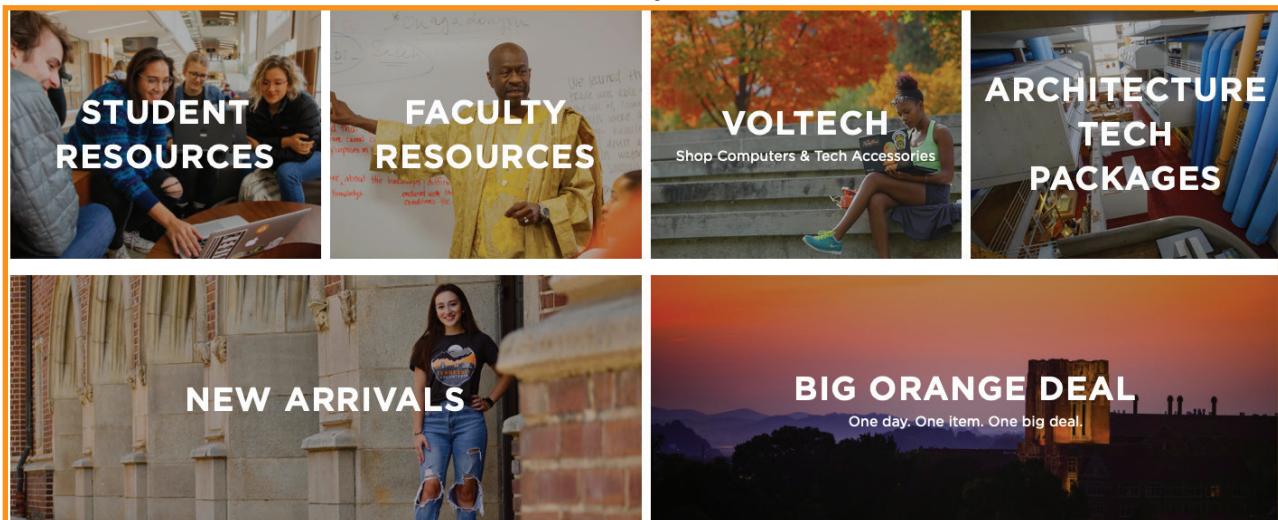


HOW TO: SUBMIT ADOPTIONS

STEP 1: Go to <https://www.utvolshop.com>



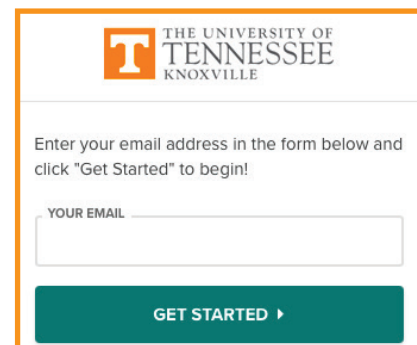
STEP 2: Scroll down & click the “Faculty Resources” block.



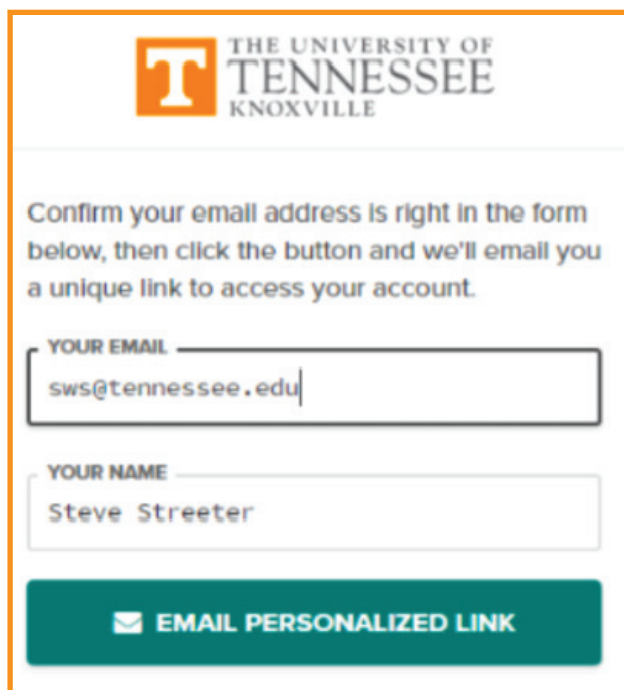
STEP 3: Locate the *Textbook & Course Materials Adoptions* box. Click “Submit your adoptions here.”



