Reviewer Guide
# Verba Collect Lingo

<table>
<thead>
<tr>
<th>USER LEVEL</th>
<th>PERMITTED TO</th>
<th>EXAMPLE USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter</td>
<td>• Submit textbook requests for self</td>
<td>Faculty member (all faculty assigned to a course automatically become a submitter)</td>
</tr>
<tr>
<td>Reviewer*</td>
<td>• Submit textbook requests for self and others • Review textbook request details • Edit textbook requests • Reject textbook requests (this sends request back to submitter) • Review status of textbook request</td>
<td>Dean Administrative Assistant Department Head Course Coordinator (individuals who want reviewer rights need to communicate this to one of the Bookstore Textbook Buyers so this can be set up for you)</td>
</tr>
<tr>
<td>Approver</td>
<td>• All the above • Approve submitted textbook requests and orders books* • Create comprehensive reports</td>
<td>Bookstore Textbook Buyer</td>
</tr>
</tbody>
</table>

*If textbook requests for particular departments and/or courses must be ‘reviewed’ by Reviewer before the Bookstore’s Textbook Buyers process the request, contact the Textbook Buyer at the Clark College Bookstore (360-992-2592)
Get started! Access to Verba Collect

Reviewers and instructors assigned to classes will receive an email from the Bookstore saying that it’s time to submit book orders.

This email will include a link that will take you directly to the Collect website.

(Do NOT use Internet Explorer)
Because this email is automatically sent to instructors assigned to courses as well as to Reviewers, Reviewers should coordinate with faculty in their area who is responsible for book orders. This reduces the emails and phone calls that often results from an uninformed staff.

Reminder emails are sent every 2-3 days until a book request has been received.

*TIP: Stop the email reminders by submitting book orders ASAP!*
Courses Page
After logging in, the first window you will see is the ‘course page’. Here you will find the departments and courses you, a Reviewer, have been assigned to.
Course Status

The status of the book request for each class can be identified by looking for the three colored boxes to the left of the course (see below):

- No boxes = book request not submitted
- One box = book request submitted by Submitter or Reviewer
- Two boxes = book request reviewed by Reviewer (or Approver if no Reviewer assigned)
- Three boxes = book request approved by Approver (Bookstore Textbook Buyer)

The book requests for these two classes have gone through all phases and are now complete.
If a course has multiple sections, you will see a down arrow next to a number. Click on the down arrow to reveal all item numbers. To collapse the list, click again.
How many boxes are colored?

- If the first box is not colored, the Reviewer can submit the textbook request himself or herself **OR** wait until an instructor places the book request, and then review it.

- If the first box is colored, the book request has been submitted but has not been reviewed. The Reviewer may view the books requested, make changes, send the request back to the Submitter for changes, or mark it “reviewed” and the course waits for action from the Approver.

- If two boxes are colored, the Reviewer has submitted the book request or reviewed a request submitted by someone else, and no further action is needed.
To Enter (or review) a Textbook Request

Follow these Four Steps:

1) Open the course
2) Add Textbooks
3) Review
4) Submit

Reviewers may enter textbook requests for their own classes, and also on behalf of other instructors.
1) Open the Course

Click on the class you want to work on.

- ID 314
- ID 315
- ID 320
- ID 321
2) Add Textbooks

To reorder books previously used, Click “Add Past Books” tab, and choose the historical term from the drop down menu (Fall 2015 – Cornett B is shown in the example). Choose the book by clicking “Add Book to List”. Book will then appear in the Selected Course Materials box to the far right.

NOTE: Course packs and supplies cannot be ordered via Reviewers module. Go to clarkbookstore.com to order these materials.
To add a book *not previously used* for this course, click the “Add New Books” tab and...
“Add New Book” Continued....

...complete at least the ISBN, Title, Author, and Publisher fields. Click, “Add Book to List”

The book now appears in the right-hand column with other books selected for this course.
Don’t have all the book information?

Verba Collects has a convenient search feature that draws information from Bowker’s Books-In-Print.

Enter a title and/or author, and click ‘SEARCH’.

Note: If the book is an old edition, the following message may appear:

‘Caution! May Be Hard to Acquire’
When you finish adding a book to the ‘Selected Course Materials’ box (at the right of your screen), click on the applicable boxes.
No textbooks needed for the quarter?
Click ‘Review with No Books’ button
Merging Sections (optional)

If multiple sections of the same course have identical book requests, save time by merging sections so book information only needs to be entered one time. (This step is optional, but once you got this – you’ll be glad you did it !!)

EXAMPLE:
Two sections of BIOL 252L will have the same books requested. Both sections can be merged prior to choosing the books. (Merging sections can also be done after choosing books)

To merge #6209 and #6210, click on the “Merge With Other Sections” button
Merging Sections continued...

You will be prompted,

“Select another section or group to merge with this one”

Then click in the box for item #6210
Merging Sections continued....

A box with pop up where you will need to click “Complete Merge” button to complete the merge. Repeat this process for all sections to be merged in this group.

NOTE: Only sections of the same course number can be merged in one group. For example, Math 090 and 095 sections use the same books, however, they cannot be merged into one group.
To remove a section from a merged group, click “Split Section from Group”

Click on the section to remove from the merge, then click “Split from Group”
3) Review

To finalize the book order, click ‘Review Adoption’
Do you have a question, or information to convey regarding this book order?

Verba Collect makes communication between Submitters, Reviewers, and Approvers easy to do from this screen. You can “Post Note” for Submitters, Reviewers, and Approvers to see. Or, you can click “Ask Question” can choose who receives your question.
4) Submit

The box on the right will pop up

• Enter estimated enrollment if different
• Leave a note for the Textbook Buyer with helpful information pertaining to the class or materials
• Click “Mark As Reviewed”

And...You're Done!
Need to Edit a Course?

If a section is still in the ‘reviewed’ stage (see yellow arrow), click ‘Let All Make Edits’. If it is in “Approved” stage, contact the Textbook Buyer.
To begin reviewing another course, click on the drop-down menu here, and select ‘Courses’
Questions?

Contact the Bookstore Textbook Team!

Vicki Nier  
Course Materials Buyer  
vnier@clark.edu  
360-992-2592  

Departments:  
ACCT, ECE, HDEV, NUTR, ACED, ECED, HEOC, PE, ANTH, ECON, HI, PHAR, ASL, EDUC, HIST, PHIL, ASTR, EMT, HLTH, PHSC, BIOL, ENGL, HPE, PHYS, BASAM, ENV, HONS, POLS, BMED, ESL, ELP, PRLE, BTEC, FLPC, JAPN, PSYC, BUS, FT, JOUR, PTCS, CAP, FSCI, METR, SOC, CE, GED, MGMT, SPAN, CMST, GEOG, MRAD, WS, GEOL

Kaina Barba  
Course Materials Buyer  
dbarba@clark.edu  
360-992-2617  

Departments:  
ART, ENGR, AUTO, FOOD, BAK, MACH, CADD, MATH, CGT, MTX, CHEM, MUSC, CSE, NTEC, CTEC, NURS, DH, PHLE, DIES, SURV, DRMA, WELD