# How to Adopt Course Materials in Verba Collect

This documentation will walk you through the process of informing your campus store of the course materials you'd like to use. Prompt adoptions lead to affordable books for students - thanks for doing your part to make course materials more affordable!

SELECT COURSES & SECTIONS

1. After logging into Collect with your school credentials, you can begin adopting course materials by selecting from the list of your assigned "Open" courses:
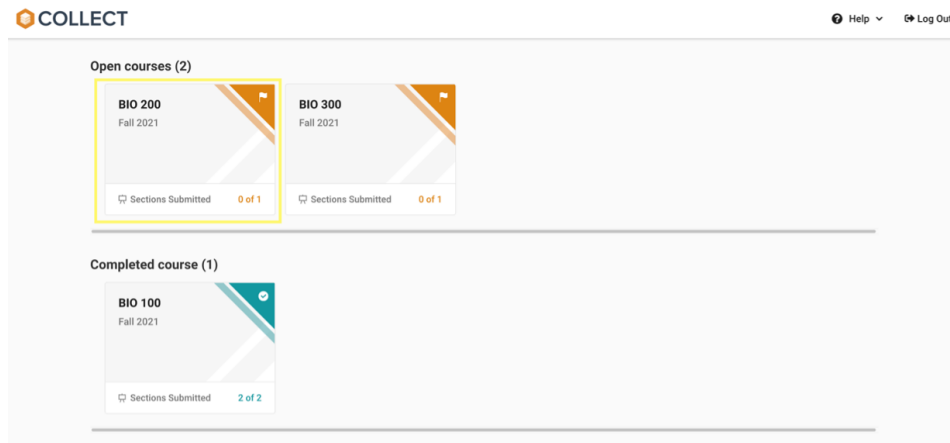
2. You'll then see a pane appear on the right side of the page. Select the sections for which you want to submit adoptions and click **NEXT**. Note that by selecting multiple sections you'll be submitting the same adoptions for each selected section. If you want to submit different textbooks for each section, only select one for now. You'll be able to submit for the others after finishing the first.
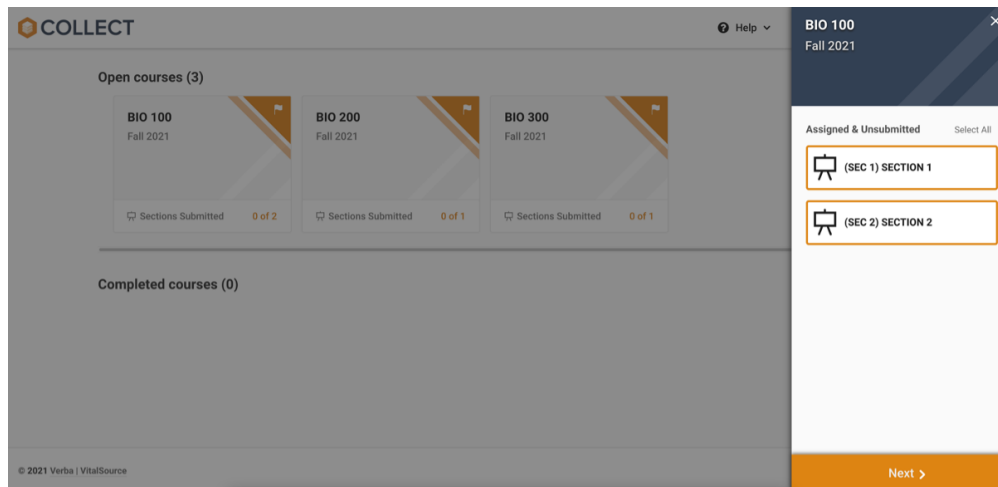
3. Once selected, choose from three options: 1. Yes, I need to add books, OER materials, or supplies, 2. No, I do not need to add books, OER materials, or supplies, or 3. No, this section isn't offered. We'll cover the latter two first, and then walk you through the first option in its own section below.