STEP 4: **IMPORTANT** Log in using your *NetID@tennessee.edu* email address. Click “Get Started.”

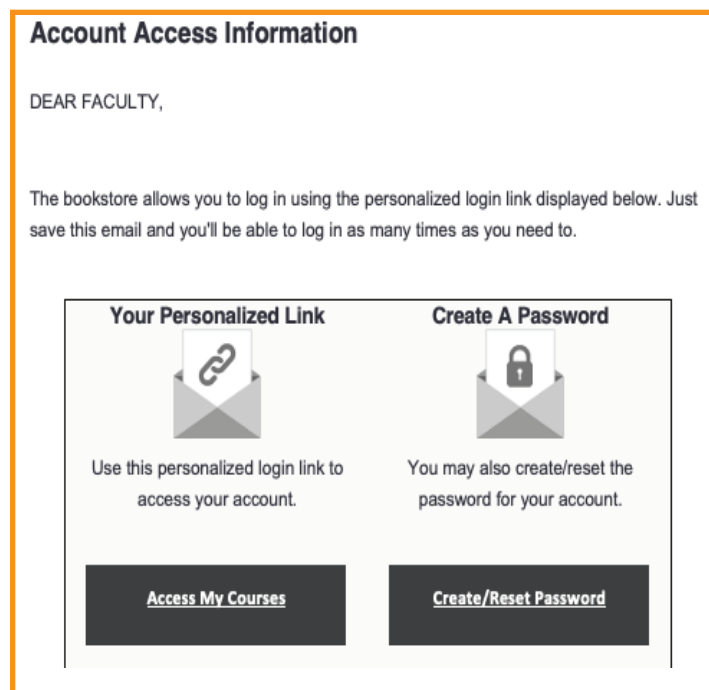


STEP 5: Click “Email Personalization Link.”
Check your inbox for an email from the bookstore.



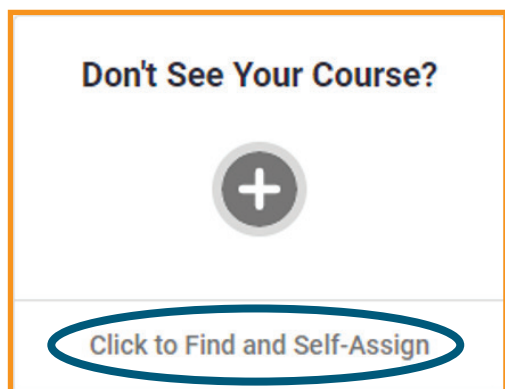
The University of Tennessee Knoxville logo is at the top. Below it, the text reads: "Confirm your email address is right in the form below, then click the button and we'll email you a unique link to access your account." There are two input fields: "YOUR EMAIL" with the value "sws@tennessee.edu" and "YOUR NAME" with the value "Steve Streeter". At the bottom is a green button with a white envelope icon and the text "EMAIL PERSONALIZED LINK".

STEP 6: The email will look like the image down below. Click on the link “Access My Courses.”



