

## AKADEMOS COURSEPACK SERVICE

### What is a CoursePack?

CoursePacks, or course readers, are cost-effective, custom compilations of academic material. They are generally made up of collected readings from textbooks, journals, or online sources, lab manuals, professor-created content, like syllabi, and other sources that are put together by an instructor. CoursePacks are used as a cheaper alternative to traditional textbooks or class handouts.

### Why Instructors Should Use a CoursePack:

#### **Using a CoursePack allows your school to:**

- Save students money by reducing the number of items they need to purchase
- Continue using out-of-print sources and editions
- Ensure your students purchase and read all required materials
- Tailor academic materials to the curriculum

#### **Greater control for faculty:**

- Materials can be submitted digitally or as physical photocopies
- CoursePacks can be customized with school and course information
- Digital repositories are created for future use and subsequent changes/additions

### CoursePack Features and Options:

- Copyright clearance secured by Akademos
- Fast turn-around time (usually 2-3 weeks)  
*\*\*Faculty members are encouraged to submit their CoursePack orders early to ensure that the CoursePacks are ready prior to the start of classes\*\**
- Low per-page pricing
- Free desk copies for professors
- Professors can create their own cover art and design
- Multiple binding/pagination options
- Available in print (black & white or color copies available) or electronic formats

## HOW TO ORDER A COURSEPACK

Akademios has created an electronic form that faculty and staff can use to submit their CoursePack order.

To access the City Colleges of Chicago CoursePack Order Form, please visit the Online Bookstore at: [ccc.TextbookX.com](http://ccc.TextbookX.com).

At the top right of the screen click “Log In” and enter the following login using your CCC username and password.



Sample Login: cccCoursePacks

Sample Password: cccCoursePacks

### Design Your Cover:

The web form can be accessed once you have logged in. Simply click the “Add CoursePack” button located on the left side of the screen.

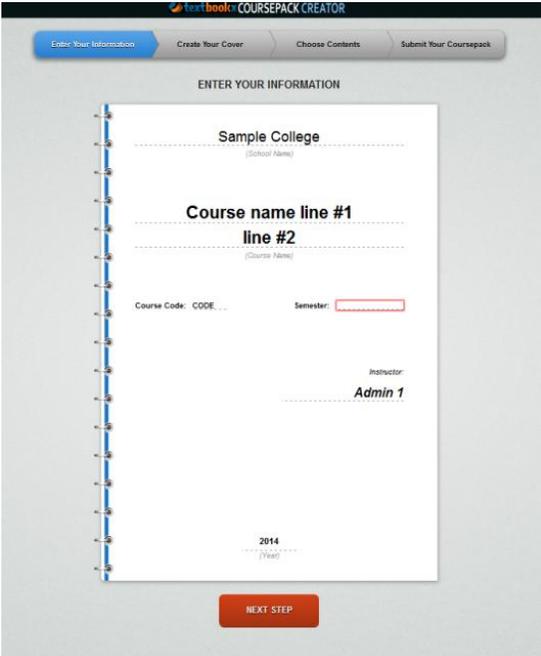
You will then be redirected to the CoursePack Tool.

First, start by editing the cover page of your CoursePack. Simply click on the line you would like to edit and see your changes appear in real time.

Be sure to confirm that the pre-populated information (school name and instructor name) is correct.

Then enter the course name, course code, semester, and year in the designated fields.

After enter all the information on your cover page click “Next Step”.



The screenshot shows the 'COURSEPACK CREATOR' interface. At the top, there are four navigation tabs: 'Enter Your Information' (active), 'Create Your Cover', 'Choose Contents', and 'Submit Your Coursepack'. Below the tabs, the form is titled 'ENTER YOUR INFORMATION'. The form contains the following fields and text:

- Sample College** (School Name)
- Course name line #1** and **line #2** (Course Name)
- Course Code: CODE...** and **Semester:** (with an empty input field)
- Instructor: Admin 1**
- 2014** (Year)
- A red **NEXT STEP** button at the bottom.

Next, design your CoursePack cover by changing the background and text colors. You also have the option of uploading an image or choosing from one of the cover preset designs.

Then choose the binding type for your CoursePack. Choose from GBC Comb Bind, Spiral (Coil) Bind, and 3-Hole Punch Paper.

As you edit the color and binding type, you will see your changes made in real time.

After completing the design of your CoursePack cover, click “Next Step”.

Please note, you can go back to previous pages and make edits at any time throughout the CoursePack creation process.

### Assemble Your CoursePack:

After designing your cover, you can begin assembling the contents of your CoursePack. There are two ways to add content: you can search for a book by Title or ISBN or upload a file.

When searching for a book by Title or ISBN you will see a list of books appear in a drop-down menu – select the book that you are looking for and all book information will appear. Please note, you will need to enter the chapter, article or page range of the book that you would like to include. After completing the book/article information, click “Add Source”.

If you want to add a file, simply click “Attach File” and choose the file you would like to upload from your computer. Please note, files can include word documents, PDFs, PowerPoint slides, and more. If you have a course syllabus or PPT slides for your class, they would be a great thing to add here so students have all their course materials in the same place. After the file loads, click “Add Source”.

If you have any special instructions for any of the materials you are uploading, please enter them in the designated field.

Repeat these steps until you have uploaded all the materials for your CoursePack. You will see all elements of the CoursePack appear on the left hand side of the screen.

If you would like to reorganize the CoursePack, you can do so at any time by clicking on an element, dragging and dropping to its' new location. If you have a lot of components, you may need to use the scroll bar that appears to go to view all parts of the CoursePack.



**Submit Your CoursePack:**

Once you have finalized all components and the organization of the CoursePack, click the “Submit my CoursePack” button.

Upon successful submission, you will see a confirmation page with your order number and further instructions for submitting any outstanding materials. Please print this page or save it for future reference.

After the CoursePack is submitted, copyright requests will be sent to the publisher or copyright holder of each article. Approval will need to be granted in order for the article to be printed in the CoursePack. The copyright holder charges a fee for the reproduction of the article and the fee is at the discretion of the holder. Once copyright approval is granted for all materials, a quote will be put together and sent to you for approval. Please allow up to 6 weeks for the copyright approval process.

After you review the quote and agree to move forward, the CoursePack will be available for purchase. Students can search for and order the CoursePack at the Online Bookstore at any time. It typically takes 1-2 days for the CoursePack to be printed. Upon completion, the CoursePack will be shipped to the student, or will be available for immediate download.

*For questions regarding creating a Custom CoursePack, please contact:*

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