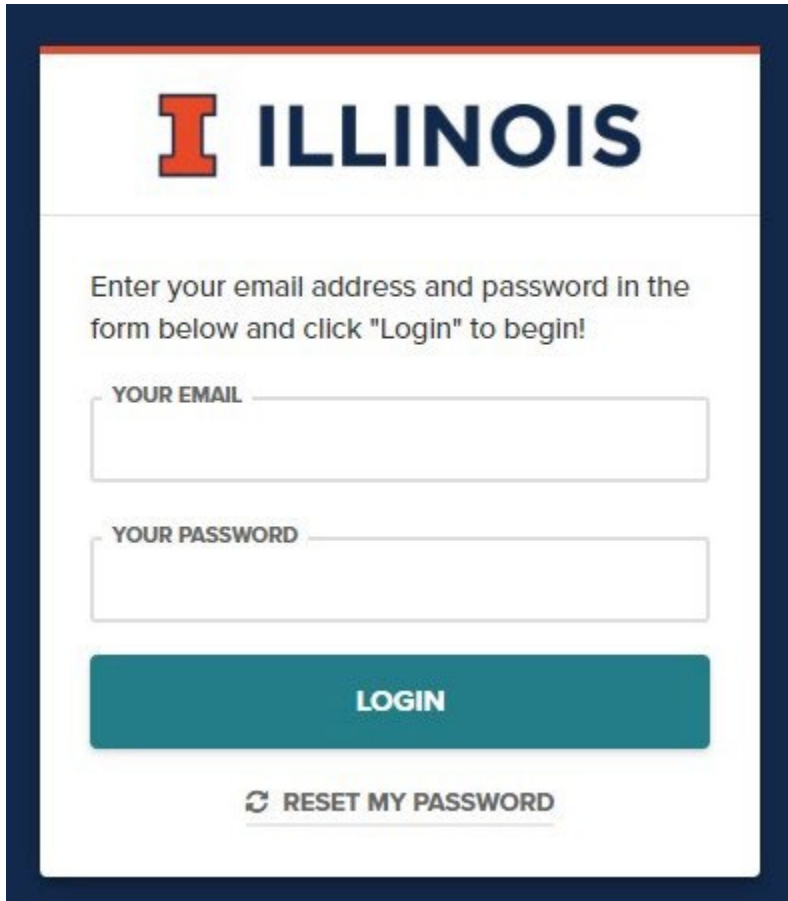


# INSTRUCTIONS FOR VERBA



**I ILLINOIS**

Enter your email address and password in the form below and click "Login" to begin!

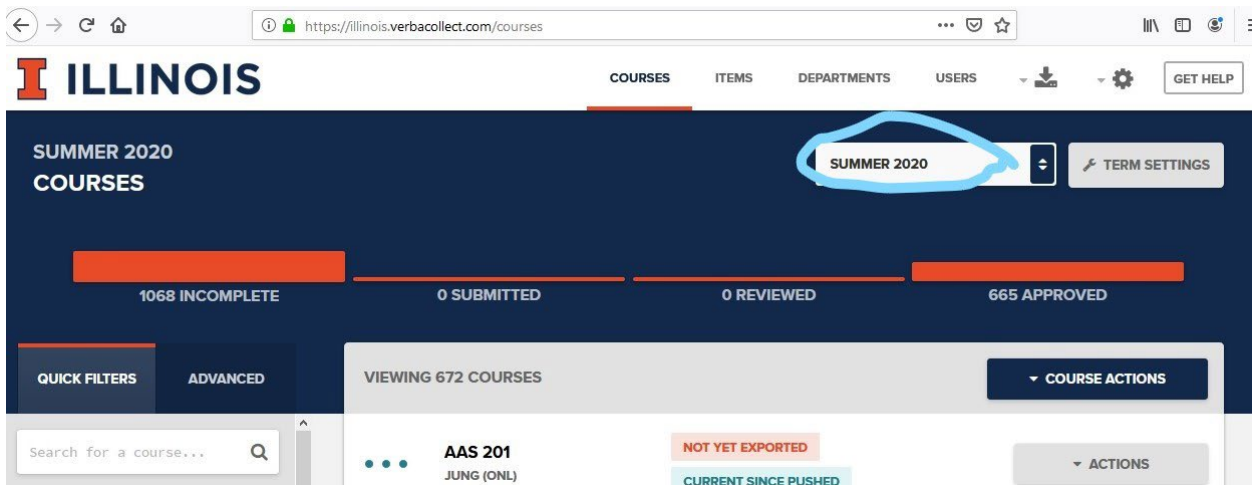
YOUR EMAIL

YOUR PASSWORD

**LOGIN**



[RESET MY PASSWORD](#)

Sign into VERBA by using your link or entering Illinois.verbacollect.com




Browser address bar: <https://illinois.verbacollect.com/courses>

**I ILLINOIS**

COURSES ITEMS DEPARTMENTS USERS   GET HELP

SUMMER 2020 COURSES

**SUMMER 2020**  [TERM SETTINGS](#)

1068 INCOMPLETE 0 SUBMITTED 0 REVIEWED 665 APPROVED

QUICK FILTERS ADVANCED VIEWING 672 COURSES [COURSE ACTIONS](#)

Search for a course...

