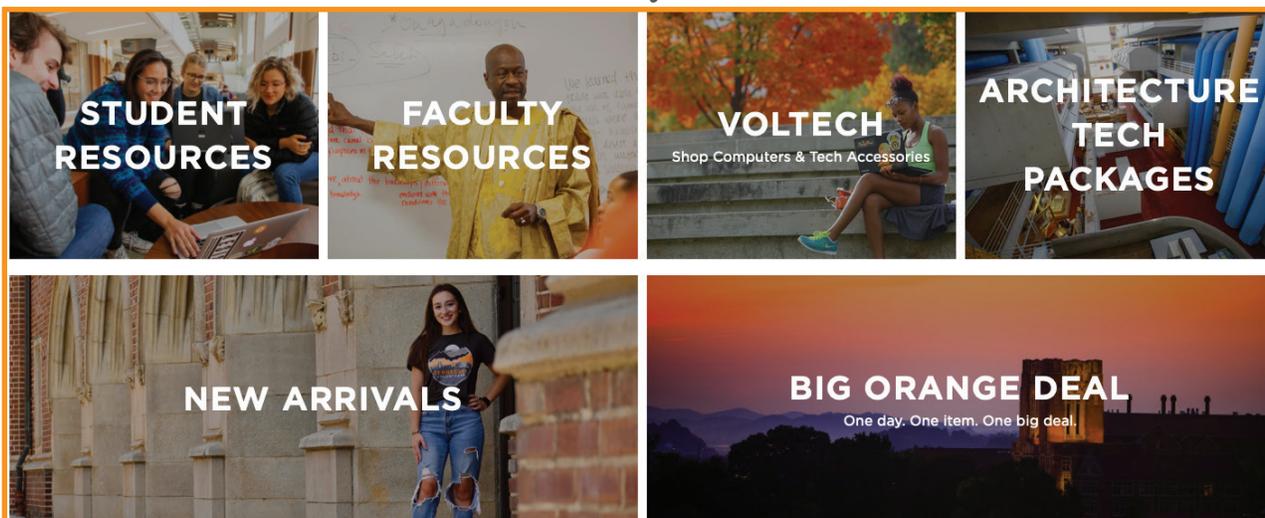


HOW TO: SUBMIT ADOPTIONS

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.”

TEXTBOOK & COURSE MATERIALS ADOPTIONS
Teaching a class next semester? Let us know which books and course materials your students will need.

[Submit your adoptions here.](#)

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

 THE UNIVERSITY OF TENNESSEE KNOXVILLE

Enter your email address in the form below and click "Get Started" to begin!

YOUR EMAIL

[GET STARTED ▶](#)

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

The screenshot shows the top of an email from The University of Tennessee Knoxville. Below the header, there is a confirmation message: "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" containing "sws@tennessee.edu" and "YOUR NAME" containing "Steve Streater". 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 screenshot shows a page titled "Account Access Information" with the salutation "DEAR FACULTY,". Below is a paragraph: "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." There are two columns. The left column is titled "Your Personalized Link" and features an icon of an envelope with a link, the text "Use this personalized login link to access your account.", and a dark button labeled "Access My Courses". The right column is titled "Create A Password" and features an icon of an envelope with a padlock, the text "You may also create/reset the password for your account.", and a dark 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 screenshot shows a screen titled "Don't See Your Course?". In the center is a large grey circle with a white plus sign. At the bottom, there is a button labeled "Click to Find and Self-Assign" which is circled in blue.

