

## Finding Textbooks for Class

These instructions will walk you through the necessary steps to find your textbooks at The Duck Store. You will be able to take information from NCU's website and use it on The Duck Store's site to find the correct books for your classes.

1. Using your internet browser (Internet Explorer 7 or Firefox are recommended for The Duck Store's website for later on) go to [www.northwestchristian.edu/beaconnet.aspx](http://www.northwestchristian.edu/beaconnet.aspx).
2. Click on the "Log In" button and use your NC ID and password to take you to your personal BeaconNet homepage. In the following examples, we'll follow Jaimie as she finds her books.

### BeaconNet



3. In the menu on the left side of the page, click the plus next to "Student Resources."

A screenshot of the BeaconNet website. At the top is a navigation bar with links: ABOUT | ACADEMICS | ADMISSIONS | ALUMNI | ATHLETICS | STUDENT LIFE. Below this is a left sidebar menu with a red arrow pointing to "Student Resources". The main content area is titled "BeaconNet Home" and includes a welcome message for "Jaimie", a news section, and a security notice. On the right, there are password expiration notices and a "Weekly w/ Beacon" section with a "MISHPAT" logo and a list of dates from March 13th to May 2009.

- Now select Schedule/Advisor from the list.

ABOUT | ACADEMICS | ADMISSIONS | ALUMNI | ATHLETICS | STUDENT LIFE

Northwest Christian Home  
BeaconNet Home

Email  
BeaconLearning  
Change Password  
Help Desk

- Library Resources
- Staff Resources
- Student Resources
  - CAMS Student Portal
  - Check Honors
  - Contact Information
  - Degree Information
  - Forms
  - Graduation Application
  - Schedule / Advisor**
  - Transcript
  - Transcript Request
  - AV Reservation

BeaconNet Home

## BeaconNet Home

Welcome Jaimie

No news or announcements at this time.

In order to provide the best security for your records, a second user login is required for certain parts of BeaconNet.

When you are finished, please close your browser window to ensure that others cannot access your information.

If you encounter any technical issues while using these services, please contact the [Help Desk](#).

Your Password was last set:  
3/30/2009 12:22:46 PM

Your Password will expire:  
7/28/2009 12:22:46 PM  
[Change Password](#)

**Weekly w/ Beacon**

**MISHPAT**  
May, 2009  
[April 17th, 2009](#)  
[April 14th, 2009](#)  
[April 4th, 2009](#)  
[March 13th, 2009](#)  
[March 6th, 2009](#)  
[February 19th, 2009](#)  
[February 14th, 2009](#)  
[February 7th, 2009](#)

- This takes you to your personal schedule. Pick the correct semester to load your current schedule (this will be empty if you have not yet registered for classes).

BeaconNet Home

Email  
BeaconLearning  
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Help Desk

- Library Resources
- Staff Resources
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  - CAMS Student Portal
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  - Forms
  - Graduation Application
  - Schedule / Advisor**
  - Transcript
  - Transcript Request
  - AV Reservation
  - Change Password
  - Course Offering
  - Help Desk
  - Impersonate
  - Reports
  - Student Directory

## Schedule / Advisor

Term of attendance: FA-09

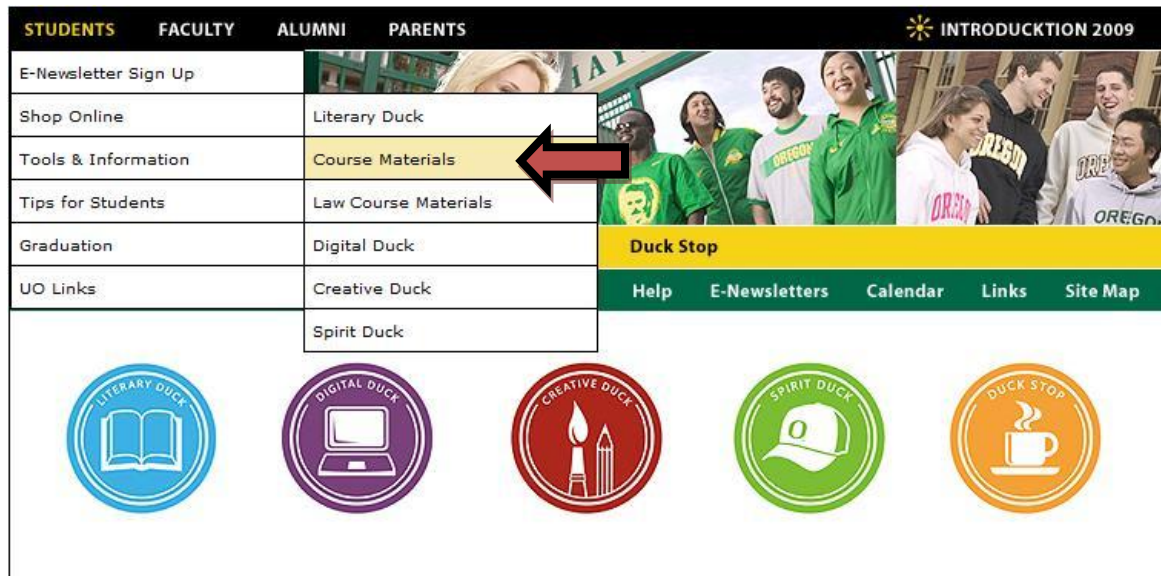
Advisor: Bauer, Colleen  
[Print View](#)

