

## Submitting Adoptions in Collect

**Step 1:** When you receive your adoption email, you will be directed to a landing page similar to the one below. This will show all the sections currently assigned to you. It will have the subject/dept and course number, along with what semester it is for.

The screenshot shows the Collect landing page. At the top left is the Black College logo. At the top right are links for 'Help' and 'Log Out'. The page is divided into two main sections: 'Open courses (7)' and 'Completed courses (2)'. The 'Open courses' section contains seven course cards, each with a yellow flag icon in the top right corner. The first four cards are labeled 'SPRING 25' and show 'Sections Submitted' counts of 0 of 2, 0 of 3, 0 of 2, and 0 of 3 respectively. The next three cards are partially obscured. The 'Completed courses' section contains two course cards, each with a blue clock icon in the top right corner and 'Section Submitted' counts of 1 of 1. The remaining space in the 'Completed courses' section is empty.

“Open Courses” means an adoption still needs to be submitted for your section(s). The yellow flag means all your assigned sections need an adoption. Once you have submitted your adoptions, they will be moved to the “Completed Course” section and display a blue clock.

If you were assigned a class and it is NOT showing up on your landing page, contact the bookstore for further assistance. Make sure you have the subject, course #, section, and CRN. **If you are a department chair who needs to adopt for an adjunct instructor, please reach out to the bookstore directly and let us know which classes you need to adopt for.**

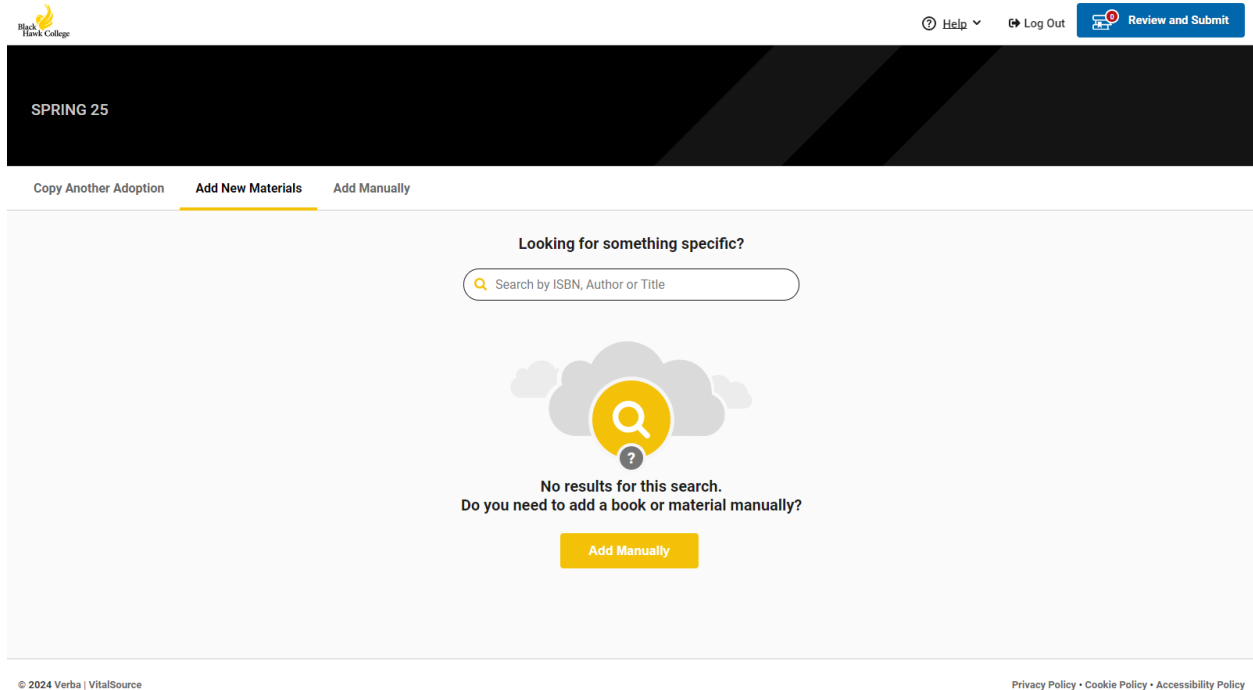
**Step 2:** Select the course you are wanting to adopt for. If you have more than one section you are adopting for the same class, you can click “select all.” This will adopt the same material for all your assigned sections for that class.

