# HOW TO SUBMIT A COURSE AS ZTC WITH THE ICHABOD SHOP

Go to <u>Ichabodshop.com</u>
Click on the Faculty tab then on Faculty Adoptions

1



**Ichabod Shop** 

#### Use the Single Sign-On to Log in



— Washburn Students, Faculty and Staff —
Washburn Single Sign-On
Click the button above and use your Washburn Single Sign-On (the same sign-on you use for my washburn and D2L) to begin checkout.
Students who wish to pay with their student account should use this option.
Why use your Washburn Single Sign-On?
<ul> <li>Easy checkout - your email and Washburn ID number information is automatically applied to your order.</li> </ul>
<ul> <li>View your order and rental book histories, plus see tracking information for shipments.</li> </ul>
<ul> <li>Access your eBooks purchased from our website.</li> <li>Pay with your student account or credit card.</li> </ul>

### **Choose a "Submit Your Adoption" Option**

\*Direct Entry Method is suggested for submitting ZTC adoptions.

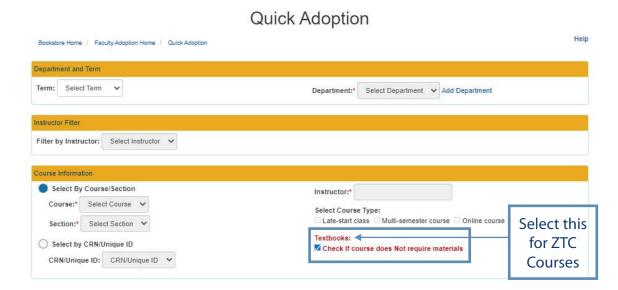
Submit Your Adoptions



1-2-3 Step-by-Step Method	Direct Entry Method
Guided Adoption     Limited To one course/section     Can add merchandise     Cannot save Partial adoption	Quick Adoption     Enter multiple ISBNs     Cannot add merchandise     Cannot save partial adoption
Advanced Method	Maintenance
Create Course List  © Enter Course Information Find Course Materials  © Browse for textbooks	View Adoptions  ○ View submitted adoptions  ○ Search adoption history  Edit Adoptions  ○ Copy an adoption
Browse for merchandise Create Adoptions     Add/edit course materials     View adoptions cart	Book List  View your book list  View your merchandise list

# Input course information & select the "Textbooks" checkbox in the "course information" section.

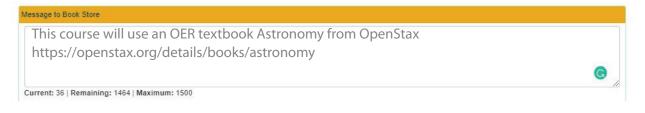




Visit the ZTC webpage to learn how Washburn defines ZTC: washburn.edu/ztc

### Add a message if the course will use OER





If you are not sure if your course is OER visit <u>washburn.edu/open</u> or email <u>OER@washburn.edu</u> to learn more about Open Educational Resources.

### Questions?

Contact the Ichabod Shop

Phone: 785-670-1924 | Email: course.materials@washburn.edu