Course Adoptions 3 (OCA3)
Faculty Guide

Contents

Online Course Adoptions

The Online Course Adoptions (OCA) application allows faculty to select and submit required course materials through the Campus Store website. The system displays previously used textbooks, provides a seamless login through MacID, and enables instructors and coordinators to submit adoptions from any location.

Accessing the OCA System

Logging In

Visit: https://campusstore.mcmaster.ca/Oca

Log in using your official MacID (and not an email alias). If you don't have a MacID, your department can assist.
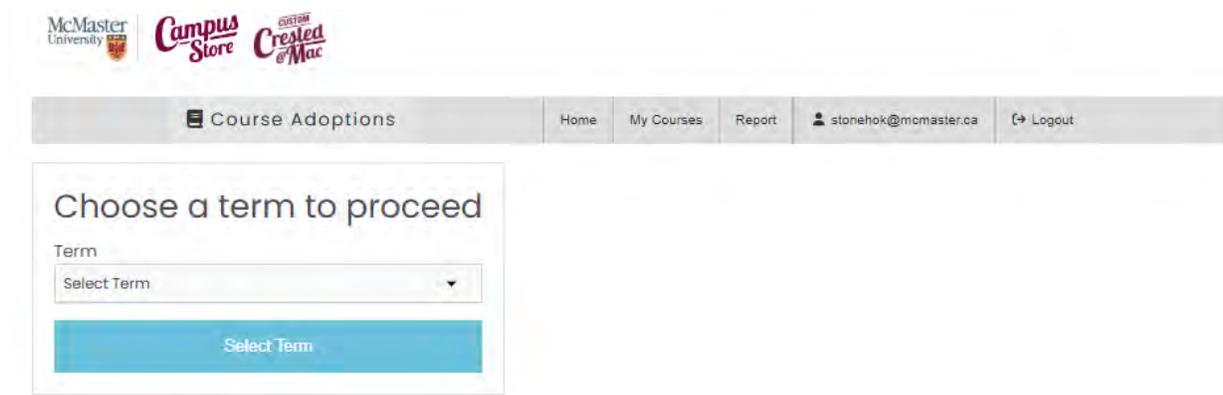
Coordinators

If you are a course coordinator and need access to submit adoptions for specific courses, please email courseadoptions@mcmaster.ca and the Campus Store will add you to the required courses.
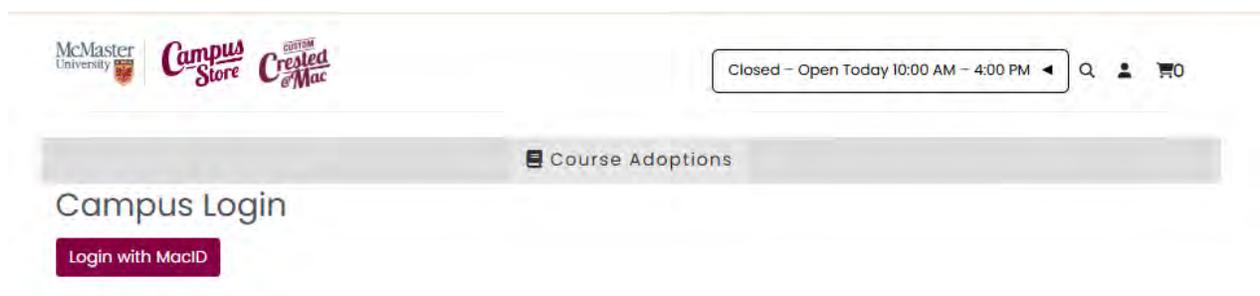
Accessing and Selecting your Courses

