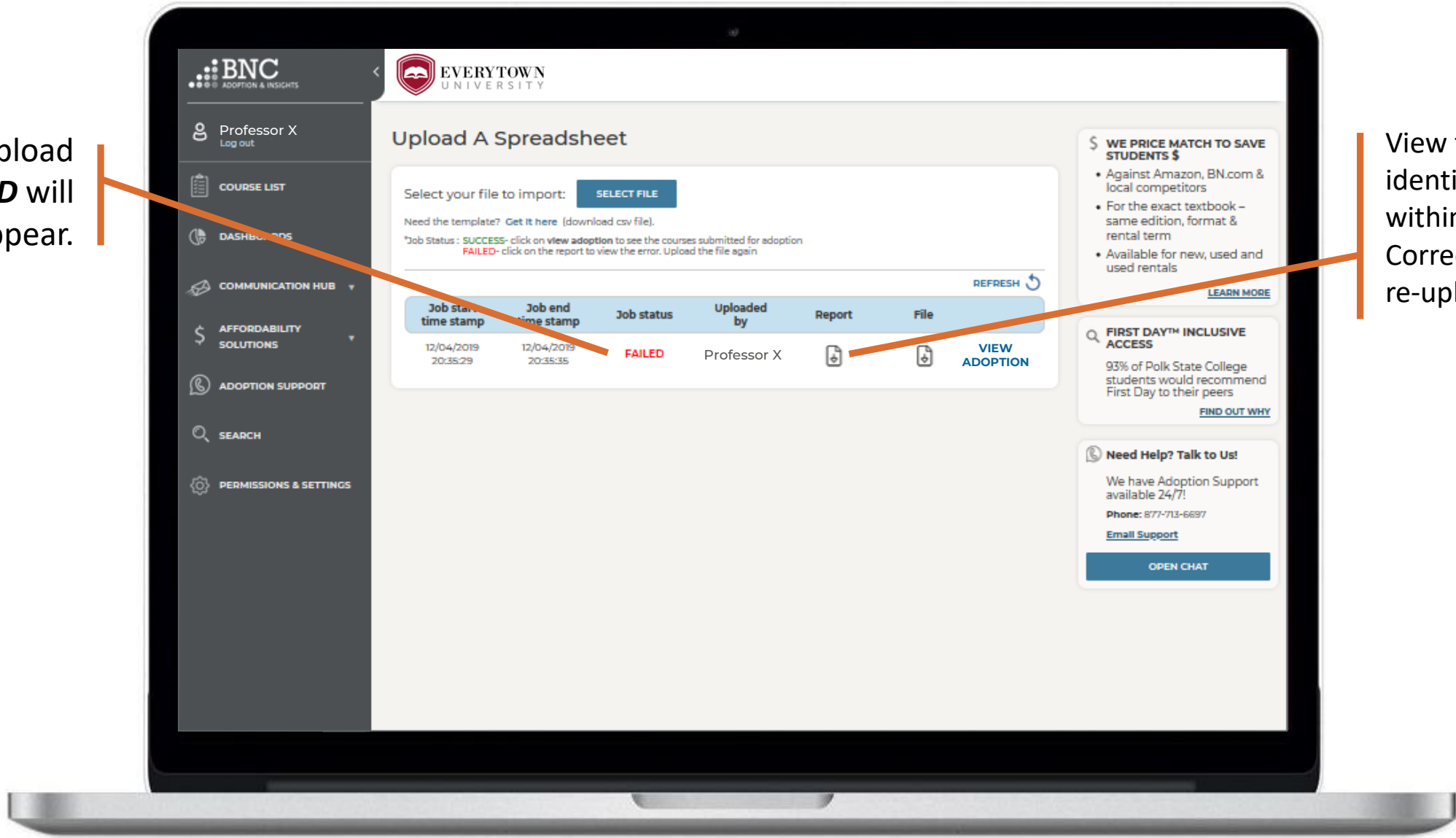
If the file is successfully uploaded, **SUCCESS** will appear, and you have completed your adoptions



