

Enter Class Textbook Information (Faculty Center)

Important Information

For important information details, see the Textbooks Online Help page
https://csprod.dsc.umich.edu/html/doc/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

Faculty Center
My Schedule
Fall 2015 | University of Michigan change term **1**

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Textbooks Grade Roster Assign Proxy Teaching Evaluations Learning Management Systems

My Teaching Schedule > Fall 2015 > University of Michigan

Class	Class Title	Enrolled
PSYCH 808-001 (27677)	Special Seminar (Seminar)	0
RCHUMS 334-001 (20549)	Topics in Humanities (Seminar)	0
SW 513-003 (25320)	Topics in Social Wrk (Lecture)	0
SW 513-004 (25471)	Topics in Social Wrk (Lecture)	0
SW 521-010 (22382)	IP Indiv Fam Groups (Lecture)	0
SW 521-011 (28470)	IP Indiv Fam Groups (Lecture)	0
SW 818-001 (27288)	Prac. Inrvn&Policy (Seminar)	0

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

Faculty Textbooks
RCHUMS 334-001 Topics in Humanities
University of Michigan | Fall 2015 | Seminar

Class Details

Status	Open	Career	Undergraduate L S & A
Class Number	20549	Dates	9/8/2015 - 12/14/2015
Session	Regular Academic Session	Topic	Community Empowerment - Arts
Units	4		
Class Components	Seminar Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 3:00PM - 6:00PM	B856 EQ		09/08/2015 - 12/14/2015

No Textbooks or Other Materials Required Save

Bookstore Contact Name

Campus Phone Number 734/555-1212 Campus ID CONTACT3

Copy to all Seminar sections

[Select Previous Books/Other Materials from this Course](#) [Select Instructor's Previous Books/Other Materials](#)

Textbook Estimated Enrollment

Coursepack

Note to Students

Add Textbook Add Other Materials

Save Cancel

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


II. Enter General Information

Textbooks Page

The screenshot shows a web form for entering textbook information. It includes a checkbox for 'No Textbooks or Other Materials Required', a 'Save' button, and a search field for 'Bookstore Contact Name' with a 'Look up' icon. Below this are fields for 'Campus Phone Number' and 'Campus ID'. There are also links for 'Select Previous Books/Other Materials for Course' and 'Select Instructor's Previous Books/Other Materials'. A 'Textbook Estimated Enrollment' field is set to '11'. A 'Coursepack' checkbox and 'Coursepack Location' field are present. A 'Note to Students' text area is also visible. At the bottom, there are buttons for 'Add Textbook', 'Add Other Materials', 'Save', and 'Cancel'. Numbered callouts (5-10) point to these specific elements.

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

No Textbooks or Other Materials Required

Bookstore Contact Name

Campus Phone Number Campus ID

11 [Select Previous Books/Other Materials from this Course](#) [Select Instructor's Previous Books/Other Materials](#)

Textbook Estimated Enrollment

Coursepack Coursepack Location

Note to Students

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 Previous Term/Course Page

Books/Other Materials from Previous Term or Course

Class Section 001 Class Nbr 20549 Term: Fall 2015

RCHUMS 334 - 001 Topics in Humanities **14**

12

ISBN: 1984 : a novel. Author: by George Orwell ; with an afterword by Erich Fromm., 9780451524935 Publisher: Signet Classic [Nachdr.] 1961

13 Required Other Editions OK Used Late in Term Textbook Placed On Reserve

Submit to All Bookstores

Most Recent Terms Used	Instructors	Class Sections	Components
Fall 2014		005	SEM

ISBN: After Artest : the NBA and the assault on Blackness, Author: David J. Leonard., 9781438442068 Publisher: State University of New York Press

Required Other Editions OK Used Late in Term Textbook Placed On Reserve

Submit to All Bookstores

Most Recent Terms Used	Instructors	Class Sections	Components
Winter 2014		004	SEM

ISBN: 0618982507 Are you my mother? : a comic drama , Author: Bechdel, Alison, 1960., Publisher: Houghton Mifflin Harcourt 2012

Required Other Editions OK Used Late in Term Textbook Placed On Reserve

Submit to All Bookstores

Most Recent Terms Used	Instructors	Class Sections	Components
Winter 2014		005	SEM

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 .

