

FREQUENTLY ASKED QUESTIONS

TEXTBOOK LISTINGS / LISTINGS OF OTHER ITEMS

Course Textbook Adoption App

How should I list a packet of class notes, which is neither a published textbook nor a “Supply” item?

List it in the third category of “*Other.*” Provide its title, giving a brief description of its physical makeup, and indicate where it is available for sale.

How should I list a textbook or a new edition of a textbook that has not yet been published?

If the publisher has already assigned an International Standard Book Number (ISBN) to it, list the textbook by providing that and the other essential prepublication information in the “*Textbook*” category. If the information needed for placing an order for the book is not yet available, use the “*Other*” category to describe by author, title, and publisher. When it is published, make sure that the information appears in the “*Textbook*” category.

If a course does not require any resources, how do I indicate that in order to ensure that the course is in compliance?

If the course does not require a book, select the “*Book Not Required*” option. This will ensure that the course is in compliance even though no book is adopted for the course. Select the “*Set*” button to activate this option.

** PLEASE NOTE: If this option is selected, it will delete all resources previously assigned to the course or a section thereof. If multiple courses or sections are selected, this option will delete every book assigned to them. If you have selected multiple courses or sections and wish to set “*Book*

Not Required” for only one course or section, return to the main menu, and then search for and select the single course or section you wish to set to this option.

If I don’t know the instructor for a course and therefore do not know the required items, can I enter “*Book not required*” as a temporary substitution?

No. You cannot use “*Book not required*” to establish compliance and then input a resource on a later date. A student may have chosen the course based on the low cost of course requirements. All adoptions in the application should be final selections.

If the course has no enrollment, no instructor named, no cap specified, and no textbooks identified, will the course count as out-of-compliance against the department and college for which it is listed?

No, but the unit that listed the course should label the entry “*Cancelled*” as soon as possible.

May the instructor or designee remove a textbook from the list for a course or replace it with another resource?

This will happen when the textbook or particular edition of a textbook is no longer available for sale. Notification of the action will be sent the instructor of record when it is clear that copies are not available . But if the removal occurs **only because the instructor has changed his or her mind** about requiring a particular textbook for the course, and if students have already purchased copies, the instructor is responsible should the students not be able to return the textbook and receive a full refund. Instructors , then, should view the listing of the textbooks and other items as final at the time that they make the entries in the app.

If an instructor lists the require textbooks and other required items but is later replaced as instructor of record by another individual, is it okay for the unit to authorize a new listing of required items?

Given that students may have already purchased the item(s) in question, doing so may prove consequential. The unit and its instructor are responsible for the consequences of having published a list of required items and then replacing it with another list.

Why would a course be marked in the app as out-of-compliance when there is no enrollment recorded for the course?

Zero student enrollment has nothing to do with whether a course is in- or out-of-compliance. If the instructor is named and/or the cap for the course is specified as 1 or more, the instructor or designee must either enter *"No textbook required"* or list the required items for the course to be in compliance. Courses or sections with zero enrollment for which no instructor is named and which is zero-capped are **not** out-of-compliance when there are no textbooks listed.

If I cannot find in the "*Course Resources Database*" the textbook I would like to select for listing, how do I add a new resource for my course(s)?

If you are unable to find the resource you would like to add to a course, you will need to select the option *"Add New Course Resource."* Then begin by selecting a media type (Textbook, Supply, Access Card, or Other). The type of media will determine what information will be needed to add the resource to the database. Enter the required information and any additional information to aid in the ordering of the resource, and then click on *"Add new course resource."* This will both add the resource to the database and initiate the verification of the details you have provided. If you are

unsure about information regarding a resource, the menu to the left of the screen contains links that you can use to search for textbook information such as ISBNs.

How important is the International Standard Book Number (ISBN)?

The ISBN is the essential. It numerically specifies exactly what the instructor wants, including the edition in question and whether it is bound in hardcover or in paperback. Use our libraries' online subscription to *"Books in Print"* for easy access to ISBNs.

I am unsure whether my course resources were properly assigned. What should the completed process look like in the app?

The picture below shows the correct outcome of the process. These resources have been correctly 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
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	

Are there *"HELP"* tools within the application that I can use when creating or changing the listings of course resources?

When selecting one of the options for specifying resources to appear in the database or to be listed for a course, the *"Help"* option will appear in blue in the menu at the left. If you click on it you will see explanations of the symbols, such as + and i, that you use to access additional information concerning the instructor's course assignments and course resources. You can also receive

directions for adding the publication information for textbooks to the database by clicking on the question mark symbol (?) in the “*Course Resource Database*” section of the app. Additional help is available at the provost’s website where are posted a user’s guide and an instructional video.

Do cancelled courses count towards compliance?

A cancelled course will remain listed in the adoption application. But, if its cancellation is indicated in red, it counts as compliant. That is, you need to do no more to guarantee compliance than enter “*Cancelled.*”

If the instructor would prefer to use a particular vendor, what should s/he do?

After listing in the app the materials required or recommended for a course, she/he should inform the particular book vendor of the listing and, to be sure that the vendor is fully informed, the publication particulars. The sole responsibility of the FSU instructor or designee is to list the required items correctly so that student are fully informed of what is expected of them.