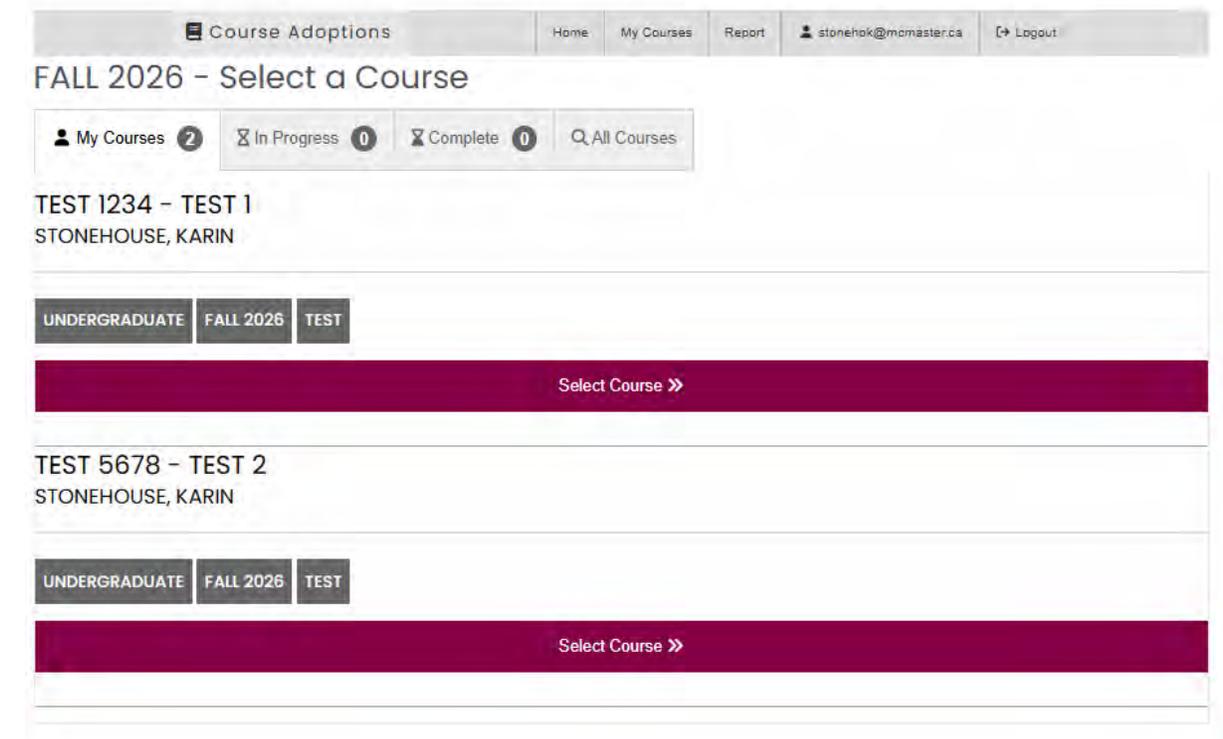Once logged in, choose the term for which you're submitting an adoption.

Selecting Your Course

After selecting the term, a list of the courses you are assigned to teach will appear.

Click **Select Course** below the appropriate course.

Choose Sections

If you reach or coordinate multiple sections of the same course, select all relevant sections. You may submit one adoption for multiple sections.

Adding Instructors & Enrolment

If the correct information is not already selected, use the drop-down menu. Add the Estimated enrolment if it is not already filled in.

To add an instructor not listed in the drop down menu, click the button with the person icon.

Adopting Resources

In the next step, you'll be asked what kind of information you're updating for your course. Choose the appropriate option, and select Next

Adopting a Previously Adopted Book

To add a previously adopted resource, select the **Previously Adopted** tab, click the **Select** button.

Once you have selected the resource, we require some additional information:
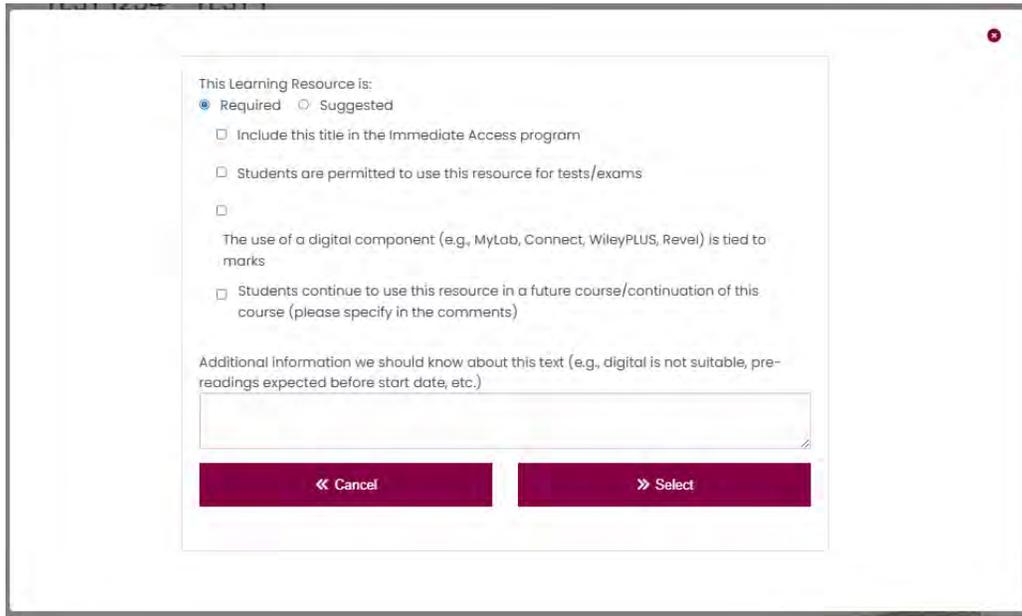
This Learning Resource is:
◉ Required   ○ Suggested

