



COLLECT

HOW TO ADOPT COURSE MATERIALS

INTRODUCTION

Welcome to your Collect online adoptions platform! This documentation will walk you through the process of informing your campus store of the course materials you'd like to use. Prompt adoptions lead to affordable books for students - thanks for doing your part to make course materials more affordable!

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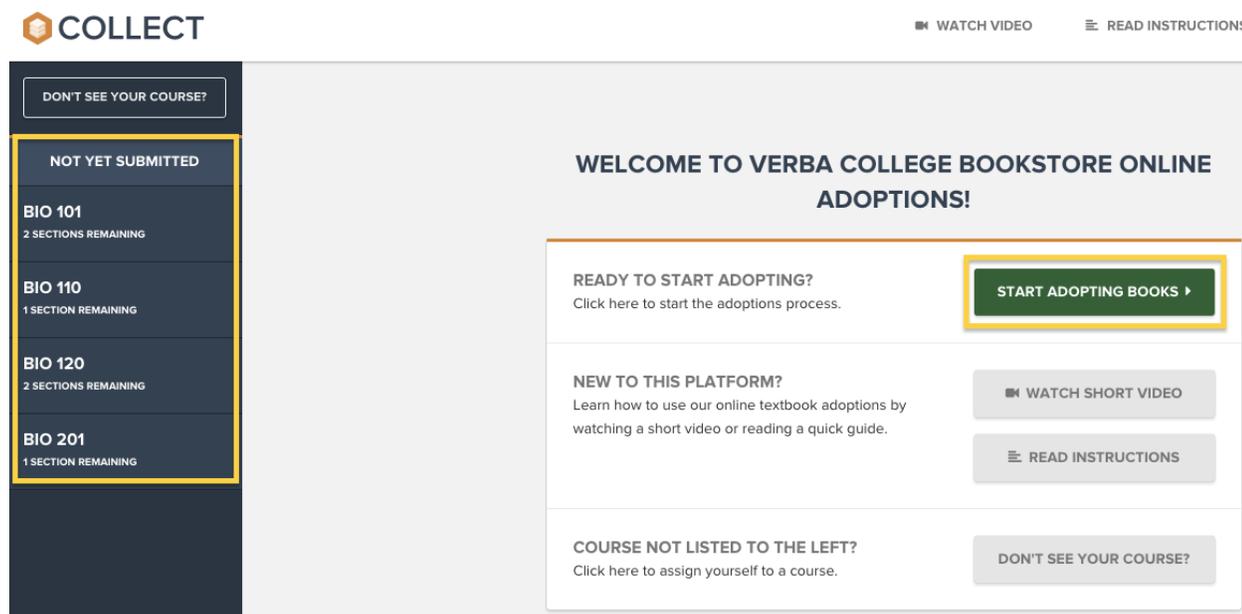
[Why do I see other sections that don't apply to me when asked to select sections to work on?](#)

[How can I contact my bookstore with questions?](#)

SELECT COURSES & SECTIONS

After logging into Collect, there are two ways you can begin adopting course materials:

1. Select from the list of your assigned courses, located on the left hand side of the page, or
2. Click the **START ADOPTING BOOKS** button in the middle of the page to be taken to the first course in the list.



If you do not see a course you were expecting, you can also choose to assign yourself to additional courses. Click either of the **DON'T SEE YOUR COURSE?** buttons to select from other available courses.

If you want to work on all sections for a selected course, under the “SELECT THE SECTIONS YOU WOULD LIKE TO WORK ON” section, leave all boxes checked and click **GO TO NEXT STEP**. You will then begin the adoption process for all sections of a course at once.

If you want to work only a subset of sections for the selected course, in the same section of the page, uncheck all boxes you want to ignore for now and then click **GO TO NEXT STEP** to begin.

BIO 101

SELECT THE SECTIONS YOU WOULD LIKE TO WORK ON

You are currently assigned to these sections. You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 1 (SEC 1)

SECTION 2 (SEC 2)

GO TO NEXT STEP ▶

OR MARK SELECTED AS

NO TEXT REQUIRED

DUPLICATE / NOT OFFERED

Alternatively, you can mark the selected courses as **NO TEXT REQUIRED** or **DUPLICATE/NOT OFFERED** by clicking the respective button.

BIO 101

SELECT THE SECTIONS YOU WOULD LIKE TO WORK ON

You are currently assigned to these sections. You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 1 (SEC 1)

SECTION 2 (SEC 2)

GO TO NEXT STEP ▶

OR MARK SELECTED AS

NO TEXT REQUIRED

DUPLICATE / NOT OFFERED

When marking courses as No Text Required, you will be prompted to enter estimated enrollment and optionally send a note to the bookstore. After all information has been entered, click **CONFIRM & SUBMIT** to complete your adoption.

PREVIOUS ADOPTIONS

+ ADD NEW MATERIALS

FINALIZE & SUBMIT

YOU HAVEN'T SELECTED ANY MATERIALS. CLICK "CONFIRM & SUBMIT" TO MARK AS NO TEXT REQUIRED, OR ADD ITEMS BY CLICKING [PREVIOUS ADOPTIONS](#) OR [ADD NEW MATERIALS](#)

CONFIRM & SUBMIT



ESTIMATED ENROLLMENT

Please estimate the average size of each section you selected:

35



ADD A NOTE (OPTIONAL)

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

I WILL NOT BE REQUIRING ANY COURSE MATERIALS FOR THIS SECTION. THANK YOU!

