Enter Class Textbook Information (Faculty Center)

Important Information

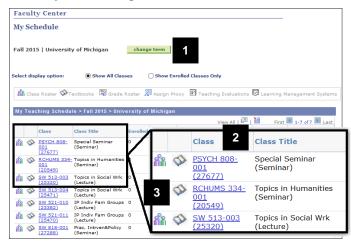
For important information details, see the Textbooks Online Help page https://csprod.dsc.umich.edu/htmldoc/eng/dftie/lsaa/htm/sr_fb_textbooks.htm.

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.

If you need to		Refer to page
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I. Go to a Class Textbook Page

Faculty Center Page

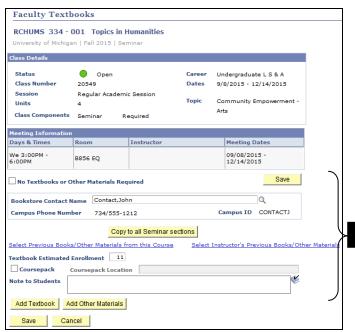


Click change term to select the appropriate term.

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

- Locate the appropriate class in the Class and Class Title fields.
- Click **Textbooks** to the left of the class name.

Textbooks Page



4. View the **Textbooks/Other Materials** section.

Last updated: 4/10/2015

II. Enter General Information

Textbooks Page



- 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.

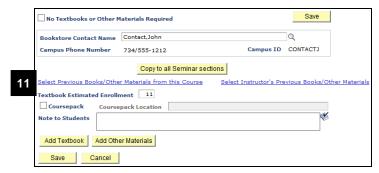
- If desired, change the number in the Textbook Estimated Enrollment field. This number automatically defaults from the Enrollment Capacity established for the class.
- If applicable, check the Coursepack box and enter a location in the Coursepack Location field.
- If desired, type a message in the Note to Students box.
- 10. Click Save.

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III. Select Books/Other Materials from Previous Term/Course

Textbooks Page



Books/Other Materials from Preview Term/Course 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.

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

OR

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

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:

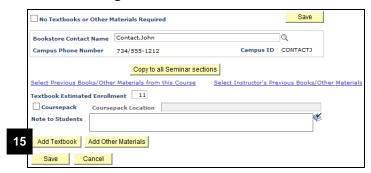
- If you clicked <u>Select Instructor's</u>
 <u>Previous Books/Other Materials</u> in step
 11, the field Class(es) Used By displays in each listing.
- The following values entered for previous terms do not copy to the current textbook order:
 - Coursepack location
 - Contact information
 - Note to students 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



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.

Search Page with Results



 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
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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.

Search Page with Error

extbo	ok Search	Search provided by: Worldcat
		Woldcat URL link to image and more details. Valid ISBN that are not entered after performing search.
ISBN:	0077983726	e.g. 0684830493
		cteristics may differ slightly from ISBN search and will show sults (results with no ISBN are not displayed).
Author:		e.g. Ernest Hemingway
Title:		e.g. The Old Man and the Sea
	English Language on	ıly
Search	Clear	
	is valid but was not found ir data manually if you are cert	
Cancel		

Enter Book Data Manually Page



- 21. Type the ISBN in the ISBN field.
- 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.

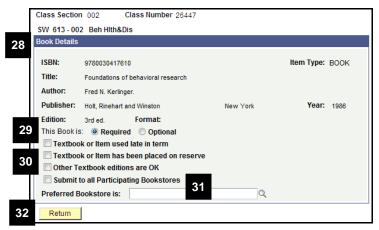
- 24. Select **Required** or **Optional** from the **Required/Optional** drop-down list.
- 25. If applicable, check the following boxes:
 - Book or Item Used Late in Term
 - Textbook has been placed on reserve
 - Note: this only indicates the instructor has placed the book on reserve. This system does 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.

Book Details Page



Textbook Page



- 28. Review the book details.
- 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

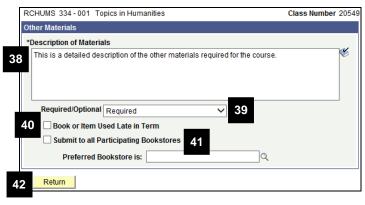


37. Click Add Other Materials

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

Textbook Page



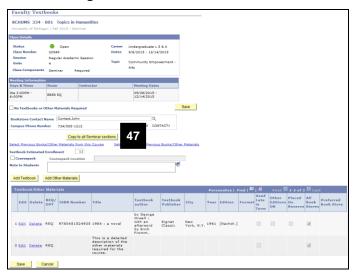
- 43. View the other material information now listed as Textbooks/Other Materials section.
- 44. If desired, click **Edit** to change the other material information.
- 45. If desired, click **Delete** to remove the other material information.

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

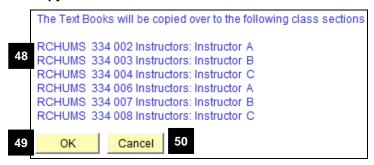
46. Click Save

VI. Copy to Other Sections

Textbook Page



Copy to Box



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.
- 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**.