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

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.
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.

**BIO 101**

**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)**

**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.
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.

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.
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.

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

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.
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.

Click GO TO NEXT STEP or ADD NEW MATERIALS to add additional books, supplies, or other course materials.
Or, if your Selected Materials list is complete, click **FINALIZE & SUBMIT** to put the finishing touches on your adoption.
ADD NEW MATERIALS

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

Search by ISBN, author, and/or title

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

**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:

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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)**

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

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.
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.”
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.

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.
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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

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

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

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.

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