



Course Materials Adoption Fall 2026

Shannon Christman
College Store

Course Materials - *n.* Any resource or material necessary to class participation or content understanding; not just textbooks!

May include:

- Supplies (lab glasses, calculators, art portfolios, etc.)
- Open Educational Resources
- Coursepacks provided in class

Inclusive Access (IA) - the way we deliver and bill electronic course materials to students

Vital Source – our inclusive access provider

Verba – the name for Vital Source’s software products that we use for course materials adoption (Verba Collect) and delivery to Canvas (Verba Connect)

Winter/Spring Adoption Period

- Deadline for adoptions: October 20
- Course materials are legally required to be listed when students register for a course.
- Students can find the materials they need for each course on the college store website, which is searchable by course number: etowncollegestore.com → Course Materials

Course Materials Adoption Process

Step 1: Registrar sends the schedule to Vital Source (our inclusive access provider).

Step 2: Instructors receive an email from etown@verbasoftware.com with a link to the adoptions page.

Step 3: The college store and Vital Source work behind the scenes to get materials ready for students to access online or purchase in-store.

ATTN REQUIRED: Time To Submit Textbooks!

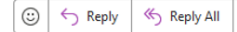


ATTN REQUIRED: Time To Submit Textbooks!



Elizabethtown College Bookstore <etown@verbasoftware.com>

To: Christman, Shannon



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CAUTION: This message originates from outside the "etown.edu" email system. Please view with care.

Elizabethtown College

Hello, Shannon Christman,

PLEASE NOTE: If you are an instructor for SGPS courses only, please disregard this email - textbook adoptions will be submitted for you.

All other faculty members, we need your help with the course materials adoption process! A list of sections assigned to you is included below. Use your personalized link to start selecting your course materials. You may receive separate links for the winter and spring terms. Please make sure you are submitting adoptions for the correct term. The deadline submission for both terms' adoptions is end of day October 20, 2026.

If any of your courses have multiple sections or are cross listed, adoptions must be submitted for each individual section / course listing or some students will be unable to access the materials. Textbook adoptions must also be submitted separately for any directed study students.

If you do not plan on requiring course materials for your course, please submit a "No Text Required" adoption. Use this option only if your students need no additional materials for your

All folders are up to date. Connected to: Microsoft Exchange

Verba Collect

The screenshot displays the Verba Collect interface. On the left, under 'Open courses (7)', there are seven course cards for MAT 181, MAT 185, and MAT 200 across Fall and Summer 2025. Each card shows 'Sections Submitted' with a progress indicator (e.g., 0 of 10 for MAT 181 Fall 2025). Below this, under 'Completed course (1)', there is one card for MAT 181 Summer 2025, which is marked as completed with a green checkmark and shows '10 of 10' sections submitted. On the right, a modal dialog asks 'Do you need to add materials to this adoption?'. It contains three buttons: 'Yes, I need to add books' (which is highlighted with a mouse cursor), 'No, I do not need to add books', and 'No, this section isn't offered'.

- Separately answer this question for every course listed.
- Choose “Yes, I need to add books” for any course material – not just books.
- Cross-listed courses need to have materials entered in both section numbers.
- Labs – Enter the course materials in the lecture section and email christmans@etown.edu if you want students to access materials from the lab section on Canvas.

Verba Collect

SOC 101

Fall 2025

(01) Jamie Allen

Copy Another Adoption

Add New Materials

Add Manually

Previously Adopted Text and Materials



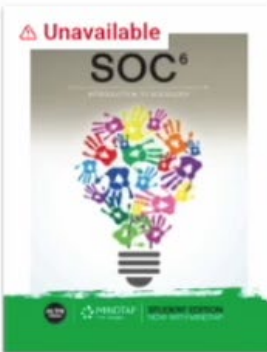
Filter

My Sections Only

Fall 2024

SOC 101

01



Book

Soc

6th Edition

Benokraitis, N. ; Benokraitis, Nijole V.; Nijole Beno...
Cengage Learning US

Book ISBN: 9781337671880

View Details

Add Book

- If the textbook in Copy an Adoption isn't exactly what you want to use (older edition, etc.), click on Add New Materials and enter the ISBN.
- If you are using free online resources for your class, please enter 2818450023948 on the Add New Materials tab.
- If you are putting together materials that you will either give or sell to students in class, use the Add Manually tab to add a coursepack.
- If you require supplies, also put that in as a coursepack and add a note to the adoption with as specific details as you have.

Item Questions – New This Term!

- I acknowledge that college policy requires the use of the inclusive access (electronic) format when available.
- It's OK to use newer edition when available.
- My course uses courseware.
- Students have used / will use this textbook for another course.

More Reasons To Adopt *All Course Materials*

- We can't comply with the legal requirement to list materials for students if we don't know you're using them.
- Financial aid will cover course materials that are officially adopted for the term. Adopted textbooks are also tax exempt.
- We will know to stock enough non-textbook supplies in the college store.
- Students can search our website by course number to see everything they need for every class and where they can get it.
- No one can say they signed up for your course thinking they wouldn't have to do any work outside of class.

