FLORIDA STATE UNIVERSITY OFFICE OF THE PROVOST

# **TEXTBOOK ADOPTION APPLICATION GUIDE**

# DEPARTMENT REPRESENTATIVE EDITION



Revised March 2020

# FSU TEXTBOOK ADOPTION APPLICATION GUIDE (FOR DEPARTMENT REPRESENTATIVES)

### **Revised March 2020**

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## **Entering the Application**

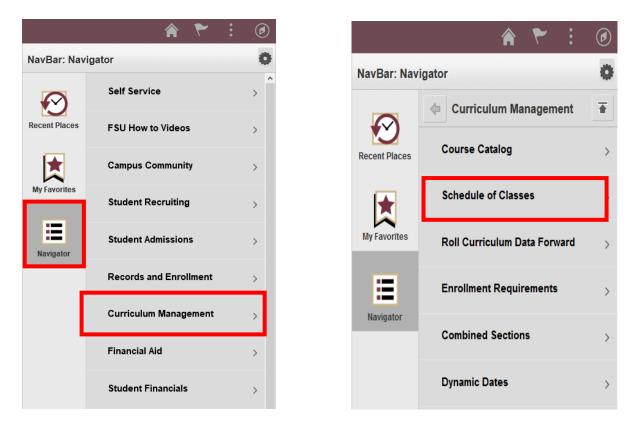
1. Log into the <u>http://my.fsu.edu</u> site. Under the **myFSU Links** menu, please select the **SC Icon** to go to Student Central:

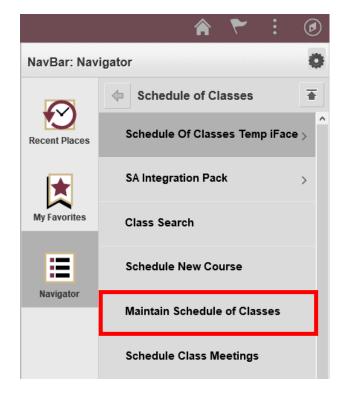


2. Select the "Compass" icon in the upper-right corner of the Student Central main screen:



Then select Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes:





4

#### Assigning Textbooks / Course Materials

3. Under Maintain Schedule of Classes, use the search interface to access the course(s) where textbook adoption is required. Academic Institution and Term are required fields. Other fields allow for various ways to search for courses, including by Subject Area (Course Prefix) and Catalog Number (Course Number). Press the Search button to retrieve results based on your search criteria:

#### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value							
Search Criteria							
Use Saved Search:	~						
Academic Institution:	= 🗸	FSU01		Q			
Term:	= 🖌	2169		Q			
Subject Area:	= 🖌	MAS		Q			
Catalog Nbr:	begins with $\checkmark$	4106					
Academic Career:	= v			Ý			
Campus:	begins with $\checkmark$			Q			
Description:	begins with $\checkmark$						
Course ID:	begins with $\checkmark$			Q			
Course Offering Nbr:	= 🗸			Q			
Academic Organization:	begins with $\checkmark$						
Case Sensitive							
Search Clear	Basic Searc	ch 🖾 Sav	e Search Criter	ia Delete	Saved Search		
Search Results							
View All						First	🕚 1 of 1 🕑 Last
Academic Institution Ter	m Subject Area	Catalog Nbr	Academic Care	er Campus	Description	Course ID	Course Offering Nbr
FSU01 210	69 MAS	4106	Undergrad	MAIN	APPLD LINR ALGBRA II	006966	1

4. Click on any of the search results to go to that course's information page. Select the **FSU Textbook** tab from the page header to navigate to the textbook adoption interface for the course:

Basic Data Meetings	Enrollment Cntrl E	Reserve Cap Note	s <u>F</u> SU Textboo	k	
Course ID: Academic Institution:	006966 Florida State University	Course O	ffering Nbr:	1	
Term:	2016 Fall	Undergra	d		
Subject Area:	MAS	ALGEBR/	AIC STRUCTURES		
Catalog Nbr:	4106	APPLD LI	NR ALGBRA II		
Class Sections			F	ind   View All	First 🕚 1 of 1 🕑 Last
*Session: Class Section: *Component: *Class Type:	1 1 - Regul 0001 LEC Class Le	ar Academic cture	Class Nbr: *Start/End Date: Event ID:	9507 08/29/2016 000751155	<b>+ -</b> 12/16/2016
*Associated Class: *Campus:	1 Units: MAIN Q	3.00 Main			
*Location: Course Administrator: *Academic Organizatio	ACMTH	Main, Tallahassee Mathematics			rint ecific Permissions ynamic Date Calc
Academic Group:	TRAD	Traditional		Dynamic Da	te Calc Required
*Holiday Schedule: *Delivery Mode:		All (non ROP) Holida In Person/Traditiona			ass Mtg Attendance lance with Class Mtg e Required
Primary Instr Section:	0001				-

