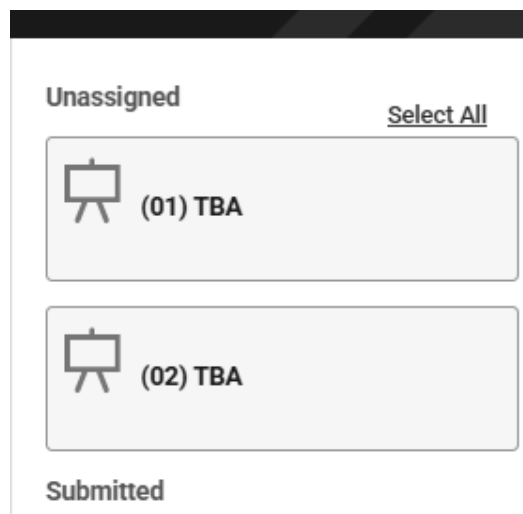


How to Submit Course Materials Adoptions

Click the personalized link emailed by bookstore/Verba Collect. If you do not receive the email, or if your courses/sections are incorrect, please email Laura Heger at lheger@commonwealthu.edu.

1. ***Click on sections to submit adoptions.***



2. ***If your course does not require any course materials, please click “No, I do not need to add books, OER, materials, or supplies”. This will allow us to list your course as “No Text Required” so that students know they do not need to purchase a textbook for your course.***

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

3. ***If you are requiring materials for your course, click on “Yes, I need to add books, OER materials, or supplies”.***

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

4. **Click the “Copy Another Adoption tab if you will be submitting the same materials used previously and then click “Quick Add to List”.**

