

Textbook Adoption Application Guide

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Textbook Adoption Application Guide

Entering the Application

In order to access the Textbook Application, you will need to go to the FSU Blackboard login page at <http://www.campus.fsu.edu> and login to your Blackboard account. Once logged in, locate and click the Secure APPS Tab at the top right of the screen. Within the Secure APPS area locate and click the application titled **Course Textbook Adoption**.

Secure Apps

- [1098-T Electronic Receipt Statement](#)
- [Account Refund Setup](#)
- [Apply for Graduation](#)
- [Career Center Going Global: Career Guides/Employer Database](#)
- [Career Center Portfolio](#)
- [Career Center SeminoleLink](#)
- [Career Center Uniworld's International Subsidiaries](#)
- [Certification Request](#)
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- [Course Schedule Master](#)
- [Course Search](#)
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- [Enrollment Services Support Tables](#)
- [FACTS PIN](#)
- [Financial Aid Exit Interview](#)
- [My Account Statement](#)
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- [My Unofficial Transcript](#)
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- [OMNI Login](#)
- [Parent/Third-Party Access](#)
- [Parent/Third-Party Access Helpdesk](#)
- [Parking Permits](#)
- [Perkins Loan Promissory Note](#)
- [Register for Classes](#)
- [Registration stops/warnings](#)
- [Role Collection](#)

The application will display a compliance statement. Once you have read and understand the statement, please click *Yes* to continue.

****Please Note:** If *No* is selected regarding the compliance statement, you will be redirected back to the Secure Apps main page.

(Below the compliance statement are a series of documents pertaining to the laws and regulations mandating the course textbook adoption process).

Course Textbook Adoption - Compliance Statement

COMPLIANCE STATEMENT


Per federal and state requirements, I, as the course instructor or the supervisor responsible for the placing of book orders, am aware of my responsibility to determine when a new edition of a textbook is marketed whether it differs substantively from the previous one. If requiring the new edition for a course, I have judged the difference between the two versions significant enough to warrant doing so. I confirm as well that all items, whether listed individually or as in a bundled package, are required for use in the course unless instead described as recommended.

NO YES, Continue >

Links to University, Federal and State Requirements

- [Higher Education Opportunity Act \(2008\), Section 112](#)
- [Florida Statutes \(2010\), 1004.085](#)
- [Florida Board of Governors Regulations, 8.003](#)
- [The Florida State University Board of Trustees Textbook Affordability Regulation, 6C2R-5.098](#)
- [The Florida State University Course Textbook Adoptions Policy and Timeline](#)

Once you have entered the application, the main menu will appear. This menu will allow you to do all the necessary actions for assigning textbooks to a course. There are three sections to the main menu area of the application: *Adoptions* (add a resource to a course), *Course Resource Database* (add a resource to database), and *Reports for Deans and Chairs*.



FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Menu

• Term:

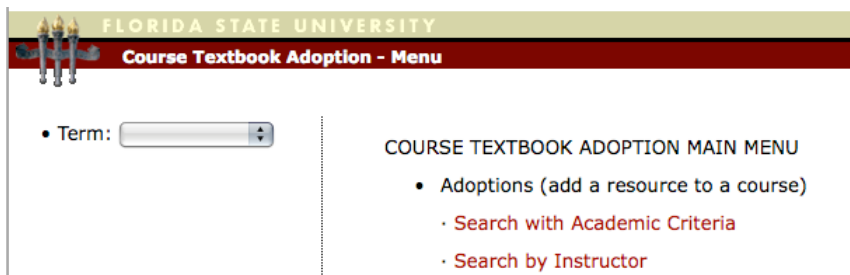
COURSE TEXTBOOK ADOPTION MAIN MENU

- Adoptions (add a resource to a course)
 - Search with Academic Criteria
 - Search by Instructor
- Course Resources Database (add a resource to database)
 - Search Existing Course Resources
 - Add New Course Resource
- Reports for Deans and Chairs
 - Compliance (User defined criteria)
 - Compliance by Division
 - Compliance by Location

[Back to Index](#)

Adoptions

The *Adoptions* section is where resources can be added to a course or specified group of courses or sections of a course. There are two ways to begin this process: *Search with Academic Criteria* and *Search by Instructor*.



FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Menu

• Term:

COURSE TEXTBOOK ADOPTION MAIN MENU

- Adoptions (add a resource to a course)
 - Search with Academic Criteria
 - Search by Instructor
- Course Resources Database (add a resource to database)

[Back to Index](#)

Search With Academic Criteria

Search with Academic Criteria allows you to search for your assigned course(s) by: Term, Location, Academic Department, Course Number, and Course Reference Number.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Menu

• Term:

COURSE TEXTBOOK ADOPTION MAIN MENU

- Adoptions (add a resource to a course)
- • Search with Academic Criteria
- Search by Instructor

The **Term** is a required field. You will need to choose the term and year in which the course is taught.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Section Search

Menu

Term:

Return to the Main Menu

Adoptions

- Search with Academic Criteria
- Search by Instructor

Course Resources Database

- Search Existing Course Resources
- Add New Course Resource

Reports

- Compliance (User defined criteria)
- Compliance by Division
- Compliance by Location

Search Criteria

Term:

Location:

Academic Department:

Course Number:

Course Reference Number:

Include Sections With:

search

The **Location** is not a required field but helps narrow the search. FSU Main Campus is the automatic default for this field. If you wish to search all locations, select the blank option at the top of the drop-down menu.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Section Search

Menu

Term:

Return to the Main Menu

Adoptions

- Search with Academic Criteria
- Search by Instructor

Course Resources Database

- Search Existing Course Resources
- Add New Course Resource

Reports

- Compliance (User defined criteria)
- Compliance by Division
- Compliance by Location

Search Criteria

Term:

Location:

Academic Department:

Course Number:

Course Reference Number:

Include Sections With:

search

FSU Main Campus
Non-USA
Panama City
Republic of Panama
Distance Learning
Leon County
Orange County
Duval County
Alachua County
Asolo at Sarasota
Baker County
Bay County
Bradford County
Brevard County
Broward County
Calhoun County
Charlotte County
Citrus County
Clay County

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Academic Department is not a required field, but aids the search based on which department offers the assigned course. For example, if you want to find a course offered by the English department, you will locate and select the English department option on the drop-down menu.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Section Search

Menu
 Term: []
 Return to the Main Menu
 Adoptions
 • Search with Academic Criteria
 • Search by Instructor
 Course Resources Database
 • Search Existing Course Resources
 • Add New Course Resource
 Reports
 • Compliance (User defined criteria)
 • Compliance by Division
 • Compliance by Location

Search Criteria
 Term: []
 Location: FSU Main Campus []
Academic Department: []
Course Number: []
Course Reference Number: []
Include Sections With:

- Dance - 4228
- Dedman School of Hospitality Admin - 2157
- Demography - 3289
- Economics - 3222
- Educational Leadership And Policy Studies - 2206
- Educational Leadership And Policy Studies - 2208
- Educational Psychology and Learning Systems - 2203
- Electrical and Computer Engineering - 5510
- Electrical and Computer Engineering - 5580
- Electrical Engineering/Computer Science - 5530
- Electrical Engineering/Electronics - 5520
- Elementary and Early Childhood Education - 2201
- Engineering - 5500
- English - 1142
- Family and Child Sciences - 2553
- Finance - 2143
- French - 1145
- FSU Panama Non-degree - 9201
- Geography - 3246
- Geological Sciences - 1147

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The **Course Number** allows you to enter the three-letter prefix and four-number designation of the course you wish to find.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Section Search

Menu
 Term: []
 Return to the Main Menu
 Adoptions
 • Search with Academic Criteria
 • Search by Instructor
 Course Resources Database
 • Search Existing Course Resources
 • Add New Course Resource
 Reports
 • Compliance (User defined criteria)
 • Compliance by Division
 • Compliance by Location

Search Criteria
 Term: []
 Location: FSU Main Campus []
Academic Department: []
Course Number: ENC1101
Course Reference Number: []
Include Sections With:

- No Course Resources Assigned
- No Instructor Assigned
- Compliance Rules Met
- No Course Resources Required
- Course Resources Assigned

search for sections clear form

The **Course Reference Number** lets you search for one specific section of a course.

Search Criteria

Term:

Location:

Academic Department:

Course Number:

Course Reference Number:

Include Sections: As Defined On The Compliance Report:

Non-Compliant

- Has Instructor and Enrollment Data
- Has Instructor Only
- Has Enrollment Data Only

Not In Use Yet

- No Instructor or Enrollment Data

Compliant

- Books Assigned
- Books Not Required Indication

Never Listed On the Compliance Report:

Other

- Books Not Required - Exclusion Rule

The check boxes located under **Include Sections** are filters designed to narrow the users search. At least one of these boxes must be selected. The Non-Compliant boxes are the default selections and must be unchecked if not applicable to your search.

Include Sections: As Defined On The Compliance Report:

Non-Compliant

- Has Instructor and Enrollment Data
- Has Instructor Only
- Has Enrollment Data Only

Not In Use Yet

- No Instructor or Enrollment Data

Compliant

- Books Assigned
- Books Not Required Indication

Never Listed On the Compliance Report:

Other

- Books Not Required - Exclusion Rule

Once the information is entered, you are now ready to click **search for sections** to display the sections meeting your search criteria.

