

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.

The screenshot shows the MCAD Faculty Info page. The navigation bar includes Home, Faculty Info, and Registration. The main content area is divided into several sections:

- Welcome to the Faculty Services Page**: A light blue header with a dropdown menu. Below it, a message states: "Here you'll find useful information like your course list, grade entry, and various start of the semester upload requirements for accreditation." It includes a link to the [Academic Affairs Intranet Page](#).
- *Academic Affairs***: Contact information for Academic Affairs, including a direct line (612) 874-3794, email academic_affairs@mcad.edu, and office hours (M-F, 8:30am-5:00pm, Main 348).
- *Records***: Contact information for Records, including a direct line (612) 874-3727, email records@mcad.edu, and office hours (M-F, 8:30am-5:00pm, Morrison 103).
- Faculty Course Center**: A light blue header with a dropdown menu. Below it, a section titled **Course List for YOUR NAME** includes links for [View Details](#) and [View My Faculty Schedule](#). A table header is visible with columns: **Course**, **Title**, and **Go Directly To**. Below the header, the text **Your Courses** is displayed.
- Important Start of the Semester Uploads**: A light blue header with a dropdown menu.
- Academic Affairs / Records Faculty Portal Links**: A section with two links: [Faculty Syllabus Template](#) (with a "Visit" button) and [Class Attendance Verification PDF](#) (with a "Visit" button).
- Student List with Preferred Names**: A light blue header with a link to [Class List - Preferred Names](#).
- Room Scheduling**: A light blue header with a search prompt: "To Search for Faculty Schedules, click on the Course Facilities Search link" and a link to [Course Facilities Search](#).
- Registration > Home**: A navigation link.
- Spring 2018-2019 Course Schedule**: A light blue header with a dropdown menu. Below it, links for [Generate Full Course Schedule Spring 2018-2019](#) and [Generate Summary Course Schedule Spring 2018-2019](#) are provided.
- Online Forms**: A light blue header with a dropdown menu. Below it, links for [Course Textbooks and Materials Entry](#) and [Course Textbooks Removal](#) are provided.
- My Course Textbooks and Materials**: A light blue header with a dropdown menu. Below it, a link for [Review My Course Textbooks and Materials](#) is provided, along with a [View Results](#) link and an [Export To: Excel](#) button.

Annotations on the page include a red oval around the **Online Forms** section and a blue oval around the **My Course Textbooks and Materials** section.

At the bottom of the page, there are links for [About us](#), [Contact us](#), and [Campus Directory](#). The footer also includes the text "Powered by Jenzabar v9.2.1".

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.

The screenshot shows the MCAD Faculty Info page. The navigation bar includes Home, Faculty Info, and Registration. The main content area is titled "Online Forms" and contains the "Course Textbooks and Materials Entry" form. The form has three dropdown menus: "Fill out form as:" (set to "Myself"), "Select Term:" (set to "Academic Year 2018-2019 - Spring"), and "Select Course:". A red arrow points to the "Fill out form as:" dropdown, and a blue arrow points to the "Select Course:" dropdown. Text above the dropdowns states: "Defaults to 'Myself' Department Chairs can additionally select 'Chair'". Text below the dropdowns states: "Courses you will be instructing if 'Myself' is selected Courses in your department if 'Chair' is selected". A sidebar on the left lists "QUICK LINKS" such as MCAD Email, Blackboard, and Intranet. The footer includes "About us", "Contact us", and "Campus Directory".

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.

The screenshot shows the "Textbooks" section of the form. It displays "Existing Textbooks for Selected Course:" followed by a list: "Grimm's Fairy Tales, Life of Pi, One Hundred Years of Solitude, The Adventures of Tintin, vol. 1, Watchmen". Below this, there are two lines of red text: "To remove a textbook, use the Textbook Removal Form." and "To add a textbook, select to add textbooks to this course below." Under the heading "Textbooks to add? *", there is a dropdown menu with a downward arrow. The dropdown menu is open, showing three options: "No changes", "Add more Textbook(s) to Selected Course", and a partially visible option at the bottom.

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.

Materials

Existing Materials for Selected Course: Testing materials

To change this list of materials, use this form.
Select to add or change materials below and then use the Course Materials box provided.

Materials to add? *

No changes

Add or Change materials for selected course

This course does NOT have materials any longer. Delete the existing materials list.

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.

The screenshot shows the MCAD Faculty Services Page. The page has a dark header with the MCAD logo and navigation tabs for Home, Faculty Info, and Registration. A breadcrumb trail indicates the user is in Faculty Info > Home. The main content area is divided into several sections:



- WELCOME TO THE FACULTY SERVICES PAGE**: A light blue banner with a welcome message and a link to the Academic Affairs Intranet Page.
- QUICK LINKS**: A vertical list of links on the left side, including MCAD Email, Important Dates and Deadlines, Blackboard, Course/Room Schedule, Faculty/Staff Directory, Intranet, Knowledgebase, Lynda.com, Papercut, Password Reset, Studio File Server, and Tutor Scheduling.
- *Academic Affairs*** and ***Records***: Contact information for both departments, including direct lines, email addresses, and office hours.
- FACULTY COURSE CENTER**: A section titled "Course List for YOUR NAME" with a "View Details" link and a "View My Faculty Schedule" link. Below this is a table with columns for "Course", "Title", and "Go Directly To".
- Important Start of the Semester Uploads**: A light blue banner with a grid icon.
- Academic Affairs / Records Faculty Portal Links**: A box containing two links: "Faculty Syllabus Template" and "Class Attendance Verification PDF", each with a "Visit" button.
- Student List with Preferred Names**: A section with a link to "Class List - Preferred Names".
- Room Scheduling**: A section with a search link for "Course Facilities Search".
- Spring 2018-2019 Course Schedule**: A section with links to "Generate Full Course Schedule Spring 2018-2019" and "Generate Summary Course Schedule Spring 2018-2019".
- Online Forms**: A section with links to "Course Textbooks and Materials Entry" and "Course Textbooks Removal".
- My Course Textbooks and Materials**: A section titled "Review My Course Textbooks and Materials" with a "View Results" link and an "Export To: Excel" button. This section is circled in blue.
- Online Forms**: This section is circled in red.

At the bottom of the page, there are links for "About us", "Contact us", and "Campus Directory", and a footer note "Powered by Jenzabar v9.2.1".

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.

Home
Faculty Info
Registration

You are here: [Faculty Info](#) > [Home](#) > [My Course Textbooks and Materials](#)

FACULTY INFO

Home ▼

Class List - Preferred Names

QUICK LINKS


- MCAD Email ↗
- Important Dates and Deadlines ↗
- Blackboard ↗
- Course/Room Schedule ↗
- Faculty/Staff Directory ↗
- Intranet ↗
- Knowledgebase ↗
- Lynda.com ↗
- Papercut ↗
- Password Reset ↗
- Studio File Server ↗
- Tutor Scheduling ↗

[About us](#) [Contact us](#) [Campus Directory](#)

My Course Textbooks and Materials

Review My Course Textbooks and Materials

Export To: [Excel](#)



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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