

HOW TO SUBMIT A COURSE AS ZTC WITH THE ICHABOD SHOP

1

Go to Ichabodshop.com
Click on the Faculty tab then on Faculty Adoptions



2

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?

- Easy checkout - your email and Washburn ID number information is automatically applied to your order.
- View your order and rental book histories, plus see tracking information for shipments.
- Access your eBooks purchased from our website.
- Pay with your student account or credit card.

3

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 <ul style="list-style-type: none">• Guided Adoption<ul style="list-style-type: none">• Limited To one course/section• Can add merchandise• Cannot save Partial adoption	Direct Entry Method <ul style="list-style-type: none">• Quick Adoption<ul style="list-style-type: none">• Enter multiple ISBNs• Cannot add merchandise• Cannot save partial adoption
Advanced Method <ul style="list-style-type: none">• Create Course List<ul style="list-style-type: none">• Enter Course Information• Find Course Materials<ul style="list-style-type: none">• Browse for textbooks• Browse for merchandise• Create Adoptions<ul style="list-style-type: none">• Add/edit course materials• View adoptions cart	Maintenance <ul style="list-style-type: none">• View Adoptions<ul style="list-style-type: none">• View submitted adoptions• Search adoption history• Edit Adoptions<ul style="list-style-type: none">• Copy an adoption• Book List<ul style="list-style-type: none">• View your book list• View your merchandise list

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

Quick Adoption

Bookstore Home / Faculty Adoption Home / Quick Adoption Help

Department and Term

Term: Department*: [Add Department](#)

Instructor Filter

Filter by Instructor:

Course Information

Select By Course/Section

Course*: Section*:

Select by CRN/Unique ID

CRN/Unique ID:

Instructor*:

Select Course Type:

Late-start class Multi-semester course Online course

Textbooks: Check If course does Not require materials

Select this for ZTC Courses

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

Add a message if the course will use OER

Message to Book Store

This course will use an OER textbook Astronomy from OpenStax
<https://openstax.org/details/books/astronomy>

Current: 36 | Remaining: 1464 | Maximum: 1500

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

Questions?

Contact the Ichabod Shop

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