Template Reporting

Updated 4/26/22

The No Course Materials Template.xlsx is available upon request and should only be used for courses that have **_no associated cost_**. If the section has any associated costs (including required supplies/ebooks/subscription fees from any supplier), items must be reported via Verba Collect.

Please be sure to submit this template by the term deadline and ensure all information is accurate and complete. Email term templates to facultyadoptions@uoduckstore.com for processing.

1. Provide Term, Department & Section
   Please provide the information in the following formats:
   - Term = Fall 2022, Winter 2023, Spring 2023, etc.
   - Department = ANTH, MATH, PSY, etc.
   - Section = 101, 201, 301, etc.
2. Input CRN
   <mark>*Important!*</mark> *One CRN per row.*
3. Select from the available drop-down menu under Column E 'Required'
   If neither of these apply to the course, items must be reported via Verba Collect.
   - No Course Materials Required
   - Canvas Readings/Check Syllabus
4. Provide approver name & email
   This can be either instructor or departmental approver.

Adding a Departmental Approver

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

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