☐ Include this title in the Immediate Access program

☐ Students are permitted to use this resource for tests/exams

☐
The use of a digital component (e.g., MyLab, Connect, WileyPLUS, Revel) is tied to marks

☐ Students continue to use this resource in a future course/continuation of this course (please specify in the comments)

Additional information we should know about this text (e.g., digital is not suitable, pre-readings expected before start date, etc.)

« Cancel   » Select

Click Select, and you will be redirected to the list of all resources selected for this course.

Adopting a New Book

To add a new resource to the course, click on the New Resource tab, complete as many fields as possible, and click **Adopt Item**.

Campus Store staff will use this information to research and will reach out with any questions.

When you're finished adding resources, be sure to click **Submit Order**.

A confirmation email will be sent to the address associated with your OCA account, and the details will be forwarded to the Campus Store for processing.

Cancelling an Adoption

To cancel a book which has been adopted, log into OCA, select the term, go to the **Complete** tab and select **Resume Adoption** for the relevant course. Click the **Cancel adoption** button for each resource you'd like to cancel.
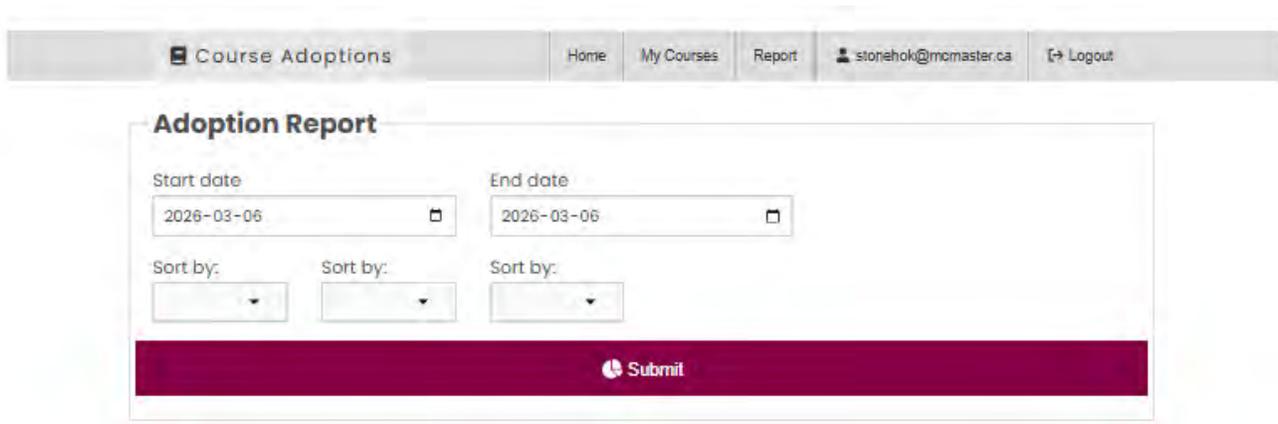
The resource status will update immediately to **Cancelled**.

Viewing and Printing an Adoption Report

The **Adoptions Report** shows all activity for your course, including submitted and cancelled resources.

To generate a report:

1. Click **Report** in the header

2. Select a **start and end date.**

3. Choose a sorting option

FAQ

Once I've submitted an order, how can I submit another?

Return to the **Courses** tab, select the next course, and begin a new adoption.

What if my course does not appear in OCA?

If your course isn't listed under My Courses in OCA, search for your course under All Courses

How can I change the resources after submitting the adoption?

There is currently no option to edit a submitted adoption.
You must **cancel** and **resubmit** the adoption, or email
coruseadoptions@mcmaster.ca for assistance.

How do I confirm my adoption was submitted successfully?

Check the **Complete** tab to view your submitted adoptions and look for the confirmation email sent to your inbox.