Important Information
For important information details, see the Textbooks Online Help page

This step-by-step procedure has six sections. You can scroll through the entire document or click a link below to jump directly to a specific task.

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I. Go to a Class Textbook Page

Faculty Center Page

1. Click change term to select the appropriate term.

Note: Because you normally enter textbook data for a future term, you will have to change the term to select the appropriate class.

2. Locate the appropriate class in the Class and Class Title fields.

3. Click Textbooks 📚 to the left of the class name.

Textbooks Page

4. View the Textbooks/Other Materials section.
II. Enter General Information

Textbooks Page

5. If applicable, check the No Textbooks or Other Materials Required box.

6. If desired, update the Contact Name.

Note: In most cases, it is useful to enter the new contact name by clicking Look up, entering search criteria, then selecting the appropriate name from the search results list. The Campus ID and Campus Phone Number are automatically populated.

7. If desired, change the number in the Textbook Estimated Enrollment field. This number automatically defaults from the Enrollment Capacity established for the class.

8. If applicable, check the Coursepack box and enter a location in the Coursepack Location field.

9. If desired, type a message in the Note to Students box.

10. Click Save.
III. Select Books/Other Materials from Previous Term/Course

Textbooks Page

Note: When entering textbooks for a course, you can select books and other materials from a list of items used in previous sections of the course or from a list of items you previously used in any course.

11. Click Select Previous Books/Other Materials from this Course. This link does not display if there are no textbooks entered for the course in previous terms.

OR

Click Select Instructor’s Previous Books/Other Materials. This link does not display if the instructor has no previous courses.

Books/Other Materials from Preview Term/Course Page

12. Check the box(es) associated with the textbook(s)/other material(s) you wish to add.

Note: Multiple textbooks and/or other materials can be selected.

13. Verify the selections in the following fields:
   - Required/Optional
   - Other Editions OK
   - Used Late in Term
   - Textbook Placed on Reserve
   - Submit to All Bookstores

Notes:
   - If you clicked Select Instructor’s Previous Books/Other Materials in step 11, the field Class(es) Used By displays in each listing.
   - The following values entered for previous terms do not copy to the current textbook order:
     - Coursepack location
     - Contact information
     - Note to students entered for previous terms
   - If a class section has textbooks or other materials already ordered for the class, they are not overwritten.

14. Click Add Selected Material.

Go to step 47.
IV. Add/Edit/Delete Textbooks

Textbooks Page

15. Click **Add Textbook**.

Search Page

16. Enter a number into the ISBN field, and then click **Search**.

Or

Enter information in one or more of the search fields, and then click **Search**.

Notes:
- The number entered in the IBSN field must be a valid ISBN and contain 10 or 13 digits.
- Special characters are ok.
- If your ISBN Number appears to be only nine digits, try placing a zero at the beginning of the number.
- Wolverine Access sends search criteria to Worldcat, the same third party catalog site used by the U-M Libraries. If the WorldCat site is not working, you will receive an error message.
- The data returned in the search results is exactly as delivered from WorldCat. Wolverine Access does not control the completeness and format of the data.
17. View **Textbook Search Results** that display directly below the search box.

**Notes:**
- If a valid ISBN search does not provide the expected results, enter the textbook data manually. **Go to step 20.**
- If you search for an invalid ISBN, you will receive an error. Confirm the ISBN number and search again or try searching by author or title.

18. Click the radio button associated with the textbook you wish to add.

**Notes:**
- Valid ISBN search results will include a link to WorldCat detailed textbook information, i.e., cover image, book details, local library holdings, etc. This link will not display when searching by author or title.
- Only one textbook can be selected at a time.

19. Click **Add Selected Textbook**.

**Go to step 28.**

20. Click **Enter Book Data Manually**.

**Note:** The option to enter book data manually only appears when a valid ISBN search does not return the expected results.
Enter Book Data Manually Page

22. Type the title in the Title field.
23. Type the author in the Author field.

Note: The ISBN, textbook title, and author fields are required. Enter as much information as possible.