Click **VIEW ADOPTION** to view your submitted adoptions



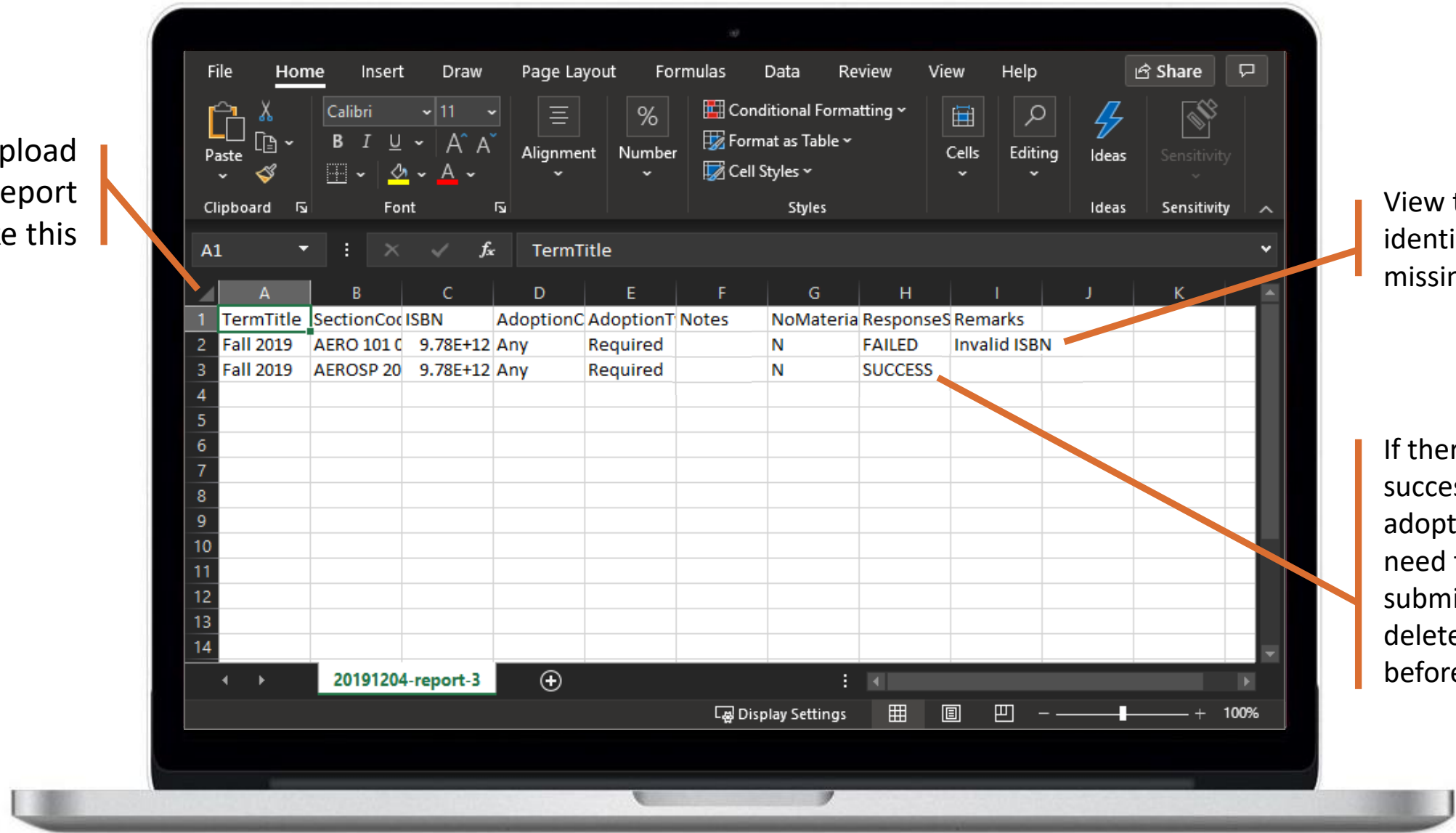
You can also find your **Submitted Courses** in the Course List by using the filters



If the file upload fails, **FAILED** will appear.

View the **report** to identify any issues within the file. Correct issues and re-upload.

If file upload fails, the report will look like this



View the **Remarks** to identify what is missing or incorrect.

If there is a partial success, successful adoptions will **not** need to be re-submitted. You can delete those rows before re-uploading

Technical Support

For support with technical issues, please call Adoption Support or send an email via the Contact the Bookstore page

Adoption Support: 877-713-6697

Monday – Sunday 8:00am – 5:00pm (CST)