**AAS 201**  
JUNG (ONL)

NOT YET EXPORTED  
CURRENT SINCE PUSHED

[ACTIONS](#)

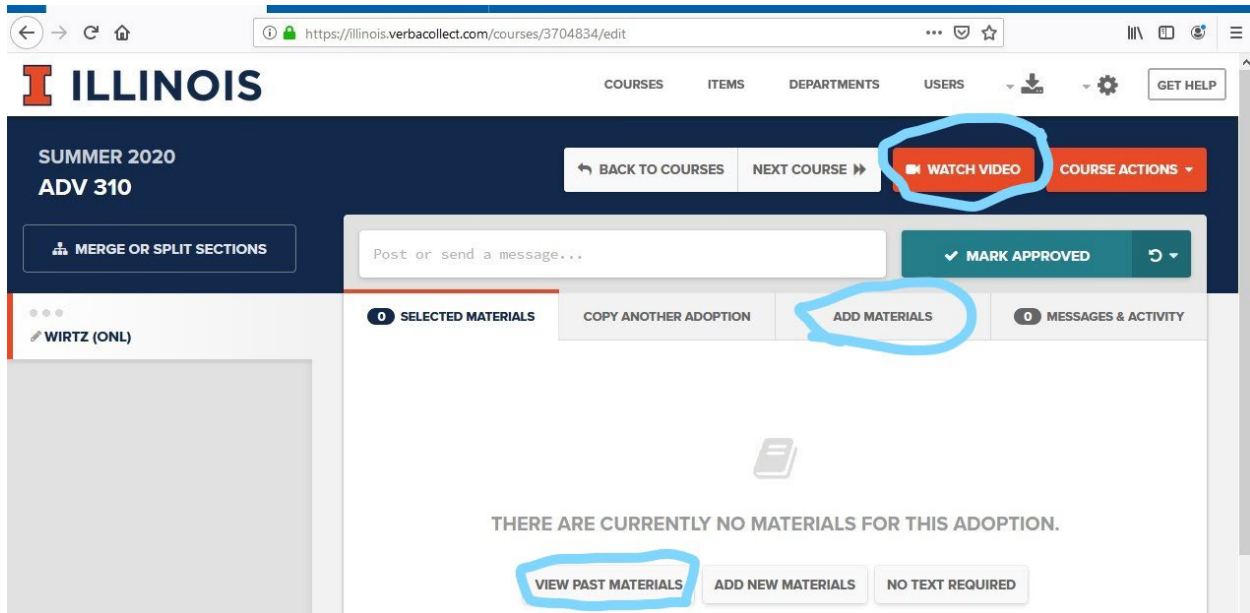
In the upper righthand corner of the screen it will list the semester (ex: SUMMER 2020), be sure it is the semester you want to be doing adoptions for.

The screenshot shows the Illinois VerbaCollect Courses page for Summer 2020. The page features a navigation bar with 'COURSES', 'ITEMS', 'DEPARTMENTS', 'USERS', and 'GET HELP'. Below the navigation bar, there is a header for 'SUMMER 2020 COURSES' and a dropdown menu for the semester. A progress bar indicates the status of courses: 1068 Incomplete, 0 Submitted, 0 Reviewed, and 665 Approved. The main content area shows a list of courses with filters on the left. The 'FILTER BY DEPARTMENT' field is highlighted in blue, and the 'AAS 201' course entry is highlighted in yellow.

