



**NEW Textbook Ordering Process Information
for the
Online Course Adoptions (OCA3) Online System
at
Mohawk College**

Effective Fall 2018, a new Online Course Adoptions (OCA) system is replacing the former BOA system.

All faculty/staff who place book orders are required to go to new link:
mohawk.bookware3000.ca/Oca to use new OCA book ordering portal.

If you have any questions, please contact Book Buyers:
Michelle Powell ext. 2071 michelle.powell@mohawkcollege.ca
or Mary Murphy ext. 2324 mary.murphy@mohawkcollege.ca

Introduction

OCA3 – stands for ONLINE COURSE ADOPTION (or book order that is required for courses) this system uses ‘adoption’ as a term for the book order process.

To Login

1. Faculty/Staff should be able to login by going to <https://mohawk.bookware3000.ca/Oca>
2. You can access this from anywhere. The first time you login, however, you will need to click on - Forgot Password. You will receive an email with a temporary password to now login, this is a temporary one, and should be changed once you login. If you receive an ‘invalid email address, please contact one of the Book Buyers, they will enable your email address for access.

Text Size: Small Normal Large

MOHAWK COLLEGE

Textbook Search | Order Textbooks Online | Distance Education | General Information | Hours | Contacts

Mohawk College Bookstore BACK TO HOME

Course Adoptions

Login

Name@mohawkcollege.ca

Password

Log In

Adoption Admin

Forgot password?

3. Once logged in, change your password by clicking on your email address, inputting the new password, and click the Save button.

Text Size: Small Normal Large

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Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

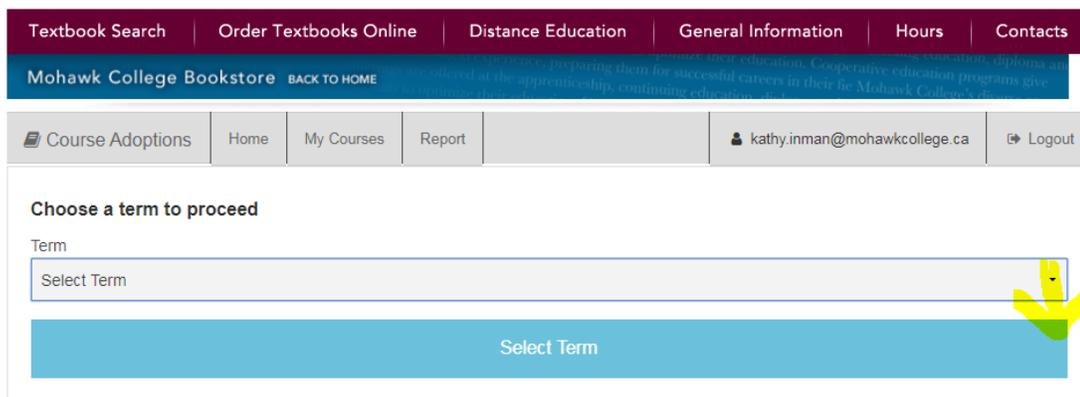
Change Your Password

New Password:

Save

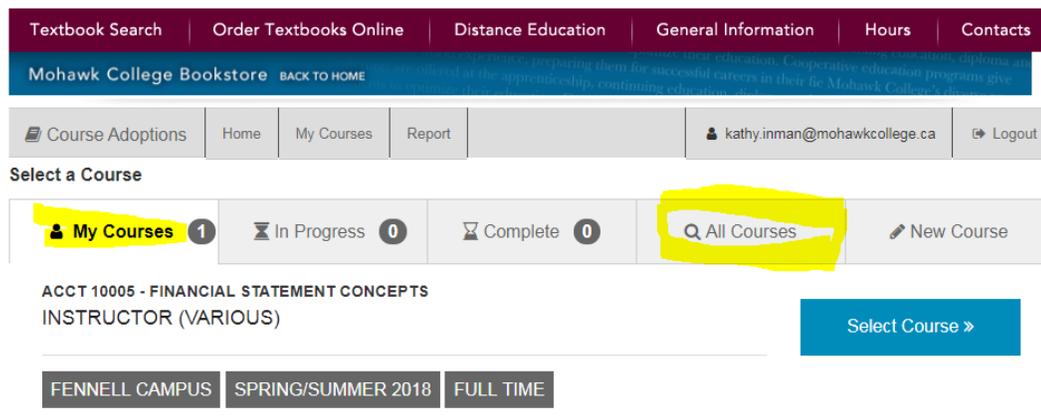
Select the appropriate Term

1. Once logged in, go to the Course adoption module, and select the appropriate term from the drop down menu.



Selecting the Course(s)