Copy Another Adoption Add New Materials

Previously Adopted Text and Materials

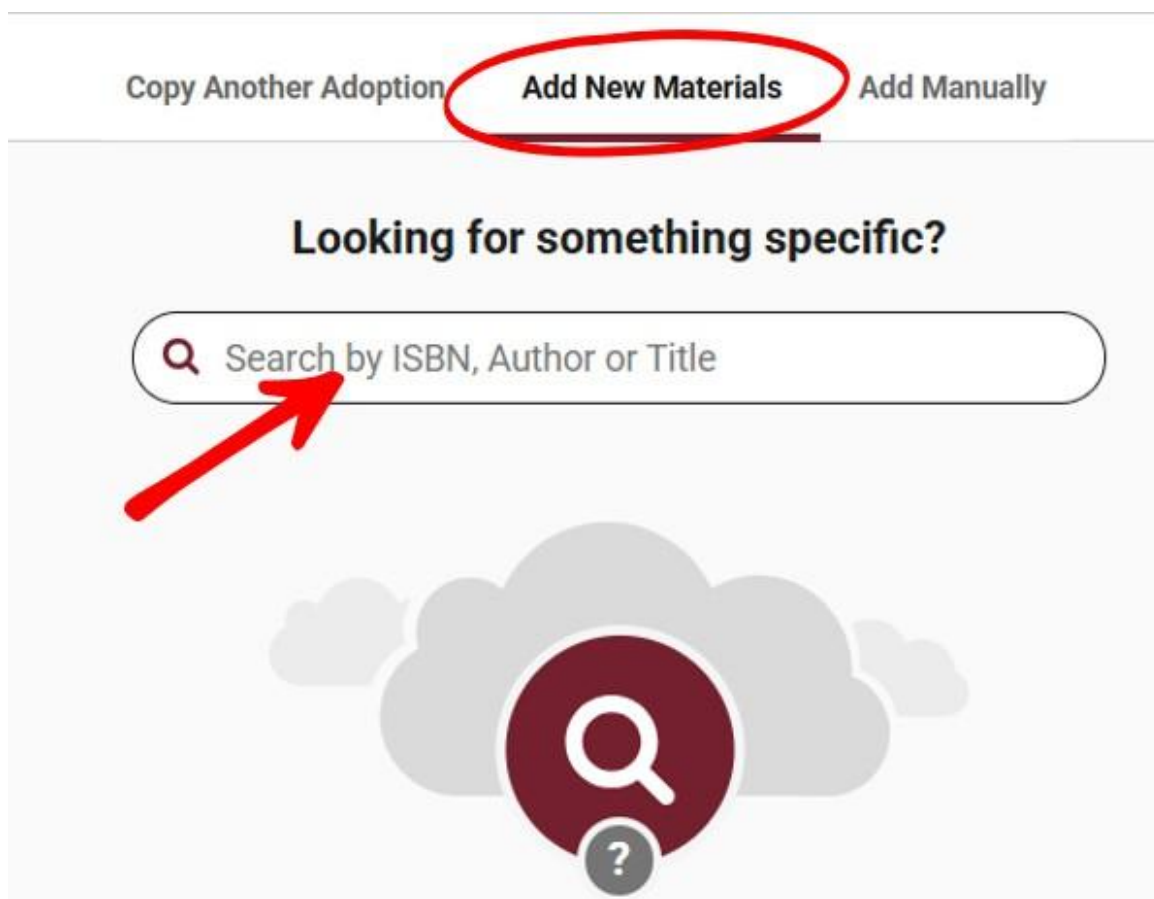
Filter All Sections FALL 24 ACCT 110

Accounting:tools...(looseleaf)
Kimmel, Paul D., Weygandt, Jerry J., Mitchell, Jill E.
ISBN: 9781119791058
eISBN: 9781119791034
Publisher: Wiley

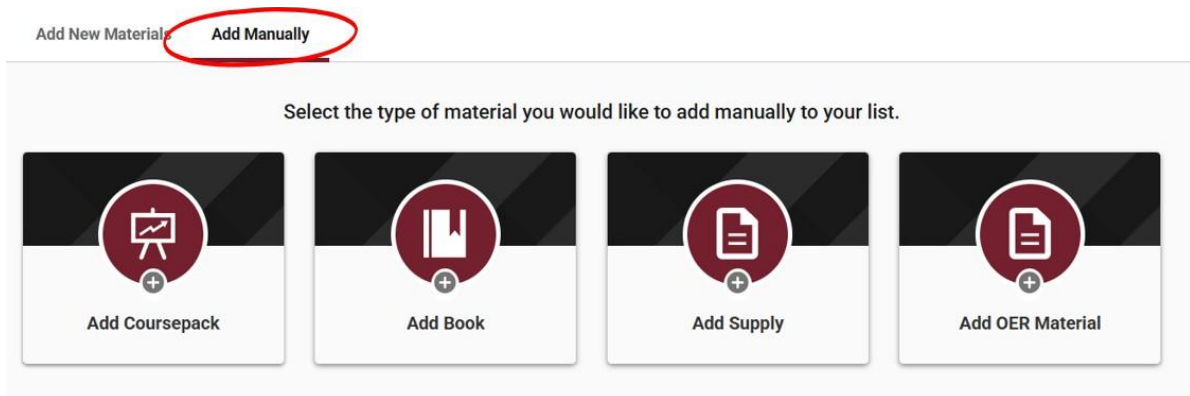
Print Available Digital Available
8th Ed. Digital

View Details **Quick Add to List**

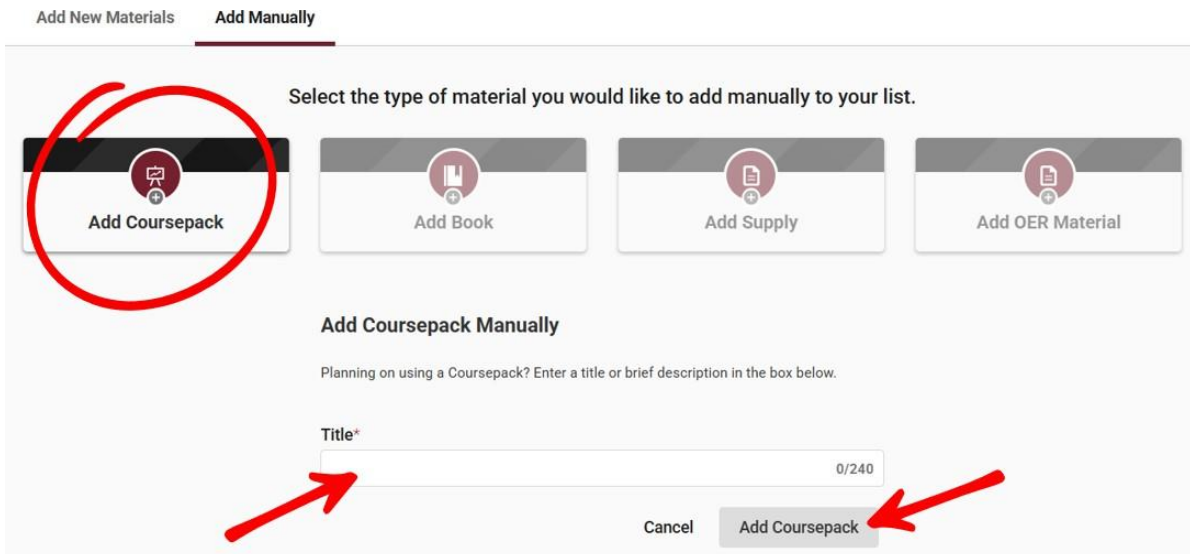
5. **To add a new material, click on the “Add New Materials” tab. You can search by ISBN, author, or title.**