Dept	#	Type	Sect.	Course	Status	ID
CM	100			Chapel	Unofficial	7928
Credits:		0		Instructor:	Steven Poetzel	
Start Date:		8/26/2009		Days:	WF	
End Date:		12/11/2009		Time:	11:00 AM-11:50 AM	
Fee:		0		Room:	CHAPEL	
Prerequisites: Books:						
EDUC	210			School Diversity	Unofficial	7950
Credits:		3		Instructor:		
Start Date:		8/26/2009		Days:	TR	
End Date:		12/11/2009		Time:	9:30 AM-10:45 AM	
Fee:		0		Room:	A307	
Prerequisites: Books:						
EDUC	220			Orientation to Teaching	Unofficial	7951
Credits:		3		Instructor:	R	
Start Date:		8/26/2009		Days:	R	
End Date:		12/11/2009		Time:	1:00 PM-2:40 PM	
Fee:		0		Room:	A306	
Prerequisites: Books:						

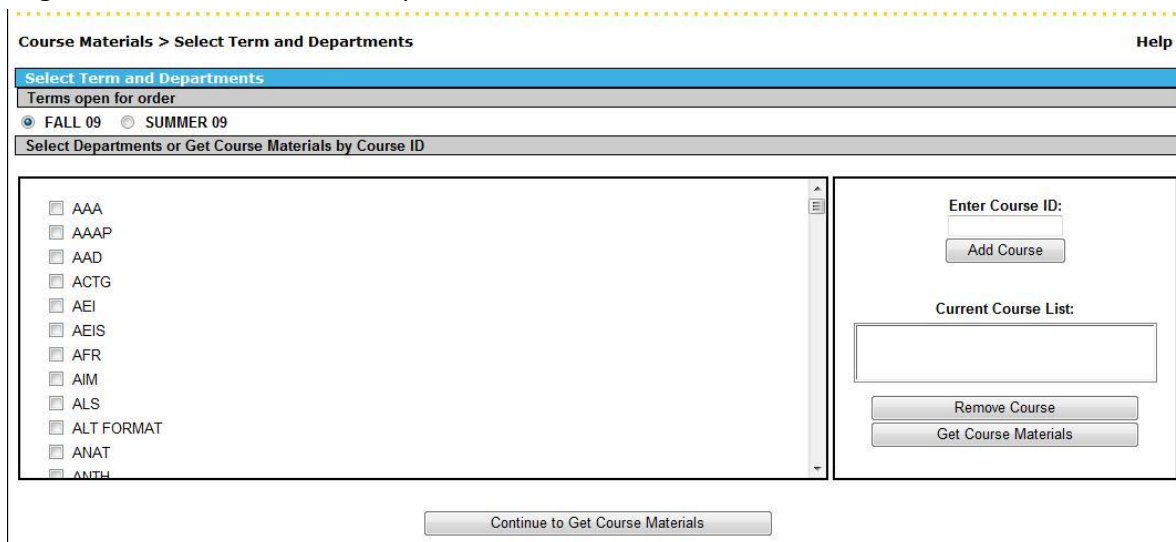
- Notice the numbers highlighted in yellow on the right side. These are each course's individual ID number, and match only to each specific course, at the specific time it is taught during the week. The numbers that we'll take with us to The Duck Store for this

example are **7928**, **7950**, and **7951**. If you have more classes, you will have more numbers to include in your list.

7. We are now ready to go to The Duck Store's website and find our books. Go to [www.uoduckstore.com](http://www.uoduckstore.com)
8. On The Duck Store's front page, at the very top, is a list. "Students, Faculty, Alumni, Parents." Move your cursor over "Students" and a menu will appear. Then move down to shop online, and when the second menu appears, click on "Course Materials."