When marking courses as Duplicate/Not Offered you can send a note to the bookstore if need be. If you have no questions to ask or information to pass along, that's ok! This step is optional. Click **MARK DUPLICATE/NOT OFFERED** to submit your adoption.

MARK DUPLICATE / NOT OFFERED

After you submit the section or sections below as duplicate or not offered this term, the bookstore will confirm and contact you with any questions.

SECTIONS TO BE SUBMITTED AS "DUPLICATE / NOT OFFERED"

SECTION 1 (SEC 1)

MARK DUPLICATE / NOT OFFERED

CHANGE SECTIONS

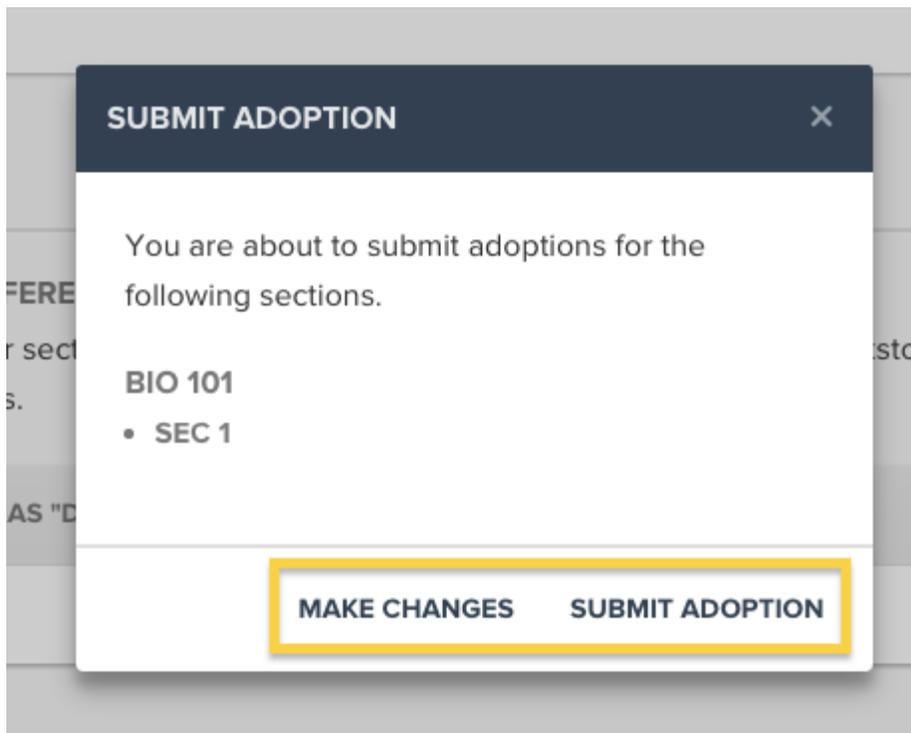


ADD A NOTE

Please include a note in the field below letting the bookstore know why this course is being marked as duplicate or not offered.

THIS COURSE WAS CANCELLED AND WILL NO LONGER BE ON THE SCHEDULE THIS TERM.

For both No Text Required & Duplicate/Not Offered submissions, a window will pop up summarizing the sections you are submitting. Click **MAKE CHANGES** to go back and make changes or click **SUBMIT ADOPTION** to mark your submission complete.



ADD PREVIOUSLY ADOPTED MATERIALS

After selecting sections, you can add materials from a previously submitted adoption on the **COPY ANOTHER ADOPTION** tab. If the course has been taught before, books from the most recent past term will be displayed. You can also select another term, course, or section by using the dropdowns and clicking **VIEW ADOPTION**.

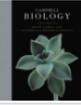
BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW ONLY SHOW MY COURSES & SECTIONS [GO TO NEXT STEP](#)

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#)

VIEWING MATERIALS FROM
FALL 2017 - BIO 101 - LIEBERMAN, K (01)



CAMPBELL BIOLOGY
BY REECE, JANE B., CAIN, MICHAEL L., MINORSKY, PETER V., CAMPBELL, NEIL A., JACKSON, ROBERT B.
9780321558237
PUBLISHED BY PEARSON
PUBLISHED ON 2010-09-27
EDITION: 9TH 11
BINDING: HARDCOVER

ALTERNATIVES
NEWER VERSIONS AVAILABLE! [CLICK TO VIEW](#)

33

← WORSE AFFORDABILITY SCORE BETTER →

PREVIOUSLY USED IN 8 SECTIONS

[ADD ALL TO LIST](#)

[ADD TO LIST](#)

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

NO MATERIALS SELECTED!
SUBMIT AS NO TEXT REQUIRED

As you're browsing terms, courses, and sections, you can decide whether you want to limit results to just your courses with the **ONLY SHOW MY COURSES & SECTIONS** toggle.