5. You will be presented with a compliance statement which requires your agreement. Accepting the agreement will direct you to the textbook assignment page for the selected class:

#### **Faculty Center**

### Textbooks

#### Compliance message

Per federal and state requirements, I, as the class 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 class, 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 class unless instead described as recommended.

Click OK to comply and continue to Textbook Assignment, or Cancel to return to the previous page.

OK Cancel

6. Once the compliance statement is accepted, you can search for an existing item to add to the course by clicking the **Magnifying Glass Icon** next to the **Course Material ID** field. You can also add a brand new textbook/course material to the system using the **Create Textbook/Course Material** button:

Academic Institution:       Florida State University         Ferm:       2016 Fall         Subject Area:       MAS         Academic Institution:       Academic University         Subject Area:       MAS         Academic Institution:       Academic University         Subject Area:       MAS         Academic Institution:       Academic University         Subject Area:       MAS         Academic Institution:       Academic Institution:         Academic Institution:       Academic Institution:         Subject Area:       MAS         Academic Institution:       Academic Institution:         Academic Institution:       Academic Institution:         Subject Area:       MAS         Academic Institution:       Academic Institution:         Catalog Nbr:       4106         Apple D LINR ALGBRA II	FSU Class Textbook					
Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1-Regular Academic       Class Nbr: 9507         Session:       1       1-Regular Academic       Class Nbr: 9507         Class Section:       0001       Component:       Class Lecture       Event ID: 000751155         Associated Class:       1       Units:       Enrollment Capacity:       25       22         Estimated Capacity:       _       _       _       _       _         Textbook Assignment       Status       O Pending       Textbooks       Create Textbook/Course Material       _       _         No textbooks assigned to class       Ourse       Course Material       _       IsBN       Author       _         *Course Material ID       Title       Course       Material       IsBN       Author       _       _         Special Instructions	Course ID: Academic Institution:	Florida State University		-	Nbr: 1	
Catalog Nbr:       4106       APPLD LINR ALGERA II         Class Sections       1       1-Regular Academic       Class Nbr:       9507         Session:       1       1-Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155       Total:         Associated Class:       1       Units:       Enrollment Capacity:       25       22         Estimated Capacity:       _       _       Last Updated By:         Textbook Assignment       Status       Pending       Textbooks       Create Textbook/Course Material         No textbooks assigned to class       Opy Textbooks       Create Textbook/Course Material       Find   🕮   🖳 First (I of 1 ) Last         Course Materials       Details       Notes				-		
Class Sections       Find   View All       First () 1 of 1 () Last         Session:       1       1 - Regular Academic       Class Nbr: 9507         Class Section:       0001       Component:       Class Lecture       Event ID: 000751155 Total:         Associated Class:       1       Units:       Enrollment Capacity: 25 22       Estimated Capacity:       _         Last Updated By:	-					
Session: 1   1 1-Regular Academic   Class Nbr: 9507   Class Section: 0001   0001 Component:   Class Lecture Event ID:   000751155 Total:   Associated Class: 1   Units: Enrollment Capacity:   25 22   Estimated Capacity:	Catalog NDT:	4106	A	PPLD LINR ALG		
Class Section: 0001 Component: Class Lecture Event ID: 000751155 Total: Associated Class: 1 Units: Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status Pending Textbook entry complete No textbooks assigned to class Copy Textbooks Create Textbook/Course Material No textbooks assigned to class Personalize   Find Personalize   Find Personalize   Find Personalize   Find Personalize   SBN Author *Course Material D Title Material Special Instructions	Class Sections				Find   View All 🔋 First 🕚 1 d	of 1 🕑 Last