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Course Textbook Adoption - Section Search

Menu

Term:

Return to the Main Menu

Adoptions

- Search with Academic Criteria
- Search by Instructor
- Run Last Search

Course Resources Database

- Search Existing Course Resources
- Add New Course Resource

Reports

- Compliance (User defined criteria)
- Compliance by Division
- Compliance by Location

Search Criteria

Term:

Location:

Academic Department:

Course Number:

Course Reference Number:

Include Sections With:

- No Course Resources Assigned
- No Instructor Assigned
- Compliance Rules Met
- No Course Resources Required
- Course Resources Assigned

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Search by Instructor

This feature will permit the user to search for a course based instead on the name of the instructor. The user will need to enter the **Term** in as well as the **Last Name** of the instructor. Available also is the option to omit the name and select the department in which the instructor teaches. Once the information is entered, there will appear a list of all of the instructors who meet the search criteria.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Instructor Search

Menu
Term: [dropdown]
Return to the Main Menu
Adoptions
• Search with Academic Criteria
• Search by Instructor
Course Resources Database
• Search Existing Course Resources
• Add New Course Resource
Reports
• Compliance (User defined criteria)
• Compliance by Division
• Compliance by Location

Search Criteria
Term: [dropdown]
Last Name: [text] * Append an asterisk for wildcard searches.
Academic Department: [dropdown]
[search for instructors] [clear form]

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Instructor Search

Menu
Term: 2009 Fall [dropdown]
Return to the Main Menu
Adoptions
• Search with Academic Criteria
• Search by Instructor
Course Resources Database
• Search Existing Course Resources
• Add New Course Resource
Reports
• Compliance (User defined criteria)
• Compliance by Division
• Compliance by Location

Search Criteria
Term: 2009 Fall [dropdown]
Last Name: Smith [text] * Append an asterisk for wildcard searches.
Academic Department: [dropdown]
[search] [clear form]

English - 1142
Czech - 1182
Dance - 4228
Dedman School of Hospitality Admin - 2157
Demography - 3289
Economics - 3222
Educational Leadership And Policy Studies - 2206
Educational Leadership And Policy Studiess - 2208
Educational Psychology and Learning Systems - 2203
Electrical and Computer Engineering - 5510
Electrical and Computer Engineering - 5580
Electrical Engineering/Computer Science - 5530
Electrical Engineering/Electronics - 5520
Elementary and Early Childhood Education - 2201
Engineering - 5500
English - 1142
Family and Child Sciences - 2553
Finance - 2143
French - 1145
FSU Panama Non-degree - 9201
Geography - 3246

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Once you locate the instructor you wish to view, click **view sections**. This will display the sections assigned to that particular instructor.

FLORIDA STATE UNIVERSITY
Course Textbook Adoption - Section Search Results

Menu
Term: 2009 Fall [dropdown]
Return to the Main Menu
Adoptions
• Search with Academic Criteria
• Search by Instructor
Course Resources Database
• Search Existing Course Resources
• Add New Course Resource
Reports
• Compliance (User defined criteria)
• Compliance by Division
• Compliance by Location

Search Criteria
Term: 2009 Fall Name: Smith Dept: English - 1142

Search Results

	# Sections	Name
[view sections]	2	Smith, Andrew J

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Course Selection

After you have searched for your course sections either by academic criteria or by instructor, you will see the list resulting from the search. The list displays all of the sections that meet the search criteria. The list also shows the course number, section, reference number, course title, instructor, and location, as well as enrollment cap, current enrollment, and estimated enrollment. Below the course information there is color-coded text based on whether the courses have met the compliance rules. **Red** text states, “No book currently assigned,” indicating that the course is **not in compliance**. **Blue** text indicates that the course is currently **in compliance** and displays books/ resources assigned to the course. **Green** text indicates that the course does not require a textbook, but is **in compliance**.

****Please Note:** All course information is pulled from the Registrar’s database. If there appears to be a mistake within the course information, please confer with the registrar and/or the instructor’s department.

