

Textbook & Attributes Selection (two-step process)

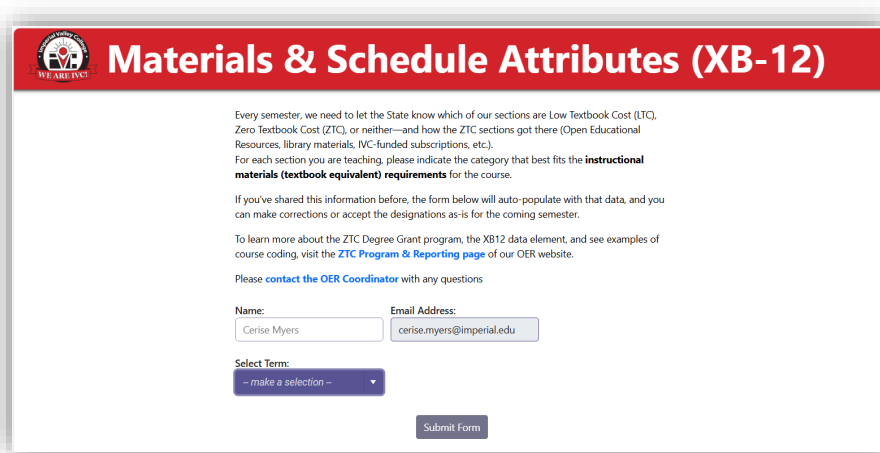
STEP 1: Materials & Schedule Attributes (XB-12) Form

The [Materials & Schedule Attributes Form](#) collects information required by the state, as well as populates the schedule with the correct attribute (Zero Textbook Cost, Low Textbook Cost, or neither) for each section. **Each section must be updated for each term**, but the new form means that it's easy to roll over past attributes.

The form contains a link to the [ZTC Program & Reporting page](#) of the OER website, which explains the XB12 process and codes and gives examples of applying them. It also links to [IVC's ZTC & LTC guidelines](#).

Completing the form

1. **Log in.** If you're not already logged in, the link to the form will take you to IVC's Single Sign-On (SSO) page so that you can do so. Once you're logged in, the form will show your own name and email address.



Materials & Schedule Attributes (XB-12)

Every semester, we need to let the State know which of our sections are Low Textbook Cost (LTC), Zero Textbook Cost (ZTC), or neither—and how the ZTC sections got there (Open Educational Resources, library materials, IVC-funded subscriptions, etc.).

For each section you are teaching, please indicate the category that best fits the **instructional materials (textbook equivalent) requirements** for the course.

If you've shared this information before, the form below will auto-populate with that data, and you can make corrections or accept the designations as-is for the coming semester.

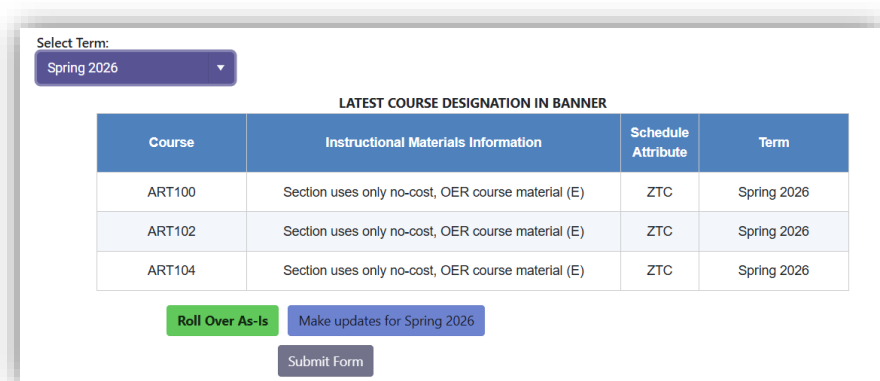
To learn more about the ZTC Degree Grant program, the XB12 data element, and see examples of course coding, visit the [ZTC Program & Reporting page](#) of our OER website.

Please [contact the OER Coordinator](#) with any questions

Name: Email Address:

Select Term:

2. **Select the appropriate term(s).** Use the pull-down menu to click on the term you wish to update. Only courses that have been assigned to you in Banner for that term will populate the list. If sections are missing, contact your Chair.
3. **Roll attributes over or make updates.**
 - a. If you've entered XB-12 information in the past, those designations will appear beside any courses you're teaching for the selected semester. If the information is accurate, select the green "Roll Over As-Is" button. Click the boxes to confirm your selection and click "Submit Form."



Select Term:

LATEST COURSE DESIGNATION IN BANNER

Course	Instructional Materials Information	Schedule Attribute	Term
ART100	Section uses only no-cost, OER course material (E)	ZTC	Spring 2026
ART102	Section uses only no-cost, OER course material (E)	ZTC	Spring 2026
ART104	Section uses only no-cost, OER course material (E)	ZTC	Spring 2026

- b. If you haven't entered attributes, or if those attributes have changed, select "Make updates" and use the pull-down menu beside each course to select the correct attribute. When attributes have been selected for all courses, check the box to confirm and click "Submit Form."

