

Reporting Course Adoptions

The Duck Store

Since 1920, the University of Oregon Bookstore/The Duck Store, has served the book and supply needs of the University of Oregon. With locations in Eugene and Portland, we advance and foster the educational goals of the University of Oregon by creating an enduring sense of community among all Ducks – past, present, and future.

Most college stores are owned by for-profit corporations. The Duck Store is different. We exist to benefit students, not to profit from them. As an independent, non-profit college store, we do that through discounted textbooks prices, student employment, and support of University of Oregon programs.

The Duck Store uses **Verba Collect**, the industry's leading adoption management software, to gather your course material requests. Verba Collect helps instructors quickly log on by sending a personalized link to your email each term which you can use to adopt course materials in minutes using their streamlined process. All course information is automatically uploaded to Verba Collect each Monday from the Registrar's files.

Step 1: Log on to Verba Collect

Help Video: <https://www.uoduckstore.com/VC-Getting-Started>

Check your uoregon.edu inbox for your personalized link.

Note: If you are not yet assigned to a section, you will not receive an email. You can create a login at: <https://www.uoduckstore.com/VC-Create-Login>

When you first sign into Verba Collect, you are given three options before advancing:

Do you need to add materials to this adoption?

Yes, I need to add books, OER materials, or supplies

No, I do not need to add books, OER materials, or supplies

No, this section isn't offered

Yes, I need to add books, OER, materials, or supplies

Important! This option includes all paid materials as well as all free materials, including OER, library readings, and Canvas readings. Advance to [Step 2: Add Materials to Your List](#)

No, I do not need to add books, OER, materials, or supplies

Select this option if there are **no readings, materials, or supplies** to report for your section. You will be asked to confirm this choice and must proceed to [Step 3: Review & Submit](#).

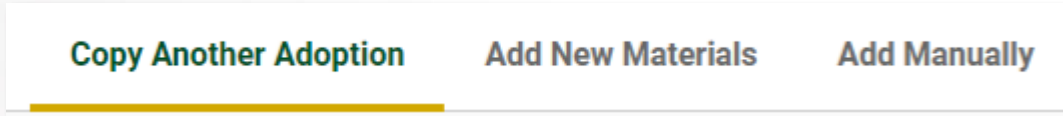
No, this section isn't offered

Select this option if you will not be teaching this section.

Step 2: Add Materials to Your List

Important! If you are reporting only free materials, see the **Add Free (OER/Library/Canvas)** section below for instructions on how to add OER, Library readings, Canvas readings or other free materials.

After selecting **Yes, I need to add books, OER, materials, or supplies** you will land on a page with three tabs of options:



Copy Another Adoption

Help Video: <https://www.uoduckstore.com/VC-Copy-Adoption>

The **Copy Another Adoption** tab allows you to quickly re-adopt past materials. You have the option to filter by sections (yours only or all sections), terms, and courses.

Add New Materials

The **Add New Materials** tab allows you to search for a specific ISBN, title, or author to add to your adoption list. Use this tab if you haven't adopted materials before.

Note: Verba Collect uses Bowker Books in Print®, the bibliographic database, to populate the book information. It is not 100% accurate. If you cannot find what you need, use the **Add Manually** tab.

Add Item Requirements

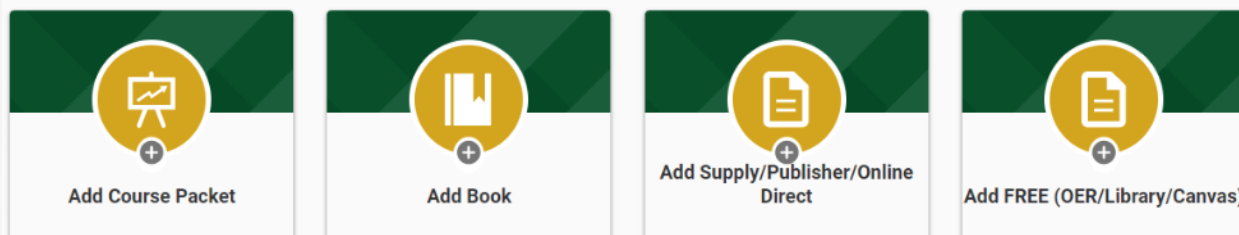
Once you select your text, you will need to fill out the **item requirements** to move forward. You will be asked:

1. **Required Status**
*Please indicate if your material(s) are required, recommended, optional, etc. and select the most appropriate status from the drop-down menu. **Required – Graduate Students Only** is intended to differentiate materials in 4/500-level split courses when you want certain items to be required only for the 500-level (graduate) students.*
2. **OK to Use Old Edition? [Yes/No]**
Please indicate if old editions are acceptable.
3. **Would you like the most current edition? [Yes/No]**
Please indicate if you need the most current edition available.
4. **Courseware/Access Code (Connect, MindTap, MyLab, etc.) is required with the text? [Yes/No]**
Important! *Please indicate **YES** if you require **courseware or access codes** with the text. This could be Connect, MindTap, Achieve, MyLab, InQuizitive, etc.*