Go to step 47.

IV. Add/Edit/Delete Textbooks

Textbooks Page

No Textbooks or Other Materials Required Save

Bookstore Contact Name Q

Campus Phone Number Campus ID

Copy to all Seminar sections

[Select Previous Books/Other Materials from this Course](#) [Select Instructor's Previous Books/Other Materials](#)

Textbook Estimated Enrollment

Coursepack Coursepack Location

Note to Students

15 Add Textbook Add Other Materials

Save Cancel

15. Click Add Textbook.

Search Page

Textbook Search Search provided by: [Worldcat](#)

Search by ISBN. ISBN search will return a Worldcat URL link to image and more details. Valid ISBN that are not registered in Worldcat yet can be manually entered after performing search.

ISBN: e.g. 0084830493

Search by Author and/or Title. Result characteristics may differ slightly from ISBN search and will show only the first 100 rows for large search results (results with no ISBN are not displayed).

Author: e.g. Ernest Hemingway

Title: e.g. The Old Man and the Sea

English Language only

Search Clear

Cancel

16

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 ISBN 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

17 Add Selected Textbook

18 Search

19 Add Selected Textbook

Textbook Title	Textbook author	ISBN	Textbook Edition	Language	Type	Year	Publisher	City	Worldcat Details
1 Foundations of behavioral research.	Fred N. Kerlinger.	9780030854620	2d ed.	English	BA--Book	1973	Holt, Rinehart and Winston	New York	Worldcat Details

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.

Search Page with Error

20 Enter Book Data Manually

This ISBN is valid but was not found in worldcat. You may enter the data manually if you are certain this is the correct ISBN.

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

The screenshot shows a web form titled "Enter Book Data Manually" with the following fields and options:

- Class Section: 002, Class Number: 26447
- SW 613 - 002 Beh Hlth&Dis
- 21 *ISBN: [text input]
- 22 *Title: [text input]
- 23 *Author: [text input]
- Publisher: [text input], City: [text input], Year: [text input]
- Edition: [text input], Format: [text input]
- 24 Required/Optional: [dropdown menu showing "Required"]
- 25 Book or Item Used Late in Term Other Textbook Editions OK
- Textbook Has Been Placed On Reserve
- 26 Submit to All Participating Bookstores
- Preferred Bookstore is: [text input] [magnifying glass icon]
- ISBN, Title & Author are required. Please enter Publisher, Year and Edition if possible.
- 27 Return [button], Cancel [button], Clear [button]
- [Return To Faculty Center](#)

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

Class Section 002 Class Number 26447

SW 613 - 002 Beh Hlth&Dis

28 Book Details

ISBN: 9780030417610 Item Type: BOOK

Title: Foundations of behavioral research

Author: Fred N. Kerlinger.

Publisher: Holt, Rinehart and Winston New York Year: 1986

Edition: 3rd ed. Format:

29 This Book is: Required Optional

30 Textbook or Item used late in term

Textbook or Item has been placed on reserve

Other Textbook editions are OK

Submit to all Participating Bookstores

Preferred Bookstore is: **31**

32

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 .

Textbook Page

Faculty Center

Textbooks

SW 613 - 002 Beh Hlth&Dis
University of Michigan | Winter 2009 | Lecture [Return To Faculty Center](#)

Class Details

Status: ● Open Career: ● Regular

Class Number: 26447 Dates: 1/7/2009 - 4/21/2009

Session: Regular Academic Session

Units: 3

Class Components: Lecture Required

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tue 2:00PM - 3:00PM	8684 SSWB		01/07/2009 - 04/21/2009

Date textbook lists will be made public: 11/10/2008

No Textbooks or Other Materials Required

Textbook/Other Materials															
Edit	Delete	REQ/ OPT	ISBN Number	Title	Textbook author	Textbook Publisher	City	Year	Edition	Format	Used Late in Term	Other Editions OK	Placed On Reserve	All Book Store	Preferred Book Store
34 <input type="button" value="Edit"/>	<input type="button" value="Delete"/>	REQ	9780030417610	Foundations of behavioral research	Fred N. Kerlinger.	Holt, Rinehart and Winston	New York	1986	3rd ed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

