INSTRUCTIONS FOR VERBA

Sign into VERBA by using your link or entering Illinois.verbacollect.com
In the upper righthand corner of the screen it will list the semester (ex: SUMMER 2020), be sure it is the semester you want to be doing adoptions for.

Your department should show up in the middle of the screen, if not, you can do a search by entering it on the left-hand side of the screen in the FILTER BY DEPARTMENT field.

Click on the course you need to add an adoption for.
This will take you to screen where you have many options from viewing past materials to adding materials. This screen also has helpful information available in the upper righthand corner in the orange box WATCH VIDEO.

Click on add material and then enter the ISBN or the title of the book. This will bring up the book.
If this is correct click on ADD TO ADOPTION.

This will bring up a screen called ITEM REQUIREMENTS, it will ask if the book is required, recommend, etc... It will also ask if newer or older versions of the book are acceptable and if a digital version is ok.

Once you have answered the questions click on ADD TO ADOPTION.
You can now add additional materials or if you are done with this adoption you will click on the drop down box next to MARK APPROVED and select submitted. This will let the Textbook Department know that this adoption has been completed.