Ordering Coursepacks and Learning Resources

This set of instructions provides information on:

- Resource requisition for a new term
- Adding additional enrollments

For more information, support and resources:

- LRTS information website: https://nait.libguides.com/LRST
- Print Solutions for printing and coursepacks:
  - PrintSolutions@nait.ca, 780.471.8766
- shop AT NAIT for entering learning resources:
  - Eryn Dechant erynt@nait.ca, 780.491.3961
  - Sandeep Wadhwa sandeepw@nait.ca, 780.491.5438
- ITS for all other questions
  - helpline@nait.ca, 780.471.8624

Quick Notes:

- Please remember to check the Academic Planning Calendar for learning resource and coursepack submission deadline dates for each term.
- To streamline order submission and processing, it is preferred for programs to submit print orders for Department and Instructor copies of Coursepacks when submitting other learning resource requisitions.
- Please note the number entered for Expected Enrollments may not be the number of resources ordered. The shop AT NAIT team will review current inventory, previous sales and other factors to determine an appropriate order quantity. Please contact shop AT NAIT with any questions or concerns regarding this process.
- If you need a part number for a required supply not previously ordered, or if your part number includes an item that comes in multiple sizes or styles (i.e. lab coats or safety glasses), please contact shop AT NAIT.
Ordering Coursepack & Resources Flowchart

Ordering Coursepacks and Learning Resources

- Operational Groups
- Portfolios
- Program Page

Select Program

Resource Requisitions, select:
- Academic Year
- Term

Select Course Row

Learning Resources → Coursepack

Add Requisition
- select program
- special instructions
- review/change
- submit

Submit for Validating

Workflow Complete
- Level/Term View Status Displays
1. When your program is notified of your course intakes, create a requisition for the necessary resources and coursepacks. In most cases, you would start the requisitioning process from the Programs area, but it can also be initiated from Operational Groups or Portfolios.

2. Search for your program. Click on the program name to select it.

3. You should see a choice for Learning Resources. If you don’t see this option, contact your Local Area Expert to set up the correct permissions for your program. Click on this option to view.
4. Select the academic year and term that you want to create your requisition for. You now should see a number of tables for each course for that year and term, grouped by their level within the program. You may need to scroll down to see all of the courses for that term. Select the row for your course.

5. The first row is for your course pack, if any, and the second row is for any learning resources that the course requires. You can check on the details of your course pack or learning resources by selecting that row.
6. To start the resource requisition, click on that row. Then click Add Requisition.

7. Select the program that the requisition is for, and then click Next to continue.

8. If you have already created a requisition, and your program had additional enrollments, just requisition for the additional students, and place a note that they are for late enrollments.
9. You should also enter any special instructions or notes for shop AT NAIT that will assist with the printing ordering process. (I.e. If there are specific quantities of an individual resource, or ILM kitting instructions). When complete, click on Next to continue.

10. You now are on the Review Submission. You can change the Program that is submitting with the Change selection. You can go back and change enrollments or other details with the Previous button. If the details look correct, then click on the Submit button.

11. You should get a message that your request has been submitted. You can close this message.
12. Your Course Requisition should now show that it is processing with shop AT NAIT.

13. In the level and term view, the status of requisition will be displayed.