TEACHERS COURSE MATERIAL ORDER

🔷 *Important dates*

In order to increase your chances of obtaining all of your material required for your students, we recommend that you make your prescriptions for your course loads before the following dates:

Winter session ·
CEGEP from November 15 to December 21
La Cité November 1 to December 20
UQO / ENAP / Universal College November 1 to December 10

Fall session ·
CEGEP from May 15 to July 8
La Cité from May 15 to July 15
UQO / ENAP / Universal College from June 1 to August 15

Summer session ·
CEGEP from May 15 to May 27
La Cité from April 1 to June 1
UQO / ENAP / Universal College from March 1 to April 15

Continuous training · at all times

⯌ *Creation of a new account*

Our website was given a facelift in November 2021. If this is your first visit to coopscooutaouais.com since November 11 2021, you will need **to create a new account**

Create an account under the <mark>Create an account / Login tab</mark> located above the search bar.

• If you are a member of the Coop, do not forget to enter your employee number so that the system links your web profile to your account at the cooperative. This will ensure that you take advantage of the member price on all your purchases.

• If you are not a member, it will be possible to become one at this time. At a cost of $ 19, membership gives you access to discounts on a majority of products while encouraging a cooperative, an entire local social economy enterprise, for life! However, the choice is yours. You can register without becoming a member.

⯌ *Creating a Course Material Order*

Once your account has been created, in the menu at the top of the pages, click on "**Teachers**" then on "<mark>course material</mark>". You will only be able to place one order per course. Each order may contain multiple manuals / materials / course packages.

You must create a prescription for:

- Textbooks and books (whether they are compulsory, recommended, optional or part of the mediagraphy of your lesson plan);
- Any art product;
- All technical equipment (lab coats, protective glasses, stethoscopes etc.)
- The course notes will be added to your prescriptions when they are available at the Coop, you do not have to add them yourself, and we will take care of them for you.

COURSE NOTES for UQO teachers

You can add course notes used during past sessions to your prescription. For a new document, please contact our bookstore librairieat@coopscooutaouais.com or by phone 819-595-3900 extension 2388
To create **a new prescription,** click on "**New prescription**" at the top right of the page and enter the required information:

- *Identification of the responsible*

In the Main Contact box, enter your contact information.
Please enter **your professional email address**. If more than one teacher is affected by your prescription, enter their information in the Additional Contact box to facilitate our follow-ups.

** Telephone number: enter the 10 digits of your telephone number,
without spaces, without dashes, without parentheses and without periods

- *Course identification*

Program: this drop-down list offers you a list of all the departments offered in your respective establishment.
Session: this drop-down list allows you to select the concerned session
(if you are creating a prescription for a continuing education course, still choose the session corresponding to the current one, if you are working on a copy of an old prescription, do not forget to change the session concerned)
Courses *: this drop-down list offers you the list of courses offered depending on the department chosen earlier
Type of training: choose between continuing training or regular training

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Your course is not on the list? Do not panic! Click on I can't find the course and fill in the necessary information in the window that will open.
Code: acronym / course number Name: course title Description: leave blank

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- *Further information*

Calendar: If you are teaching a regular training course, you can enter August 1 or December 1 as the start date, and December 31 or May 31 as the end date. If you are teaching a continuing education course, the start date **is very important** and lets us know when your material is needed.
Teachers: If more than one teacher is affected by the prescription you are creating, please enter their names in this space.
Total number of students: enter the number of students enrolled in your course, if you do not yet know the exact number of students, enter what generally best corresponds to the registrations for your course.

Add new products to a course material order

➢ Add a single item :

- Click on "**Add a product**".

- Next, search for the desired manual / lecture notes / supplies.
- In the search bar, **enter** the 13-digit ISBN, without spaces or dashes, of the book you are looking for, or the UPC code of any article that is not a book. If the article is in our product base, it should appear under **Results**. Then click on the **SELECT** button.

Notes:
If you cannot find the product, click on "**I can't find the product**" and complete the form, detailing as much as possible the desired product.

> ➢ **Create a choice of product (list of products)**

Click on "**Add a product choice**". This is where you can give students a list of products to choose. This can be useful if students are given the opportunity to choose from a collection of books (choose 1 from 5 choices)

Importance: this is to indicate whether the choice (s) to be made by the student is mandatory or recommended
Number of items: the student will thus be able to know how many books in this list he or she must obtain

- Choose "**mandatory**" and indicate the number of choices that will appear on the list.
- Save, you can now add the choices by clicking on "**Add a product to the list**" and following the same steps as for adding a single product.

Importance: a book indicated as compulsory will appear on the student's timetable, but a book indicated as recommended will not appear

Digital formats: check yes if you agree to your students getting the PDF or Epub version of a book if these versions are available on our website

Previous editions: check yes if you agree to your students working with old editions of a book (in the case of a textbook, for example)

Number of copies required: enter the number of students registered for your course, if you do not yet know the exact number of students, enter what generally best corresponds to the registrations for your course

Study order: if you add more than one book to study, in the case, for example, of a French course, you can enter here what is the order of study of the works that you want to study. you put on the program

Comment: enter here any additional information for the work in question

- Once all the products have been added, click on "**submit**".

When the order for course material is created, it is sent to our Book Specialist who will fulfill the order.

Once your product is added, you will notice the **Status: New inscription**. This status will change to **Status: Accepted** when the person responsible for school prescriptions processes your prescription. If the addition is rejected, you will see **Status: Rejected**, with the reason for the rejection.

To add a new prescription, simply click on "**Home - My prescriptions**" and repeat the previous steps.

It will be possible to copy an old prescription by clicking on **the three dots (…)** to the right of the prescription title.

🞣 *Important*

• Our bookstore team will contact you with any questions or information relating to your prescription.

• As long as your prescription is under the "unpublished" status you can change the information and products requested.

• Once our team has processed your order, it is no longer possible to delete or make changes to the order or to the products. The cooperative cannot cancel or modify book orders already placed

• If you are no longer teaching a course for which you have submitted a request, please cancel your order and notify us as soon as possible.