24. Select Required or Optional from the Required/Optional drop-down list.

25. If applicable, check the following boxes:
   - Book or Item Used Late in Term
   - Textbook has been placed on reserve
     o Note: this only indicates the instructor has placed the book on reserve. This system does not interface with the library to put the book on reserve.
   - Other Textbook Editions are OK

26. If you wish to specify a specific bookstore, uncheck the Submit to all Participating Bookstores box and then enter a bookstore in the Participating Bookstore Is field.

   Note: Do not type in a bookstore name, instead you should click the Magnifying Glass next to the Participating Bookstore Is field and then select the bookstore from the search results.

27. Click Return.

Go to step 33.
29. Select **Required** or **Optional** from the **Required/Optional** drop-down list.
30. If applicable, check the following boxes:
   - Book or Item Used Late in Term
   - Textbook has been placed on reserve
     - **Note**: this only indicates the instructor has placed the book on reserve. This system does not interface with the library to put the book on reserve.
   - Other Textbook Editions are OK.
31. If you wish to specify a specific bookstore, uncheck the **Submit to all Participating Bookstores** box and then enter a bookstore in the **Participating Bookstore Is** field.
   **Note**: Do not type in a bookstore name, instead you should click the **Magnifying Glass** next to the **Participating Bookstore Is** field and then select the bookstore from the search results.
32. Click **Return**.
33. View the textbook information now listed below the Textbooks/Other Materials section.
34. If desired, use the **Edit** button to change this textbook information.
35. If desired, use the **Delete** button to remove this textbook information.

**Notes:**
- You cannot edit the ISBN field. If the ISBN is incorrect, you must delete the textbook information and then add a new textbook.
- Add as many textbooks as you wish by repeating this procedure.
36. Click **Save**.
V. Add/Edit/Delete Other Materials

Textbooks Page

37. Click **Add Other Materials**.

Notes:
- Enter textbooks without an ISBN and other materials here.
- To be compatible with U-M systems, students must purchase Quizdom Student Clickers from the U-M Computer Showcase. To help avoid confusion with bookstores, please do not add Quizdom requirements as “Other Materials.”

Other Materials Page

38. Type descriptive information in the **Description of Materials** text box.

Note: If appropriate, enter title, author, and any additional information.

39. Select **Required** or **Optional** from the Required/Optional drop-down list.

40. If applicable, check the **Book or Item Used Late in Term** box.

41. If you wish to specify a specific bookstore, uncheck the **Submit to all Participating Bookstores** box, and then enter a bookstore in the **Participating Bookstore Is** field.

Note: Do not type in a bookstore name. Instead, click **Look up** next to the **Participating Bookstore Is** field and then select the bookstore from the search results.

42. Click **Return**.
43. View the other material information now listed as Textbooks/Other Materials section.

44. If desired, click **Edit** to change the other material information.

45. If desired, click **Delete** to remove the other material information.

**Note:** Repeat this procedure to add as many other materials as you wish.

46. Click **Save**.
VI. Copy to Other Sections

Textbook Page

47. Click **Copy to all * Sections**.

**Notes:**
- The button label changes as applicable to the component type (e.g., lecture, lab, discussion etc.)
- You can only copy from one class section to all class sections with the same component type (i.e., lecture to lecture not lecture to discussion).
- If there is a combined section, a second button labeled Copy to Combined Section will display.

Copy to Box

48. View the list of sections that textbook and other material information will be copied to.

49. If you wish to copy to all these sections, click **OK**.

**Note:** If a class section already has textbook or other material entered, you will be prompted to **OK** the copy process for that section (which replaces the existing information) or to **Cancel** the copy process for that section (current information is maintained).

50. If you do NOT wish to copy to all these sections, click **Cancel**.