INSTRUCTIONAL MATERIALS CENTER

YOUR BRAILLE AND LARGE PRINT SOLUTION

ATHENA – SUBMITTING AN ORDER

The order is the means by which the demand a teacher has for material is captured and then sent to IDB for review. This online ordering system (Athena) replaces the current Seamless Docs order form. Each order captures the material requirements for a single student, each order can have multiple items attached.

Once the order information has been entered and the order items added, the order can be submitted to IDB for review. At the point of submission, checks will be run to ensure that all mandatory data is entered and that order items selected are still available. IDB will then be responsible for reviewing the order to ensure all pre-requisites have been met and then determining whether to approve.

The House icon ⌂ in the top left corner will take you to the Teacher Landing page. To create an order, click the plus sign icon on the left sidebar. The process will guide you through the steps for creating the order.

First, select the correct school year for which the material is needed. Clicking "Next" after each step will move you through the process.

Next, choose the correct school from the drop-down menu. The schools in this drop-down menu will only be the schools you have added to your profile.

Next, choose the correct student for which you are ordering materials from the drop-down menu. The students in this list will only be the students you have added to your profile.
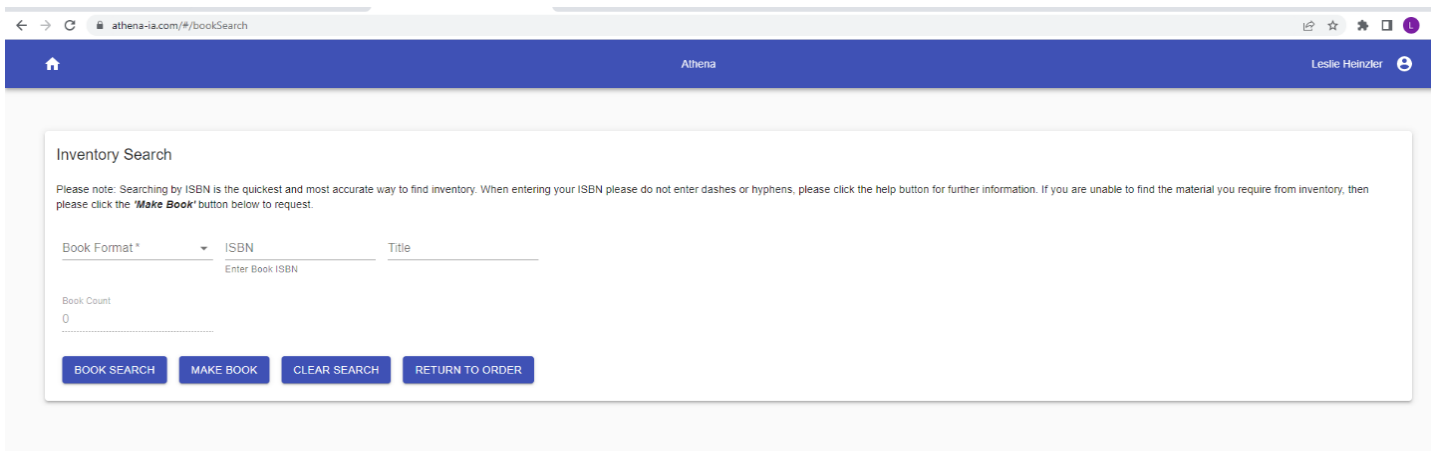
Next, please verify your contact information and provide an alternate contact if necessary.

Next, choose the shipping address for which you want the materials to be sent. You can choose "School Address," "Contact Address," or "Pick Up." The "Contact Address" is your address as the contact person.
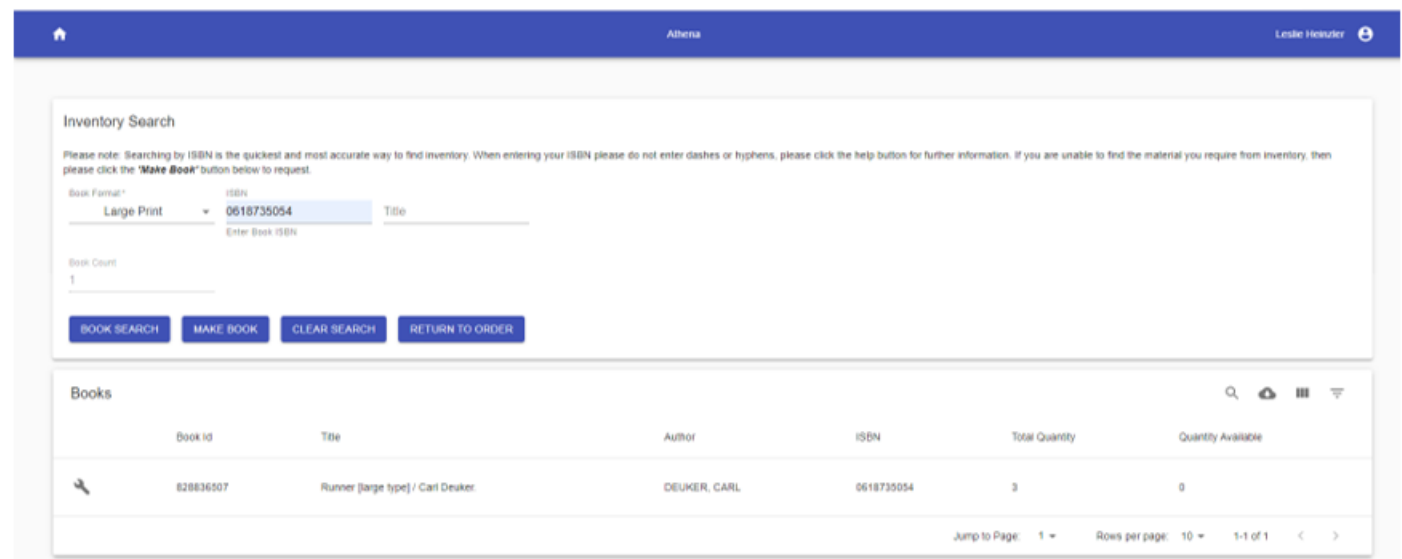
After the address has been selected, click "Create Order." You will be taken to a new page with your order number. At this point your order has been saved and assigned an Order ID. By taking note of the Order ID, you are able to track your order's progress or come back to it if you need to exit Athena before the order is submitted.