Verba Collect Adoption Training Videos



Selecting Courses and Sections:

<https://www.loom.com/share/4e9171a3c49a421ca4c236da4624ecc5>

Adding Previously Adopted Materials:

<https://www.loom.com/share/9287bbaa3e28450587fbfe6ce8d36a5d>

Adding New Materials:

<https://www.loom.com/share/0454acoec7474c6598c616a3857d7342>

Finalize and Submit:

<https://www.loom.com/share/1955e8foec4a487f99873c5ac435004b>

Communication!

Please leave notes in the adoption messages:

- If you distribute course materials in class
- If the High Library offers unlimited access to one of the books you use (confirm every term!)

I will email you if I have questions or if any issues arise in getting the materials you've requested. Please email me if you have questions or issues, as well: christmans@etown.edu

College policy, set by SLT, is to use the inclusive access version of course materials whenever they are available:

- Saves students money
- Saves the college money

The college store sells print textbooks *only* when we can't get the title/edition as inclusive access. If students want print copies of IA books, they need to find them elsewhere.

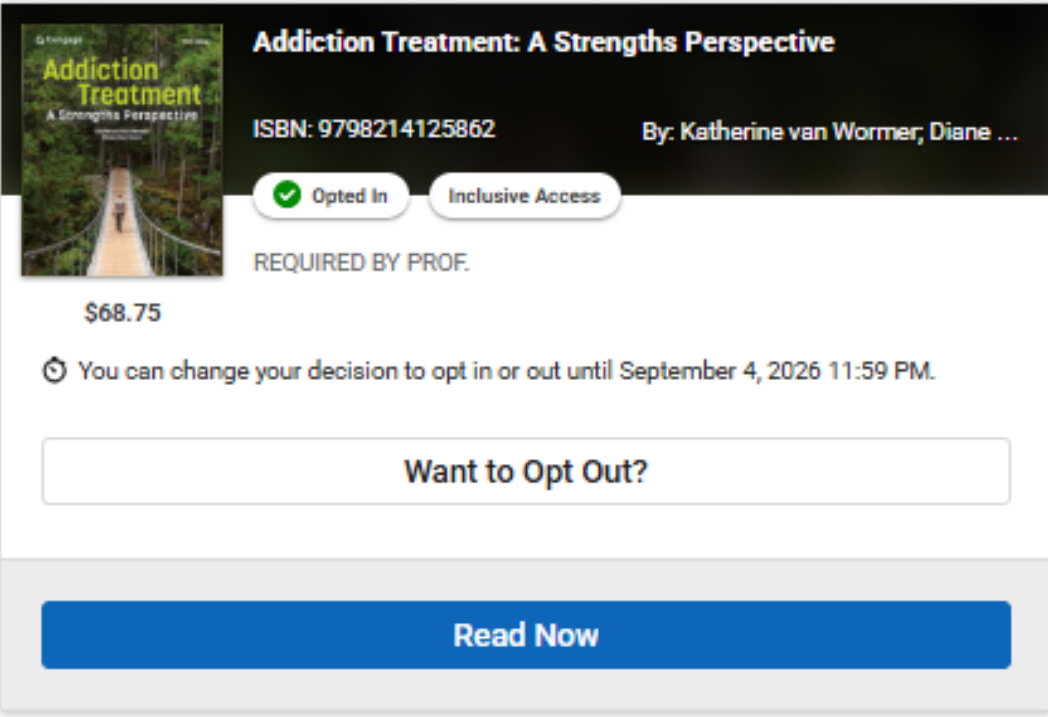
Inclusive Access – Student Experience

Etexts

“Textbook Requirements – Inclusive Access” menu in Canvas course

Courseware

- Publisher will help you connect it to modules/assignments
- Might not have opt-out button



The screenshot displays a textbook interface for "Addiction Treatment: A Strengths Perspective" by Katherine van Wormer and Diane ... The book cover on the left shows a person walking across a suspension bridge in a forest. The title and authors are listed on the right. Below the title, the ISBN 9798214125862 is shown. Two buttons are visible: "Opted In" with a green checkmark and "Inclusive Access". Below these, it says "REQUIRED BY PROF." and the price "\$68.75". A clock icon indicates a deadline: "You can change your decision to opt in or out until September 4, 2026 11:59 PM." At the bottom, there is a "Want to Opt Out?" button and a large blue "Read Now" button.

- Student accounts are automatically charged for inclusive access materials after the no-fault drop-add period.
- Students who don't want to buy an inclusive access book need to opt out by the deadline, set to coincide with the drop-add period.
- Please tell students about this deadline and add it to your syllabi if possible.



Questions?

Email: christmans@etown.edu

Phone: (717) 361-1130

Or stop by the college store and ask for Shannon