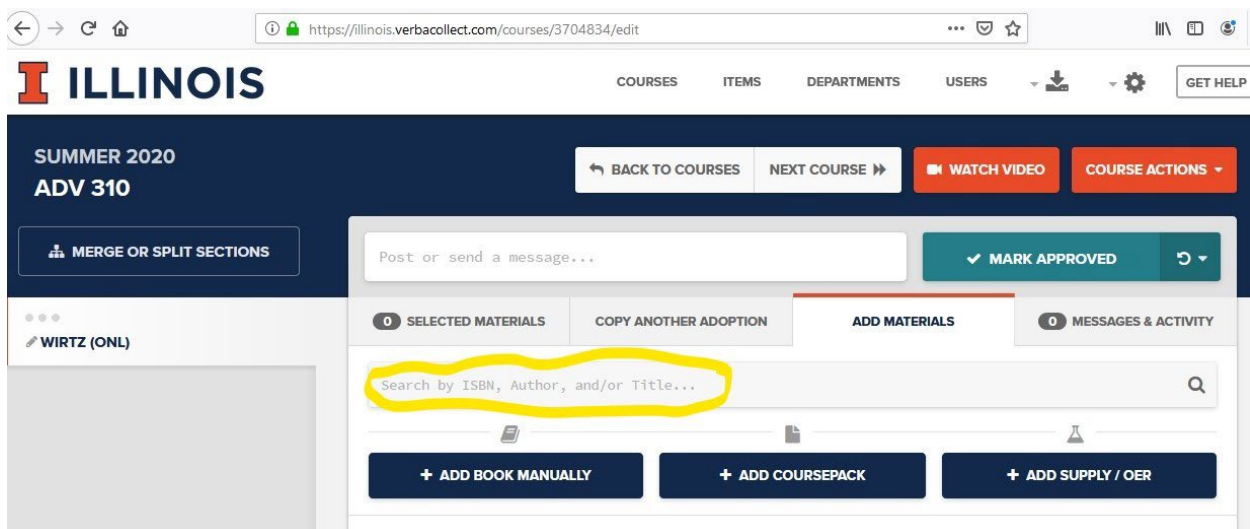
QUICK FILTERS	ADVANCED	VIEWING 672 COURSES	COURSE ACTIONS
Search for a course...		<b>AAS 201</b> JUNG (ONL)	NOT YET EXPORTED CURRENT SINCE PUSHED ACTIONS
FILTER BY DEPARTMENT		<b>ACCY 200</b> SILHAN (ONL)	NOT YET EXPORTED CURRENT SINCE PUSHED ACTIONS
ALL DEPARTMENTS		<b>ACCY 301</b> LYMAN (AF2)	NOT YET EXPORTED CURRENT SINCE PUSHED ACTIONS
FILTER BY USER			
ALL USERS			
ALL SECTIONS			

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.

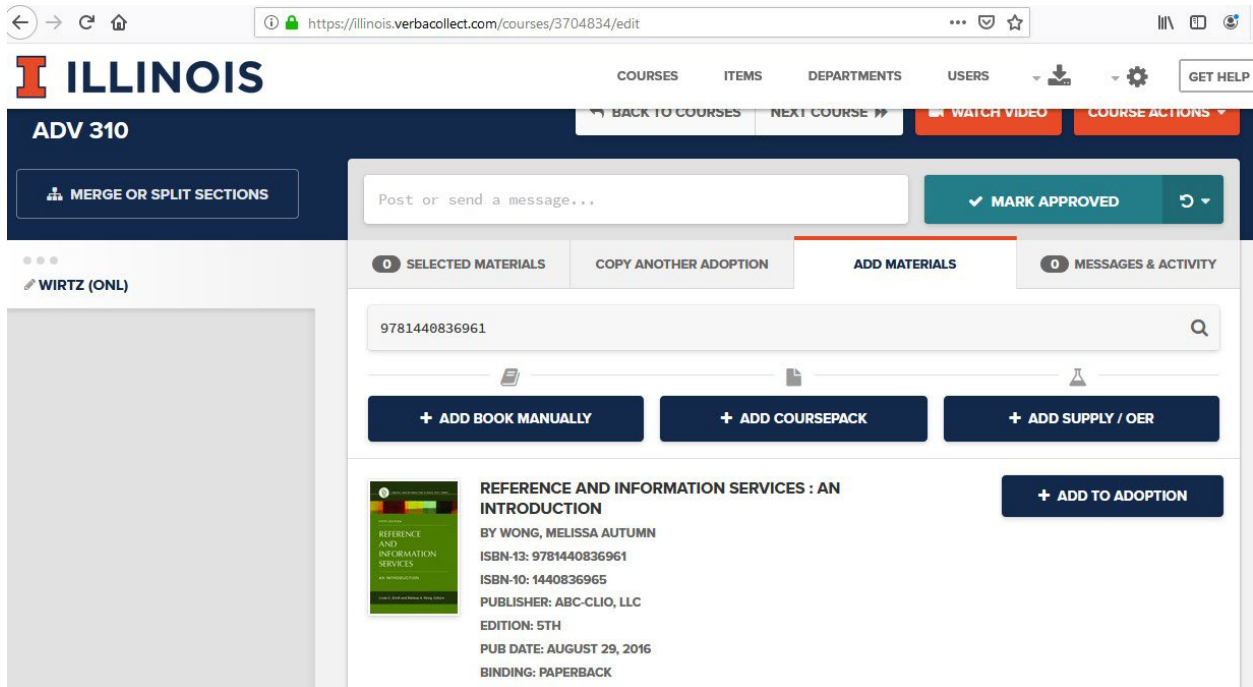
Click on the course you need to add an adoption for.



