



Course Materials Adoptions

UNM Bookstores - Verba Software

- Submitting Course Material/Textbook Information to the UNM Bookstores
 - Is **EASY** to do via our online Verba Collect platform from Verba Software
 - Is required of all public institutions such as UNM:
 - Higher Education Opportunity Act of 2008
 - Provides Transparency into the Cost of Attendance (CoA)

But my students can just go online, right?

Not Always!

- Some students receive 3rd Party assistance and can only get materials through the UNM Bookstore
- Some are on various scholarships and the UNM Bookstore provides their materials as scholarship funds cannot be used elsewhere
- Many students prefer the convenience and service that their University Bookstore provides including:
 - Returns/Exchanges for dropped/canceled courses
 - Guaranteed correct materials

But my class is online... the students aren't anywhere near the Bookstore...

- The UNM Bookstores offer full service online for all course materials – both physical and digital
- Offer In-Store Pickup (w/ Social Distancing guidelines in place)
- Offer Shipping for any materials the student needs
- bookstore.unm.edu offers a DARE TO COMPARE tool
 - Students can compare the UNM Bookstore's prices to that of online retailers such as Amazon, Chegg, etc.
 - Over 70% of students who use DARE TO COMPARE end up purchasing their course materials through the UNM Bookstore!

Submitting Adoptions

- Each week, the UNM Bookstore sends out an email that includes a personalized link directly to the courses you are assigned to teach
- Adoption campaigns begin early, so know that information is still subject to change:
 - Summer and Fall term adoptions are sought at the same time – typically, emails begin going out 3-4 weeks into the Spring term
 - Spring adoptions begin being sought around 3-4 weeks into the Fall term.

Weekly Adoption Emails

- Generated by the UNM Bookstore's Course Materials/Textbook Dept.
- Will include weekly information regarding needs from you, the instructor
- Will be generated so long as you have courses/sections where information is still outstanding
- Include a personalized link to take you directly to the courses associated with your email address



BOOKSTORES

A Message from the Bookstore

Good Afternoon Professor Smith,



BOOKSTORES

A Message from the Bookstore

Good Afternoon Professor Smith,

To Begin, Select the Button in your email:

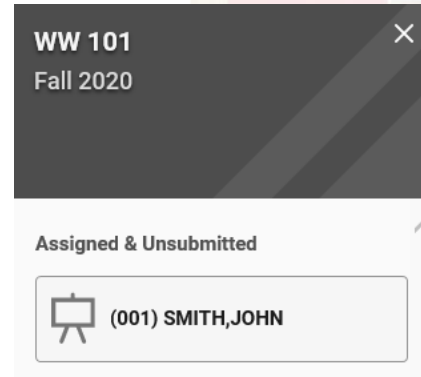
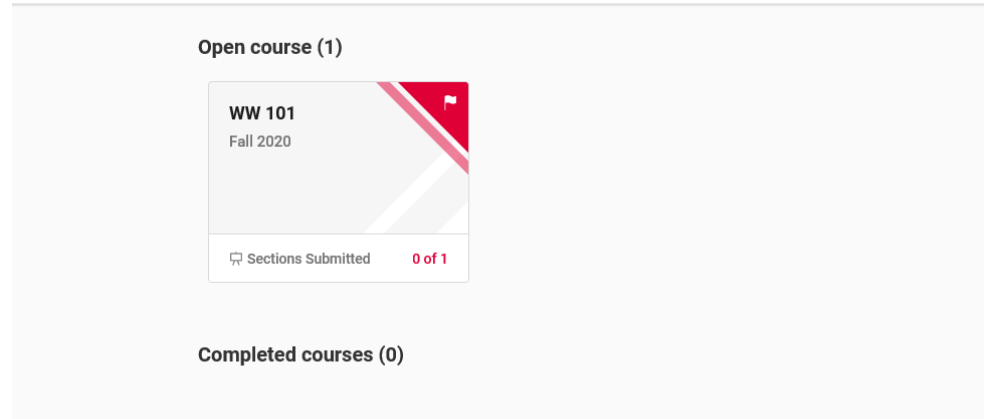
Your Personalized Link



Courses Assigned to Your Email

- In this scenario, course WW 101 shows that it is OPEN
- Click on the course to begin...

- A fly-in window will appear and you see your name assigned to section 001 of this course
- Click the section to highlight and then click NEXT!



Do you need to add text or materials?

- 3 options:
 - Yes, I need to add text or materials – use this to add actual items necessary for your course
 - No text or materials are required
 - This option is ONLY for courses where students have NO ASSIGNED READING MATERIALS
 - No, this section isn't offered – use only when the section has been canceled or if your name is assigned but you know you will not be teaching it.

WW 101

Fall 2020



Do you need to add text or materials?