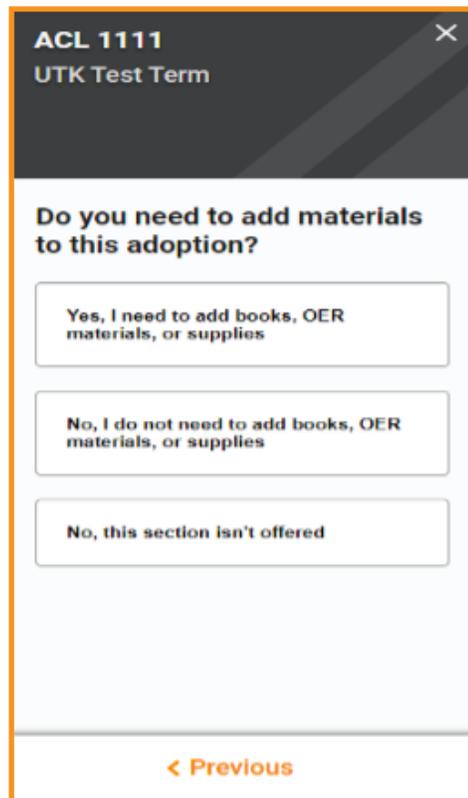
STEP 8: From the drop downs, choose Term, Department, and Course.
Click “Next” to move forward.

The screenshot shows a screen titled "Don't see your course?" with a close button (X) in the top right. Below the title are three dropdown menus: "Term" with "UTK Test Term" selected, "Department" with "Select A Department" selected, and "Course" with "Select A Course" selected. At the bottom, there is a button labeled "Next >" which is circled in blue.

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

The screenshot shows a screen titled "ACL 1111 UTK Test Term" with a close button (X) in the top right. Below the title, it says "Unassigned" and shows a course selection box with a monitor icon and the text "(001) UNNAMED". At the bottom, there is a button labeled "Next >" which is circled in blue.

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?

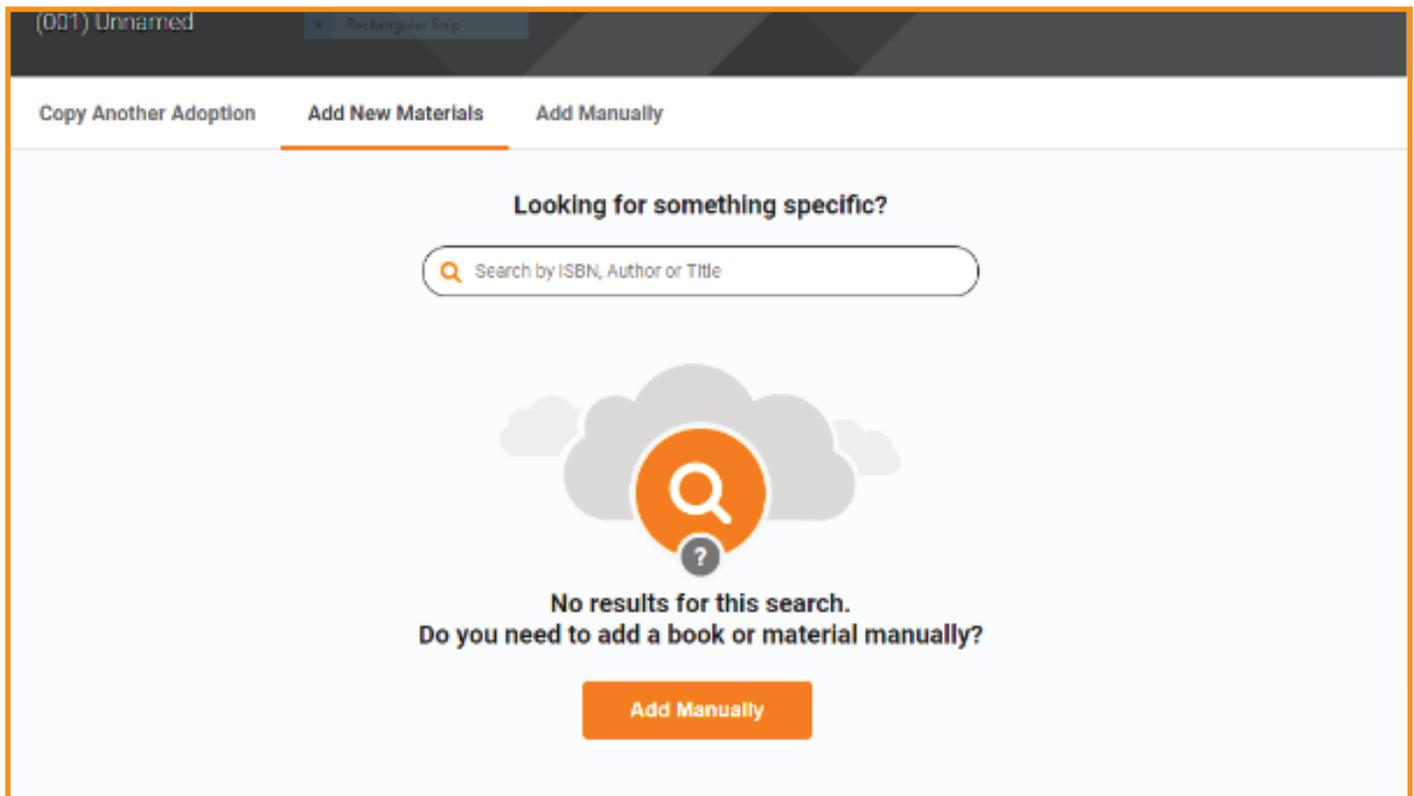
Yes, I need to add books, OER materials, or supplies