<input type="checkbox"/>	AMS3810-1	00092	Hip-hop in America	Mardrosian, Gregory	FSU Main Campus	30/30/30
Title/Description						
• Can't Stop Won't Stop						
• Hip Hop Matters						
Edition						
Author/Manufacturer						
Chang Watkins						
Publisher/Vendor						
STMAR Beacon Press						
Usage						
Required						
ISBN						
9780312425791 2939						
9780807009826 11483						
<input type="checkbox"/>	AMS3810-2	07088	Mod. Am. Horror Film	Critten, Jessica Kelly	FSU Main Campus	30/30/30
Title/Description						
• Men, Women & Chain Saws						
• Philosophy of Horror						
Edition						
Author/Manufacturer						
Clover Carroll						
Publisher/Vendor						
PLP ROUFL						
Usage						
Required						
ISBN						
9780691006208 5969						
9780415902168 4081						
<input type="checkbox"/>	AMS3810-3	09216	Cinema&Countercultur	Stegall, Elliott Scott	FSU Main Campus	30/30/30
Title/Description						
• American Cinema of the 1960s: Themes and Variations						
Edition						
Author/Manufacturer						
Grant						
Publisher/Vendor						
Rutgers University Press						
Usage						
Required						
ISBN						
9780813542195 11482						
<input type="checkbox"/>	AMS3810-4	10065	Hip Hop in America	Johnson, Joel	FSU Main Campus	30/30/30
Title/Description						
• Can't Stop Won't Stop						
• Hip Hop Matters						
Edition						
Author/Manufacturer						
Chang Watkins						
Publisher/Vendor						
STMAR Beacon Press						
Usage						
Required						
ISBN						
9780312425791 2939						
9780807009826 11483						
<input type="checkbox"/>	AMS3932-1	00093	Am. Hist.		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS3932-2	07089	Fine Arts		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS3932-3	07090	Social Sciences		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS3932-4	07093	Fine Arts		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS3932-5	07094	Am. Hist.		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS3932-6	07095	Am. Lit.		FSU Main Campus	2/0/0
No book currently assigned						
<input type="checkbox"/>	AMS4905-1	00094	DIS		FSU Main Campus	1/0/0
Book not required due to the exclusion rule						
<input type="checkbox"/>	AMS4913-1	00095	HONORS WORK	Jumonville, Neil T	FSU Main Campus	2/0/0
Book not required due to the exclusion rule						
<input type="checkbox"/>	AMS4935-1	00096	Lit. of the South	Roberts, Diane K	FSU Main Campus	2/0/0
No book currently assigned						

Once you locate the course(s) to which you wish to add a resource, mark the check box located next to the course listing. Multiple courses can be selected at one time.

****Please Note:** The app user will be able to see any courses currently listed in FSU Registrar database but will be able to check the box next to a course designation only if he or she is qualified for access to the listings of the department offering the course.

<input type="checkbox"/>	AMS3810-3	09216	Cinema&Countercultur	Stegall, Elliott Scott
Title/Description		Edition		Author/Manufacturer
• American Cinema of the 1960s: Themes and Variations				Grant
<input type="checkbox"/>	AMS3810-4	10065	Hip Hop in America	Johnson, Joel
Title/Description		Edition		Author/Manufacturer
• Can't Stop Won't Stop				Chang
• Hip Hop Matters				Watkins
<input checked="" type="checkbox"/>	AMS3932-1	00093	Am. Hist.	
No book currently assigned				
<input checked="" type="checkbox"/>	AMS3932-2	07089	Fine Arts	
No book currently assigned				
<input checked="" type="checkbox"/>	AMS3932-3	07090	Social Sciences	
No book currently assigned				
<input checked="" type="checkbox"/>	AMS3932-4	07093	Fine Arts	
No book currently assigned				
<input checked="" type="checkbox"/>	AMS3932-5	07094	Am. Hist.	
No book currently assigned				
<input checked="" type="checkbox"/>	AMS3932-6	07095	Am. Lit.	
No book currently assigned				
<input type="checkbox"/>	AMS4905-1	00094	DIS	
Book not required due to the exclusion rule				
<input type="checkbox"/>	AMS4913-1	00095	HONORS WORK	Jumonville, Neil T
Book not required due to the exclusion rule				

Once each desired course is selected, locate and click **Proceed**. The **Proceed** button is located at the top and bottom of the page.

The selected course will appear listed with the course information. This page also lists all resources assigned to the course. If you have not yet assigned resources to the course, the section entitled **Resources** will be blank.

• Assigned Resources		
Section	Ref	Title
AMS3932-1	00093	Am. Hist.
	Item	ISBN Resource
AMS3932-2	07089	Fine Arts
	Item	ISBN Resource
AMS3932-3	07090	Social Sciences
	Item	ISBN Resource
AMS3932-4	07093	Fine Arts
	Item	ISBN Resource
AMS3932-5	07094	Am. Hist.
	Item	ISBN Resource
AMS3932-6	07095	Am. Lit.
	Item	ISBN Resource

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Assigning Course Resources

A side menu appears at the left of the course(s) you have selected. This menu aids you in adding, changing, and deleting a course resource. This menu also offers the option of returning to the main menu.

2009 Fall

- [Return to Main Menu](#)
- [Run Last Search](#)
- [Help](#)
- [View Assigned Resources](#)
- [Set Book Not Required](#)

Assign Resources

- Assigned Before
 - [Listed By Instructor](#)
 - [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

Under **Assigned Resources** there are three ways to select a course resource. The first two options, **Listed By Instructor** and **Listed By Title**, allow you to view resources that were used in the course during prior semesters.

