

Course Material Adoption FAQs

Answers to the most common adoption questions.

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Tutorial and Videos

CMU uses Verba Collect to complete course material adoptions. A course material adoption step-by-step guide can be found at:

<https://success.vitalsource.com/hc/en-us/articles/8457029154839-How-to-Adopt-Course-Materials-in-Verba-Collect>

There are also video instructions:

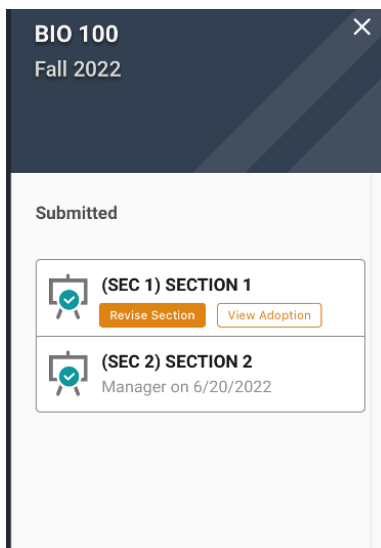
<https://success.vitalsource.com/hc/en-us/articles/8508312393239-Videos-Verba-Collect-Training-How-to-Adopt-Course-Materials>

Adoption Questions

Can I change my adoption once I have submitted it?

It depends. If the submitted adoption has not been marked as “Approved” by an Administrator (typically the bookstore), you will have the ability to make edits.

To do so, select the course you wish you revise from the list of completed courses, and click the **REVISE SECTION** button on the right side of the interface for the section(s) you wish to edit.



If your adoption has already been marked as “Approved,” you will have the option to send a request to Collect administrators to make changes. To do so, select the **REQUEST ACCESS** button for the section(s) you wish to edit. Fill in a brief description of what changes are needed, and the bookstore will follow-up with next steps. Or you can email bookstore@coloradomesa.edu.

How do I find what I adopted last semester?

Verba Collect lets you see what you have previously adopted. Please see the video linked below:



<https://success.vitalsource.com/hc/en-us/articles/8508312393239-Videos-Verba-Collect-Training-How-to-Adopt-Course-Materials>

How can I find out if a book is available?

If you want to see if the book is available digitally, please type in the Title or ISBN to <https://www.vitalsource.com/>. If the book appears on that platform, it will be available in digital format. For inquiries regarding the print availability of a book, please contact the publisher representative or send an email to bookstore@coloradomesa.edu.

What if I no longer need course materials?

If your adoption has not been approved, please update the adoption in Verba Collect. If it's already been approved, please email bookstore@coloradomesa.edu and we can work on cancelling an already placed order.

What's the difference between "Required," "Recommended," and "Optional" textbooks?

Required: is necessary for all students to have to successfully complete the course. A title must be "Required" to add it to Direct Digital.

Recommended: this is a suggested title that may be helpful to complete the course.

Optional: this is supplemental material some students have found useful.

Choice: this is usually an option between two titles.

Note: The bookstore will purchase the titles that are "Required" for a class if it is not in Direct Digital. Sometimes if we have a history of students purchasing the "recommended" material we will bring in a couple of copies. Students can always place a special order with the bookstore for recommended, optional, or choice books.

Direct Digital Questions

What is Direct Digital?

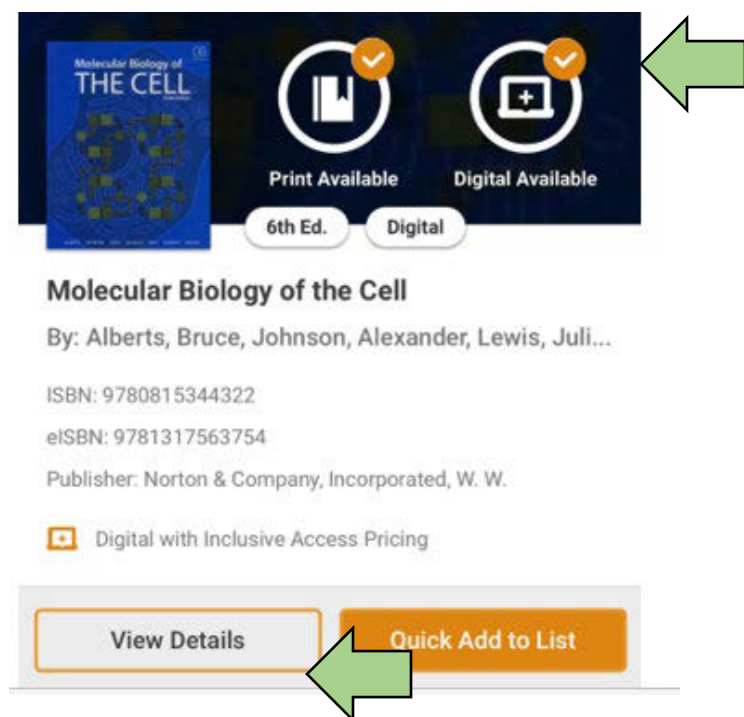
Direct Digital is CMU's Inclusive Access program. It is a technology-driven approach to course materials that automatically delivers books to a student's online platform. The course materials are available digitally on the first day of classes and the material is charged to the student's account without any additional effort or hassle.