4. **No, I do not need to add books, OER materials, or supplies:** If you select "No, I do not need to add books, OER materials, or supplies", you'll be prompted to enter estimated enrollment and optionally send a note to the bookstore. After all information has been entered, click SUBMIT ADOPTIONS to complete your adoption.

BIO 200
Fall 2021
(SEC 1) Section 1

‹ Back

Review & Submit

There are no materials selected for this adoption.

Clicking "Submit Adoptions" means you do not require course materials for this adoption. If there are course materials you'd like to adopt, click the back button to continue editing.

Additional Details
Estimated Enrollment

20

Add a Note
If you'd like, you can include a note updating collaborators and course materials staff.

Add your notes here

Submit Adoptions

5. **No, this section isn't offered:** Alternatively, when marking courses as "No, this section isn't offered", you can send a note to the bookstore if need be. If you have no questions to ask or information to pass along, that's ok! This step is optional. When finished, click **SUBMIT ADOPTIONS**.

BIO 200
Fall 2021
(SEC 1) Section 1

‹ Back

Review & Submit

Mark the selected section as "Not Offered"

Submitting this adoption will notify the bookstore that the selected section have been cancelled and should be removed from this term's course list. If that is a mistake, click the "back" button to make a different selection.

Additional Details
Add a Note
If you'd like, you can include a note updating collaborators and course materials staff.

This section is no longer offered.

Submit Adoptions

6. For either scenario above, if you change your mind for whatever reason, you can always click the "Back" button on the left side of the page to take you to the home screen:

<Back

Review & Submit

Mark the selected section as "Not Offered"

Submitting this adoption will notify the bookstore that the selected section have been cancelled and should be removed from this term's course list. If that is a mistake, click the "back" button to make a different selection.

ADDING PREVIOUSLY ADOPTED MATERIAL

1. After selecting sections and indicating you need to add materials, you can do so from a previously submitted adoption on the **COPY ANOTHER ADOPTION** tab. If the course has been taught before, books from the most recent past term will be displayed. You can also select another term, course, or section by using the dropdowns and clicking **APPLY**.
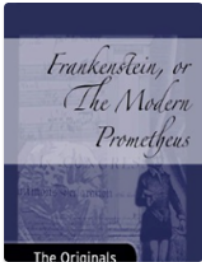
ENGL 111
FALL 2024
75

Copy Another Adoption   Add New Materials   Add Manually

Previously Adopted Text and Materials

Filter   All Sections   2247 SC   ENGL 111   (SOUTH_2247_34...

Book

Frankenstein, or The Modern Prometheus
Mary Shelley
Hayes Barton Press

Book ISBN: 9781603970020

Add Book

2. As you're browsing terms, courses, and sections, you can decide whether you want to limit results to just your courses or view other section adoptions with the **MY SECTIONS ONLY FILTER.** Clicking on **ALL SECTIONS** and then **APPLY** will allow you to view other section adoptions.

3. Each title will be displayed on its own "card" containing relevant details about that book like author, title, ISBN, and publisher.
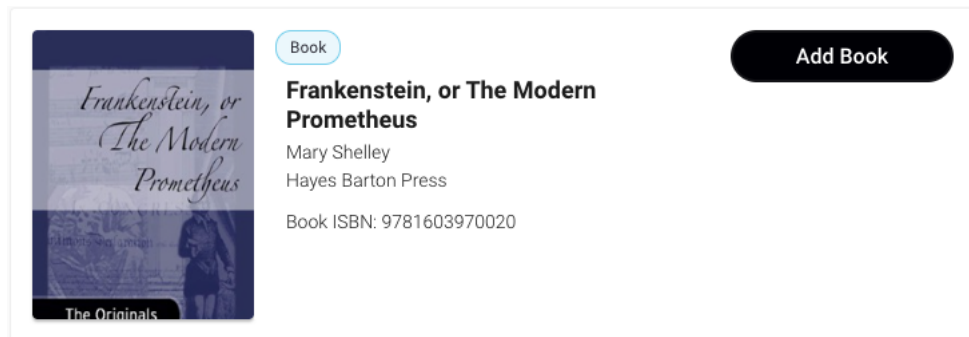
4. If you want to add the displayed item to your list, click the **ADD BOOK** button next to individual items (as shown above), finalize your item requirements, then click **APPLY.**

Item Requirements

Your students could be saving an estimated 90% off print list price with Inclusive Access.