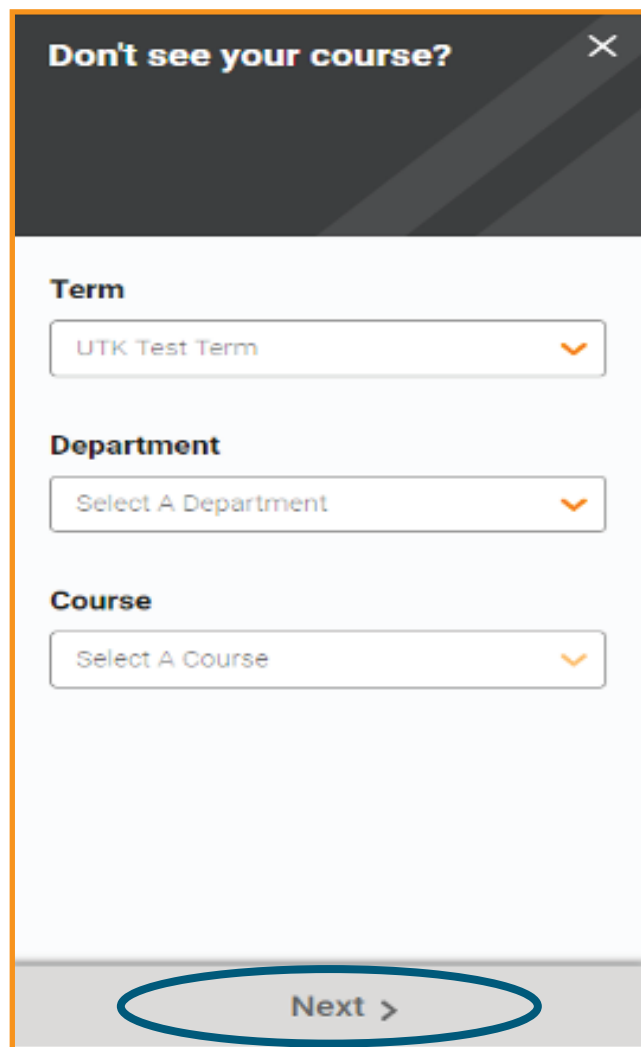
The email header says "Account Access Information" and "DEAR FACULTY,". The body text says: "The bookstore allows you to log in using the personalized login link displayed below. Just save this email and you'll be able to log in as many times as you need to." Below this is a table with two columns. The first column is titled "Your Personalized Link" and contains an icon of an envelope with a link, the text "Use this personalized login link to access your account.", and a button labeled "Access My Courses". The second column is titled "Create A Password" and contains an icon of an envelope with a lock, the text "You may also create/reset the password for your account.", and a button labeled "Create/Reset Password".

STEP 7: You will be directed to the following screen in Verba Collect:
Click “Click to Find and Self-Assign” to move forward.



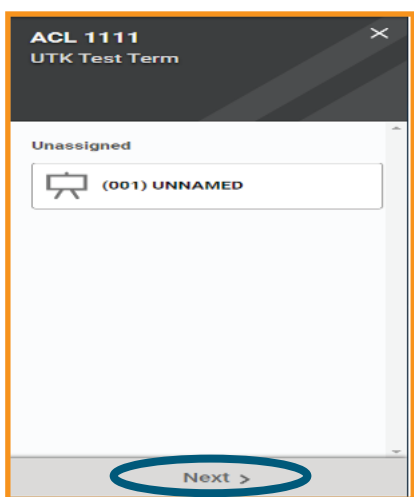
The screen has a title "Don't See Your Course?" and a large plus icon in a circle. At the bottom is a button labeled "Click to Find and Self-Assign".

STEP 8: From the drop downs, choose Term, Department, and Course.
Click “Next” to move forward.



The form has a title "Don't see your course?" and a close button. It contains three dropdown menus: "Term" with the value "UTK Test Term", "Department" with the value "Select A Department", and "Course" with the value "Select A Course". At the bottom is a button labeled "Next >".

STEP 9: You will see this screen. Click “Next” to move forward.



The screen has a title "ACL 1111 UTK Test Term" and a close button. Below the title is a section labeled "Unassigned" with a button labeled "(001) UNNAME". At the bottom is a button labeled "Next >".

STEP 10: You should see the screen below. Choose your selection. If adding books, click “Yes, I need to add books, OER materials, or supplies.”

ACL 1111

UTK Test Term

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

< Previous

STEP 11: From here, you can choose to copy another adoption, add new materials by the look up search, or add manually if you have the ISBN. If you choose to manually add, continue to the next step.

(001) Unnamed

Rectangular Snap

Copy Another Adoption

Add New Materials

Add Manually

Looking for something specific?


Search by ISBN, Author or Title

No results for this search.