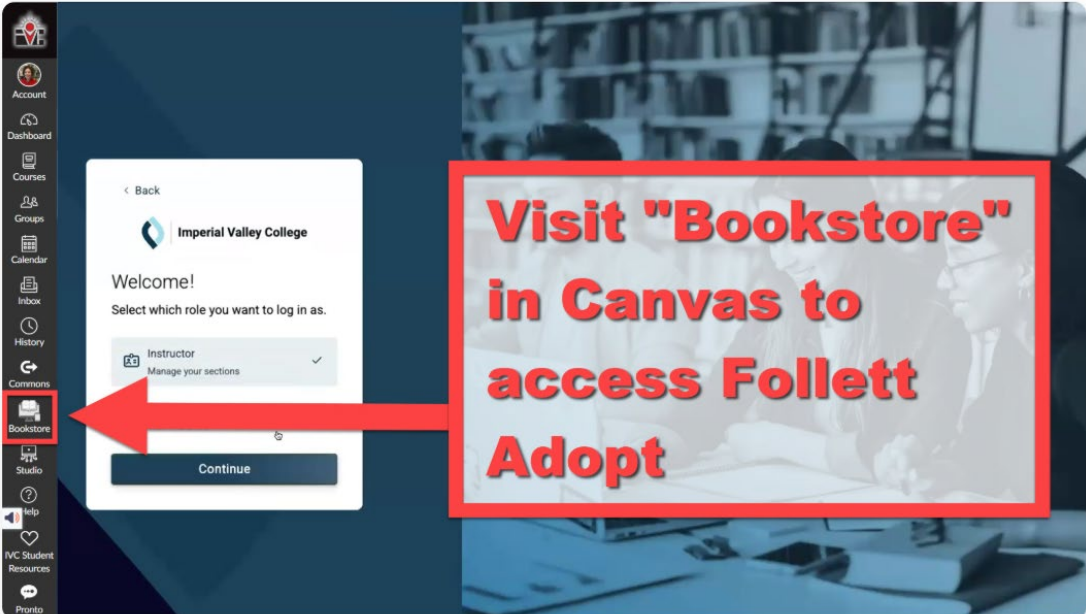
4. **Receive confirmation.** The confirmation screen confirms that your submission has been sent. An email confirming your selections will be delivered shortly thereafter.

✓

Thanks — your submission was sent

You should get a confirmation e-mail with your submissions details.
[If you don't receive the e-mail in the next hour, please submit the form again]

Remember that you still need to update the Bookstore, even if your course doesn't require students to purchase materials.



Visit "Bookstore"
in Canvas to
access Follett
Adopt

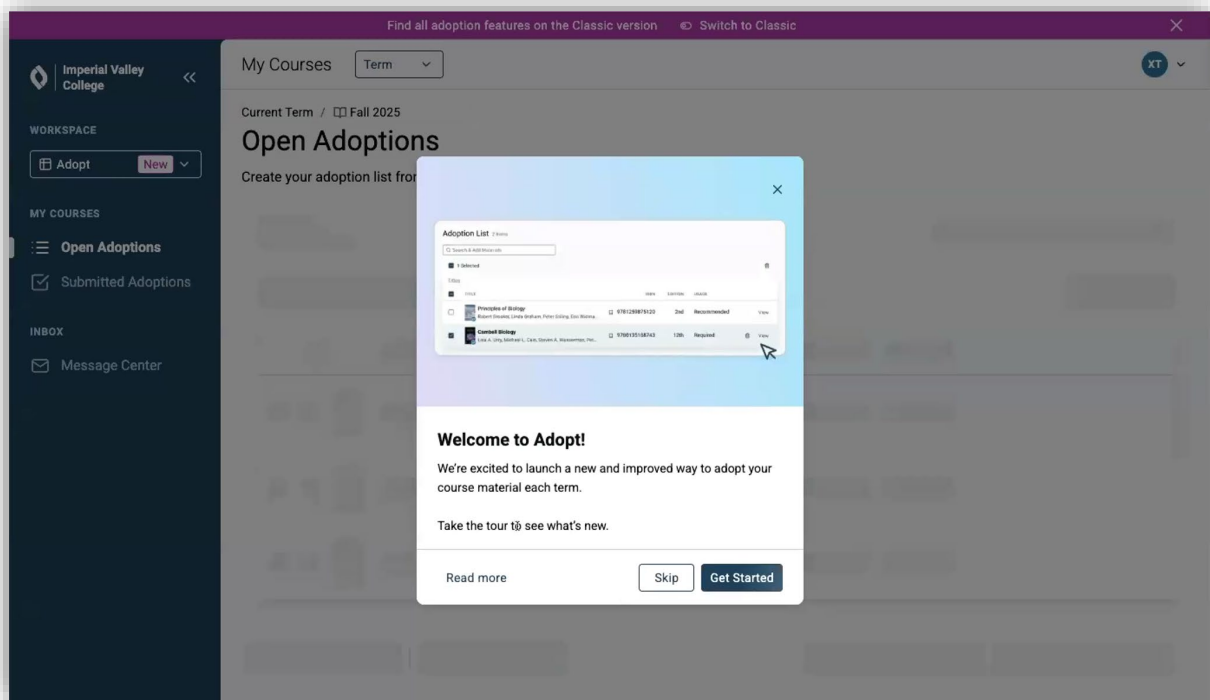
Click "Bookstore" in the universal navigation menu of Canvas to be taken to the Follett Adopt platform to place your materials order

