



Course Adoptions 3 (OCA3) Faculty Guide

Contents

Online Course Adoptions	3
Accessing the OCA System	3
Accessing and Selecting your Courses.....	4
Selecting Your Course	4
Choose Sections	5
Adding Instructors & Enrolment.....	6
Adopting Resources.....	7
Adopting a Previously Adopted Book	7
Adopting a New Book.....	9
Cancelling an Adoption.....	11
Viewing and Printing an Adoption Report	12
FAQ.....	13
Once I've submitted an order, how can I submit another?.....	13
What if my course does not appear in OCA?.....	13
How can I change the resources after submitting the adoption?	13
How do I confirm my adoption was submitted successfully?.....	13

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

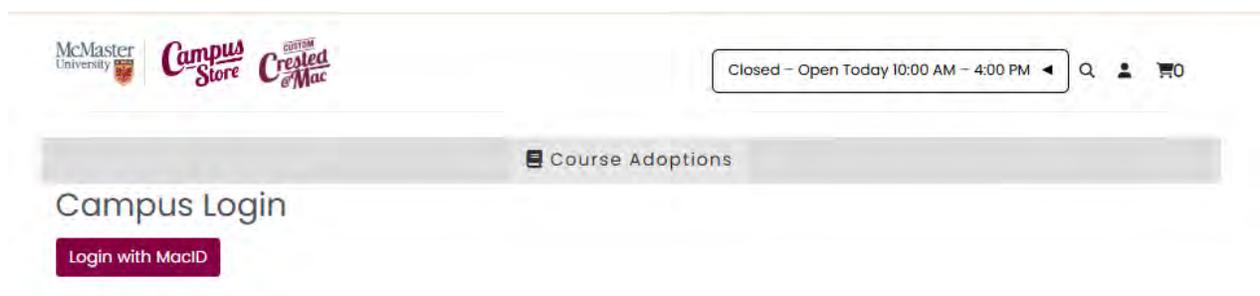
Logging In

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.

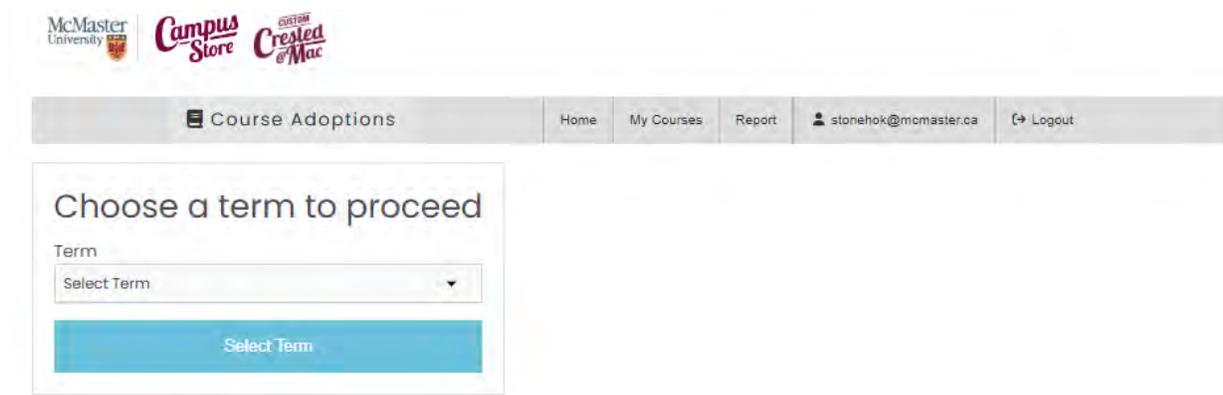
Coordinators

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.