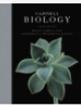
BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW ONLY SHOW MY COURSES & SECTIONS [GO TO NEXT STEP](#)

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#)

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PREVIOUSLY USED IN 8 SECTIONS

[ADD ALL TO LIST](#)

[ADD TO LIST](#)

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

NO MATERIALS SELECTED!
SUBMIT AS NO TEXT REQUIRED

Each title will be displayed on its own “card” containing relevant details about that book. In addition to information like author, title, ISBN, edition, and publisher - you will also be able to see which sections have used that item in the past.

BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

⌂ COPY ANOTHER ADOPTION
+ ADD NEW MATERIALS
✓ FINALIZE & SUBMIT

CHOOSE AN ADOPTION TO VIEW

 OFF ONLY SHOW MY COURSES & SECTIONS

GO TO NEXT STEP ▶

FALL 2017
BIO 101
LIEBERMAN, K (01)
VIEW ADOPTION

VIEWING MATERIALS FROM
FALL 2017 - BIO 101 - LIEBERMAN, K (01)
+ ADD ALL TO LIST



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+ ADD TO LIST

SEARCH THIS ITEM ON
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ALTERNATIVES CLICK TO VIEW
 NEWER VERSIONS AVAILABLE!

33

← WORSE
AFFORDABILITY SCORE
BETTER →

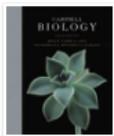
PREVIOUSLY USED IN 8 SECTIONS

- FALL 2017 - LIEBERMAN, K
- FALL 2017 - ZENG, R
- FALL 2017 - ZENG, R

+ ADD TO LIST

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

Next to the Past Usage tab, you can click to view a title's **AFFORDABILITY SCORE**. We have included this useful metric to help you compare course materials in the context of pricing and availability. The higher this score, the more affordable it will be for students.



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+ ADD TO LIST

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ALTERNATIVES CLICK TO VIEW
 NEWER VERSIONS AVAILABLE!

33

← WORSE
AFFORDABILITY SCORE
BETTER →

A book's affordability score will be determined by several factors. To view more details on how we calculate this score, select the **CLICK TO LEARN HOW AFFORDABILITY SCORES ARE CALCULATED** link.

WHAT FACTORS DETERMINE THE AFFORDABILITY SCORE?

<p>40%</p> <p>PUBLISHER LIST PRICE</p> <p>Publisher list price influences the cost of new, used, and rental books for students, so we give it the greatest weight at 40% of the total.</p>	<p>25%</p> <p>STORE RENTAL AVAILABILITY</p> <p>When it's available, rental is often the cheapest option. We measure the likelihood that a title is rentable at the campus store and weight it at 25% of the total.</p>	<p>15%</p> <p>STORE USED AVAILABILITY</p> <p>Store used book availability directly impacts savings, so we look at the number of used books our campus store partners offer and weight it at 15% of the total.</p>	<p>10%</p> <p>MARKET USED PRICE</p> <p>Online used book discounts off of publisher list price vary widely between titles. We weight the scale of these discounts as 10% of the total.</p>	<p>10%</p> <p>MARKET USED AVAILABILITY</p> <p>Online used book discounts can't help stores or students if used copies aren't available. We weight online used book availability at 10% of the total.</p>
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AFFORDABILITY SCORES BY

Click the + **ADD TO LIST** button next to individual items or + **ADD ALL TO LIST** to add all items to your current adoption.

BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
[VIEW / CHANGE SECTIONS](#)

[COPY ANOTHER ADOPTION](#)
[ADD NEW MATERIALS](#)
[FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW ONLY SHOW MY COURSES & SECTIONS

FALL 2017 | BIO 101 | LIEBERMAN, K (01)
 [VIEW ADOPTION](#)

VIEWING MATERIALS FROM
 FALL 2017 • BIO 101 • LIEBERMAN, K (01)

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ALTERNATIVES
 NEWER VERSIONS AVAILABLE! [CLICK TO VIEW](#)

AFFORDABILITY SCORE
 33
 WORSE ————— BETTER

PREVIOUSLY USED IN 8 SECTIONS

SELECTED MATERIALS LIST

NO MATERIALS SELECTED!
 SUBMIT AS NO TEXT REQUIRED

[GO TO NEXT STEP](#)

After adding materials, they will appear in the “Selected Materials List,” located on the right hand side of the interface. This list stays with you throughout the adoption process so you can review the items you have selected.

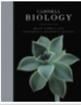
BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW OFF ONLY SHOW MY COURSES & SECTIONS [GO TO NEXT STEP](#)

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#)

VIEWING MATERIALS FROM
FALL 2017 - BIO 101 - LIEBERMAN, K (01) [ADD ALL TO LIST](#)

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33

← WORSE AFFORDABILITY SCORE BETTER →

▶ PREVIOUSLY USED IN 8 SECTIONS

[REMOVE ITEM](#)

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

▼

CAMPBELL BIOLOGY [×](#)
 REECE, JANE B., CAMPBELL, NEIL A., CAIN, MICHAEL L., JACKSON, ROBERT B., MINORSKY, PETER V.
 9780321558237

If you wish to remove items that have been added to your current adoption, either click the **X** next to the corresponding item on the Selected Materials List or **X REMOVE ITEM** from the title card in the middle.