Once you select the section you are adopting for, you will be prompted to choose one of three options. →

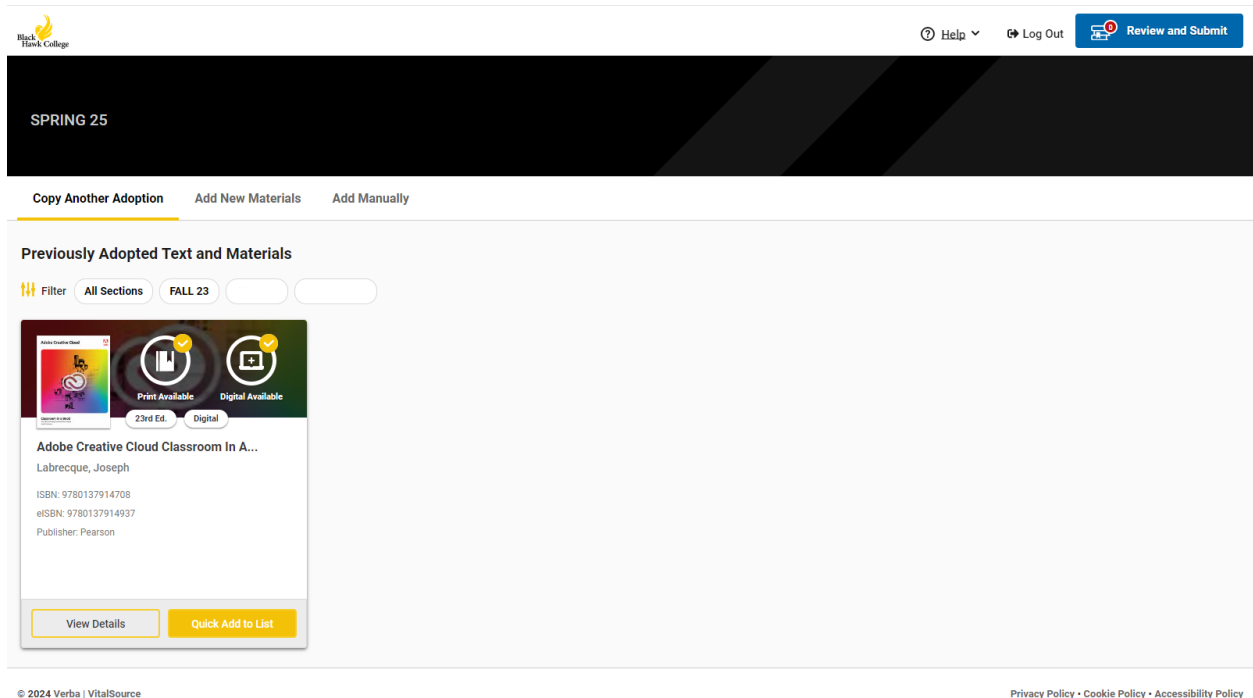
If you select either “No” option, it will direct you to the “Review and Submit” page. You may add a note to the bookstore here, otherwise, you can select “Submit Adoptions.” Once that adoption is submitted, you can move on to your other classes.

The screenshot shows a dialog box with a dark background and a white 'X' in the top right corner. The title bar says 'SPRING 25'. The main text asks, 'Do you need to add materials to this adoption?'. There are three buttons: 'Yes, I need to add books, OER materials, or supplies', 'No, I do not need to add books, OER materials, or supplies', and 'No, this section isn't offered'.

If you need to submit an adoption, you will need to select the “Yes” option. It will take you to a landing page similar to below. You will again be prompted to choose one of three options on this page.



**Option 1: Copy Another Adoption.** If you want to adopt a physical book or access code, you are able to look up the materials by filtering to a previous semester and class. Semester history will be available for the previous three (3) semesters only.



