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

A Message from the Bookstore

Good Afternoon Professor Smith,
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.
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.
Salmon P. Chase: A Life in Politics
Blue, Frederick J.
ISBN: 9780873383400
Publisher: Kent State University Press
Hardcover
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
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
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.
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.
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.
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.
Enter the Estimated Enrollment and any notes you may have for the Bookstore:

WW 101
Fall 2020
(DOE) Smith John

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
Review & Submit!

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

Open courses (0)

Completed course (1)

WW 101
Fall 2020

Section Submitted 1 of 1