9. This opens a new page where you can begin to search for your courses. Make sure to select the correct semester so you will find the correct books for your class. You will notice a long list of departments. This list includes all of the departments from the University of Oregon as well, so it is not the best way to find your courses. All courses for NCU are identified by having an "N" before it. For example, "BTH 101" would be "NBTH 101" in the list.



- The best way to search for your textbooks is to use the ID numbers found on BeaconNet. Enter each number into the "Enter Course ID" Section on the right side of the page one at a time and then click "Add Course." You will notice that after each time you do this, the number will be added to the "Current Course List." Repeat this step until all of your courses have been entered. Then click "Get Course Materials."

Course Materials > Select Term and Departments Help

**Select Term and Departments**

Terms open for order

FALL 09  SUMMER 09

Select Departments or Get Course Materials by Course ID

- AAA
- AAAP
- AAD
- ACTG
- AEI
- AEIS
- AFR
- AIM
- ALS
- ALT FORMAT
- ANAT
- ANTH

Enter Course ID:

Add Course

Current Course List:

7928  
7950  
7951

Remove Course

Get Course Materials

Continue to Get Course Materials


- The next page shows you a list of books that will be used for each course. We will look at just one class in this example.
- EDUC 210 (or NEDUC 210 as it is listed here) has several books used for the class. Notice that the book list gives you the Title, Author, ISBN #, picture of the front cover, as well as The Duck Store's prices for new and used copies. It also lets you know if the book is required for the class, or merely recommended.

Course Materials > Select Term and Departments > Select Courses > Select Course Materials Help

**Select Textbooks**

Print Book List    Shopping Cart

Term: FALL 09 Name: NEDUC 210 Section: 7950 Instructor: LAKE Course ID: 7950 Location: NW CHRISTIAN UNIVERS

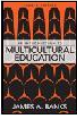


**AFFIRMING DIVERSITY**  
Look Inside This Book  
Author: NIETO  
ISBN: 9780205529827

Used: \$69.00  New: \$92.00

Quantity:

**REQUIRED**




**INTRO.TO MULTICULTURAL EDUCATION**  
Look Inside This Book  
Author: BANKS  
ISBN: 9780205518852

Used: \$38.85  New: \$51.80

Quantity:

**REQUIRED**



**WE CAN'T TEACH WHAT WE DON'T KNOW**  
Look Inside This Book  
Author: HOWARD  
ISBN: 9780807746653

Used: \$15.00  New: \$19.95

Quantity:

**REQUIRED**

- If you choose to purchase your book at this time, you can click the “Add to Cart” button for each one. Or, if you prefer, you can also click the “Print Book List” button to take a copy of your book list into the store. For this example, we will add all of the books to the cart and then click the “Shopping Cart” button.
- The Shopping Cart includes all books you have selected to purchase. It lets you know the total amount of books selected, the total price, as well as a quick list of all your books. There is also a drop-down box next to each book where you are able to choose if you would like your books to Used Only, Used Preferred, New Only, or New Preferred. Then you would click “Continue Checkout.”

**Cart**

Item Count: 3  
 Cart Total: \$163.75 The cart total is calculated at the highest current price for titles. Used prices will be applied if selected and available when your order is filled.

Back Update Cart Continue Checkout

▶ Course Materials

Author	ISBN	Usage	Preference	Used Price	New Price	QTY	Remove
FALL 09 : NEDUC 210 Section: 7950   Location: NW CHRISTIAN UNIVERS   Instructor: LAKE   Course ID: 7950							
<b>AFFIRMING DIVERSITY</b>							
NIETO	9780205529827	REQUIRED	Used Preferred	\$69.00	\$92.00	1	<input type="checkbox"/>
<b>INTRO.TO MULTICULTURAL EDUCATION</b>							
BANKS	9780205518852	REQUIRED	Used Preferred	\$38.85	\$51.80	1	<input type="checkbox"/>
<b>WE CAN'T TEACH WHAT WE DON'T KNOW</b>							
HOWARD	9780807746653	REQUIRED	Used Preferred	\$15.00	\$19.95	1	<input type="checkbox"/>

Item Count: 3  
 Cart Total: \$163.75 The cart total is calculated at the highest current price for titles. Used prices will be applied if selected and available when your order is filled.

Back Update Cart Continue Checkout

- The next page allows you to choose what action the Duck Store will take if the books for your classes change. You are able to choose: “Do Not Add to Order,” “Add All Materials,” or “Add Only Required” from the drop-down box and then your preference on used or new copies for any additional books. In order to proceed, you must check the box that allows the Duck Store to follow your direction, understanding that you may be charged a different amount if you choose to allow them to change your order. Then select “Continue Checkout.”