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

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.

The screenshot shows the 'Add Manually' selection screen. At the top left is the University of Tennessee Knoxville logo. The course information is 'ACL 1111 UTK Test Term (001) Unnamed'. Navigation options include 'Copy Another Adoption', 'Add New Materials', and 'Add Manually' (which is selected). A central instruction reads: 'Select the type of material you would like to add manually to your list.' Below this are four buttons: 'Add Coursepack' (with a presentation icon), 'Add Book' (with a book icon), 'Add Supply' (with a document icon), and 'Add OER Material' (with a document icon). The footer contains '© 2020 Verba | VitalSource' and 'Privacy Policy • Cookie Policy'.

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

The screenshot shows the 'Add Book' form. At the top are navigation options: 'Copy Another Adoption', 'Add New Materials', and 'Add Manually' (selected). The instruction reads: 'Please fill out the form below to manually enter your book'. The form fields are: 'ISBN*' (required), 'Title*' (required), 'Author*' (required), 'Publisher', 'Publish Date', and 'Edition'. At the bottom right are 'Cancel' and 'Add Book' buttons.

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

Item Requirements [X]

Are you interested in adopting this title into Inclusive Access?

Select One [v] **Required Status ***

No [v] **Please request information on alternative format materials for this title.**

Select One [v] **OK to use digital material in class and I would like more information on the Inclusive Access program. ***

Select One [v] **I have previously participated in the Inclusive Access program and would like to confirm my continued participation. ***

Select One [v] **Having reviewed my course material selections, I affirm that I am aware of the pricing for the materials submitted. ***

Cancel Apply

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.

