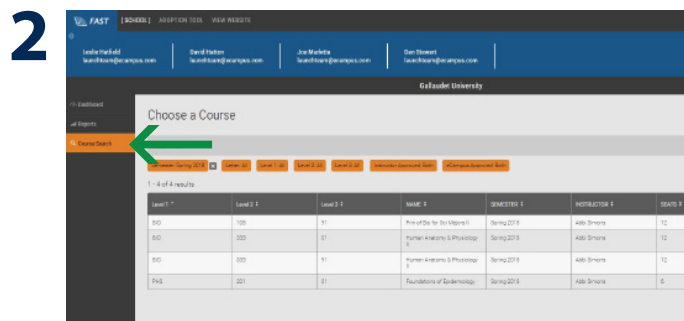
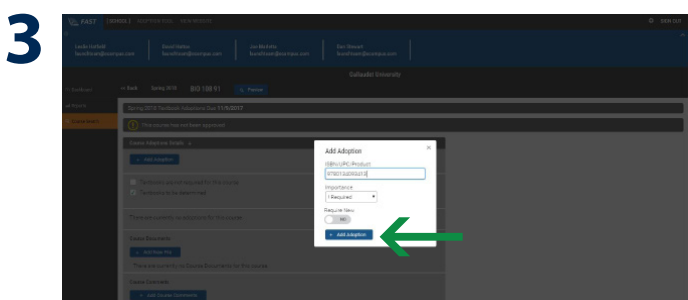


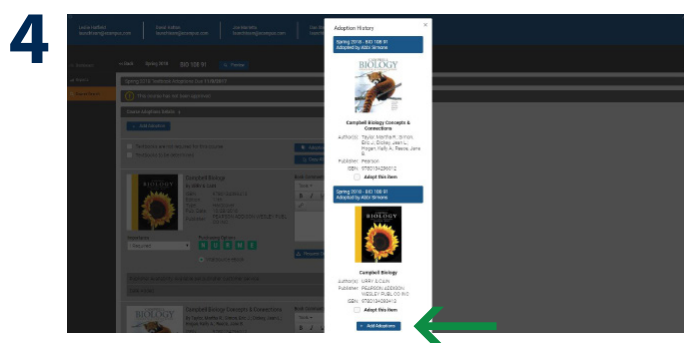
Visit fast.ecampus.com. Log in to FAST by entering your Gallaudet University email address and password.



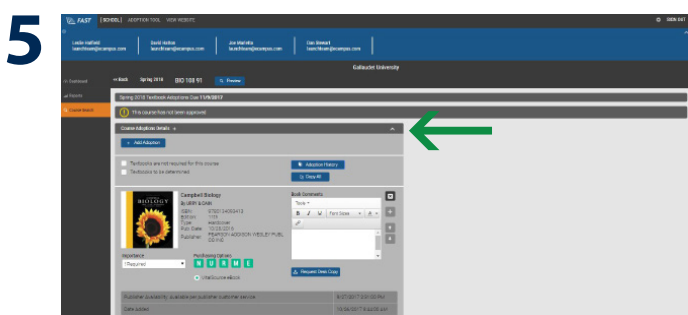
Select **Course Search** and choose the course you wish to edit. You may also use the search bar to locate a specific course or click **Add Filter** to narrow your results.



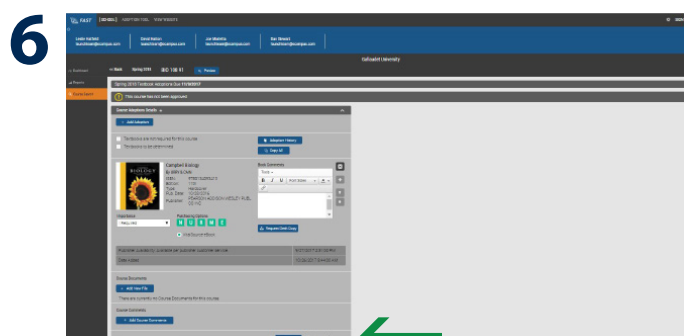
To add a textbook, select the plus sign (+) next to **Course Adoptions**. Enter the ISBN into the ISBN/UPC box, choose an **Importance** status, and select **Add Adoption**.



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**.



To view items currently listed for a course, select the **Course Adoptions** dropdown arrow. Here, you may update each item's **Importance**, request a **Desk Copy**, add an item **Comment**, re-sort or delete an item, and select **Purchasing Options***. You may also add **Course Documents** in PDF format. Select **Save** to confirm any edits.



To approve a course, click the checkbox at the bottom of **Course Adoptions Details**. Select **Save** to confirm your approval. You may also view when this course was approved and by whom by selecting the **Course Approval Log**.

*N = new, U = used, R = rental, M = Marketplace, E = eBook
Green = showing for students on the Virtual Bookstore if available, White = hidden for students on the Virtual Bookstore