Yes, I need to add text or materials

No text or materials are required

No, this section isn't offered

Yes, I need to add text or materials:

- You will then be taken to the page where you can search by ISBN, Author, or Title
- If the search turns up with no results, click the “ADD MANUALLY” button
- You can also copy the materials over from another adoption you’ve submitted in the past.




NM BOOKSTORES Help Log Out Review and Submit

WW 101
Fall 2020
(001) Smith, John

[Copy Another Adoption](#) [Add New Materials](#) [Add Manually](#)

Looking for something specific?

Search by ISBN, Author or Title

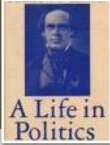


No results for this search.
Do you need to add a book or material manually?

[Add Manually](#)

Results for "9780873383400"

Filter Only OER



53
Somewhat Affordable

Salmon P. Chase : A Life in P...
Blue, Frederick J.
ISBN: 9780873383400
Publisher: Kent State University Press
Hardcover

Options will appear after you've entered information

Results for "9780873383400"

Filter Only OER



Salmon P. Chase : A Life in

Blue, Frederick J.

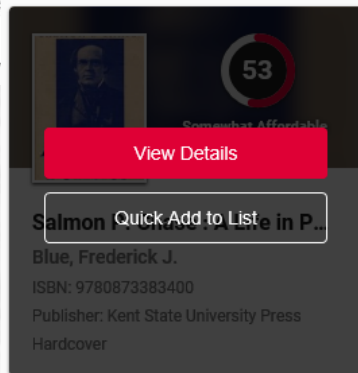
ISBN: 9780873383400

Publisher: Kent State University Pres

Hardcover

Results for "9780873383400"

Filter Only OER

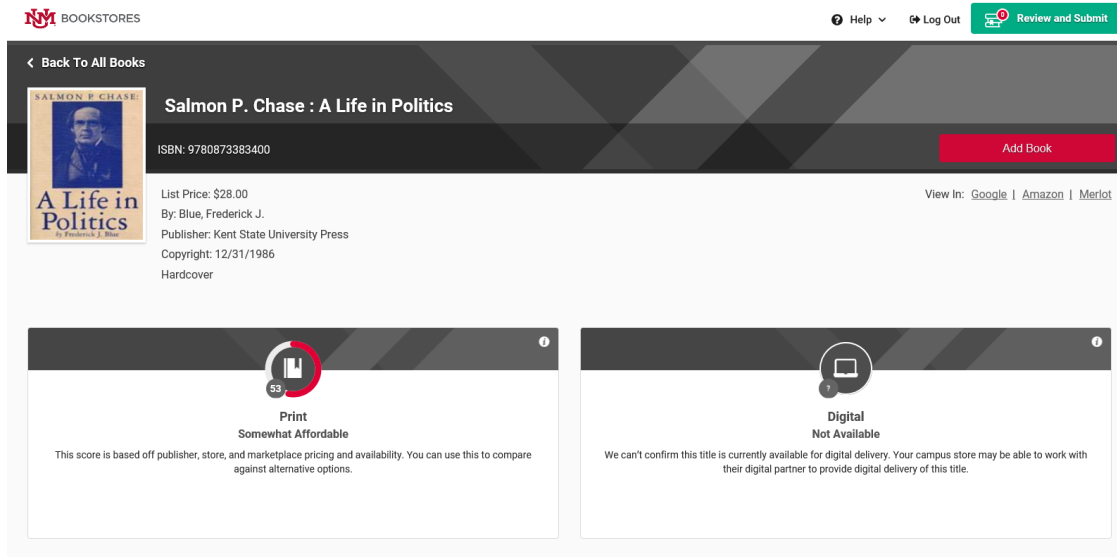


Options will appear after you've entered information

Hover mouse over the title and you can view further details on the title

Further Details Include...

- Affordability – dig deeper to determine if more affordable options might be available such as paperback editions
- Digital Options – you can see if digital options might be available for this material



The screenshot displays the product page for 'Salmon P. Chase: A Life in Politics' on the UNM Bookstores website. The page includes a book cover, ISBN, list price, author, publisher, and copyright information. It also features two panels: 'Print Somewhat Affordable' with a score of 53 and a note about pricing, and 'Digital Not Available' with a note that the title is not currently available for digital delivery.

UNM BOOKSTORES Help Log Out Review and Submit

< Back To All Books

Salmon P. Chase : A Life in Politics

ISBN: 9780873383400 [Add Book](#)

List Price: \$28.00
By: Blue, Frederick J.
Publisher: Kent State University Press
Copyright: 12/31/1986
Hardcover

View in: [Google](#) | [Amazon](#) | [Merlot](#)

Print
Somewhat Affordable

This score is based off publisher, store, and marketplace pricing and availability. You can use this to compare against alternative options.

Digital
Not Available

We can't confirm this title is currently available for digital delivery. Your campus store may be able to work with their digital partner to provide digital delivery of this title.