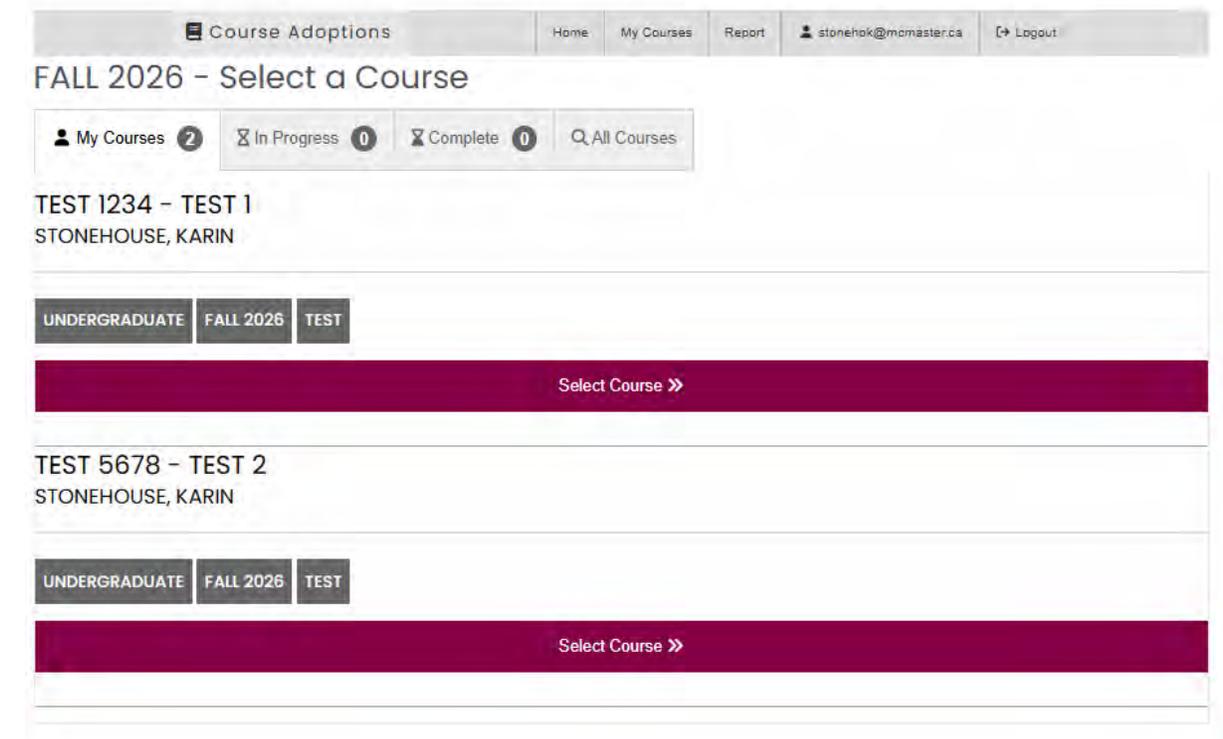


The screenshot shows the top navigation bar with the McMaster University logo, Campus Store, and Custom Crested of Mac. The main navigation includes 'Course Adoptions', 'Home', 'My Courses', 'Report', 'stonehok@mcmaster.ca', and 'Logout'. Below this is a form titled 'Choose a term to proceed' with a 'Term' dropdown menu set to 'Select Term' and a blue 'Select Term' button.

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.



The screenshot shows the 'Course Adoptions' interface for 'FALL 2026 - Select a Course'. It features a navigation bar with 'Course Adoptions', 'Home', 'My Courses', 'Report', 'stonehok@mcmaster.ca', and 'Logout'. Below the navigation bar, there are filters for 'My Courses' (2), 'In Progress' (0), 'Complete' (0), and 'All Courses'. The main content area displays two course entries: 'TEST 1234 - TEST 1' by 'STONEHOUSE, KARIN' and 'TEST 5678 - TEST 2' by 'STONEHOUSE, KARIN'. Each entry has buttons for 'UNDERGRADUATE', 'FALL 2026', and 'TEST', and a prominent blue 'Select Course >>' button.

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.

Course Adoptions
Home
My Courses
Report
stonehok@mcmaster.ca
Logout

TEST 1234 - TEST 1

UNDERGRADUATE
2269
TEST

Choose sections

Select the sections to submit an adoption for.

Section	Instructor	Estimated enrolment	Select
01	KARIN STONEHOUSE <stonehok@mcmaster.ca>	15	<input type="checkbox"/>
02	No Instructor Assigned	0	<input type="checkbox"/>
03	No Instructor Assigned	0	<input type="checkbox"/>

« Back
Next »

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.

Course Adoptions Home My Courses Report stonehok@mcmaster.ca Logout

TEST 1234 - TEST 1

UNDERGRADUATE 2269 TEST

Choose sections

Select the sections to submit an adoption for.

