Entering Course Textbooks and Materials

On the Faculty Info page, you'll find two sections, **Online Forms** and **My Course Textbooks and Materials**. To begin, go to the Course Textbooks and Materials Entry form in the Online Forms section.

Course Textbooks and Materials Entry Form

The first question defaults to "Myself" – to fill out for courses in which you are faculty. Department Chairs can select to fill out as "Chair."

Then select the term and the course.

Next, if the course already has textbooks for the selected term, they will display. Select if you are adding textbook(s), if the course does not have any textbooks, or if you have no changes to the current textbooks value for the selected term. Options will vary depending on whether the course has textbooks entered or if you have already indicated no textbooks.

Notes about Textbook Entry

In the ISBN-13 field, the number MUST begin with 978 and have 13-digits total, no spaces, no dashes. For example, 9781111111111. If the ISBN-13 is already in our database, the book's title will auto-populate in the next field.

If your course textbook ISBN does NOT follow the required format (beginning with 978 and having 13-digits), please enter the book information in the Course Materials text box.

The ISBN-13, Book Title, and whether the book is Required or Recommended are all required fields. Fill out each of those fields to get the "+ Add Textbook" button. Use it to add the textbook to the Course Textbook List. Proceed to add additional textbooks by starting with the ISBN-13 if necessary.

Click Finished with Textbook Entry when you have added all the course textbooks.

Then, if the course already has materials for the selected term, they will display. Select if you are adding materials, if the course does not have any materials, or if you have no changes to the current materials value for the selected term. Options will vary depending on whether the course has materials entered or if you have already indicated no materials.

Notes about Materials Entry
PLEASE NOTE: Material lists provided in this form WILL be available to students

This box will pre-populate with any materials that were previously entered for the course. Only delete the pre-populated materials if you will be reporting zero (0) materials for the course. Enter materials as a comma-separated list.

There is a textbox where you should enter the approximate total cost of materials, excluding textbooks. A range for the estimate (e.g. $50 - $100) is fine. If you're still working on getting an approximate cost of materials, type TBD. You will be able to return to this form and select the same term and course to enter the approximate cost.

Click Finished with Materials Entry when you have added all the course materials.

Finally, click the Submit button. You will receive an email confirmation.

Course Textbooks Removal Form

The Course Textbook Removal form works like the Course Textbook Entry portion of the Course Textbooks and Materials Entry form. Only it will REMOVE the textbook from the course for the term you select.

Only textbooks that have already been added to the term-course combination will be available in the list to remove.

If you make a mistake, you can always check the **My Course Textbooks and Materials** table (more on this below) and re-enter a book again using the first form.

You will receive an email confirmation after you submit this form.

Reviewing Course Textbooks and Materials

Now go to "View Results" in the My Course Textbooks and Materials section.

Here is your real-time report of the course textbooks and materials that you have entered (and have not changed or removed).

If you need any changes after reviewing, remember you can always go back to enter more textbooks and modify materials using the Course Textbooks and Materials Entry form or you can remove textbooks using the Course Textbooks Removal form.

If you or your Department Chair indicated no textbooks and/or no materials for the course, you will see "N/A" in the Book Title column. This can be changed by using the Course Textbooks and Materials Entry form.

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FACULTY INFO

Home ⌄

Class List - Preferred Names

QUICK LINKS

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Tutor Scheduling	🔗

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My Course Textbooks and Materials

Review My Course Textbooks and Materials

Export To: Excel

Search 🔍 ▾

Course ⇅	Books ⇅	Materials ⇅	Year-Term ⇅
AA 1234 01	Textbook 1, Textbook B, Textbook III, Textbook Four	e.g. Pencil, Notebook, Sketchbook, Charcoal, etc.	Academic Year 2018-2019 - Spring
BB 5678 02			Academic Year 2018-2019 - Spring
CC 4321 03			Academic Year 2018-2019 - Spring

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