If you would like to use the same physical materials, you can select “Quick Add to List” and answer the prompts, then hit “Apply.”

Black Hawk College

Help Log Out Review and Submit

SPRING 25

Copy Another Adoption Add New Materials Add Manually

Previously Adopted Text and Materials

Filter All Sections FALL 23

Adobe Creative Cloud Classroom In A...  
Labrecque, Joseph  
ISBN: 9780137914708  
eISBN: 9780137914937  
Publisher: Pearson

View Details Quick Add to List

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**Option 2: Add New Materials.** If you are adopting a new physical textbook, access code, or an DDA (e-book only), you can search by ISBN or Author/Title.

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Help Log Out Review and Submit

SPRING 25

Copy Another Adoption Add New Materials Add Manually

Looking for something specific?

9780190263140

Results for "9780190263140"

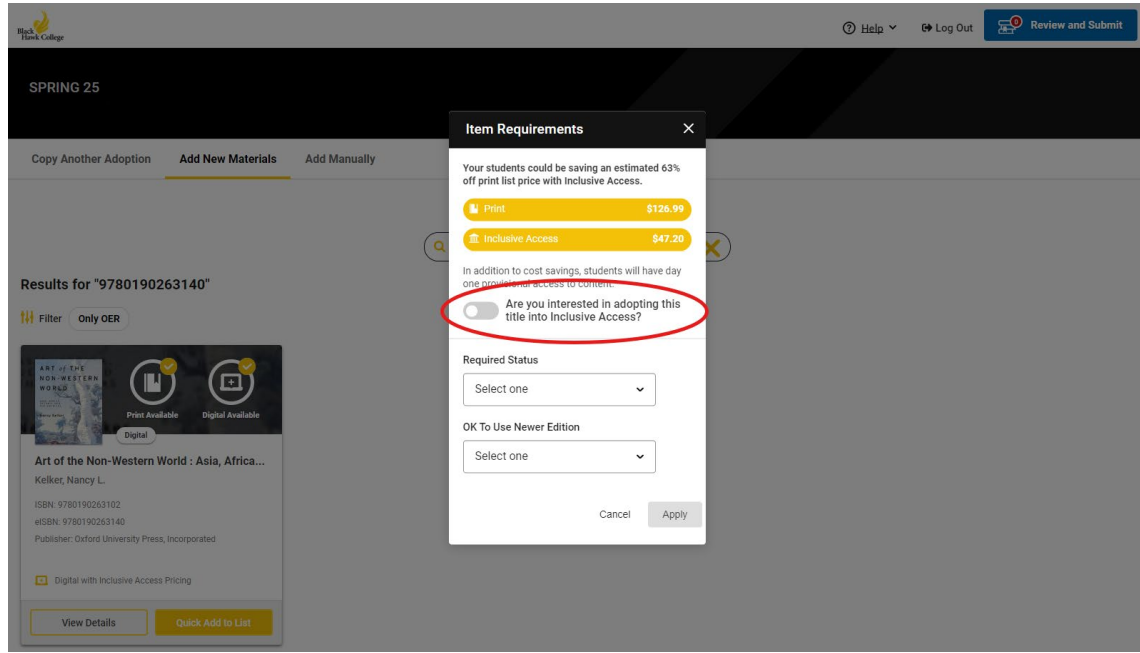
Filter Only OER

Art of the Non-Western World : Asia, Africa...  
Kelker, Nancy L.  
ISBN: 9780190263102  
eISBN: 9780190263140  
Publisher: Oxford University Press, Incorporated