6. ***If you need to submit a coursepack, supply, OER material, or a book that is not found in the database, click on the “Add Manually” tab.***



7. ***To add a coursepack, click on “Add Coursepack”. The enter the title of the coursepack and click “Add coursepack”.***



8. **To add a book that does not come up in the search, click “Add book” and then enter any of the information that you have.**

Add Manually

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

[back](#) **Add Book** [Add Supply](#) [Add OER Materi](#)

Add a Book Manually

Please fill out the form below to manually enter your book|

ISBN*
 0/50

Title*
 0/255

Author*
 0/255

Publisher
 0/255

Publish Date

Edition
 0/255

[Cancel](#) [Add Book](#)

9. **To add supplies, click on “Add Supply” and then enter any information that you have.**

Add Manually

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

back Add Book **Add Supply** Add O

Add Supply Manually

Please describe the supply needed for this course.

Description / Title* 0/255

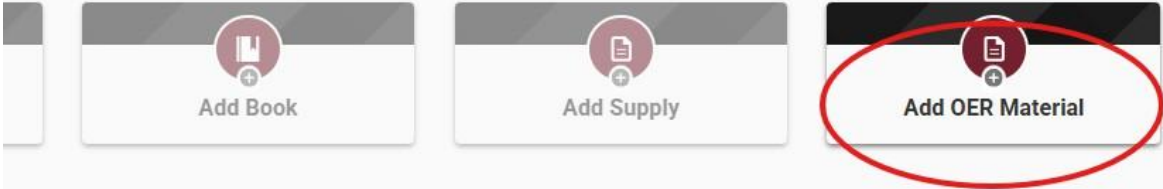
Supplier / Creator 0/255

Link (URL) 0/255

Cancel Add

10. **To add an OER (Open Educational Resources), click “Add OER Material” and enter any information you have.**
****Note - We can link OER materials inside your Brightspace course.**

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



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

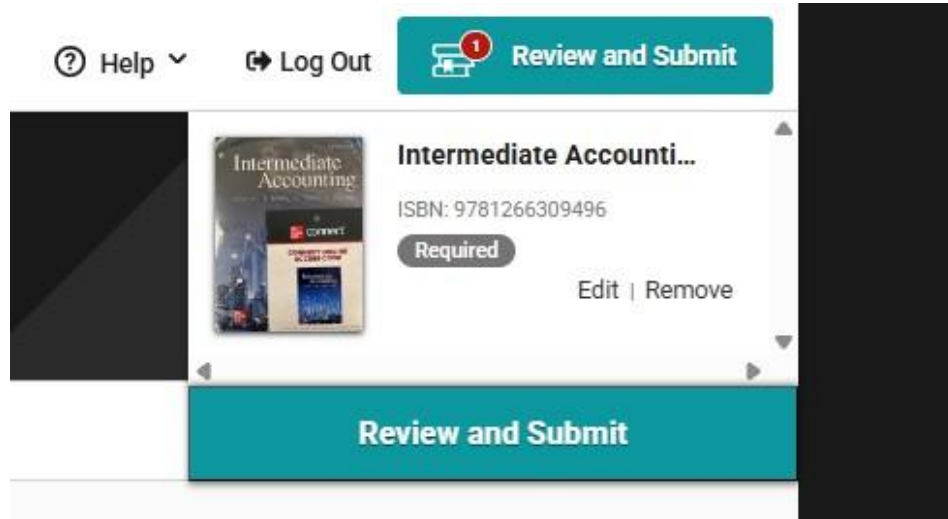
11. ***Once you add any of the materials, this box will pop up. Make your selections and click “Apply”***

Item Requirements ✕

Book ISBN	Required Status
<input type="text" value="9781266309496"/>	<input style="border-bottom: 1px solid black;" type="text" value="Required"/>
OK to use older edition (Optional)	OK to use ebook (Optional)
<input style="border-bottom: 1px solid black;" type="text" value="No"/>	<input style="border-bottom: 1px solid black;" type="text" value="Yes"/>
I would like to adopt this as an Inclusive Access item (Optional)	Make available in the library (Optional)
<input style="border-bottom: 1px solid black;" type="text" value="Yes"/>	<input style="border-bottom: 1px solid black;" type="text" value="Yes"/>

Cancel Apply

12. **Click “Review and Submit” in the upper right corner.**



13. **Click “Submit Adoptions”.**

Additional Details

Estimated Enrollment

Add a Note

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

Note to bookstore

Submit Adoptions