Associated Class: 1 Units: Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status Pending Textbook entry complete No textbooks assigned to class Copy Textbooks Create Textbook/Course Material No textbooks assigned to class Personalize   Find   Personalize   Find   First (1 of 1) Last Course Materials Details Notes *Course Material ID Title Course *Course Material Special Instructions	Session:	1	1-R	egular Academi	c Class Nbr: 9507	
Estimated Capacity: Last Updated By: Textbook Assignment Status Pending Textbook entry complete No textbooks assigned to class Copy Textbooks Create Textbook/Course Material Personalize Find First 1 of 1 Last Course Materials Details Notes *Course Material ID Title Course *Course *Course Material Type Status Special Instructions	Class Section:	0001 Componen	t: Class	s Lecture	Event ID: 000751155 Total	:
Last Updated By:         Textbook Assignment Status       Pending       Textbook entry complete         No textbooks assigned to class       Copy Textbooks       Create Textbook/Course Material         No textbooks assigned to class       Personalize       Find       First        1 of 1        Last         Course Materials       Details       Notes       Course       *Course Material       ISBN       Author       ISBN       First        1 of 1        Last         Course Material ID       Title       Material       ISBN       Author       Image: Course       ISBN       Special Instructions         Image: Course Special Instructions       <	Associated Class:	1 Units:			Enrollment Capacity: 25 22	
Textbook Assignment Status       Pending       Textbook entry complete         No textbooks assigned to class       Copy Textbooks       Create Textbook/Course Material         Personalize       Find       First       1 of 1        Last         Course Materials       Details       Notes       Verse       Verse       Verse         *Course Material ID       Title       Course       *Course       Material       ISBN       Author         Image: Special Instructions       Verse       Verse       Verse       Verse       Verse					Estimated Capacity:	
Textbook Assignment Status Pending   No textbooks assigned to class Copy Textbooks   Personalize Find   First I of 1 Last Course Materials Details Notes *Course Material ID Title Material Type Special Instructions					Last Updated By:	
No textbooks assigned to class     Copy Textbooks     Create Textbook/Course Material     Personalize     First     I of 1     Last     Course Materials     Details     Notes     *Course Material ID     Title     Material   Type     Special Instructions	Textbook Assignme	ent				
No textbooks assigned to class     Copy Textbooks     Create Textbook/Course Material     Personalize     First     I of 1     Last     Course Materials     Details     Notes     *Course Material ID     Title     Material   Type     Special Instructions	T			thook ontry cou	mploto	
Personalize   Find 2 E First 1 of 1 Last Course Materials Details Notes *Course Material ID Title Material ISBN Author Course Material ID Title • • • • • • • • • • • • • • • • • • •						
Course Materials Details Notes   *Course Material ID Title Course Material Type ISBN Author   Image: Course Material ID Title Isbn Isbn Isbn   <	No textbooks as	ssigned to class	00			
*Course Material ID Title Course Material Type ISBN Author Author ISBN Special Instructions				Personalize	e   Find   🖾   🎫 🛛 First 🕚 1 of 1	🕑 Last
*Course Material ID Title Material Type Status ISBN Author +	Course Materials	Details Notes				
Special Instructions	*Course Material ID	Title	Material	Material	ISBN Author	
	Q			~		+ -
	Special Instruction	S				
						:

🖷 Save 🔛 Notify

7. If no textbooks or course materials are needed for a course, select the **No textbooks** assigned to class option. Press the **Save** button at the bottom of the screen to complete the assignment for the course. You may return to the **Maintain Schedule of Classes** search screen to complete assignments for other courses by selecting the "Compass" icon in the upper-right corner of the page again:

Favorites ▼       Main Menu ▼       > Curriculum Management ▼ > Schedule of Classes ▼ > Maintain Schedule of Classes ↓         Basic Data       Meetings       Enrollment Cntrl       Reserve Cap       Notes       FSU Textbook         Course ID:       006966       Course Offering Nbr:       1         Academic Institution:       Florida State University       1         Term:       2016 Fail       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1-Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Last Updated By:       Last Updated By:       Last Updated By:       Last Updated By:       Create Textbook/Course Material         Special Instructions       Special Instructions	Favorites •       Main Menu •       > Curriculum Management •       > Schedule of Classes •       Maintain Schedule of Classes •         Basic Data       Meetings       Enrollment Cntrl       Reserve Cap       Notes       FSU Textbook         Course ID:       006966       Course Offering Nbr:       1         Academic Institution:       Florida State University       Undergrad         Term:       2016 Fail       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1 - Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes FSU Textbook	Basic Data       Meetings       Enrollment Cntrl       Reserve Cap       Notes       FSU Textbook         Course ID:       006966       Course Offering Nbr:       1         Academic Institution:       Florida State University       1         Ferm:       2016 Fall       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1-Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:       25       22       Estimated Capacity:       25       22         Extbook Assignment       Status       Pending       Textbook entry complete       Entrollment Capacity:       25       22	
Course ID:       006966       Course Offering Nbr:       1         Academic Institution:       Florida State University       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1-Regular Academic         Session:       1       1-Regular Academic         Class Section:       0001       Component:         Associated Class:       1       Units:         3.00       Enrollment Capacity:       25         Last Updated By:       Last Updated By:         Textbook Assignment Status       Pending         No textbooks assigned to class       Pending         Special Instructions       Pending	Course ID:       006966       Course Offering Nbr:       1         Academic Institution:       Florida State University       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1 - Regular Academic         Session:       1       1 - Regular Academic         Class Sections:       0001       Component:         Class Section:       0001       Component:         Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00         Enrollment Capacity:       25       22         Estimated Capacity:          Last Updated By:	
Academic Institution: Florida State University Term: 2016 Fall Undergrad Subject Area: MAS ALGEBRAIC STRUCTURES Catalog Nbr: 4106 APPLD LINR ALGBRA II Class Sections 1 1 - Regular Academic Class Nbr: 9507 Class Section: 0001 Component: Class Lecture Event ID: 000751155 Total: Associated Class: 1 Units: 3.00 Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status No textbooks assigned to class Special Instructions	Academic Institution:       Florida State University         Term:       2016 Fall       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1 - Regular Academic         Class Section:       0001       Component:         Class Section:       0001       Component:         Class Section:       0001       Component:         Associated Class:       1       Units:         3.00       Enrollment Capacity:       25         Last Updated By:       Last Updated By:	
Term:       2016 Fall       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1 - Regular Academic         Session:       1       1 - Regular Academic         Class Section:       0001       Component:         Class Section:       0001       Component:         Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00         Enrollment Capacity:       25       22         Estimated Capacity:	Term:       2016 Fall       Undergrad         Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       Find   View All         Session:       1       1 - Regular Academic         Class Section:       0001       Component:         Class Section:       0001       Component:         Associated Class:       1       Units:         3.00       Enrollment Capacity:       25         Last Updated By:       Last Updated By:	
Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRAII         Class Sections       1       1-Regular Academic       Class Nbr:       9507         Session:       1       1-Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:       _       _       _       Last Updated By:         Textbook Assignment       Pending       Textbook entry complete       Create Textbook/Course Material         Special Instructions	Subject Area:       MAS       ALGEBRAIC STRUCTURES         Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       Find   View All         Session:       1       1 - Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	
Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       1-Regular Academic       Class Nbr:       9507         Session:       1       1-Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	Catalog Nbr:       4106       APPLD LINR ALGBRA II         Class Sections       1       Find   View All       First (1 of 1)         Session:       1       1 - Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	
Class Sections       Find   View All       First ④ 1 of 1 € Las         Session:       1       1 - Regular Academic       Class Nbr: 9507         Class Section:       0001       Component:       Class Lecture       Event ID: 000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:       25       22       Estimated Capacity:	Class Sections       Find   View All       First (1) of 1         Session:       1       1 - Regular Academic       Class Nbr:       9507         Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	
Session: 1   Class Section: 0001   Component: Class Lecture   Event ID: 000751155 Total:   Associated Class: 1   Units: 3.00   Enrollment Capacity: 25   Last Updated By:   Textbook Assignment Status   Pending   Pending   Textbook assigned to class   Special Instructions	Session:       1       1 - Regular Academic       Class Nbr: 9507         Class Section:       0001       Component:       Class Lecture       Event ID: 000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	
Class Section: 0001 Component: Class Lecture Event ID: 000751155 Total: Associated Class: 1 Units: 3.00 Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status ✓ No textbooks assigned to class Special Instructions Create Textbook/Course Material	Class Section:       0001       Component:       Class Lecture       Event ID:       000751155 Total:         Associated Class:       1       Units:       3.00       Enrollment Capacity:       25       22         Estimated Capacity:	🕑 Las
Associated Class: 1 Units: 3.00 Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status No textbooks assigned to class Special Instructions Create Textbook/Course Material	Associated Class: 1 Units: 3.00 Enrollment Capacity: 25 22 Estimated Capacity: Last Updated By: Textbook Assignment Status O Pending Textbook entry complete	
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Textbook Assignment       O       Pending       Image: Textbook entry complete         Image: Textbook Assignment Status       O       Pending       Image: Textbook entry complete         Image: Textbook assigned to class       O       Pending       Image: Textbook entry complete         Special Instructions       Image: Textbook entry complete       Image: Textbook entry complete       Image: Textbook entry complete	Textbook Assignment         Textbook Assignment Status         O Pending         Textbook entry complete	
Textbook Assignment       O       Pending       Textbook entry complete         Image: Special Instructions       Create Textbook/Course Material	Last Updated By:         Textbook Assignment         Textbook Assignment Status         O Pending         Textbook entry complete	
Textbook Assignment         Textbook Assignment Status         Image: Special Instructions	Textbook Assignment Textbook Assignment Status Pending Textbook entry complete	
Textbook Assignment Status No textbooks assigned to class Special Instructions	Textbook Assignment Status	
No textbooks assigned to class     Special Instructions     Create Textbook/Course Material		
Special Instructions		
	✓ No textbooks assigned to class Create Textbook/Course Material	
	Special Instructions	

