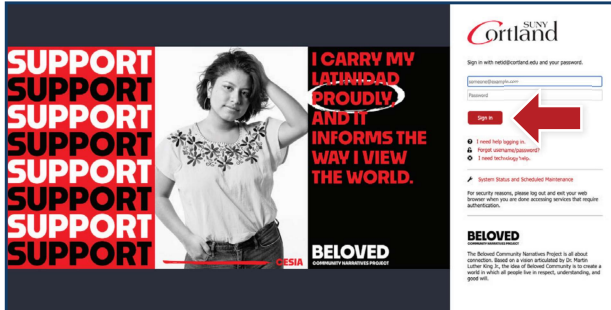


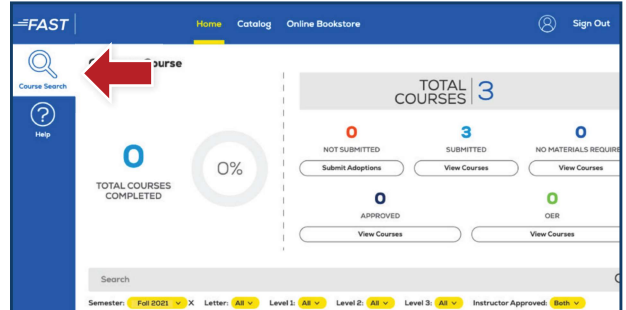
How to Submit Course Materials

1



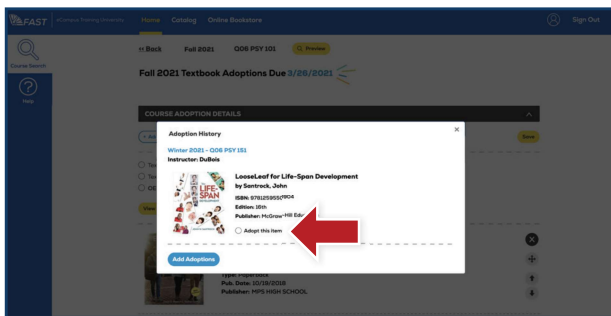
Sign in at <https://fast.ecampus.com/school/cortland> using your SUNY Cortland credentials.

2



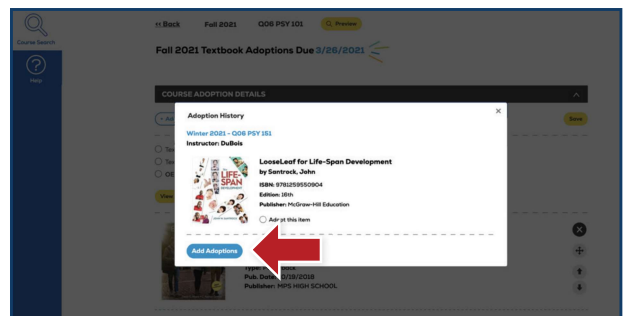
Upon logging in, your course list should automatically appear. You may also use the search bar to locate a specific course, or change the semester by selecting the filters underneath it.

3



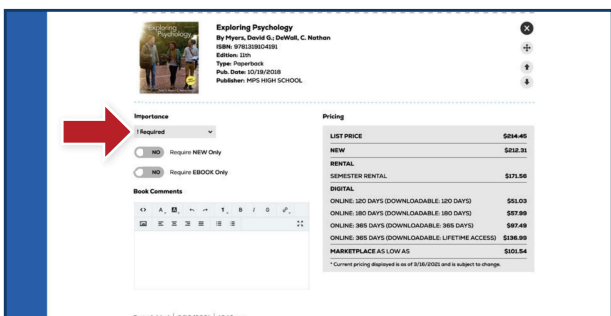
Select a course to add an adoption. To add a textbook, select the **Add Adoption** button below Course Adoptions Details. **Enter the ISBN** into the ISBN/UPC box, choose an **Importance status**, and select **Add Adoption**. If there are no course materials required, select the checkbox next to Textbook.

4



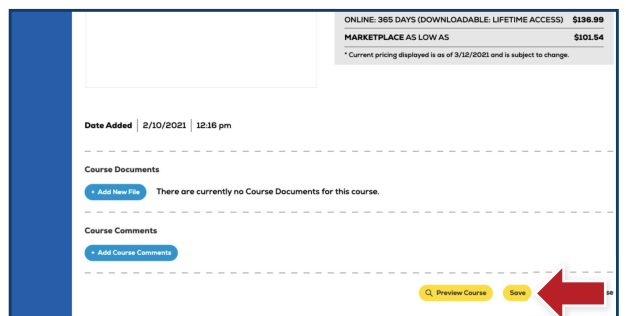
You may also view past adoptions by selecting the **Adoption History** button. To add a previously used adoption, check the **Add this Item** box and select **Add Adoptions**. You may also utilize the **Copy All** feature to add the text(s) across multiple courses that require the same course material(s).

5



Once a textbook has been added, you may update each item's **Importance**, **Request a Desk Copy**, add a **Book** or **Course Comment**, and re-sort or delete an item. Select the **Explore Cost Saving Options** button to obtain information on alternative choices for that textbook. You may also add **Course Documents** in PDF format. Select **Save** to confirm any edits.

6



When you have finished updating your course, you can view how this course appears for students by selecting the **Preview** button at the top of the page or next to the **Save** button.

*Selecting Required New will only allow students to purchase the item in new condition. Used, rental, eBook and Marketplace purchasing options will be hidden if Required New is selected.