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Listed By Instructor

The user can view a list of past instructors of the course and view the resources they chose. To view the previously used resources, locate the instructor of interest and select the plus sign to expand the instructor's choices.

Shopping Cart

Resources in the shopping cart will be added to ALL courses listed here.

Item	ISBN	Resource
ARH2000-1	ARH3056-1	ARH3057-1

Assign Resources Assigned Before - Listed By Instructor

[+] Carter, Deirdre

[+] Duckworth, Emily

2008 Spring

Item	ISBN	Resource
<input type="button" value="add to cart"/>	1193 9780131991408	Art History
<input type="button" value="add to cart"/>	1255 9780132368544	Art History (Combined)

[+] Emmerson, Richard

[+] Fee, Carey

[+] Feltman, Jennifer

[+] Griffith, Karlyn

[+] Guise, Hilary

[+] Jones, Tanja

[+] McCormick, Allison

[+] Pawelchak, Nadia

[+] Pride, Jennifer

[+] No Instructor Assigned

[Back to Index](#)

Listed By Title

This option allows you to view the resources used for this course in the past.

[-] Shopping Cart														
Resources in the shopping cart will be added to ALL courses listed here.														
ARH2000-1	ARH3056-1	ARH3057-1												
Item	ISBN	Resource												
<ul style="list-style-type: none"> • Assign Resources Assigned Before - Listed By Title <table border="1"> <thead> <tr> <th>Item</th> <th>ISBN</th> <th>Resource</th> </tr> </thead> <tbody> <tr> <td>i <input type="button" value="add to cart"/></td> <td>1100 9780131743205</td> <td>Art History</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>1193 9780131991408</td> <td>Art History</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>1255 9780132368544</td> <td>Art History (Combined)</td> </tr> </tbody> </table>			Item	ISBN	Resource	i <input type="button" value="add to cart"/>	1100 9780131743205	Art History	i <input type="button" value="add to cart"/>	1193 9780131991408	Art History	i <input type="button" value="add to cart"/>	1255 9780132368544	Art History (Combined)
Item	ISBN	Resource												
i <input type="button" value="add to cart"/>	1100 9780131743205	Art History												
i <input type="button" value="add to cart"/>	1193 9780131991408	Art History												
i <input type="button" value="add to cart"/>	1255 9780132368544	Art History (Combined)												

If you find the resource(s) you would like to assign to the course, use the ***add to cart*** button to do so.

[-] Shopping Cart																										
AMS3932-1	AMS3932-2	AMS3932-3																								
Item	ISBN	Resource																								
<input type="button" value="remove from cart"/>	9707 9781879960749	Borderlands/La Frontera																								
<input type="button" value="remove from cart"/>	4138 9780425159538	Grass Dancer																								
<ul style="list-style-type: none"> • Assign Resources Assigned Before - Listed By Title <table border="1"> <thead> <tr> <th>Item</th> <th>ISBN</th> <th>Resource</th> </tr> </thead> <tbody> <tr> <td>i <input type="button" value="add to cart"/></td> <td>9707 9781879960749</td> <td>Borderlands/La Frontera</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>9510 9781594489587</td> <td>Brief Wondrous Life of Oscar Wao</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>9219 9781573226066</td> <td>Drown</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>4138 9780425159538</td> <td>Grass Dancer</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>1606 9780142002414</td> <td>Penguin Atlas of Women in World (Rev & Upd)</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>9181 9781571310415</td> <td>Roofwalker</td> </tr> <tr> <td>i <input type="button" value="add to cart"/></td> <td>4103 9780415936828</td> <td>This Bridge We Call Home</td> </tr> </tbody> </table>			Item	ISBN	Resource	i <input type="button" value="add to cart"/>	9707 9781879960749	Borderlands/La Frontera	i <input type="button" value="add to cart"/>	9510 9781594489587	Brief Wondrous Life of Oscar Wao	i <input type="button" value="add to cart"/>	9219 9781573226066	Drown	i <input type="button" value="add to cart"/>	4138 9780425159538	Grass Dancer	i <input type="button" value="add to cart"/>	1606 9780142002414	Penguin Atlas of Women in World (Rev & Upd)	i <input type="button" value="add to cart"/>	9181 9781571310415	Roofwalker	i <input type="button" value="add to cart"/>	4103 9780415936828	This Bridge We Call Home
Item	ISBN	Resource																								
i <input type="button" value="add to cart"/>	9707 9781879960749	Borderlands/La Frontera																								
i <input type="button" value="add to cart"/>	9510 9781594489587	Brief Wondrous Life of Oscar Wao																								
i <input type="button" value="add to cart"/>	9219 9781573226066	Drown																								
i <input type="button" value="add to cart"/>	4138 9780425159538	Grass Dancer																								
i <input type="button" value="add to cart"/>	1606 9780142002414	Penguin Atlas of Women in World (Rev & Upd)																								
i <input type="button" value="add to cart"/>	9181 9781571310415	Roofwalker																								
i <input type="button" value="add to cart"/>	4103 9780415936828	This Bridge We Call Home																								

If you want to remove an assigned resource, click the ***remove from cart*** button.