If you're interested in helping your students save money and ensuring they have their course materials on the first day of class, we invite you to express your interest in participating in Inclusive Access. Please note that this is simply for information gathering and does not require any commitment on your part. for participation.

⬭ Are you interested in adopting this title into Inclusive Access?

Book ISBN

9781603970020

Required Status

Select one ⌄

OK to use newer edition

Select one ⌄

Cancel   Apply

5. Once you add an item, the selected materials dropdown appears automatically, letting you know the item was added successfully. Rinse and repeat this process for any other books you wish to add from the **PREVIOUSLY ADOPTED TEXT AND MATERIALS** screen.

   Please note, if you wish to remove items that have been added to your current adoption, simply click the **REMOVE** button from the dropdown.

6. Once your selected materials list is complete, click **REVIEW & SUBMIT** from the "Review and Submit" dropdown in the top right to put the finishing touches on your adoption. Or, follow these instructions to add any new materials:
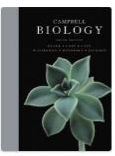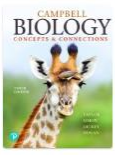
ADD NEW MATERIALS

1. To add new adoptions, click on **ADD NEW MATERIALS** to add any new resources. Then, search for the ISBN, author, and/or title and choose from the results that appear below. Make sure you add the correct content type, Book, Courseware, or Bundle. Adding new materials this way follows the same instructions as shown under the "Adding Previously Adopted Materials" section above.
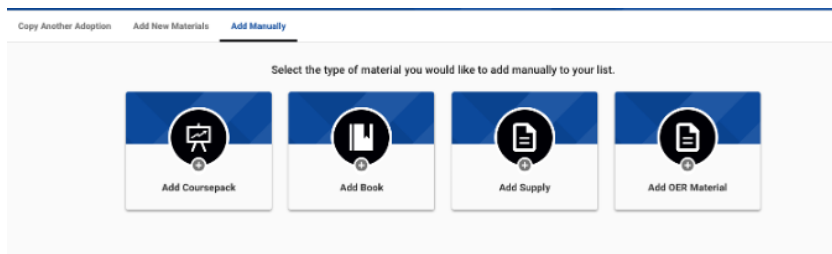

2. Alternatively, if you don't see the book you are looking for, edit your search criteria or click **ADD MANUALLY**.

3. Then, click **ADD BOOK** and enter your ISBN. If there are no results more fields will appear. Enter all relevant details about your title.