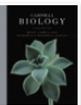
BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW OFF ONLY SHOW MY COURSES & SECTIONS [GO TO NEXT STEP](#)

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#)

VIEWING MATERIALS FROM
FALL 2017 - BIO 101 - LIEBERMAN, K (01) [ADD ALL TO LIST](#)

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← WORSE AFFORDABILITY SCORE BETTER →

▶ PREVIOUSLY USED IN 8 SECTIONS

[REMOVE ITEM](#)

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

▼

CAMPBELL BIOLOGY [×](#)
 REECE, JANE B., CAMPBELL, NEIL A., CAIN, MICHAEL L., JACKSON, ROBERT B., MINORSKY, PETER V.
 9780321558237

Click **GO TO NEXT STEP** or **ADD NEW MATERIALS** to add additional books, supplies, or other course materials.

BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [+ ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW OFF ONLY SHOW MY COURSES & SECTIONS

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#) [GO TO NEXT STEP](#)

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PREVIOUSLY USED IN 8 SECTIONS

REMOVE ITEM

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

▼

CAMPBELL BIOLOGY +
 REECE, JANE B., CAMPBELL, NEIL A., CAIN, MICHAEL L., JACKSON, ROBERT B., MINORSKY, PETER V.
 9780321558237

Or, if your Selected Materials list is complete, click **FINALIZE & SUBMIT** to put the finishing touches on your adoption.

BIO 101 - SPRING 2018 NOW EDITING 2 SECTIONS
VIEW / CHANGE SECTIONS

[COPY ANOTHER ADOPTION](#) [+ ADD NEW MATERIALS](#) [FINALIZE & SUBMIT](#)

CHOOSE AN ADOPTION TO VIEW OFF ONLY SHOW MY COURSES & SECTIONS

FALL 2017 | BIO 101 | LIEBERMAN, K (01) [VIEW ADOPTION](#) [GO TO NEXT STEP](#)

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PREVIOUSLY USED IN 8 SECTIONS

REMOVE ITEM

SEARCH THIS ITEM ON
[GOOGLE](#) [AMAZON](#)

SELECTED MATERIALS LIST

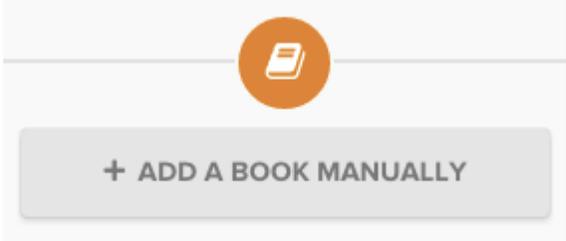
▼

CAMPBELL BIOLOGY +
 REECE, JANE B., CAMPBELL, NEIL A., CAIN, MICHAEL L., JACKSON, ROBERT B., MINORSKY, PETER V.
 9780321558237

ADD NEW MATERIALS

To add a book, search for the ISBN, author, and/or title and choose from the results that appear below.

If you don't see the book you are looking for, edit your search criteria or click + **ADD A BOOK MANUALLY**.



Enter the relevant book details and click **ADD BOOK** when you are finished.

ADD A BOOK MANUALLY ×

Please fill out the form below to manually enter your book information.

REQUIRED FIELDS

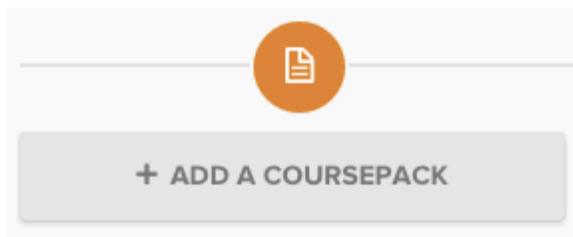
ISBN	<input type="text" value="978-1118158401"/>
TITLE	<input type="text" value="BIOLOGY WORKBOOK FOR DUMMIE"/>
AUTHORS	<input type="text" value="KRATZ, RENE FESTER"/>

OPTIONAL FIELDS

PUBLISHER	<input type="text" value="WILEY & SONS, INCORPORATED, JOI"/>
PUBLICATION DATE	<input type="text" value="2012"/>
EDITION	<input type="text"/>

[CLOSE](#) [ADD BOOK](#)

To inform the bookstore that you'll be using a custom coursepack, click the + **ADD A COURSEPACK** button.



Fill in the proposed title/description of the coursepack and click **ADD COURSEPACK** to notify the bookstore.

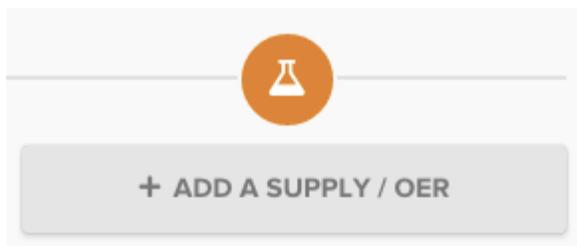
ADD A COURSEPACK ×

Planning on using a Coursepack? Enter a title or brief description in the box below. When finished, click the **ADD COURSEPACK** button to notify the bookstore.

TITLE

CLOSE **ADD COURSEPACK**

To add general supplies and/or Open Educational Resource items, click on the + **ADD A SUPPLY / OER** button.



