

Instructors' Guide to Elizabethtown College's Inclusive Access Course Materials Adoption

Inclusive access (IA) is a method of delivering and billing electronic course materials to students. The **policy of Elizabethtown College** is to use inclusive access for every adopted textbook for which it is available. The inclusive access program is designed to save students money (most IA materials are less expensive than print or electronic textbooks purchased elsewhere) and to save the college money (we pay only for the electronic materials that students use). **The college store sells print books only when the inclusive access version of a title is unavailable.** Students are welcome to opt out of IA course materials, but they must find print copies elsewhere.

We use the term “**course materials**” in the adoption process because the Higher Education Opportunity Act requires us to post all required materials (not just textbooks) when students register for classes. Course materials are any resources or materials necessary to class participation and may include supplies, such as lab glasses, calculators, and sketchbooks; open educational resources; and course packs provided in class.

Students access IA course materials through their Canvas course pages. Ebooks are available by clicking on the “Textbook Requirements – Inclusive Access” link on the left-hand menu. **Courseware** (ebooks enhanced with interactive elements, such as flash cards or quizzes) is integrated into modules or assignments. The college store works with Vital Source, our IA provider, to get ebooks connected to Canvas pages, but instructors adopting courseware should contact the courseware’s publisher to learn how to set up courseware in their Canvas courses.

In the student view, each IA title will have an access tile with a “Read Now” button and a “Want to Opt Out?” button. (Courseware might not have the opt-out button because some of the assignments may be necessary for students to pass a class.) The first time students click on “**Read Now**,” they will be asked to set up a Vital Source account with an ETown email address. A Vital Source account allows students to access materials for their full access periods, even if the related courses end first. After the initial account set-up students will go directly into the text when they click on the “Read Now” button.

The price of each inclusive access material is on the title’s access tile. Student accounts are automatically charged for inclusive access materials soon after the course drop/add deadline. **To avoid being charged, students must opt out of each individual IA title they do not want on or before the drop/add deadline.** Please tell students about this deadline at the beginning of the term and add it to your Canvas pages.

The **course materials adoption period** opens soon after the registrar finalizes a term’s schedule, and the deadline for adoptions is set a few weeks before registration begins. **SGPS instructors do not need to adopt their own course materials;** the SGPS office will adopt the required materials listed on their syllabi. Everyone else will receive an email from etown@verbasoftware.com (not an

Etown email address, but not spam!) shortly after the adoption period begins; that email contains a personalized link to that individual's assigned courses. Click on the link to adopt course materials.

Training videos for the adoption process are available at <https://success.vitalsource.com/hc/en-us/articles/8508312393239>, or if you would like in-person training, contact Shannon Christman at christmans@etown.edu. A few things to keep in mind when adopting:

- Course materials must be entered for each individual course listing; **if a course is cross-listed** and the materials are adopted for only one course number, students who register under the other course number(s) will not be able to access materials.
- Select “Yes, I need to add books” for **all course materials**, not just books. Financial aid will cover course materials that are officially adopted through this system, and the charges can be added to student accounts. Officially adopted textbooks are also tax exempt.
- Please check that the **edition** of any textbook you adopt is current. Publishers sometimes revoke access to old editions without prior notice, and print copies of out-of-print titles can be hard to find. Also check that the ISBN you adopt is the correct ISBN for the edition you need.
- If you are using **open educational resources (OER)**, please enter the mock ISBN **2818450023948** on the Add New Materials tab. This tab will also allow you to enter supplies or course packs.
- **Please leave notes** in adoptions or email christmans@etown.edu if you distribute materials in class, know that the **High Library** offers unlimited access to your textbook, or have any **special requirements**. We need to list all course materials for students, but we also need to let them know if they should be getting the materials somewhere other than their Canvas pages or the college store.
- Enter course materials in the **lecture sections of courses with labs**; if you would like students to be able to access the materials from the lab course in Canvas, email christmans@etown.edu.
- Because the system creates a fresh schedule for each term and we know that plans change, **the college store needs your confirmation** every semester as to what materials you want to use. We cannot permanently mark a course as “no text” or “use this material every time.”

If you have any **questions** about inclusive access or adopting course materials, please contact Shannon Christman by emailing her at christmans@etown.edu, calling 717-361-1130, or stopping by the college store to talk to her in person. If she's unable to resolve your issue, she will escalate it to our team at Vital Source. You can also visit **support.vitalsource.com** for technical support or direct students with access issues to that page.