

New! Auto-Approval for Courses That Require No Textbooks – Bulk Reporting by Department

The Duck Store is pleased to offer a new auto-approval option in Verba Collect for departments whose courses typically do not require textbooks or course materials. Eligible courses will be marked as complete before the reporting period opens, reducing unnecessary reporting steps for faculty.

What This Means:

If a department opts in, courses will be automatically approved in Verba Collect. Faculty will not receive reminder emails to submit adoptions, and **courses will appear complete and meet reporting requirements**. This option is intended for departments with a high volume of No Textbooks Required (NTR) courses.

Faculty who plan to assign course materials can still submit adoptions as needed. To do so, they may use the “Request Access” button in Verba Collect for their specific course(s). The course(s) will then be unlocked by The Duck Store or department approvers, allowing materials to be submitted as usual.

How to Request Auto-Approval:

To request auto-approval, departments should email facultyadoptions@uoduckstore.com and include all department code(s) or course/CRN information. Requests may be made by term or for the full academic year. Once approved, The Duck Store will forward the course data to VitalSource, creator of Verba Collect, who will complete the auto-approval process on their end.

Important! Auto-approval requests must be submitted before the term opens in Verba Collect. Deadlines for upcoming terms are as follows:

- **Fall 2026 by March 10, 2026**
- **Winter 2027 by August 25, 2026**
- **Spring 2027 by November 24, 2026.**

If your program consistently offers courses with no required materials, we encourage you to take advantage of this time-saving option. Thank you for your continued support in ensuring timely and accurate course materials reporting.

The Duck Store