At a minimum we need a description of the supply/OER item, but the more info you give the better! When you have finished describing your supply item, click **ADD**.

SUPPLIES & OPEN ED. RESOURCES ×

Please describe the supplies or open educational resources for this course.

DESCRIPTION / TITLE

SUPPLIER

LINK (URL)

CLOSE ADD

After adding all of your desired materials, click **GO TO NEXT STEP** to complete the last step of the adoption process.

BIO 101
NOW EDITING 2 SECTIONS
[VIEW / CHANGE SECTIONS](#)

⊙ PREVIOUS ADOPTIONS
+ ADD NEW MATERIALS
✓ FINALIZE & SUBMIT

+
+
+

📄

📖

🧪

GO TO NEXT STEP ▶

SELECTED MATERIALS LIST

GOGGLES ×

BIOLOGY ×

MASON, KENNETH, JOHNSON,
GEORGE, RAVEN, PETER,
SINGER, SUSAN, LOSOS,
JONATHAN
9780073383071

**COURSEPACK - LAB
MANUAL** ×

FINALIZE & SUBMIT YOUR ADOPTION

Before submitting your adoption, you will need to tell the bookstore a few key pieces of information.

First, enter in your estimated enrollment for the selected courses. This figure should be the average size of each section - not a combined total.

 **ESTIMATED ENROLLMENT**
Please estimate the average size **of each section** you selected:

28

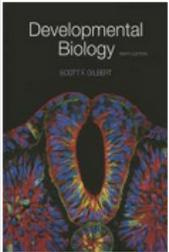
Next, you can enter any special notes, questions, or information you wish to communicate to the bookstore. If you have no questions to ask or information to pass along, that's ok! This step is optional.

 **ADD A NOTE (OPTIONAL)**
If you'd like, you can include a note updating collaborators and bookstore staff.

ALL MATERIALS ARE REQUIRED FOR BOTH LAB AND LECTURE

Finally, mark the status for each item. The status options are dictated by the bookstore, so if you aren't sure which status to select (for example, recommended vs. optional) type a note in the box above.

 **SET STATUS AND CHOOSE OPTIONS (REQUIRED)**

  **DEVELOPMENTAL BIOLOGY** ✕ REMOVE

BY GILBERT, SCOTT F.
9780878939787
PUBLISHED BY SINAUER ASSOCIATES, INCORPORATED
PUBLISHED ON 2013-01-01
EDITION: 10
[SEARCH FOR SIMILAR RESOURCES IN MERLOT >](#)

SET BOOK STATUS: Select Status

OK TO USE NEWER EDITION?
 OK TO USE OLDER EDITION?

You can also designate other options for each item by selecting/deselecting the checkboxes below the status drop down. In addition to the notes box and status, use these boxes to let the bookstore know what you are willing to allow for each item. They are completely optional!

Note: These checkboxes are customized by the bookstore, so they may look different than the

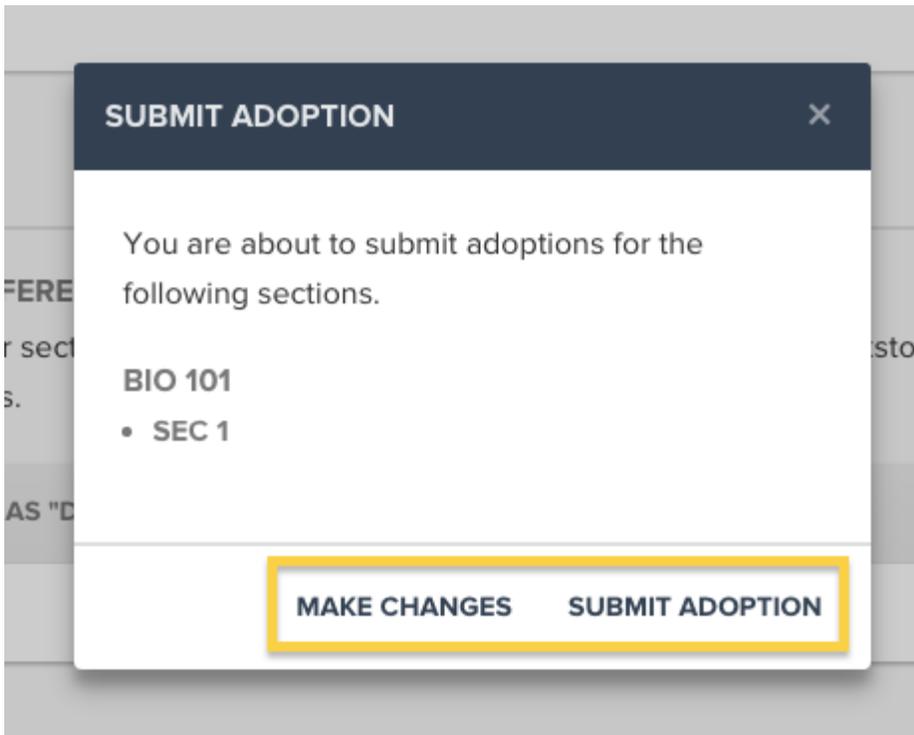
screenshot below.