Step 2: Bookstore selections via Follett Adopt

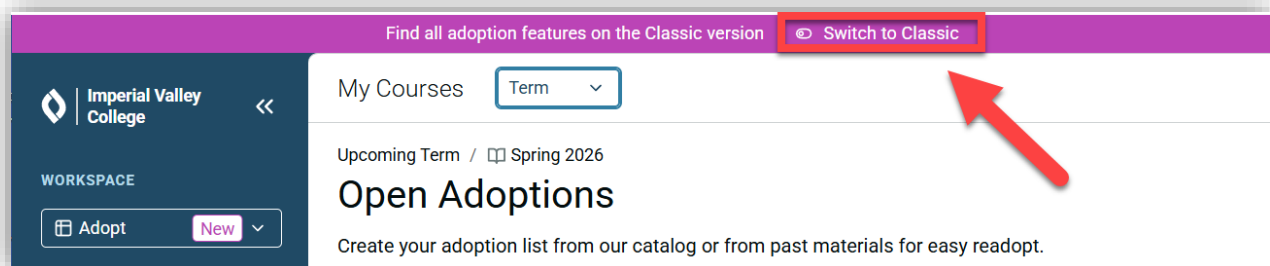
Even if you're using all OER materials or your course doesn't require a textbook, you must confirm your information with the (virtual) Bookstore. It is crucial (and legally mandated) that students are aware of all costs associated with a section prior to registration, making full and accurate completion of this step essential.

Using Follett Adopt

1. **Log in to Canvas and enter the Adopt platform.** In Canvas (to log in, enter your credentials in the [SSO](#) and then select "Canvas"), click on the "Bookstore" link in the far left (universal) navigation bar. The Adopt platform will open in a new tab and welcome you by name. Select the "instructor" role and click the "Continue" button."
2. **Launch (or skip) the Adopt virtual tour.** A pop-up window will welcome you to Adopt, and you may either click through the tour or skip it.

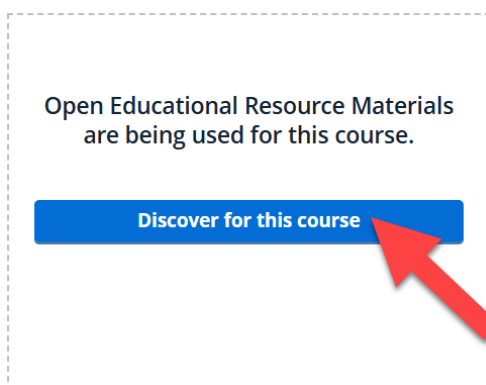


3. **Confirm you're in Classic view.** If you're not already, click "Switch to Classic" and click to confirm that change in the window that pops up.



4. **Make or update selections.** Depending on whether previous Bookstore information rolled over, you may see materials listed for your courses. **Please double-check these, and update as necessary!**

- **To add material**, search from the “My Courses” view directly, using ISBN, or click the title of any course (including ones using OER) and click the “Discover for this course” button to search for and add materials, OER, or supplies.



Publisher Materials Supplies OER

Filter Results Filter ▼

FILTER BY Keyword

Calculator

Search Cancel

Showing 1 - 6 of 30 Results

Search your results by Keyword, Title **Refine**

Sort By Relevance ▼ **Sort**

Scientific Calculator ID: SP:29A4B5A4-AE5F-4E62-965A-015577E19880  Vendor: D&H DISTRIBUTING COMPANY ★★★★★ SUPPLY	TI 503 calculator ID: SP:3B936D84-4821-430E-A4E7-54B3D2B556...  Vendor: Douglas Stewart ★★★★★ SUPPLY	TI 84 CALCULATOR ID: SP:3D712BF3-A917-453F-A31C-941A349BD2...  Vendor: Barcharts, Incorporated ★★★★★ SUPPLY
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Notes:

- Be sure you’ve listed **all required and recommended materials**, including:
 - Any required textbooks, lab manuals, homework systems, workbooks, and/or novels
 - Required supplies, such as lab goggles, graphic calculators, or software
- Depending on the material you selected, it may show as “pending,” rather than adopted. Check back later for Bookstore confirmation or contact Follett.
- For help, click “**Message Center**” at the top of the screen, and then “Contact Campus Store.”