35

Textbook/Other Materials															
Edit	Delete	REQ/ OPT	ISBN Number	Title	Textbook author	Textbook Publisher	City	Year	Edition	Format	Used Late in Term	Other Editions OK	Placed On Reserve	All Book Store	Preferred Book Store
33 <input type="button" value="Edit"/>	<input type="button" value="Delete"/>	REQ	9780030417610	Foundations of behavioral research	Fred N. Kerlinger.	Holt, Rinehart and Winston	New York	1986	3rd ed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

36

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

V. Add/Edit/Delete Other Materials

Textbooks Page

Faculty Textbooks
RCHUMS 334 - 001 Topics in Humanities
University of Michigan | Fall 2015 | Seminar

Class Details

Status: ● Open Career: Undergraduate U.S. & A.
Class Number: 20549 Dates: 9/8/2015 - 12/14/2015
Session: Regular Academic Session
Units: 4 Topic: Community Engagement - Arts
Class Components: Seminar Required

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 3:00PM - 6:00PM	8836 EQ		09/08/2015 - 12/14/2015

No Textbooks or Other Materials Required Save

Bookstore Contact Name: Contact John
Campus Phone Number: 734/355-1212 Campus ID: CONTACTJ

[Copy to all Seminar sections](#)

Select Previous Books/Other Materials from this Course | Select Instructor's Previous Books/Other Materials

Textbook Estimated Enrollment: 11

Coursepack Coursepack Location: _____
Note to Students: _____

Add Textbook **Add Other Materials** **37**

Edit	Delete	REQ/DPT	ISBN Number	Title	Textbook author	Textbook Publisher	City	Year	Edition	Format	Used Late in Term	Other Editions OK	Placed On Reserve	All Book Stores	Preferred Book Store
1 Edit	Delete	REQ	9780451324933	1984 - a novel	by George Orwell ; with an afterword by Erich Fromm.	Signet Classic	New York, N.Y.	1961	(Nashdr.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Save Cancel

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

RCHUMS 334 - 001 Topics in Humanities Class Number 20549

Other Materials

***Description of Materials**

38 This is a detailed description of the other materials required for the course.

Required/Optional: Required **39**

40 Book or Item Used Late in Term

Submit to all Participating Bookstores **41**

Preferred Bookstore is: _____ **42**

42 Return

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

Faculty Textbooks
RCHUMS 334 - 001 Topics in Humanities
University of Michigan Fall 2015 | Remove

Class Details

Status	Open	Course	Undergraduate L 5 & A
Class Number	22349	Dates	9/8/2015 - 12/14/2015
Session	Regular Academic Session	Topic	Community Empowerment - Arts
Units	4	Class Components	Seminar Required

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 3:00PM - 6:00PM	8526 EQ		08/08/2015 - 12/14/2015

No Textbooks or Other Materials Required Save

Bookstore Contact Name: Contact, John
 Campus Phone Number: 734/935-1212 Campus ID: CONTACT3

[Copy to all Seminar sections](#)

Select Previous Books/Other Materials from this Course Select Instructor's Previous Books/Other Materials

Textbook Estimated Enrollment: 11

Coursepack Coursepack Location:

Note to Students:

[Add Textbook](#) [Add Other Materials](#)

43 **Textbook/Other Materials**

Edit	Delete	REQ/DPT	ISBN Number	Title	Textbook author	Textbook Publisher	City	Year	Edition	Format	Used Late in Term	Other Editions OK	Placed on Reverse	All Book Stores	Preferred Book Store
Edit	Delete	REQ	9780491324935	1984 : a novel	by George Orwell with an afterword by Sarah Fiamen.	Signet Classic	New York, N.Y.	1961	(Nashdr.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit	Delete			This is a detailed description of the other materials required for the course.											

Save Cancel

44 **45** **46**

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

The Text Books will be copied over to the following class sections

48 RCHUMS 334 002 Instructors: Instructor A
RCHUMS 334 003 Instructors: Instructor B
RCHUMS 334 004 Instructors: Instructor C
RCHUMS 334 006 Instructors: Instructor A
RCHUMS 334 007 Instructors: Instructor B
RCHUMS 334 008 Instructors: Instructor C

49 50

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**.