Next, select "Add Book."

After clicking on 'Add Book to Order' the user will be directed to the Inventory Search page. Allowing the teacher to search using several different criteria to identify the material required.

The most efficient and accurate way of searching for material is by ISBN. However, options exist to search by Title if needed, with options to enter partial title names to bring back a wider set of results to pick from. Before entering the ISBN or title, please select the correct format you are needing. Clicking the drop-down menu for "Book Format" will allow you to see the different formats available. Book records matching the search criteria will be returned for the teacher to view and select, alongside the book record are details of the quantity available.

Total Quantity: This represents the total number of copies that IDB has produced or bought.

Quantity Available: This represents the total number of copies minus copies which are already checked out on open orders. Therefore, this represents the number of copies available to a teacher.

If no book records match the teacher search criteria, then the teacher should press the 'Make New Book' button to navigate to the page allowing them to request new material creation matching their requirements. "Make New Book" is discussed later in the user guide.

In Inventory

If the book is currently in IDB's collection and available, there will be a plus sign on the left in the row with the book title, select the plus sign to add the book to the order. You will be asked to select a date that the item is required. Please allow time for processing and mailing.

You will be brought to a page with the item you just added. If there are more items you need to order, select "Add Book" and repeat the search inventory process. If your order is complete, select "Submit Order."

You will be brought to a page telling you your order has been submitted successfully. From this page you can create a new order or return to the home landing page.

Not in Inventory (Make New Book)

If you search for a book that is not in IDB's collection, you will receive a message saying "No matching book found. Please try alternative search criteria or make the book." Select "OK" and select "Make Book."

You will have two options:

- **I have an ISBN** - Select "I have an ISBN" if you have the 10 or 13-digit international standard book number (ISBN) often found on the back cover or the title verso page.

- **No ISBN** - Select "No ISBN" if you do not have the 10 or 13-digit international standard book number (ISBN).

  - If you have an ISBN, enter the ISBN and Book Details – please enter all mandatory information marked with an asterisk and select "Next."
  - If you do not have the ISBN, enter the Book Details – please enter all mandatory information marked with an asterisk and select "Next."
  - Review Properties and Prerequisites – if applicable, check the necessary boxes and select "Add Book/Copy to Order."
  - Please confirm your Material Preferences.
    - Only using Quick Braille when it meets the requirements displayed. Select "Confirm Braille Formatting Requirements"
    - For large print, check if color printing is needed or the item is consumable – meaning it will be written in or pages torn out.
    - Select "Next"
  - Please confirm that you will or will not be sending a hard copy of the standard print book to aid in transcription.
    - If yes, please download the hard copy tag and send it with the item by selecting "Print Hardcopy Tag." After the hardcopy tag is downloaded, select "Next."
  - Please enter the dates you require your material in the online Pacing Guide.
    - For Braille transcriptions, you can add more rows to the Pacing Guide by clicking the plus sign. Remember to save each row by selecting the "Save Row" icon. Select "Next" when Pacing Guide is complete.
    - For Large Print transcriptions, enter final date needed and "Confirm Date"
    - Select "Next"

- Do you have any files to upload to aid the production of this material?
    - If yes, choose "Upload" button, select files to upload and upload as necessary.
    - If there no files to upload, select "Add Book to Order."
- On the next screen, review your order item(s) and select "Submit Order."
- By taking note of the Order ID, you are able to track your order's progress.

If the book is in IDB's collection but not available, there will be a wrench icon on the left in the row with the book title. Select the wrench and follow the same steps for making a new book.

Adding a Device/Kit

Start your order as you normally would for a book. Select the Devices/Kits tab to search for your device or kit.

Select "Device Category" to search and select the View Device Page icon, left of the device image, for detailed information about the device. A list of devices available to check out will appear below the description. Select any available device from the list by selecting the plus sign icon and enter the date you need the device.

We have embossers, eReaders and Perkins Braille Writers available for check out. We also have literacy and STEM kits available. You may also add books to the same order for your student. Don't forget to hit "Submit Order" when you are finished.