**Cart > Update Action Preferences** Help

**Order Preferences**

If an instructor changes course materials before an order is processed, we will remove unnecessary items.  
 However, for materials your instructor adds, please select your preference:

Course	Section	Professor	Order Update Action	Preference
NEDUC 210	7950	LAKE	Select Action	Used Preferred

I understand that by allowing the bookstore to modify my order based on my instructors' actions, the final total of my order may be increased from that being quoted at this time.

Continue Checkout

Pricing Disclaimer  
 Pricing is subject to change without notice. All totals are calculated using new prices, as we cannot guarantee the availability of used books. Pricing changes often occur daily. We make every effort to ensure the accuracy of the pricing on this web site.

- The website will then ask you to log in. Since you are a new customer, you will need to register and then continue purchasing your books. Once you have registered, you won't have to do it again next semester, you simply will have to log in. Click on the “Register

Here” button, and then on the following page, choose: “Create a Profile for Browsing and Shopping.” Then fill in your information and click “Register” at the bottom of the page. You will be taken back to the Shopping Cart to verify your information.

**Log In**

Email Address:

Password:

[Lost Your Password?](#)  
[Register Here](#)

Please enter your login information

**Select Registration Option**

Make a Selection: **Create profile for Browsing and Shopping**  
**Create profile for Adopting Course Materials**

17. The Cart will verify your Billing information, and then click “Continue to Shipping Address.”

**Cart > Billing Address** **Help**

**Billing Address**

If paying by credit card, this address must match the address where the card's billing statement is mailed.

First Name: Northwest Christian  
Middle Initial:  (optional)  
Last Name: University  
Address Line 1: 828 E 11th Ave  
Address Line 2:  (optional)  
City: Eugene  
State/Province: OREGON  
Zip/Postal Code: 97401  
Country: United States  
Phone Number:  (optional)  
Student Number: 11111 (optional)  
Email: ncu@northwestchristian.edu

18. Since you have already registered and been logged in, you are able to choose your shipping address that you registered with, or enter a new one. If using the one you registered with, click “Use this Address.”

**Cart > Billing Address > Shipping Address** **Help**

**Shipping Address**

Choose a shipping address below

Select Address

or

19. Now, you are given an option. The Duck Store will ship your books to your for an additional fee, or you can have them box up your books and have them waiting for you at the store. Some find the second option more favorable, as it allows for any changes to books to occur


before you pick up your books right before school starts. Then select “Continue.”

Cart > Billing Address > Shipping Address > Select Shipping Type Help

[To view shipping policy click here](#)

**Shipping Methods**

Select a shipping method for each destination address below

Order Details	Quantity	Shipping Method
Ship to: Ben Pottorf 828 E 11th Ave, Eugene		Select Method 
FALL 09 NEDUC 210 Section:7950 Instructor:LAKE Title: AFFIRMING DIVERSITY	1	
Author: ISBN: NIETO 9780205529827 Title: INTRO TO MULTICULTURAL EDUCATION	1	
Author: ISBN: BANKS 9780205518852 Title: WE CANT TEACH WHAT WE DONT KNOW	1	
Author: ISBN: HOWARD 9780807746653		


[Back](#) [Continue](#)

**Shipping Policy**  
The Literary Duck can ship your Online Course Material Reservation for an additional shipping fee. We charge \$6 for your first book and \$1 per book for each additional title.

**Pick Up at Store**  
For no additional fee, the Literary Duck will box your Online Course Material Reservation and have it ready for you to pick up at the **Campus Duck Store** before the beginning of each term.

20. You're almost done! The next step is to go over the order summary, and review your order. If anything is missing or incorrect, you are able to change it here before submitting your final order.
21. The last step is method of payment. Pick your method of payment, fill in your information, and then click “Submit Order.”

Cart > Billing Address > Shipping Address > Select Shipping Type > Order Summary > Payment Options Help

**Payment Options** 

Payment Type:  Visa  
 Mastercard  
 American Express  
 Discover  
 Gift-Card

First Name on Card:


Middle Initial on Card:  (optional)

Last Name on Card:

Credit Card Number:   
Enter credit card numbers without spaces or dashes. Example: 0123456789101112.

Expiration Date:  Select a Month  Select a Year

Security Code:  [Click here to see an example](#)

  
[Back](#) [Submit Order](#)  
Please click the submit button only once.

That's it! You're well on your way to a successful semester at NCU.

If you have any questions, you can always contact the Duck Store at (541) 346-4331 for anything regarding textbooks.

Thank you for your time, and have a great year.