Do you need to add a book or material manually?


Add Manually

STEP 12: From this screen, make your selection of what you want to add. If adding a book, continue to the next step.



Help

Log Out



ACL 1111

UTK Test Term


(001) Unnamed

Copy Another Adoption


Add New Materials

Add Manually


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




Add Coursepack



Add Book



Add Supply



Add OER Material

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STEP 13: Enter all of the required information (indicated by the asterisk*), and any additional information that you have. When complete, click “Add Book.”

Copy Another Adoption

Add New Materials

Add Manually

Please fill out the form below to manually enter your book

ISBN*

Title*

Author*

Publisher

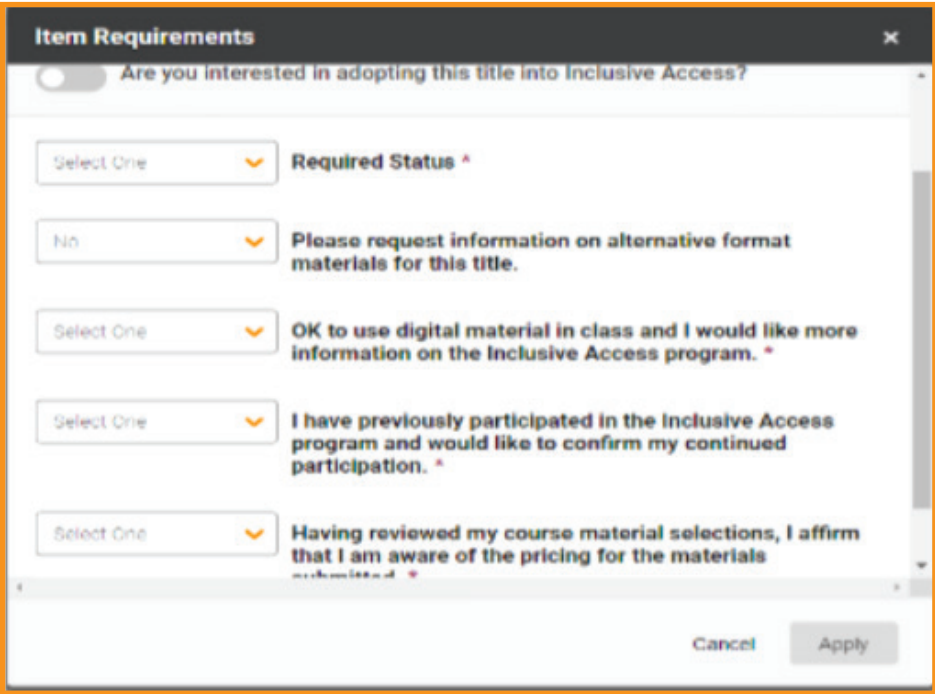
Publish Date

Edition

Cancel

Add Book

STEP 14: On this screen, you can make adoption decisions:



The 'Item Requirements' dialog box contains a toggle switch at the top for 'Are you interested in adopting this title into Inclusive Access?'. Below this are five questions, each with a 'Select One' dropdown menu:

