Reporting Course Adoptions

The Duck Store
Since 1920, the University of Oregon Bookstore/The Duck Store, has served the book and supply needs of the University of Oregon. With locations in Eugene and Portland, we advance and foster the educational goals of the University of Oregon by creating an enduring sense of community among all Ducks – past, present, and future.

Most college stores are owned by for-profit corporations. The Duck Store is different. We exist to benefit students, not to profit from them. As an independent, non-profit college store, we do that through discounted textbooks prices, student employment, and support of University of Oregon programs.

The Duck Store uses Verba Collect, the industry’s leading adoption management software, to gather your course material requests. Verba Collect helps instructors quickly log on by sending a personalized link to your email each term which you can use to adopt course materials in minutes using their streamlined process. All course information is automatically uploaded to Verba Collect each Monday from the Registrar’s files.

Step 1: Log on to Verba Collect
Help Video: https://www.uoduckstore.com/VC-Getting-Started

Check your uoregon.edu inbox for your personalized link.
Note: If you are not yet assigned to a section, you will not receive an email. You can create a login at: https://www.uoduckstore.com/VC-Create-Login

When you first sign into Verba Collect, you are given three options before advancing:

1. Yes, I need to add books, OER, materials, or supplies
   Advance to Step 2: Add Materials to Your List
2. No, I do not need to add books, OER, materials, or supplies
   Select this option if there are no materials to report for your section. You will be asked to confirm this choice and must proceed to Step 3: Review & Submit.
   **Important!** By selecting this option, you are indicating that there is no cost associated with your section.
3. No, this section isn’t offered
   Select this option if you will not be instructing this section.
Step 2: Add Materials to Your List

After selecting “Yes, I need to add books, OER, materials, or supplies” option, you will land on a page with three tabs of options:

Copy Another Adoption

Help Video: [https://www.uoduckstore.com/VC-Copy-Adoption](https://www.uoduckstore.com/VC-Copy-Adoption)

The Copy Adoption feature allows you to quickly re-adopt past materials. You have the option to filter by sections (yours only or all sections), terms, and courses.

Add New Materials

The Add New Materials feature allows you to search for a specific ISBN, title, or author to add to your adoption list. Use this feature when you haven’t adopted this item before.

Note: Verba Collect uses Bowker Books in Print®, the bibliographic database, to populate the book information. It is not 100% accurate. If you cannot find what you need, use the ‘Add Manually’ tab.

Add Item Requirements

1. Required Status
   Please indicate if your material(s) are required, recommended, optional, etc. and select the most appropriate status from the drop-down menu.
2. OK to Use Old Edition? [Yes/No]
   Please indicate if old editions are acceptable.
3. Would you like the most current edition? [Yes/No]
   Please indicate if you need the most current edition available.
4. Included technology required (where applicable)? [Yes/No]
   Important! Please indicate if the included technology (access codes, etc.) is required.

Add Manually


The Add Manual feature allows you to add information for books not found in the database or request non-standard materials. You will need to select your manual add type:

- Add Course Packet
- Add Book
- Add Supply/Publisher/Online Direct
- Add FREE (OER/Library/Canvas)
Add Course Packet
Use this if you plan to use a course packet. This **will not** create an order with UO Printing Services to print the course packets. To finish the process of ordering your course packet, contact Kati Kronholm at UO Printing Services via email at katik@uoregon.edu or calling (541) 346-5370. For more information about Course Packets, visit [https://print.uoregon.edu/resources](https://print.uoregon.edu/resources).

Add Book
This will allow you to manually enter book information to add to your adoption list. Use this option if the database doesn’t have your title listed.

Add Supply/Publisher/Online Direct
If you plan on requiring any non-standard supplies or directing your students to purchase materials direct-from-publisher or online-direct, you can use this option to provide the following information:

- Description/Title
- Supplier/Creator – **Important!** Please include price to student in this field.
- Link (URL)

Add Free (OER/Library/Canvas)
If you plan on utilizing **free** Open Education Resources (OER) or providing links to **free** readings via the Library or Canvas, you can use this option to provide the following information:

- Description/Title
- Supplier/Creator
- Link (URL) – Not required for Library/Canvas readings

Step 3: Review & Submit
Help Video: [https://www.uoduckstore.com/VC-Submit](https://www.uoduckstore.com/VC-Submit)

**Important!** Please use the “Add a Note” field to communicate to The Duck Store staff:

- If you have any specific requests or instructions
- If your book status includes Go to Class First or Choose One
- Any explanations if something isn’t clear

Lastly, do not forget to click the **“Submit Adoption”** button.

Adding a Departmental Approver
If you would like to add a departmental approver, please email facultyadoptions@uoduckstore.com with the following information:

- First/Last Name | Email Address | Department [abbreviations preferred]

Questions?
If you have any questions about materials that aren’t described in this instruction sheet and would like to speak with one of our book buyers, please email facultyadoptions@uoduckstore.com.