4. If you need to create a new custom coursepack, click the **ADD COURSEPACK** button and use the link provided to go to our coursepack partner LAD's Creator Studio and follow the prompts to create your account.
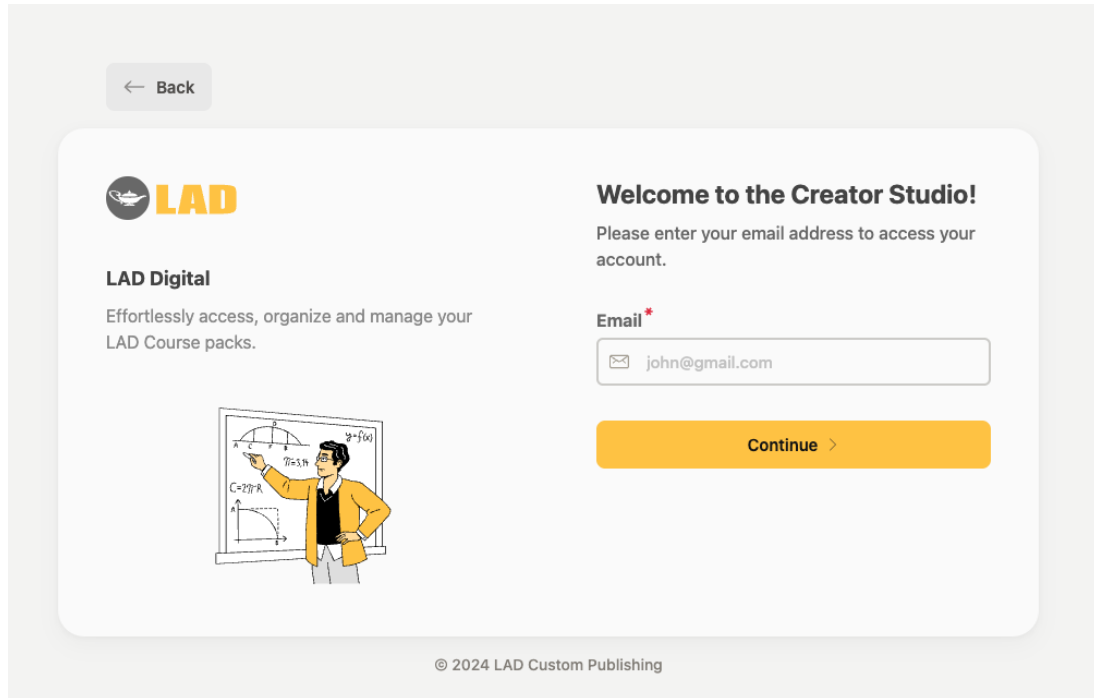
5. Once you have created your coursepack you will want to add the name of your coursepack in the Title field and click on Add Coursepack to finish your adoption.

6. Finally, to add general supplies and/or Open Educational Resource items, click on the **ADD SUPPLY or ADD OER MATERIAL** button(s).

Select the type of material you would like to add manually to your list.

Add Coursepack | Add Book | Add Supply | **Add OER Material**

Add OER Material Manually

Please describe the OER material needed for this course.

Description / Title*

0/255

Supplier / Creator

0/255

Link (URL)

0/255

Cancel   Add

6. At a minimum we need a description of the supply/OER item, but the more info you give the better! When you have finished describing your supply/OER item, click **ADD**.

7. After adding all your desired materials, hover over **REVIEW AND SUBMIT** in the top right corner, and then again in the dropdown to complete the last step of the adoption process.

Log Out   Review and Submit

Frankenstein, or The Mo...
Mary Shelley
VBID: 9781603970020
ISBN: 9781603970020
Required   Edit | Remove

Review and Submit

FINALIZE AND SUBMIT YOUR ADOPTION

Before submitting your adoption, you will need to tell the bookstore a few key pieces of information.

1. First, if the enrollment size is not populated already or you'd like to make changes, enter in your estimated enrollment for the selected courses. This figure should be the average size of each individual section - not a combined total.

Additional Details

Estimated Enrollment

20

2. Next, you can enter any special notes, questions, or information you wish to communicate to the bookstore. If you have no questions to ask or information to pass along, that's ok! This step is optional.