If you are finished listing items, identify the ***Class Usage*** of each (Required, Recommended, or Choice) and complete the listing of items by clicking ***Assign***.

Media Type	Class Usage
Textbook	Required
Textbook	Required

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Not Used Before

If the resource for which you are searching was not previously used for the course, there is a third way of finding and listing the item. Select the **Not Used Before** option to initiate a search of the entire resource database. Under **Assign a Resource Not Used Before** select **search resources**.

Shopping Cart

AMS3932-1	AMS3932-2	
Item	ISBN	Resource

Assign A Resource Not Used Before

search resources

The search criteria section will then open in a separate window, and you can enter the search criteria based on the type of resources, e.g., Textbook.

*Please make sure that any pop-up blocker is set to allow this window to appear.

Search Criteria

Media Type: Textbook

Search Text: history

Search Type: Item Number ?
 ISBN ?
 Title contains
 Author contains

search course resources clear form

The window will then display the search results based on the search criteria. Browse the listed results and then select the resource you wish to use. If you would like more information regarding a certain resource, select the plus sign to expand the resource description.

	Item	ISBN	Title/Description
add to cart	9016 [+]	9781561642007	200 Quick Looks at Florida History
add to cart	11649 [+]	9780786649785	A Concise History of the Classic Guitar
add to cart	10962 [+]	9780205677733	A History of Asia
add to cart	11642 [+]	9780136028628	A History of England Volume II 1688 to the Present
add to cart	10912 [-]	9780813343747	A History of the Modern Middle East
Publisher/Vendor: Perseus Books Group Published: Copyright: 2009 Edition Note: Paper Bookstore Verified: Yes Media Type: Textbook			
add to cart	10977 [+]	9783829013284	A New History of Photography
add to cart	10845 [+]	9780312403577	A Pocket Guide to Writing in History
add to cart	10846 [+]	9780312535032	A Pocket Guide to Writing in History
add to cart	11487 [+]	9780060551827	A short history of Reconstruction, 1863-1877

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Add New Course Resource

If you are unable to find the resource you wish to add to the course, select the option **Add New Course Resource** to add the item to the database.

Course Materials Listing

[\[Close Window\]](#) [\[Add New Course Resource\]](#) [\[New Course Resource Search\]](#)

Search Criteria	
Media Type: <u>Textbook</u>	Search Text: <u>history</u> Search

To add a resource to the database, you must begin by selecting a media type.

Manage Course Resources	
To begin the add process, please select a media type.	
* Required Field	Mimize all help ?
*Media Type: ?	<input type="text" value="Textbook"/>
	<ul style="list-style-type: none">TextbookSupplyAccess CardOther

Enter the required information. Once the information is entered, select **Add new course resource** to store the data.

Manage Course Resources	
* Required Field	Mimize all help ?
*Media Type: ?	<input type="text" value="Textbook"/>
search *ISBN: ?	<input type="text" value="1234567890"/>
search *Title: ?	<input type="text" value="History 101"/>
search *Author: ?	<input type="text" value="John Smith"/>
Publisher: ?	<input type="text" value="Oxford Press"/>
Edition: ?	<input type="text" value="3"/>
Publication Date: ?	<input type="text" value="2007"/>
Copyright Year: ?	<input type="text" value="2007"/>
<input type="button" value="clear form"/> <input type="button" value="add new course resource"/>	

The blue question marks located before every field provide additional help to explain what information is needed for that particular field. Click the question mark to access the additional help.

Manage Course Resources

* Required Field [Minimize all help ?](#)

*Media Type: ?

search *ISBN: ?

- ISBN is required.
- ISBN must be 10 or 13 characters in length not counting spaces and hyphens.
- 10 character ISBNs must be numeric except the last character which can be 'X'.
- 13 character ISBNs must be numeric and start with 978 or 979.

search *Title: ?

search *Author: ?

Publisher: ?

Edition: ?

- Edition is optional.
- Edition is limited to 255 characters in length.
- Example: 2nd

Publication Date: ? Copyright Year: ?

If you are unsure about information regarding a resource, the menu to the left of the screen contains links to search for textbook publication information.

Places To Find Textbooks

- [FSU Libraries](#)
- [Amazon](#)
- [Books In Print](#)
- [WorldCat](#)

Once the information is added to the database, the app allows you to list the item for the course. Click on the **Add to Cart** button that appears when the resource has been entered in the database..

The picture below is an example of the completed process of adopting resources for a course. These resources have been properly assigned to the course.