1. All courses staff are eligible to choose books for, will be listed here. If you do not see any books listed on your profile, you should select the “All Courses” search button to pick additional courses. This will prompt you to pick a Campus, Program, then the courses will populate in a drop down list.
Please note: We anticipate that information will develop with more history as Faculty and Staff begin using it more.



2. Once a Course has been selected, contact information is required to be entered if it is not prefilled. Please include (mandatory) any other additional emails of individuals who should receive an email notification regarding the course adoption. (if none, then put your email address in this area)

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Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

ACCT 10005 - FINANCIAL STATEMENT CONCEPTS

FENNELL CAMPUS | SPNG18 | FULL TIME

Semester:
Total enrolment: 0 Edit

Primary Course Contact

* Full Name
KATHY INMAN

* Phone Number

Ext.

* Email Address
kathy.inman@mohawkcollege.ca

CC Additional Email Addresses
ocaA@yourdomain.ca, ocaB@yourdomain.ca, ...

« Back | Next »

Selecting Instructor(s)

- The instructor should be added at this point from our drop down list of users we already have in our system, or new one can be added. Please add instructors as known to populate the database for the future. The enrollment can also be accepted, if the person placing the order knows what the estimated enrollment is – they can enter it or edit it at this point.

Textbook Search | Order Textbooks Online | Distance Education | General Information | Hours | Contacts

Mohawk College Bookstore BACK TO HOME

Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

ACCT 10005 - FINANCIAL STATEMENT CONCEPTS

FENNELL CAMPUS | SPNG19 | 316- BUSINESS - ACCOUNTING

Choose semesters

Check the semester you are adopting. Add new sections and instructors as needed using the buttons.

Semester	Instructor	Estimated enrolment	Select
2	Select an instructor <input type="text"/>	46 <input type="text"/>	<input checked="" type="checkbox"/>

Add Semester

« Back | Next »

Selecting Books and Learning Resources

1. The next screen will have additional questions eventually, but what we are looking to confirm is that each of the course either require a book (or other learning resource) or Not – it is good to know also if the course is not running – this would be most effective for staff who can confirm based on the assigned courses attributed to them.

Textbook Search | Order Textbooks Online | Distance Education | General Information | Hours | Contacts

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Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

ACCT 10005 - FINANCIAL STATEMENT CONCEPTS

FENNEL CAMPUS | SPNG18 | FULL TIME

Semester: ALL
Total enrolment: 77 Edit

Resources Required?

* Does this course require learning resources?

Yes

No

Course is not running

« Back | Next »

Once you adopt the proper book, and hit submit order, you will have another pop up box that will need to be filled out. The following questions allow Campus Store Staff to plan for additional sales for the second half of the term and/or to determine the quantity of books to return to publishers once we scale down start-up operations, you may also add any additional comments at this point. Once done click ‘Adopt’

FENNEL CAMPUS | FALL 18 | 106 - PUBLIC RELATIONS

This Learning Resource is:

Required Suggested

I would like this resource available as:

Print Digital Both

Have you verified with the publisher that this is the latest version?

By ordering this material, you acknowledge that it is available in accessible format or it is conversion ready:

Students should already have this resource from another course?

Yes No Unsure

Is this a Mohawk printed course pack?

Yes No

If the textbook comes packaged with at workbook, study guide or solution manual, these materials are:

Necessary Not Necessary

When will this item be used within the term?