What is the difference between courseware and eBooks?

An eBook will be available on a student's Vital Source bookshelf and is a digital version of the book. Courseware will be the digital book and supporting materials such as quizzes, homework, and other features. Courseware is supported on the publisher's website.

How do I know if my course material can be added to Direct Digital?

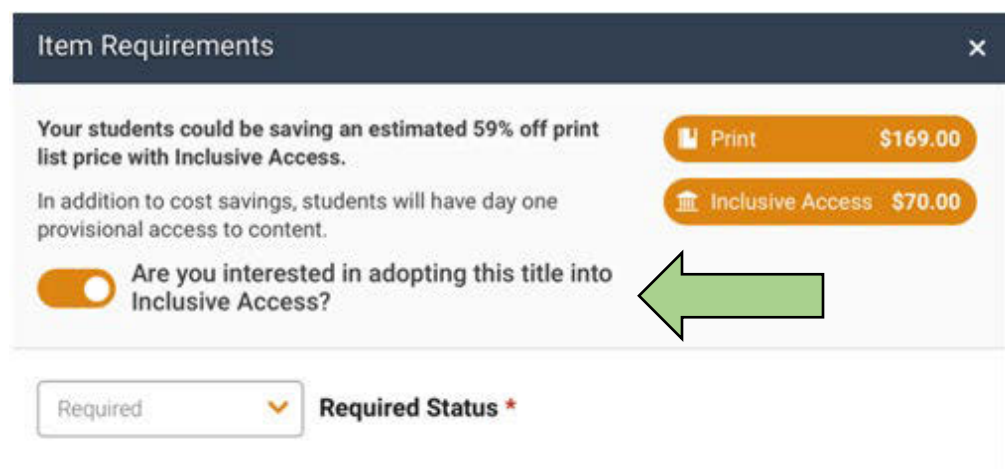
If there is a check above the Digital Available circle, then it can be added to Direct Digital. You can also click the View Details button to get more information on digital availability and potential student savings.



The screenshot shows a book listing for "Molecular Biology of the Cell" (6th Ed.). It features a book cover on the left and two circular icons on the right: "Print Available" and "Digital Available". Both icons have a green checkmark above them. Below the icons are buttons for "6th Ed." and "Digital". A green arrow points to the "Digital Available" icon. Below the book title, the author "By: Alberts, Bruce, Johnson, Alexander, Lewis, Juli..." is listed, followed by ISBN: 9780815344322, eISBN: 9781317563754, and Publisher: Norton & Company, Incorporated, W. W. A label "Digital with Inclusive Access Pricing" is also present. At the bottom, there are two buttons: "View Details" and "Quick Add to List". A green arrow points to the "View Details" button.

How do I get my material in Direct Digital?

When selecting your material, toggle on the "Are you interested in adopting this title into Inclusive Access?" When this toggle is selected as yes, the bookstore will include the title in Direct Digital.



The screenshot shows a dialog box titled "Item Requirements" with a close button (X) in the top right corner. Inside the dialog, there is a message: "Your students could be saving an estimated 59% off print list price with Inclusive Access." Below this, it says: "In addition to cost savings, students will have day one provisional access to content." To the right of this text are two buttons: "Print" with a price of "\$169.00" and "Inclusive Access" with a price of "\$70.00". Below the buttons is a toggle switch labeled "Are you interested in adopting this title into Inclusive Access?". The toggle is currently turned on (orange). A green arrow points to the toggle switch. At the bottom of the dialog, there is a dropdown menu labeled "Required" and a button labeled "Required Status *".

If I select Direct Digital, can the students have the option for physical books?

When course material is added to Direct Digital, physical books are not stocked by the bookstore. However, students who prefer physical copies have the option to opt-out of the digital material. In these cases, the student can source the materials themselves, or the bookstore can facilitate a special order for the required material. Using the bookstore for special orders allows students who need to use financial aid or VA money to still access the materials in the format that best suits their learning preferences. The students have until the add/drop date of the course to decide if they want to stay in Direct Digital.

Can students opt out of Courseware?

Students will have the option to opt out of any material that is in Direct Digital. We do recommend clarifying to students opting out of courseware will probable cause students to lose access to homework assignments and tests. Some students who have purchased subscription access to certain publishers (ex: Cengage Unlimited), would need to opt-out and access the material through their subscription.

If I do not put the course materials in Direct Digital will students have the option to buy the eBook?

If Vital Source provides an eBook option for the material, the bookstore will automatically add the eBook options as available for sale.

Contact Information

Please reach out to the Course Material Manager for any questions not addressed above.

Carolyn Larsen
(970) 248-1347
clarsen@coloradomesa.edu

For help with linking your Direct Digital material to D2L please reach out to Distance Education:

distanceed@coloradomesa.edu