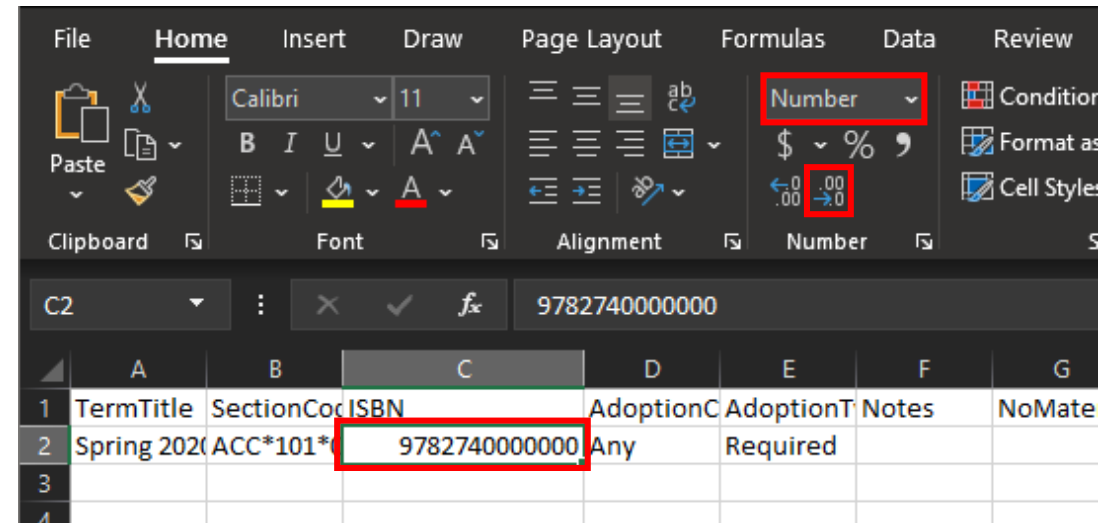
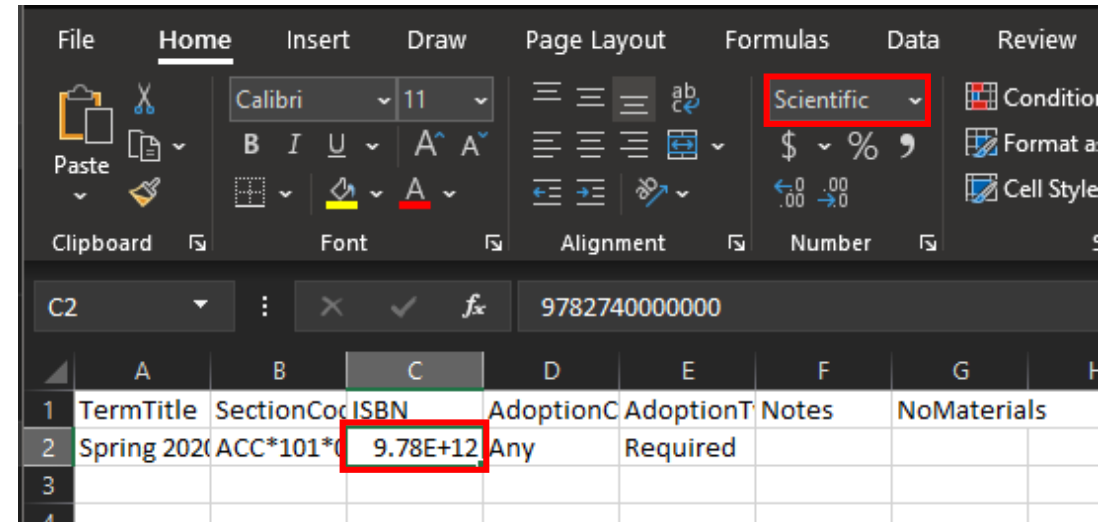
Email: ALPsupport@mbsdirect.net

A grayscale photograph of a stack of books on the left and a laptop on the right, both resting on a desk. The background is a blurred office setting with windows. The text 'Frequently Asked Questions' is overlaid in white on the left side of the image.

Frequently Asked Questions

My ISBN wasn't recognized

ISBNs need to be formatted as a number in Excel, sometimes Excel auto-formats the number as a *scientific* number. Please change it to a *number* using the dropdown menu and remove decimal points.



Term Title & Section Code

The Term Title and Section Code should appear exactly as they do in AIP.

The screenshot shows the 'Adoptions Overview' page. At the top, there are two dropdown menus: 'Department:' set to 'ALL DEPARTMENTS' and 'Term:' set to 'SPRING 2020 SEMESTER'. Below these is a 'Filter By:' dropdown set to 'CATALOG NUMBER (COURSE ID)' and a search bar with a magnifying glass icon. A pagination bar shows page 1 is selected, with pages 2 through 5 and an ellipsis followed by 20. The main content area displays the course code 'ACC*501*V1' in a red box, followed by the title 'INTERMEDIATE ACCOUNTING I'. Below the title are two radio button options: 'I'd like to re-adopt from a past adoption' (unselected) and 'I'd like to be guided through the adoption process' (selected). At the bottom, there is a button labeled 'View Detailed Adoption History'.

I teach at multiple campuses

If you submit adoptions for multiple campuses, a campus field will appear on the Course List, the Dashboards, and the upload template.

Adoptions Overview

Campus: EAST CAMPUS Department: ALL DEPARTMENTS Semester: SPRING 2020

Filter By: CATALOG NUMBER (COURSE ID) Search

1 2 3 4 5 ... 47 Next

	A	B	C	D	E	F	G	H
1	CampusName	TermTitle	SectionCode	ISBN	AdoptionCondition	AdoptionType	Notes	NoMaterials
2								
3								
4								
5								
6								
7								