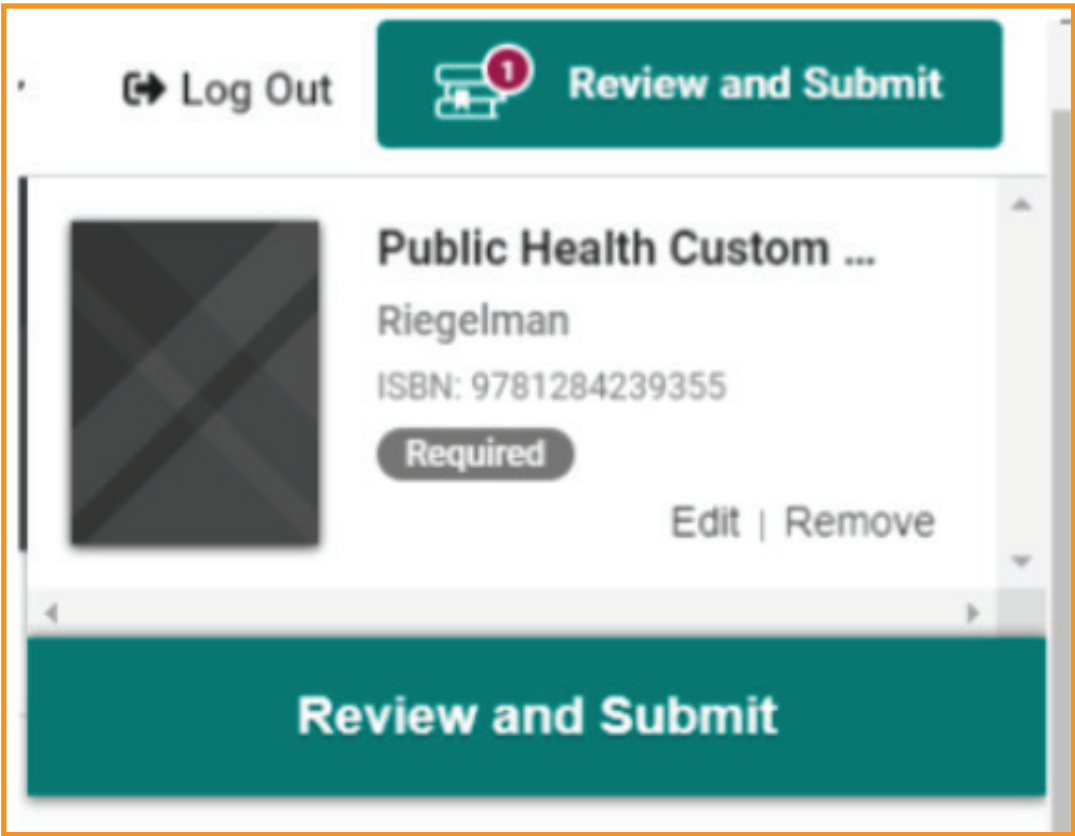
- Required Status ***
- Please request information on alternative format materials for this title.**
- OK to use digital material in class and I would like more information on the Inclusive Access program. ***
- I have previously participated in the Inclusive Access program and would like to confirm my continued participation. ***
- Having reviewed my course material selections, I affirm that I am aware of the pricing for the materials ***

At the bottom right, there are 'Cancel' and 'Apply' buttons.

If you wish to use Inclusive Access for the delivery of your course material, locate and toggle the button at the top that reads, “Are you interested in adopting this title in Inclusive Access?”