The screenshot shows a dark-themed interface for setting book status. At the top, there is a header with a book icon and the text "SET STATUS AND CHOOSE OPTIONS (REQUIRED)". Below this is a card for the book "DEVELOPMENTAL BIOLOGY" by Gilbert, Scott F. The card includes the book cover, author name, ISBN (9780878939787), publisher (Sinauer Associates, Incorporated), publication date (2013-01-01), and edition (10). A "REMOVE" button is in the top right. Below the card, there is a "SET BOOK STATUS:" section with a dropdown menu currently set to "Select Status". Underneath, there are two radio button options: "OK TO USE NEWER EDITION?" (which is selected with a green checkmark) and "OK TO USE OLDER EDITION?".

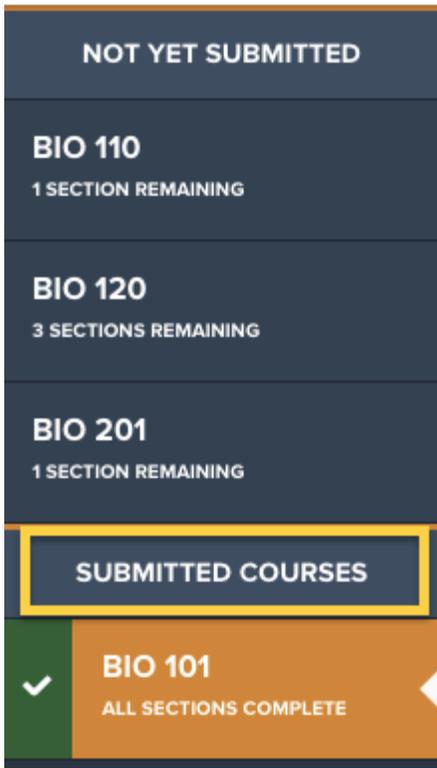
After all information has been entered, click **CONFIRM & SUBMIT** to complete your adoption.

The screenshot shows the "FINALIZE & SUBMIT" step in a multi-section process. The top left shows "BIO 101" and "NOW EDITING 2 SECTIONS VIEW / CHANGE SECTIONS". Navigation tabs include "PREVIOUS ADOPTIONS", "ADD NEW MATERIALS", and "FINALIZE & SUBMIT". The "ESTIMATED ENROLLMENT" section asks for the average size of each section, with a text input field containing "28". The "ADD A NOTE (OPTIONAL)" section has a text area containing "ALL MATERIALS ARE REQUIRED FOR BOTH LAB AND LECTURE". A large green "CONFIRM & SUBMIT" button is highlighted with a yellow border. At the bottom, a summary bar shows a checkmark, the word "Developmental", the title "DEVELOPMENTAL BIOLOGY", and a "REMOVE" button.

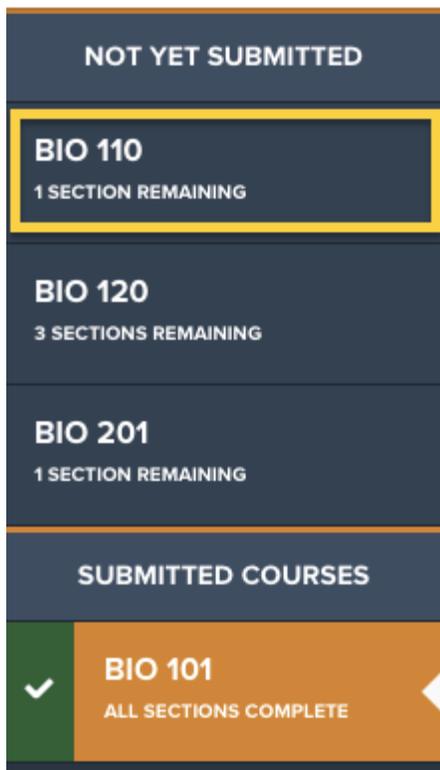
A window will pop up summarizing the sections you are submitting. Click **MAKE CHANGES** to go back to edit your materials list. Click **SUBMIT ADOPTION** to mark your submission complete.



Once all sections of a course have been submitted, the course moves to a “SUBMITTED COURSES” list on the left side of the interface.



You are now ready to work on submitting for another course! Select one from the “NOT YET SUBMITTED” list on the left side of the interface.



FAQ

Why can't I see a list of courses on the left side of the interface?

One of two things will dictate the list of assigned courses on the left side of the interface:

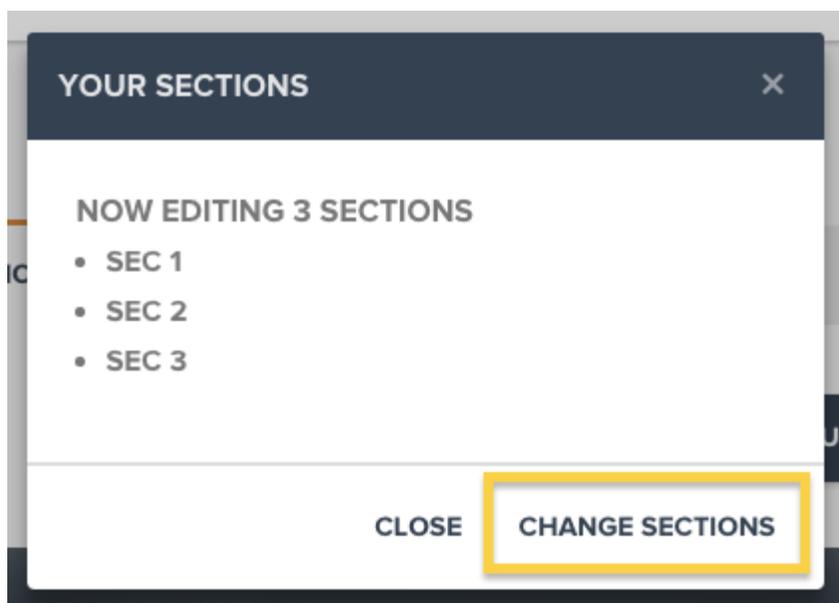
1. You have not been assigned to any courses for the current term, or
2. Your screen size has been adjusted which may collapse the list.