### Add Existing Course Materials to a Course

8. You can search for an existing course material item to add to a course by clicking the **Magnifying Glass Icon** next to the **Course Material ID** field:

FSU Class Textbook					
Course ID: Academic Institution:	006966 Florida State Univer		Course Offering	Nbr: 1	
Term:	2016 Fall		Undergrad		
Subject Area:	MAS		ALGEBRAIC STR	UCTURES	
Catalog Nbr:	4106		APPLD LINR ALG	BRA II	
Class Sections				Find   View A	l 🛛 First 🕙 1 of 1 🕑 Las
Session:	1	1-1	Regular Academi	c Class Nbr	9507
Class Section:	0001 C	omponent: Cla	ss Lecture	Event ID:	000751155 Total:
Associated Class:	1 U	nits:		Enrollment Capa	city: 25 22
				Estimated Capa	city:
				Last Updated By	:
Textbook Assignment	nt				
Textbook Assignmen	nt Status	Pending 💿 Te	extbook entry cor	nplete	
No textbooks ass	it otatao	_	opy Textbooks	Create Textbook/	Course Material
	-		Personalize	Find   💷   🔣	First 🕚 1 of 1 🕑 Last
Course Materials	Details Notes				
*Course Material ID T	Title	Course Material Type	*Course Material Status	ISBN A	uthor
্			¥		• -
Special Instructions					
					.:

Figure 1.

🖷 Save 🔛 Notify

9. Clicking the **Magnifying Glass Icon** will present a search screen where you can search for an existing item by a number of options. The fastest method to search for materials is by ISBN number. By entering in this number in the ISBN search field, the system should return the specified item to select and assign to the class:

#### Figure 2.

Look Up Cours	se Materia	ID					×
							Help
Textbook/Course	Material ID:	= v					
Course Material T	ype:	begins with 🗸		Q			
Title/Description:	[	contains 🗸 🗸					
ISBN:	[	begins with 🗸	9780030105593				
Author/Manufactu	rer: [	begins with 🗸					
Look Up	Clear	Cancel	Basic Lookup				
Search Results	;						
View 100 First 🕙 1 of 1 🕑 Last							
Textbook/Course Material ID	Course Material Type	Title/Descripti	on ISBN	Author/Manufacturer	Publisher/Vendor	Edition	Year Published
1967	TEXTBOOK	Abstract Algeb	ra 9780030105593	Hungerford	ITP	2ND	0

10. If the correct item is displayed in the search results, click on any of the fields for that item to assign that item to the class. You will be returned to the previous screen with the new course material assignment added:

FSU Class Textbook	
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	006966Course Offering Nbr:1Florida State University12016 FallUndergradMASALGEBRAIC STRUCTURES4106APPLD LINR ALGBRA II
Class Sections	Find   View All First 🕚 1 of 1 🕑 Last
Session: Class Section: Associated Class:	1     1 - Regular Academic     Class Nbr:     9507       0001     Component:     Class Lecture     Event ID:     000751155 Total:       1     Units:     Enrollment Capacity:     25     22       Estimated Capacity:     Last Updated By:
Textbook Assignment	ent
Textbook Assignme	One with the star of the start start shall be started by the start start starts and the start start starts and the start start start start starts and the start
ID	Details       Notes         Title       Course Material Type       *Course Material Status       ISBN       Author       ISBN         Abstract Algebra       TEXTBOOK       > 9780030105593       Hungerford       + -
Special Instruction	5 

11. After assigning a course material, you will need select the correct purchase status option for students: **Required**, **Recommended**, or **Choice**. Once all course materials are assigned to the course, you will also need to finalize the assignments by selecting **Textbook entry complete** option. Course sections left in **Pending** status are non-compliant and assignments are not visible to students. Press the **Save** button at the bottom of the screen to complete the assignment:

FSU Class Textbook	
Course ID: Academic Institution: Term:	006966 Course Offering Nbr: 1 Florida State University 2016 Fall Undergrad
Subject Area:	MAS ALGEBRAIC STRUCTURES
Catalog Nbr:	4106 APPLD LINR ALGBRA II
Class Sections	Find   View All 🛛 First 🕚 1 of 1 🕑 Last
Session: Class Section: Associated Class:	1       1 - Regular Academic       Class Nbr: 9507         0001       Component:       Class Lecture       Event ID: 000751155 Total:         1       Units:       Enrollment Capacity: 25 22         Estimated Capacity:       Last Updated By:
Textbook Assignme	
Textbook Assignme	copy Textbooks Create Textbook/Course Material
Course Made into	Personalize   Find   🖾   🔜 🛛 First 🕚 1 of 1 🕑 Last
Course Materials *Course Material ID	Details     Notes       Title     Course Material Type       *Course Material Status
1967 🔍 🖌	Abstract Algebra TEXTBOOK 🛛 🗸 978003010 <mark>5593 Hungerford 🛨 🖃</mark>
Special Instructions	s Choice Recommend Required
🔚 Save 🔛 Notify	

12. To complete the textbook assignments for other courses, please select **Maintain Schedule of Classes** from the "Compass" icon in the top navigation bar. This will return you to the search interface where you can select other courses. Repeat steps 3-12 for each course.

< FSU Faculty/Staff Homepage	Maintain Schedule of Classes		A 🏲 : 🕖			
Maintain Schedule of Classes	NavBar: Navigator					
Enter any information you have and click Search. Leave fields bla	ank for a list of all values.		⇔ Schedule of Classes			
Find an Existing Value		Recent Places	Schedule Of Classes Temp iFace >			
Academic Institution = v FSU01 Term = v	Q		SA Integration Pack			
Subject Area = v Catalog Nbr begins with v	Q	My Favorites	Class Search			
Academic Career = v Campus begins with v	v	=	Schedule New Course			
Description begins with v Course ID begins with v		Navigator				
Course Offering Nbr = v Academic Organization begins with v	Q	-	Maintain Schedule of Classes			
Case Sensitive			Schedule Class Meetings			
Search Clear Basic Search 🖾 Save Search Crite	eria		Adjust Class Associations			

After your initial use, you may find **Maintain Schedule of Classes** available under the **My Favorites** section of the top navigation bar. This can be used as a direct shortcut for additional textbook assignments:

< FSU Faculty/Staff Homepage	Maintain Schedule	of Classes		Â	~	:	۲
Maintain Schedule of Classes		NavBar: My F	avorites				0
Enter any information you have and click Search. Lea	ve fields blank for a list of all value		🗹 Edit Favori	tes			
Find an Existing Value							
Search Criteria		Recent Places	Maintain S	chedule	of Clas	sses	
Academic Institution = V FSU01	Q						
Term = 🗸	Q						
Subject Area = 🗸	Q	My Favorites					
Catalog Nbr begins with 🖌		ing rarotitoo					
Academic Career = 🗸	~						
Campus begins with 🗸	Q						
Description begins with 🖌							
Course ID begins with 😺	Q	Navigator					
Course Offering Nbr = 🗸	Q						
Academic Organization begins with 🗸							
Case Sensitive							
Search Clear Basic Search 👹 Save	Search Criteria						

### Add New Course Materials to Textbook Inventory

13. To add a new textbook/course material to the system, select the course from the search results in **Maintain Schedule of Classes.** Then select the **FSU Textbook** tab. Then select the **Create Textbook/Course Material** button:

Figure 1.