• Assigned Resources																							
Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est																	
AMS3310-1	00091	U.S. & Human Rights	Swaigood, Daniel	FSU Main Campus	No	40/30/30																	
<table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>ISBN</th> <th>Resource</th> <th>Media Type</th> <th>Class Usage</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>10374</td> <td>9780060528379</td> <td>People's History of United States</td> <td>Textbook</td> <td>Required</td> </tr> <tr> <td>i</td> <td>3556</td> <td>9780375760464</td> <td>World Made New</td> <td>Textbook</td> <td>Required</td> </tr> </tbody> </table>							Item	ISBN	Resource	Media Type	Class Usage	i	10374	9780060528379	People's History of United States	Textbook	Required	i	3556	9780375760464	World Made New	Textbook	Required
Item	ISBN	Resource	Media Type	Class Usage																			
i	10374	9780060528379	People's History of United States	Textbook	Required																		
i	3556	9780375760464	World Made New	Textbook	Required																		

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Book Not Required

If the course selected does not require a book, you **must** select the **Book Not Required** option. This will ensure that the course is in compliance. 😊 Otherwise the course will be categorized as **out of compliance**. 💣 Select the **Set** button to activate this option.

** PLEASE NOTE: If this option is selected, it will delete all resources assigned to the course previously. If multiple sections are selected, this option will delete every book assigned to all sections of the course. If you have selected multiple sections and only wish to set no book required to one section, return to the main menu then search and select the section you wish to set with this option.

Book Not Required Set

'Book not required' will be set for ALL courses listed here.

AMS3932-1	AMS3932-2	AMS3932-3	AMS3932-4	AMS3932-5	AMS3932-6
-----------	-----------	-----------	-----------	-----------	-----------

! CAUTION !

If any course sections listed above have previously assigned resources, the assigned resources will be removed by clicking the SET button.

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Resource Class Usage

The **Resource Class Usage** is used to let the student know if the book is required, recommended, or a choice. “Required” is the default setting, and “Recommended” or “Choice” are settings that have to be entered. Click on **Resource Class Usage** on the menu at left. This brings up the course(s) you have selected. On the right side of the screen, there is a drop-down menu next to each course selected, allowing you to make your change. After the class usage has been selected, select **Change** to set the usage.

2009 Fall

[Return to Main Menu](#)

[Run Last Search](#)

[Help](#)

[View Assigned Resources](#)

[Set Book Not Required](#)

Assign Resources

- [Assigned Before](#)
- [Listed By Instructor](#)
- [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

Change Resource Class Usage Change

Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est
AMS3810-1	00092	Hip-hop in America	Mardirosian, Gregory	FSU Main Campus	No	50/41/30

Item	ISBN	Resource	Media Type	Class Usage
2939	9780312425791	Can't Stop Won't Stop	Textbook	Required
11483	9780807009826	Hip Hop Matters	Textbook	Required

• Change Resource Class Usage							Change
Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est	
AMS3310-2	07087	Crime Narratives	Bennett, Jeffrey	FSU Main Campus	No	40/31/30	
Item	ISBN	Resource	Media Type	Class Usage			
i	3917	9780394758282	Big Sleep (Trade Ed)	Textbook	Required		
i	11480	9780743451789	Black Betty	Textbook	Required		
i	3468	9780345440198	Ice Harvest	Textbook	Required		
i	5824	9780679733973	Killer Inside Me	Textbook	Required		
i	166	9780061563867	Killshot	Textbook	Required		
i	11479	9780307387134	No Country for Old Men	Textbook	Required		
i	6698	9780786714827	Rape: Love Story	Textbook	Required		

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Course Continuation

Course continuation is only for those courses that are part of a sequence of courses. If the course is the first in a sequence of courses, select **No** for Continuation. If the course follows the first one in a sequence of courses, select **Yes** for Continuation. You may want to consult your department to confirm your course is a Continuous course if you are unsure.

2009 Fall

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[Help](#)

[View Assigned Resources](#)

[Set Book Not Required](#)

Assign Resources

- Assigned Before
 - [Listed By Instructor](#)
 - [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

• Change Course Continuation							Change
Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est	
AMS3310-2	07087	Crime Narratives	Bennett, Jeffrey	FSU Main Campus	No	40/31/30	

Course continuation only applies to courses that are part of a sequence of courses.

- If the course is the **FIRST** course in the sequence, set 'Continuation' to **NO**.
- All other following sequential courses, set 'Continuation' to **YES**.

• Change Course Continuation							Change
Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est	
AMS3310-2	07087	Crime Narratives	Bennett, Jeffrey	FSU Main Campus	No	40/31/30	

Course continuation only applies to courses that are part of a sequence of courses.

- If the course is the **FIRST** course in the sequence, set 'Continuation' to **NO**.
- All other following sequential courses, set 'Continuation' to **YES**.