To view your list of assigned sections, either expand your browser window until the list pops back open or click the **COURSES** button in the top left corner.



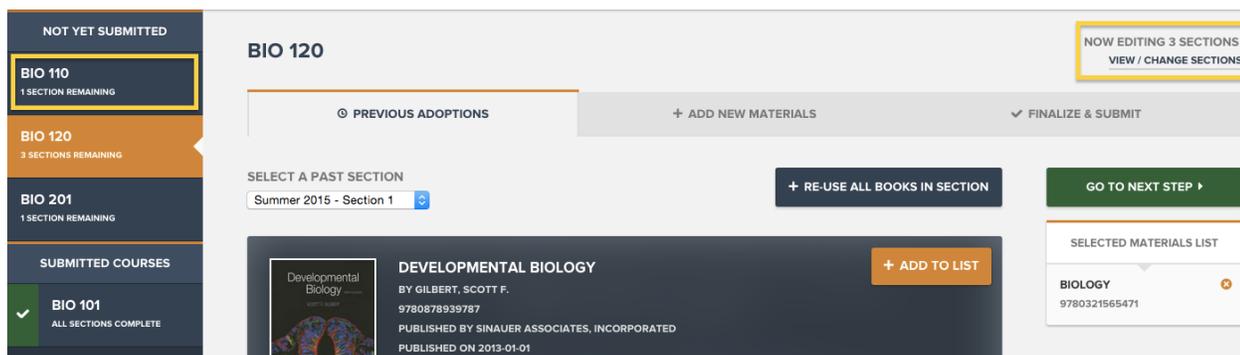
How do I see which sections I am currently editing?

At any point throughout the adoptions process you can select the **VIEW/CHANGE SECTIONS** button in the top right corner. A list of sections currently being edited will appear in a modal for your review.



Can I switch courses/sections once I start the process?

You bet! Either select a new course from the list on the left to begin submitting for that course or select the **VIEW/CHANGE SECTIONS** button in the top right.



When I search for books, some of the results say “Caution! May be hard to acquire.” What does that mean?

When a book is no longer in print, making it harder for the bookstore and students to acquire, we display this warning.

CAUTION! MAY BE HARD TO ACQUIRE



PLANT BIOLOGY

BY GRAHAM, LINDA E., GRAHAM, JIM M., WILCOX, LEE WARREN

9780131469068

PUBLISHED BY BENJAMIN-CUMMINGS PUBLISHING COMPANY

PUBLISHED ON MARCH 15, 2005

EDITION: 2

+ ADD TO LIST

I clicked the **NO TEXT REQUIRED** button, why are there books attached to my course?

There are two cases where we will keep previously selected materials tied to an adoption:

1. If you begin working on a course and add materials to your list of selected materials, then move away from that course (click on a different one in the list on the left, for example) we will retain those selected materials
2. If you click the **REVISE SECTION** button for a course where an adoption was submitted with course materials attached, we will also retain those selections.

Don't worry! You can click the **REMOVE** button on those materials and proceed to submit the selected sections as "No Text Required."

THIS ADOPTION CURRENTLY HAS MATERIALS ATTACHED. TO SUBMIT THIS COURSE AS "NO TEXT REQUIRED" REMOVE ALL ITEMS FROM THE LIST BELOW BEFORE CLICKING "CONFIRM & SUBMIT."

ESTIMATED ENROLLMENT

Please estimate the average size of **each section** you selected:

28

ADD A NOTE (OPTIONAL)

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

LEAVE A NOTE...

SET STATUS AND CHOOSE OPTIONS (REQUIRED)

✓ CONFIRM & SUBMIT

✓



BIOLOGY

9780321565471

PUBLISHED BY BENJAMIN CUMMINGS

EDITION: 8TH ED.

SEARCH FOR SIMILAR RESOURCES IN MERLOT >

✕ REMOVE

Can I make changes once I submit my adoption(s)?

That depends! If the submitted adoption has not been marked as “Approved” by a Collect administrator (typically the bookstore), you will have the ability to make edits.

To do so, select the course you wish you revise from the list on the left hand side of the interface, and click the **REVISE SECTION** button for the section(s) you wish to edit.

BIO 101

SECTIONS THAT HAVE AN ADOPTION

These sections have already been submitted! If your sections are open for editing, click “Revise section” to make changes. If your sections are no longer open, click “Request Access” to contact the bookstore who can reopen the adoption for editing.