Add Manually

Help Video: <https://www.uoduckstore.com/VC-Add-Manual>

The **Add Manually** tab allows you to add information for books not found in the database or request non-standard materials. Select the option that best fits the materials you need to adopt and refer to the definitions below:



Add Course Packet

Use this if you plan to use a course packet. This **will not** create an order with UO Printing Services to print the course packets. To finish the process of ordering your course packet, contact Kati Kronholm at UO Printing Services via email at katik@uoregon.edu or calling (541) 346-5370. For more information about Course Packets, visit <https://print.uoregon.edu/resources>.

Add Book

This will allow you to manually enter book information to add to your adoption list. Use this option if the database doesn't have your title listed.

Add Supply/Publisher/Online Direct

If you plan on requiring any non-standard supplies or directing your students to purchase materials direct-from-publisher or online-direct, you can use this option to provide the following information:

- Description/Title
- Supplier/Creator
- Link (URL)

Add Free (OER/Library/Canvas)

If you plan on utilizing **free** Open Education Resources (OER) or providing links to **free** readings via the Library or Canvas, please use this option.

There are two options for reporting materials that are available as eBooks from UO Libraries. In most cases, we recommend reporting these books as traditional paid materials using the **Add New Materials** or **Add Manually** steps described above. At the end of the adoption, use the **Add a Note** field to let students know that a library eBook is available and that they can choose to use it or purchase a print copy if they prefer.

If the library owns an unlimited-use eBook version of your required book and you only want students to access the book through the library, you may use the **Add Free** option described in **Add OER or Canvas Readings**.

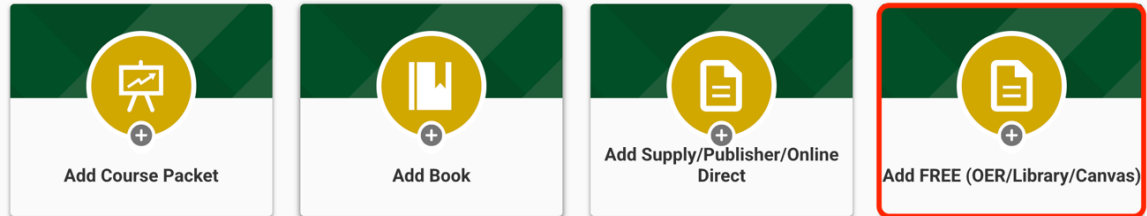
Add OER or Canvas Readings

Copy Another Adoption

Add New Materials

Add Manually

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



1. Select the **Add FREE (OER/Library/Canvas)** tile in the **Add Manually** tab.

2. Fill in the required fields:

- **Description / Title:** For OER or Library readings, add the title of the text.
- **Supplier / Creator:** Add the publisher and/or author
- **Link (URL):** Add a link to the material if available (for OER or Library readings).

Add FREE (OER/Library/Canvas) Manually

Please describe any free to use materials (OER, Canvas Readings, Library readings) needed for this course.

Description / Title*

0/255

Supplier / Creator

0/255

Link (URL)

0/255

Cancel Add

- Once you click the **Add** button, you will be asked for **Item Requirements** about your material. Some of the questions may not apply for free materials and can be left blank. To add an ISSN/ISBN, you can use the **Add a Note** field before you submit.
- Repeat for each individual book/material (click the **Back button** on the left to add more items). Once you've added all your required materials, remember to **Review & Submit** (final step below).

Step 3: Review & Submit

Help Video: <https://www.uoduckstore.com/VC-Submit>

Important! Please use the **Add a Note** field to communicate with The Duck Store staff:

- If you have any **specific instructions for The Duck Store** (for example, no eBooks allowed/print only, library eBooks available for certain titles, etc.).
- If you have any **specific instructions for students**
- **Prices** for supplies or price estimates for course packets, cases, or other materials.
- If your book status includes **Go to Class First** or **Choose One**, please explain why you selected that status (for example, a free version is available, multiple format options exist, or students must choose between titles).
- Any clarification or additional context that would be helpful for The Duck Store staff if something may be unclear.
- Lastly, don't forget to click the **Submit Adoption button**.

Adding a Departmental Approver

If you would like to add a departmental approver to help assist with adoptions, please email facultyadoptions@uoduckstore.com with the following information:

- First/Last Name | Email Address | Department [abbreviations preferred]

Questions?

If you have any questions about materials that aren't described in this instruction sheet and would like to speak with one of our book buyers, please email facultyadoptions@uoduckstore.com.