Section	Instructor	Estimated enrolment	Select
01	KARIN STONEHOUSE <stonehok@mcmaster.ca>	15	<input type="checkbox"/>
02	No Instructor Assigned	0	<input type="checkbox"/>
03	To be determined <TBD>	0	<input type="checkbox"/>

Next >>

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

Course Adoptions Home My Courses Report stonehok@mcmaster.ca Logout

TEST 1234 - TEST 1

Add Instructor

Name

Email

Phone

Ext

<< Cancel

Save >>

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

Course Adoptions
Home My Courses Report stonehok@mcmaster.ca Logout

TEST 1234 - TEST 1

UNDERGRADUATE
2269
TEST

Section: 01
Total enrolment: 15

Does this course require learning resources?

Yes, textbooks and/or supplies are used in this class
 No textbook or course materials required
 The course is using an Open Educational Resource (OER), or other no-cost resource such as eReserves, or readings posted to Avenue.

Enter the OER URL (required)

Course is not running

« Back
Next »

Adopting a Previously Adopted Book

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

Resource Selection

« Back
✔ Submit Order

Current Adoptions 0
Previously Adopted
My Titles
Q Search
New Resource

2249 - FALL 2024 - TEST 1234 1

Text Determinants Of Indigenous Peoples Health: Beyond The Social

Permanent Access

By: Greenwood
Publisher: Csp Books Inc
Edition: 2
ISBN: 9781773380391

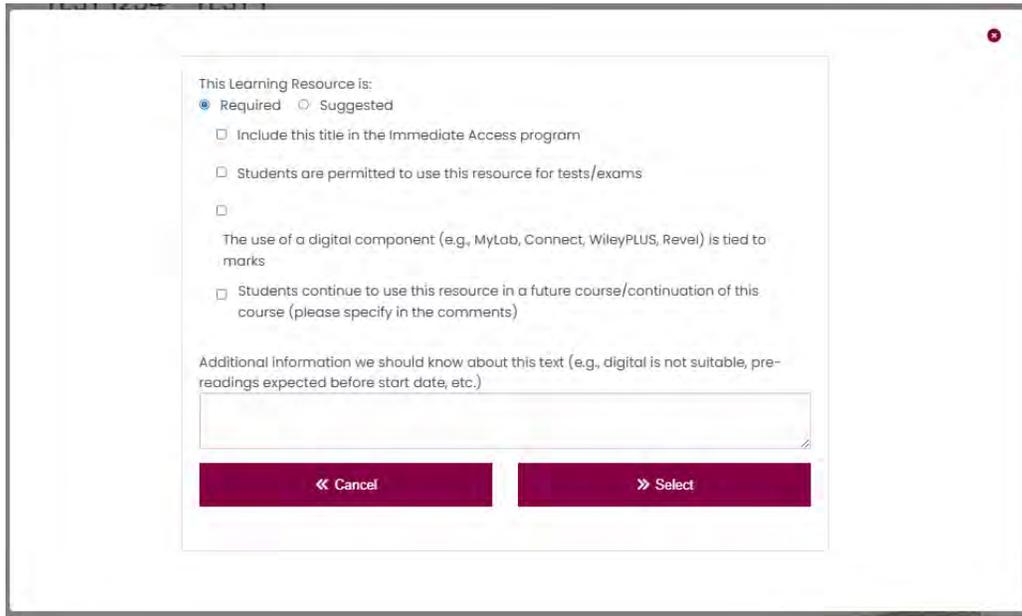
CampusEbookstore

Last Selling Price: \$81.95



Select

Once you have selected the resource, we require some additional information:



The screenshot shows a modal window with a close button in the top right corner. The form is titled "This Learning Resource is:" and has two radio buttons: "Required" (selected) and "Suggested". Below this are four checkboxes:

- 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)

Below the checkboxes is a text area with the label "Additional Information we should know about this text (e.g., digital is not suitable, pre-readings expected before start date, etc.)". At the bottom of the form are two buttons: "« Cancel" and "» 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.