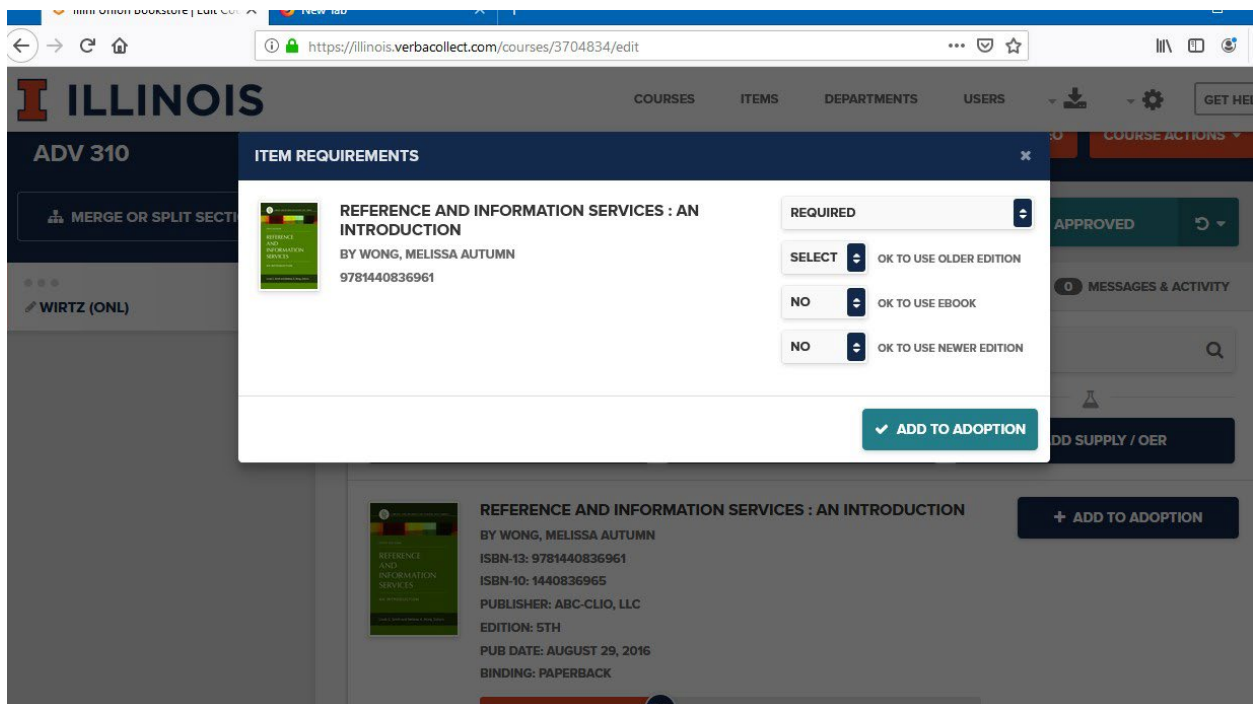
This will take you to screen where you have many options from viewing past materials to adding materials. This screen also has helpful information available in the upper righthand corner in the orange box WATCH VIDEO.



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.

illinois.verbacollect.com/courses/3761204/edit

ILLINOIS

COURSES ITEMS DEPARTMENTS USERS GET HELP

FALL 2020 CHEM 532

BACK TO COURSES NEXT COURSE WATCH VIDEO COURSE ACTIONS

MERGE OR SPLIT SECTIONS

Post or send a message... MARK APPROVED

4 SELECTED MATERIALS COPY ANOTHER ADOPTION ADD MATERIALS 0 MESSAGES & ACTIVITY

VAN DER DONK (A)

MODERN PHYSICAL ORGANIC CHEMISTRY  
BY ANSLYN, ERIC, ANSLYN, ERIC V., DOUGHERTY, DENNIS A.  
ISBN-13: 9781891389313  
ISBN-10: 1891389319  
PUBLISHER: UNIVERSITY SCIENCE BOOKS  
PUB DATE: JULY 01, 2005  
BINDING: HARDCOVER

REMOVE FROM LIST

REQUIRED

NO OK TO USE OLDER EDITION

NO OK TO USE EBOOK

NO OK TO USE NEWER EDITION

39

WORSE AFFORDABILITY BETTER

https://illinois.verbacollect.com/courses/3761204/next

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.