Further Details Include...

- Affordability – dig deeper to determine if more affordable options might be available such as paperback editions
- Digital Options – you can see if digital options might be available for this material
- You can also add the book to your course directly from this page

The screenshot shows the UNM Bookstores website interface. At the top, there is a navigation bar with 'Help', 'Log Out', and 'Review and Submit' buttons. Below this is a header for the book 'Salmon P. Chase : A Life in Politics' with the ISBN 9780873383400. A red circle highlights the 'Add Book' button in the top right corner. The book details include: List Price: \$28.00, By: Blue, Frederick J., Publisher: Kent State University Press, Copyright: 12/31/1986, and Hardcover. Below the details are two panels: 'Print' with a 'Somewhat Affordable' score and a note that the score is based on publisher, store, and marketplace pricing; and 'Digital' with a 'Not Available' status and a note that the campus store may be able to work with their digital partner.

Select Requirement

- REQUIRED for the course or;
- OPTIONAL

Item Requirements ×

Select One ▼ **Required Status ***

Select One ▼ **Order most current edition (notify instructor of new ISBN)? ***

Select One ▼ **Students may use old edition? ***

Select One ▼ **Package Supplements (Access Code, CDs, Software) Required to Pass Course? ***

Select One ▼ **Send Me Info About Inclusive Access ***

Tell Bookstore if you want the most current edition

- You will be notified of the new edition and provided information on how to obtain a desk copy
- The Bookstore will make the change for you
- NOTE: Staying with an old edition might seem like the best pricing option but this is not always the case. Contact the UNM Bookstore to find out the feasibility of staying with an old edition.

Item Requirements ✕

Select One ▼ **Required Status ***

Select One ▼ **Order most current edition (notify instructor of new ISBN)? ***

Select One ▼ **Students may use old edition? ***

Select One ▼ **Package Supplements (Access Code, CDs, Software) Required to Pass Course? ***

Select One ▼ **Send Me Info About Inclusive Access ***

Can Students use an old edition

- If you allow for students to use an old edition, we can offer any unused and nonreturnable backstock (if we have it) to sell as well as the new edition if you tell us (previous question).
- NOTE: If you select NO to both question 2 and question 3, the UNM Bookstore will list the exact ISBN that you have submitted. If we are not able to obtain the material, you will then be notified.

Item Requirements ×

Select One ▼ **Required Status ***

Select One ▼ **Order most current edition (notify instructor of new ISBN)? ***

Select One ▼ **Students may use old edition? ***


Select One ▼ **Package Supplements (Access Code, CDs, Software) Required to Pass Course? ***


Select One ▼ **Send Me Info About Inclusive Access ***


Do you need additional items to be packaged with this title?


- Additional items may include:
 - Courseware such as MyLab, Connect, WileyPlus, LaunchPad, etc.
 - CD's or DVD's
 - Study Guides
- NOTE: Additional materials are packaged together by the publisher; if you have two separate books you wish to be bundled, please email us at text@unm.edu to see if such a bundle can be made by the publisher. Otherwise, the items would be two separate adoptions.


Item Requirements

Select One  **Required Status ***

Select One  **Order most current edition (notify instructor of new ISBN)? ***

Select One  **Students may use old edition? ***

Select One  **Package Supplements (Access Code, CDs, Software) Required to Pass Course? ***

Select One  **Send Me Info About Inclusive Access ***

Inclusive Access

- This question just asks if you would like to receive further information on the UNM Bookstore's Inclusive Access program.
- If you are already familiar with this program, you do not need to select YES; if you would like to participate in the Inclusive Access program, simply email text@unm.edu and let us know.

Item Requirements ✕

Select One ▼ **Required Status ***

Select One ▼ **Order most current edition (notify instructor of new ISBN)? ***

Select One ▼ **Students may use old edition? ***

Select One ▼ **Package Supplements (Access Code, CDs, Software) Required to Pass Course? ***

Select One ▼ **Send Me Info About Inclusive Access ***

Enter the Estimated Enrollment and any notes you may have for the Bookstore:

WW 101

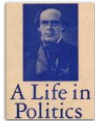
Fall 2020

(001) Smith, John

[◀ Back](#)

Review & Submit

Your Selections



Salmon P. Chase : A Life in Politics

Blue, Frederick J.

ISBN: 9780873383400

Required

[Edit](#) | [Remove](#)

Additional Details

Estimated Enrollment *

Estimated students enrolled

Add a Note

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

Add your notes here

[Submit Adoptions](#)

Review & Submit!

- Once you have completed your adoption entries, simply click the REVIEW and SUBMIT button in the top right corner:



Review and Submit

You're DONE!

NM BOOKSTORES

Open courses (0)

Completed course (1)

WW 101

Fall 2020

📄 Section Submitted

1 of 1