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Course Estimated Enrollment

The *Estimated Enrollment* is used by the Bookstore for ordering information. This number should represent the final number of students expected to enroll in the course section. Place the estimate enrolment in the box below **Est** then select **Change** to set the enrollment.

2009 Fall

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[Help](#)

[View Assigned Resources](#)

[Set Book Not Required](#)

Assign Resources

- Assigned Before
 - [Listed By Instructor](#)
 - [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

• **Change Course Estimated Enrollment**
Change

Est (Estimated Enrollment) is used by the bookstores for ordering course resources. This number should represent the FINAL number of students expected to enroll in the course section.

Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est
AMS3310-2	07087	Crime Narratives	Bennett, Jeffrey	FSU Main Campus	No	40/40/ <input style="width: 20px;" type="text" value="30"/>

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Remove Resources

Under **Remove Resources**, there are two options for removing a resource from the list for a course. **From Listed Courses** allows you to do so from a list of titles from the course selected.

2011 Spring

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[Run Last Search](#)

[Help](#)

[View Assigned Resources](#)

[Set Book Not Required](#)

Assign Resources

- Assigned Before
 - [Listed By Instructor](#)
 - [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

• **Remove Selected Resources From ALL Listed Courses**
Remove

Selected titles below will be removed from ALL courses listed here.

AML3311-2 ENC3021-2 ENC3310-7

Item	ISBN	Resource	Media Type	
<input type="checkbox"/> i	3840	9780393966404	Adventures of Huckleberry Finn	Textbook
<input type="checkbox"/> i	11373	031244706x	Creating Nonfiction	Textbook
<input type="checkbox"/> i	7470	9780813511641	Hobomok & Other Writings on Indians	Textbook
<input type="checkbox"/> i	1599	9780142000083	Moby Dick or The Whale (150th Anniv Ed)	Textbook
<input type="checkbox"/> i	5895	9780679783381	Scarlet Letter	Textbook
<input type="checkbox"/> i	15767	9780813517780	The Essential Margaret Fuller	Textbook
<input type="checkbox"/> i	16124	9780205566730	The History and Theory of Rhetoric	Textbook
<input type="checkbox"/> i	15768	9780935312669	The Wide Wide World	Textbook

The **Individually** option lets the user remove a resource based on an individual course selected. Use the Plus link to display the items assigned the course.

2009 Fall

[Return to Main Menu](#)
[Run Last Search](#)
[Help](#)
[View Assigned Resources](#)
[Set Book Not Required](#)
Assign Resources

- [Assigned Before](#)
- [Listed By Instructor](#)
- [Listed By Title](#)
- [Not Used Before](#)

Change

- [Resource Class Usage](#)
- [Course Continuation](#)
- [Estimated Enrollment](#)

Remove Resources

- [From Listed Courses](#)
- [Individually](#)

Remove Resources As Indicated Remove

Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est															
[-]	AMS3310-1	00091 U.S. & Human Rights	Swaisgood, Daniel	FSU Main Campus	No	40/30/30															
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 5%;">Item</th> <th style="width: 10%;">ISBN</th> <th style="width: 40%;">Resource</th> <th style="width: 15%;">Media Type</th> <th style="width: 10%;">Class Usage</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i <input checked="" type="checkbox"/></td> <td>10374</td> <td>9780060528379 People's History of United States</td> <td>Textbook</td> <td>Required</td> </tr> <tr> <td style="text-align: center;">i <input type="checkbox"/></td> <td>3556</td> <td>9780375760464 World Made New</td> <td>Textbook</td> <td>Required</td> </tr> </tbody> </table>							Item	ISBN	Resource	Media Type	Class Usage	i <input checked="" type="checkbox"/>	10374	9780060528379 People's History of United States	Textbook	Required	i <input type="checkbox"/>	3556	9780375760464 World Made New	Textbook	Required
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i <input type="checkbox"/>	3556	9780375760464 World Made New	Textbook	Required																	
[+]	AMS3310-2	07087 Crime Narratives	Bennett, Jeffrey	FSU Main Campus	No	40/31/30															
[-]	AMS3810-1	00092 Hip-hop in America	Mardirosian, Gregory	FSU Main Campus	No	40/34/30															
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Remove Resources As Indicated Remove

Section	Ref	Title	Instructor	Location	Continuation	Cap/Enr/Est															
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i <input checked="" type="checkbox"/>	11483	9780807009826 Hip Hop Matters	Textbook	Required																	

Once you have selected the resources you wish to remove, select the *Remove* button at the top right side of the window.

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Recall that, once the textbooks and other materials are listed and published, the student may immediately purchase some or all. Removal of an item from a list or a substitution may result in unnecessary expense to the student and demand for reimbursement. Please take this into consideration when listing items or removing them.

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