#### **Maintain Schedule of Classes**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value							
Search Criteria							
Use Saved Search:	¥				-		
Academic Institution:	= 🗸	FSU01	(	Q			
Term:	= 🗸	2169	(	Q			
Subject Area:	= 🗸	MAS	(	Q			
Catalog Nbr:	begins with 🗸	4106					
Academic Career:	= v			v			
Campus:	begins with 🖌		(	Q			
Description:	begins with 🖌						
Course ID:	begins with 🖌		(	Q			
Course Offering Nbr:	= 🖌		(	Q			
Academic Organization:	begins with 🖌						
Case Sensitive							
Search Clear	r Basic Searc	ch 🖾 Sav	ve Search Criteria	a Delete	Saved Search		
Search Results							
View All						First	🕚 1 of 1 🕑 Last
Academic Institution Ter	rm Subject Area	Catalog Nbr	Academic Caree	er Campus	Description	Course ID	Course Offering Nbr
FSU01 216	69 MAS 4	4106	Undergrad	MAIN	APPLD LINR ALGBRA II	006966	1

## Figure 2.

Basic Data Meetings	Enrollment Cntrl E	Reserve Cap Note:	s <u>F</u> SU Textboo	ok
	006966 Florida State University	Course Of	ffering Nbr:	1
Term:	2016 Fall	Undergra	d	
Subject Area:	MAS	ALGEBRA	IC STRUCTURES	3
Catalog Nbr:	4106	APPLD LI	NR ALGBRA II	
Class Sections			F	Find   View All 👘 First 🕚 1 of 1 🕑 Last
*Session:	1 1 - Regul	ar Academic	Class Nbr:	9507
Class Section:	0001		*Start/End Date:	08/29/2016 12/16/2016
*Component:	LEC Class Le	cture	Event ID:	000751155
*Class Type:	Enrollment 🗸			
*Associated Class:	1 Units:	3.00		
*Campus:	MAIN	Main		
*Location:	MAIN	Main, Tallahassee		Schedule Print
Course Administrator:				Student Specific Permissions
*Academic Organization	ASMTH	Mathematics		Include in Dynamic Date Calc
Academic Group:	TRAD	Traditional		Dynamic Date Calc Required
*Holiday Schedule:	CSUSA Q	All (non ROP) Holida	y Schedule	Generate Class Mtg Attendance
*Delivery Mode:	00 🔍	In Person/Traditiona	I	✓ Sync Attendance with Class Mtg GL Interface Required
Primary Instr Section:	0001			

## Figure 3.

FSU Class Textbook						
Course ID: Academic Institution:	006966 Florida State University	C	ourse Offering I	Nbr: 1		
Term:	2016 Fall	U	ndergrad			
Subject Area:	MAS	A	LGEBRAIC STR	UCTURES		
Catalog Nbr:	4106	A	PPLD LINR ALG	BRA II		
Class Sections				Find   View All	First 🕚 1	of 1 🕑 Last
Session:	1	1-R	egular Academic	Class Nbr:	9507	
Class Section:	0001 Comp	onent: Class	s Lecture	Event ID:	000751155 Tota	l:
Associated Class:	1 Units:			Enrollment Capa	city: 25 22	
				Estimated Capac	ity:	
				Last Updated By:		
Textbook Assignment	nt					
Textbook Assignmen	nt Status O Pend	ina 🔍 Tex	tbook entry con	ploto		
No textbooks ass	it otatao	-	py Textbooks	Create Textbook/C	Course Material	
			Personalize	Find   💷   🔣	First 🕚 1 of 1	● Last
Course Materials	Details Notes					
*Course Material ID T	ītle	Course Material Type	*Course Material Status	ISBN Au	uthor	
Q			~			+ -
Special Instructions						
						.::

📳 Save 🔛 Notify

14. You will be directed to the FSU Textbook Inventory page. Select Add to proceed:

## FSU Textbook Inventory

Find an Existing	Value Ad	id a New Va	lue	
Textbook/Cours	Material ID:	26109		
Add				

Find an Existing Value Add a New Value

15. Enter requested information in **all fields** presented on the next page. For the **Course Material Type** field, there are four choices: **Access Card**, **Other**, **Supply**, and **Textbook**. The type of course material type selected will determine what fields are required. For example, **Supply** and **Other** do not require an ISBN.