Weeks 1 - 6 Weeks 7 - 14 Full Term

Comments

« Cancel | Adopt »

Submitting the Order

1. Final screen shows the adoption, and completes the submission once the user clicks on the “submit order” button. If something does not appear correct, they also have the option to cancel the adoption (book ordered)

Textbook Search | Order Textbooks Online | Distance Education | General Information | Hours | Contacts

Mohawk College Bookstore BACK TO HOME

Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

ACCT 10005 - FINANCIAL STATEMENT CONCEPTS

FENNEL CAMPUS | SPNG18 | FULL TIME

Semester: ALL
Total enrolment: 77 Edit

Resource Selection

◀ Back | ✓ Submit Order

Current Adoptions 1 | Previously Adopted | Search | New Resource

Fundamental Accounting Principles 15 Edition
By: Larson, Jensen
Publisher: McGraw
Edition: 15
ISBN: 9781260186192

Last Selling Price: \$199.95

Cancel adoption

No Image

Submitter: Bookstore
Progress: Accepted

View Your Original Submissions

◀ Back | ✓ Submit Order

2. Once Submit order is hit, the confirmation screen will appear, also the user will receive an email confirmation of the order separately. At this time you proceed to submitting another order.
3. If you do not hit ‘Submit Order’ it will be moved into ‘In Progress’ to be submitted at a future time

Textbook Search | Order Textbooks Online | Distance Education | General Information | Hours | Contacts

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Course Adoptions | Home | My Courses | Report | kathy.inman@mohawkcollege.ca | Logout

Select a Course

My Courses 0 | In Progress 0 | Complete 0 | All Courses | New Course

4. If you choose to cancel the order, you will need to start from the start for that specific course if there is a change to the required book adoptions, cancelled orders are removed from the 'My Courses' list.

Textbook Search | Order Textbooks Online | Distance Education | General

Mohawk College Bookstore BACK TO HOME

Course Adoptions | Home | My Courses | Report

ACCT 10005 - FINANCIAL STATEMENT CONCEPTS

FENNELL CAMPUS | SPNG18 | FULL TIME

Semester: ALL
Total enrolment: 77 Edit

Adoption Complete

Thank you for submitting the adoption. Confirmation has been e-mailed to you.

ISBN 9781260186192
Title Fundamental Accounting Principles 15 Edition
Edition 15
Author Larson, Jensen
Publisher Mcgraw
Status **New**

* This Learning Resource is Required

Choose an action below

Submit Another Adoption

5. An email will be sent to your from CourseAdoptions@mohawkcollege.ca acknowledging your order as per below:

Thu 17/05/2018 1:05 PM

Root User <root@localhost.bookware3000.ca>

New adoption: ACCT 10005

To: Inman, Kathy

if there are problems with how this message is displayed, click here to view it in a web browser.

Adoption Completed

Thank-you for submitting your adoption.

FENN: SPNG18
FT: ACCT 10005 - FINANCIAL STATEMENT CONCEPTS
Sections: ALL
Total enrolment: 77.

ISBN
9781260186192
Title
Fundamental Accounting Principles 15 Edition
Edition
15
Author
Larson, Jensen
Publisher
Mcgraw
Status
New

* This Learning Resource is Required

Please Note:

- The key would be to have the users (faculty or other staff) assigned their courses, so that the system provides them with the ability to (hopefully) complete multiple course adoptions.
- ***Please ensure that the Campus Store has the names of all who are required to order books and the corresponding courses they are responsible for.
- Users could set up another folder in their outlook email to automatically send the confirmation emails to as not to take up space in their in box.
- If there are more than one book or adoption per course you need will need to go back to selecting another course; find that same course and adopt the additional book(s) for it individually
- Do Not include the prefix “13” or “10” when entering the ISBN# in the search for the adoption
- If you cancel an adoption, to make a new adoption for that course, you need to start from choosing the course and going through a new adoption for it
- Once we have a year of history on this system, you will find the “previously adopted” books populated into the courses. Currently under this new format, we do not have the history of previously adopted books.
- ** Please do not use the ISBN# from your desk copy as it may not be the correct ISBN#, as it may have been packaged with supplemental learning materials previously as sold to students. You must confirm with your publisher representative on the correct ISBN# for your required needs.