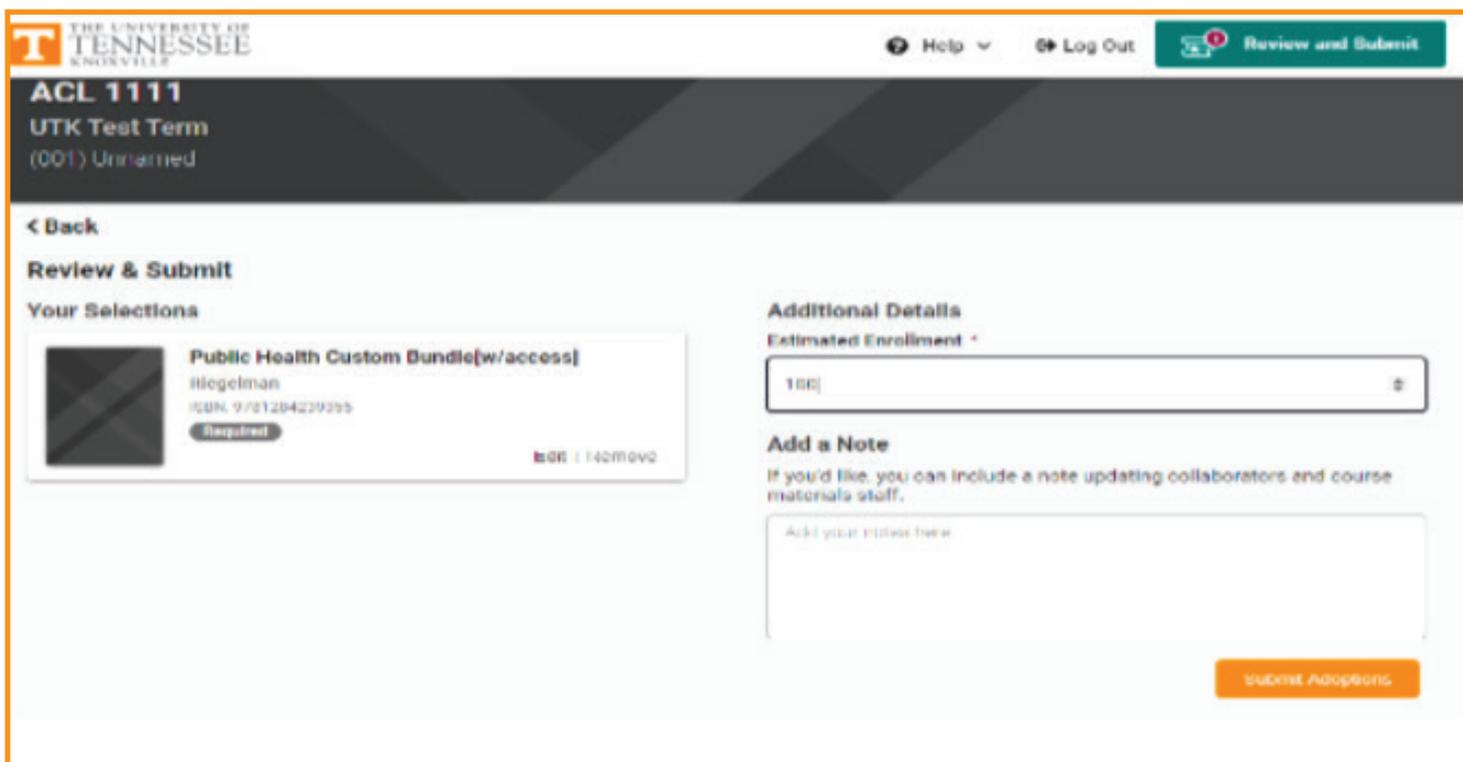
Log Out [arrow]

Review and Submit

Public Health Custom ...
Riegelman
ISBN: 9781284239355
Required
Edit | Remove

Review and Submit

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 a web interface for the University of Tennessee. At the top left is the university logo and name. On the top right, there are links for 'Help', 'Log Out', and a 'Review and Submit' button with a notification icon. Below the header, the course information 'ACL 1111 UTK Test Term (001) Unnamed' is displayed. A '< Back' link is on the left. The main content area is titled 'Review & Submit' and is divided into two columns. The left column, 'Your Selections', shows a book cover for 'Public Health Custom Bundle(w/access)' by Hiegelman, ISBN 9781294239255, with a 'Required' tag and a 'Remove' button. The right column, 'Additional Details', has an 'Estimated Enrollment' field with the value '100' and a dropdown arrow. Below that is an 'Add a Note' section with a text area and a 'Submit Adoptions' button at the bottom right.

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HOW TO:
SUBMIT ADOPTIONS