# FSU Textbook/Course Material System

Textbook/Course Mate	erial		Find   View All	First	t 🕙 1 of 1	🕑 Last
*Course Material Type:	Q		tive 08/21/2016 ate:	<sup>™</sup> *Sta	Active	v <b>+</b> -
*Title/Description:						
ISBN:						
Author/Manufacturer:						
Publisher/Vendor:						
Edition:						
Year Published:						
Copyright Year:						
Notes:						
Bookstore Notes/Ve	erification					
Bookstore Notes:						.:
Textbook/Course	e Material Verified					
Last Maintained By:			[	Date, Tim	e: 10/21/16	3:13PM
Save		📑 Add	🔎 Update/Di	splay	🔎 Include	History

#### Textbook/Course Material ID 30495

16. For materials that require an ISBN, a **13-digit number ISBN format number must be entered without dashes**. Notes for the students may be entered in the **Notes** field. Notes are viewable to the student upon registration and may be helpful if further explanation is needed for the resource. Once all available information is entered, select the **Save** button at the bottom of the page:

# FSU Textbook/Course Material System

Textbook/Course Mate	rial	Find   View All	First 🕚 1 of 1 🕑 Last
*Course Material Type:	TEXTBOOK	*Effective 08/21/2016 Date:	Status: Active 🗸 🛨 🗕
*Title/Description:	New Algebra Textbook		
ISBN:	9780030105593		
Author/Manufacturer:	Author Name		
Publisher/Vendor:	Publisher Name		
Edition:	1st		
Year Published:	2016		
Copyright Year:	2016		
Notes:	Additional information	for students may be inclu	ided in this field.
Bookstore Notes/Ve	erification		
Bookstore Notes:			
Textbook/Course	Material Verified		
Last Maintained By:		D	ate, Time: 10/21/16 3:09PM
Save		Add 🗾 Update/Dis	splay 🗾 Include History

#### Textbook/Course Material ID 30495

17. Select **Maintain Schedule of Classes** again from the "Compass" icon in the top navigation bar to return to the course search interface and assign the new course material you created to the appropriate course. Assign course materials to courses by completing steps 3-12.

SU Faculty/Staff Homepage	Maintain Schedule of Classes	🏫 🏲 🤅 🕖
		New Window   Help

# FSU Textbook/Course Material System

Textbook/Course Material ID 30495

Textbook/Course Mate	rial	Find   \	view All	First 🕙 1	l of 1 🕑 Last
*Course Material Type:	TEXTBOOK	*Effective 08/2 Date:	21/2016	*Status: Ad	ctive 🗸 🕂 –
*Title/Description:	New Algebra Textbook	(			
ISBN:	9780030105593				
Author/Manufacturer:	Author Name				
Publisher/Vendor:	Publisher Name				
Edition:	1st				
Year Published:	2016				
Copyright Year:	2016				
Notes:	Additional information	for students ma	y be include	d in this field	l.
Bookstore Notes/Ve	rification				
Bookstore Notes:					
Textbook/Course	Material Verified				
Last Maintained By:	BELLENOT		Date	, Time: 10/2	21/16 3:09PM
Rave		Add 🗾 U	pdate/Displa	ay 🗦 Ind	clude History

## **Contact Information for Questions and Additional Support**

For questions regarding the textbook / course materials assignment process, please contact the FSU Office of the University Registrar at:

Florida State University Office of the University Registrar

A3900 University Center

282 Champions Way

Tallahassee, FL 32306-2480

Email: <u>registrar@fsu.edu</u>

Phone: 850.644.1050

Hours: Monday - Friday, 8:00 AM - 5:00 PM (Eastern Time)