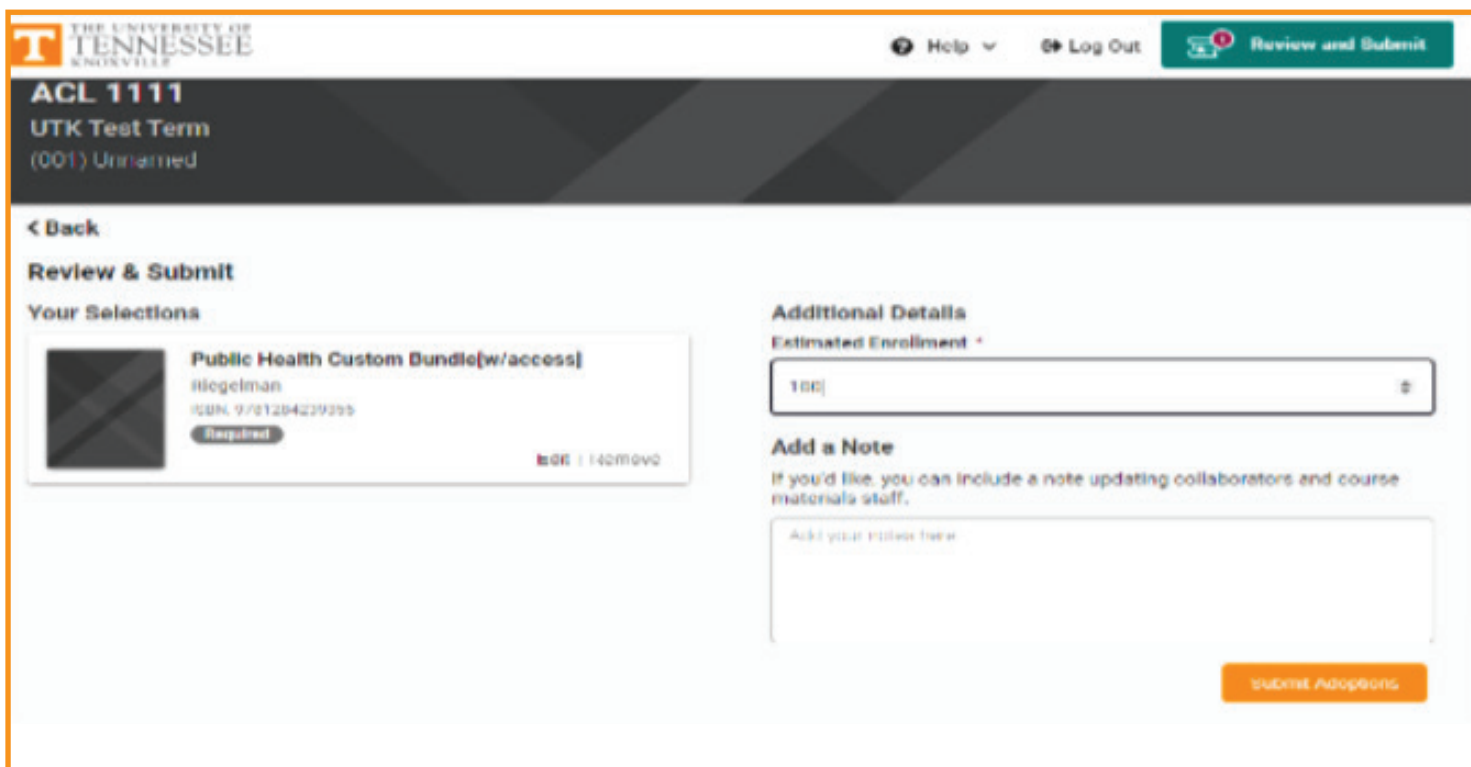
Answer the five questions with yes or no, then click “Apply.” Please note that if you miss a question, the apply button will not become active, and you will not be able to move to the next screen.

After clicking “Apply,” go to the next screen and you will see “Review and Submit” at the top right corner. Hover over “Review and Submit,” and click on the green “Review and Submit” tab.



The 'Review and Submit' screen features a top navigation bar with a 'Log Out' button and a 'Review and Submit' button with a notification icon. The main content area displays a book cover placeholder, the title 'Public Health Custom ...', the author 'Riegelman', and the ISBN '9781284239355'. A 'Required' badge is shown below the ISBN, and 'Edit | Remove' links are at the bottom right. A large green 'Review and Submit' button is at the bottom of the screen.

STEP 15: You will be directed to the screen below. Here you can see your selection, enter your estimated enrollment, and add any additional comments. Click on the orange “Submit Adoptions,” and the process is complete.




The screenshot shows the 'Review & Submit' page for ACL 1111 UTK Test Term (001) Unnamed. The page header includes the University of Tennessee logo, 'Help', 'Log Out', and a 'Review and Submit' button. The main content area is divided into two columns. The left column, titled 'Your Selections', displays a book selection: 'Public Health Custom Bundle(w/access)' by Riegelman, ISBN 9781294239355, marked as 'Required' and priced at \$140.95. The right column, titled 'Additional Details', features an 'Estimated Enrollment' field with the value '100' and a currency symbol. Below this is an 'Add a Note' section with a text area and a 'Submit Adoptions' button at the bottom right.

ACL 1111
UTK Test Term
(001) Unnamed

[< Back](#)

Review & Submit

Your Selections

 **Public Health Custom Bundle(w/access)**
Riegelman
ISBN: 9781294239355
Required \$140.95

Additional Details

Estimated Enrollment *

100 \$

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

Add your notes here

[Submit Adoptions](#)

VOLBOOKS | 

HOW TO:
SUBMIT ADOPTIONS