BIO 101 SECTION 1 (SEC 1) SUBMITTED BY: JOE FACULTY MEMBER SUBMITTED ON: SEPTEMBER 10, 2015 12:26PM	REVISE SECTION VIEW ADOPTION INFO
BIO 101 SECTION 2 (SEC 2) SUBMITTED BY: JOE FACULTY MEMBER SUBMITTED ON: SEPTEMBER 10, 2015 12:26PM	REVISE SECTION VIEW ADOPTION INFO

If your adoption has already been marked as “Approved,” you will have the option to send a request to Collect administrators to make changes.

To do so, select the course you wish you revise from the list on the left hand side of the interface, and click the **REQUEST ACCESS** button for the section(s) you wish to edit.

BIO 101

SECTIONS THAT HAVE AN ADOPTION

These sections have already been submitted! If your sections are open for editing, click "Revise section" to make changes. If your sections are no longer open, click "Request Access" to contact the bookstore who can reopen the adoption for editing.

BIO 101

SECTION 1 (SEC 1)

SUBMITTED BY: JOE FACULTY MEMBER

SUBMITTED ON: SEPTEMBER 10, 2015 12:26PM

🔍 REQUEST ACCESS

👁️ VIEW ADOPTION INFO

BIO 101

SECTION 2 (SEC 2)

SUBMITTED BY: JOE FACULTY MEMBER

SUBMITTED ON: SEPTEMBER 10, 2015 12:26PM

🔍 REQUEST ACCESS

👁️ VIEW ADOPTION INFO

Fill in a brief description of what changes need to be made and the bookstore will follow-up with next steps.

REQUEST ACCESS TO COURSE

Please provide a reason as to why you would like to restart the adoptions process with this course.

HELLO,
I WOULD LIKE TO ADD A SUPPLEMENTARY STUDY GUIDE TO MY ADOPTION.
THANK YOU!

CLOSE REQUEST ACCESS

Can I review my adoptions once they are submitted?

Sure thing! Start by selecting the course you want to review from the list on the left hand side of the interface.

On sections that have an adoption submitted, a box will appear in the middle of the page titled “Sections that have an adoption.” Within that box, you can then click the **VIEW ADOPTION INFO** button to see the details associated with that group of sections.

The screenshot shows a user interface for 'BIO 101'. At the top, there is a header 'BIO 101'. Below it, a section titled 'SECTIONS THAT HAVE AN ADOPTION' contains a paragraph: 'These sections have already been submitted! If your sections are open for editing, click “Revise section” to make changes. If your sections are no longer open, click “Request Access” to contact the bookstore who can reopen the adoption for editing.' Below this, two section cards are displayed. Each card has the course name 'BIO 101' and a section title ('SECTION 1 (SEC 1)' and 'SECTION 2 (SEC 2)'). Under each section title, it says 'SUBMITTED BY: JOE FACULTY MEMBER' and 'SUBMITTED ON: SEPTEMBER 10, 2015 12:26PM'. To the right of each section card are two buttons: 'REVISE SECTION' and 'VIEW ADOPTION INFO'. The 'VIEW ADOPTION INFO' button for the first section is highlighted with a yellow border.

I clicked on the “DON’T SEE YOUR COURSE?” button and still don’t see my course/section listed. What should I do?

The courses/sections available in the drop down lists are dictated by information Collect receives from the bookstore. If you have any questions regarding assigning yourself to additional courses, use the **CONTACT** button in the top right corner of the interface to reach out to the appropriate bookstore staff member.



Why do I see other sections that don’t apply to me when asked to select sections to work on?

When the faculty self-assign feature is enabled, we will list all sections that still need an adoption submitted. We first display sections you are already assigned to.

SELECT THE SECTIONS YOU WOULD LIKE TO WORK ON

You are currently assigned to these sections. You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 2 (SEC 2)

SECTION 3 (SEC 3)

REMAINING SECTIONS THAT NEED AN ADOPTION

You are not currently assigned to these sections. If you should be assigned to any or all of them, select from the list below and click "Go to next step." You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 1 (SEC 1)

SECTION 4 (SEC 4)

If there are any remaining sections that need adoptions, assigned to other faculty members, we will display those in a separate box below.

SELECT THE SECTIONS YOU WOULD LIKE TO WORK ON

You are currently assigned to these sections. You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 2 (SEC 2)

SECTION 3 (SEC 3)

REMAINING SECTIONS THAT NEED AN ADOPTION

You are not currently assigned to these sections. If you should be assigned to any or all of them, select from the list below and click "Go to next step." You will be submitting one adoption for all sections selected. If sections don't share identical course materials, work them separately.

SELECT ALL

SECTION 1 (SEC 1)

SECTION 4 (SEC 4)

If you aren't sure if you should be submitting for those remaining sections, use the **CONTACT** button in the top right corner of the interface to reach out to the appropriate bookstore personnel.

How can I contact my bookstore with questions?

Need help? No problem! Click the **CONTACT** button in the top right corner of the interface to send an email message to the bookstore contact on file.

 WATCH VIDEO

 READ INSTRUCTIONS

 **CONTACT**

 LOGOUT

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