TEST 1234 - TEST 1

UNDERGRADUATE 2269 TEST

Section: 01
Total enrolment: 15

Resource Selection

◀ Back ✔ Submit Order

Current Adoptions ¹ | Previously Adopted | My Titles | Search | **New Resource**

ISBN or Product Number (if available)

Title/Description

Author

Publisher/Vendor

Edition

Cover
Select Code ▼

Copyright

Comments/Additional Information

Adopt Item

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

Course Adoptions
Home
My Courses
Report
stonehok@mcmaster.ca
Logout

TEST 1234 - TEST 1

UNDERGRADUATE
2269
TEST

Section: 01
Total enrolment: 15

Resource Selection

« Back
✓ Submit Order

Current Adoptions 1
Previously Adopted
My Titles
Search
New Resource

Etext Determinants Of Indigenous Peoples Health: Beyond The Social Permanent Access

By: Greenwood
Publisher: Csp Books Inc
Edition: 2
ISBN: 9781773380391

CampusEbookstore

Include this title in the Immediate Access program Yes
Students are permitted to use this resource for tests/exams No
The use of a digital component (e.g., MyLab, Connect, WileyPLUS, Revel) is tied to marks No
Students continue to use this resource in a future course/continuation of this course (please specify in the comments) Yes
User's email stonehok@mcmaster.ca

Required?: Required

Last Selling Price:
\$81.95



Submission: 2026-03-06 16:10:44
Submitter: KARIN STONEHOUSE
Progress: Incomplete

Cancel adoption

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**.

Resource Selection

← Back
✓ Submit Order

📖 Current Adoptions 1

🕒 Previously Adopted

📖 My Titles

🔍 Search

✎ New Resource

Text Determinants Of Indigenous Peoples Health: Beyond The Social

Permanent Access

By: Greenwood

Publisher: Csp Books Inc

Edition: 2

ISBN: 9781773380391

CampusEbookstore

Include this title in the Immediate Access program Yes

Students are permitted to use this resource for tests/exams No

The use of a digital component (e.g., MyLab, Connect, WileyPLUS, Revel) is tied to marks No

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

User's email stonehok@mcmaster.ca

Required?: Required

Last Selling Price:
\$81.95



Submission: 2026-03-06
16:31:21

Submitter: KARIN STONEHOUSE

Progress: Submitted

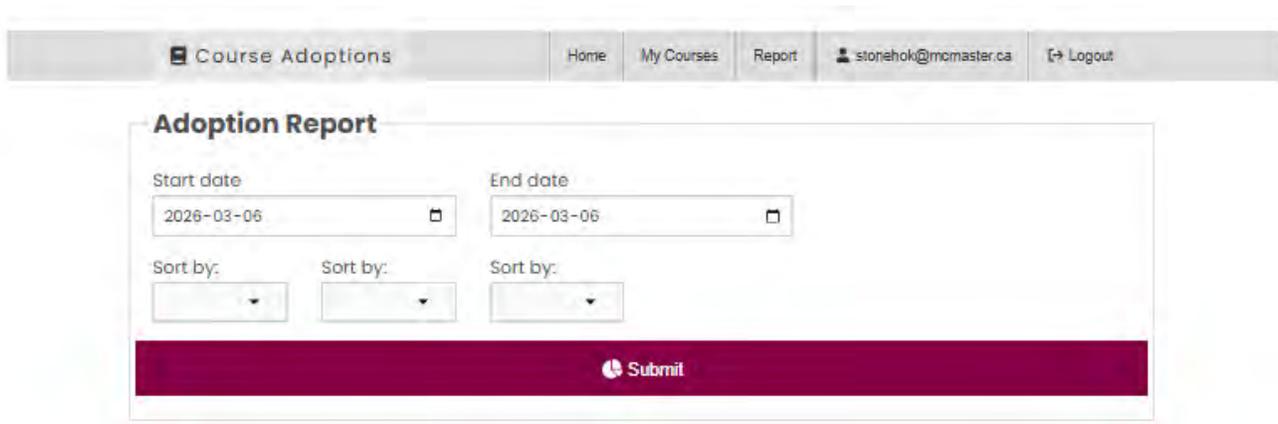
Cancel adoption

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



The screenshot shows a web interface for generating an Adoption Report. At the top is a navigation bar with the following items: "Course Adoptions" (with a menu icon), "Home", "My Courses", "Report", a user profile icon with the email "stonehok@mcmaster.ca", and a "Logout" button with a door icon. Below the navigation bar is a form titled "Adoption Report". The form contains two date input fields: "Start date" and "End date", both with calendar icons and the value "2026-03-06". Below the date fields are three "Sort by:" dropdown menus. At the bottom of the form is a large red "Submit" button with a white circular icon containing a document symbol.

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.