Add a Note

If you'd like, you can include a note updating collaborators and course materials staff.
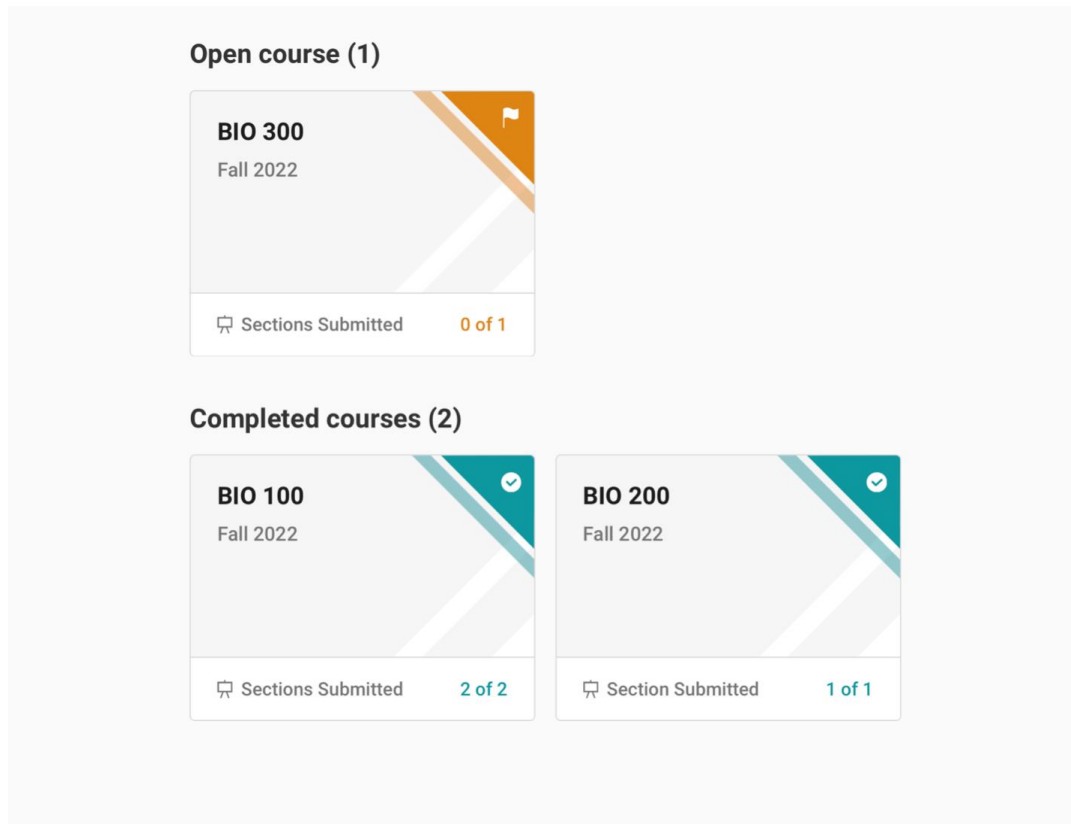
Notes

Add your notes here

Submit Adoptions

3. After all information has been entered, click **SUBMIT ADOPTIONS** to complete your adoption.

Submit Adoptions
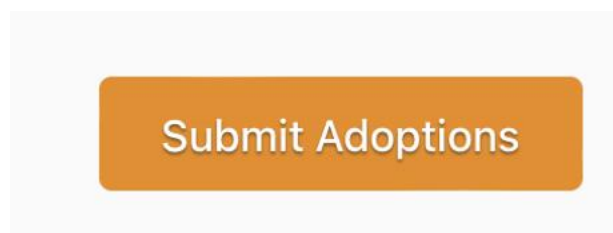
4. Once all sections of a course have been submitted, the course moves to a **COMPLETED COURSES** list underneath any leftover open courses.

Open course (1)

BIO 300
Fall 2022

🖥 Sections Submitted   0 of 1

Completed courses (2)

BIO 100
Fall 2022

🖥 Sections Submitted   2 of 2

BIO 200
Fall 2022

🖥 Section Submitted   1 of 1

5. If you have any remaining courses to adopt, you are now ready to work on submitting for another course! Select one from the **OPEN COURSES** list.

FAQ

Why can't I see a list of courses when I log in, or some are missing?
One of two things will dictate the list of assigned courses on the left side of the interface:
1. You have not been assigned to any courses for the current term, or
2. Your screen size has been adjusted which may collapse the list.

Can I switch courses/sections once I start the process?
You bet! Click on your store logo in the upper left corner to be taken back to the home page where you can select a different course. NOTE: In this example the store logo is a general Collect Logo, but yours will be specific to your institution.

I clicked the NO TEXT REQUIRED button, why are there books attached to my course?
There are two cases where we will keep previously selected materials tied to an adoption:
1. If you begin working on a course and add materials to your list of selected materials, then move away from that course (click on a different one in the list on the left, for example) we will retain those selected materials
2. If you attempted to revise a completed course button for a course, we will also retain those selections.