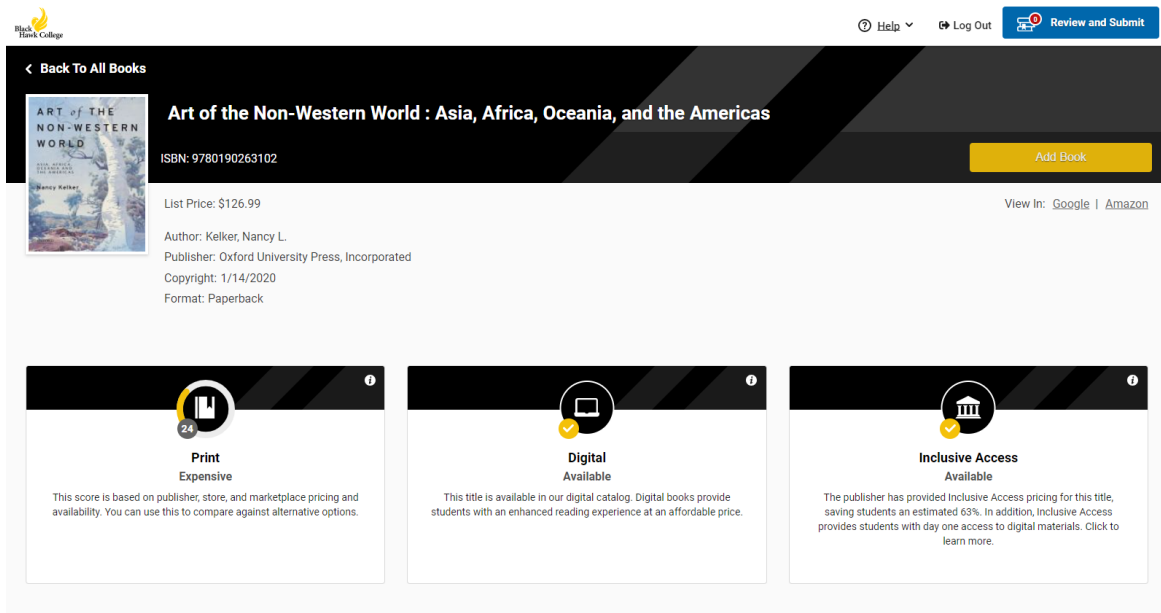
Digital with Inclusive Access Pricing

View Details Quick Add to List

Once you find the materials you would like to use, select “Quick Add to List” and answer the prompts. Then hit “Apply.” **If you want to adopt this book for inclusive access (DDA), you must toggle “Are you interested in adopting this title into Inclusive Access?” to the “on” position.** In addition, you may leave the bookstore a note in your adoption submission, but make sure to toggle on the inclusive access interest button.



If you are interested in learning about other delivery options, select “View Details.” This will show you what options are available to adopt. This includes print, digital, and inclusive access (DDA). Some titles may have all three options available, while others may only have one or two options available for adoption. When you are done looking, click “Add Book” and answer the prompts.



After this semester, the books you submitted will appear in the “Copy Another Adoption” tab.

**Important Note: digital and inclusive access are two different things and are not available with every published textbook!**

**Inclusive Access:** Inclusive access is the same thing as DDA. If you toggle on “Are you interested in adopting this title into Inclusive Access?” this will act like a normal DDA, where your entire class will gain access to the materials on the first day and be billed to their student account after the opt-out deadline passes. These materials will be accessible through Canvas. This is still the recommended option for digital books.

**Digital:** If you are interested in offering students the option between physical and digital, do **NOT** toggle the inclusive access option on. Instead, please include your preference in the note section before submitting your adoption to the bookstore. With this type of adoption, students will be able to select/pay for their chosen option in the bookstore. Students are then responsible for getting their digital book set-up through VitalSource’s Bookshelf. This option is **NOT** available for digital materials that use courseware.

**Option 3: Add Manually.** If you are adding a custom lab manual/bundle, a DDA (**courseware only, ex: e-books with MindTap, Connect, Revel, etc**), supplies, or an OER, you can select the option you need on this page. This page requires to you to have as much information as possible to fill out each of these options. Once the information is filled out, select “Add.”

Black Hawk College

Help Log Out Review and Submit

SPRING 25

Copy Another Adoption Add New Materials **Add Manually**

Select the type of material you would like to add manually to your list.

Add Custom Course Materials (Instructor Created) Add Book Add Supply Add OER Material

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**Step 3:** Once you have added all the materials you need for your class, go to the “Review and Submit” page. After checking your submission (and adding notes if needed), you can select “Submit Adoptions.” Once that adoption is submitted, you can move on to your other classes.