Don't worry! You can click the REMOVE button on those materials and proceed to submit the selected sections as "No Text Required."

Can I make changes once I submit my adoption(s)?
That depends! If the submitted adoption has not been marked as "Reviewed" or "Approved" by a Collect administrator, you will have the ability to make edits. To do so, select the course you wish you revise from the list of completed courses, and click the **REVISE SECTION** button on the ride side of the interface for the section(s) you wish to edit.
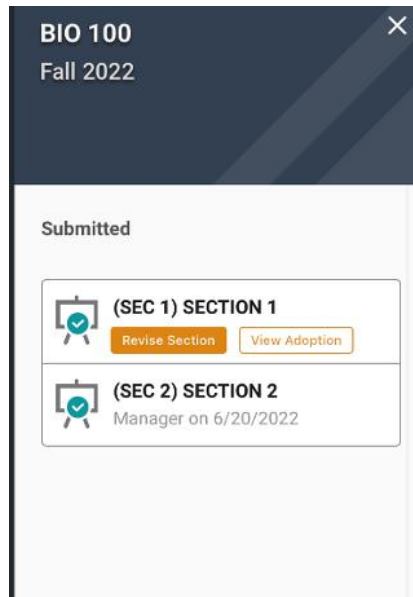
If your adoption has already been marked as "Reviewed" or "Approved," you will have the option to send a request to Collect administrators to make changes. To do so, select **REQUEST ACCESS** button for the section(s) you wish to edit. Fill in a brief description of what changes need to be made and the Collect Administrator will follow up with the next steps.
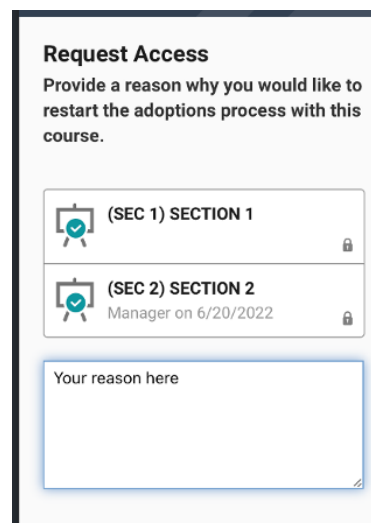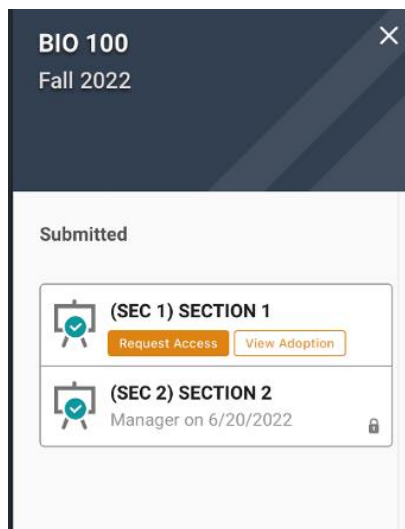
Can I review my adoptions once they are submitted?
Sure thing! Start by selecting the course you want to review on the home page, and on the right-hand side hover over the course and select **VIEW ADOPTION**. Clicking "View

Adoption" takes you to a page where you can see your submitted materials for the selected course.
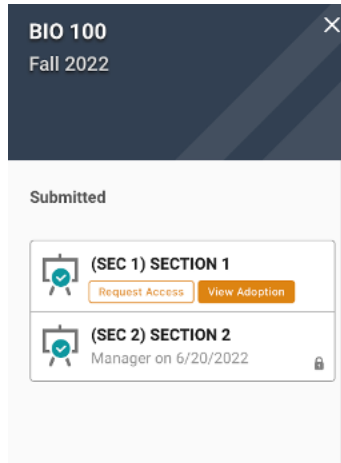
How can I contact my bookstore with questions?
Need help? No problem! Click the **CONTACT US** button in the top right corner of the interface to send an email message to our team.