TEXTBOOK ADOPTION APPLICATION GUIDE

FACULTY EDITION

Revised November 2016
FSU TEXTBOOK ADOPTION APPLICATION GUIDE
(FOR FACULTY / INSTRUCTORS OF RECORD)

Revised October 2016

Table of Contents

Pg 3. Entering the Application

Pg 5. Assigning Textbooks / Course Materials

Pg 11. Add Existing Course Materials to a Course

Pg 16. Add New Course Materials to Textbook Inventory

Pg 22. Contact Information for Questions and Additional Support
Entering the Application

1. Log into the http://my.fsu.edu site. Under the Teaching menu item in the myFSU Links menu, please select Faculty Center:
2. On the **Faculty Center** page, a list of classes to which you are assigned for a particular term will be displayed. If the current term display is not the desired term, select the green **change term** button and select the appropriate term:

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### Faculty Center

#### My Schedule

**2016 Fall | Florida State University**

- **MAD 2460-0001 (5038)** BIOCALS COMPUTER 0 LAB (Laboratory)
  - Days & Times: Mo 2:30PM - 4:15PM
  - Room: MCH 0107
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

- **MAD 2460-0002 (5032)** BIOCALS COMPUTER 11 LAB (Laboratory)
  - Days & Times: Tu 2:00PM - 3:45PM
  - Room: MCH 0107
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

- **MAD 2460-0003 (5037)** BIOCALS COMPUTER 0 LAB (Laboratory)
  - Days & Times: Th 2:00PM - 3:45PM
  - Room: MCH 0107
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

- **MAG 4106-0001 (9507)** APPLD LINR ALGEBRA II (Class Lecture)
  - Days & Times: TuTh 12:30PM - 1:45PM
  - Room: LOV 0201
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

- **MAT 5922-0002 (3133)** SPECIAL TOPICS/MATH (Class Lecture)
  - Room: TBA
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

- **MAT 5922-0001 (3147)** SPECIAL TOPICS/MATH (Class Lecture)
  - Room: TBA
  - Class Dates: Aug 29, 2016 - Dec 16, 2016

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Assigning Textbooks / Course Materials

3. If you would like to review the textbooks that were assigned to your classes for a previous term, you may select the ‘View Textbook Summary’ link. By selecting this link, you will be presented with all of the textbook items that were previously assigned to your classes.

Figure 1.
Textbook Center

Textbook Summary

2016 Fall | Florida State University

Select class to display or hide textbook information.

- MAP 2480-0001 BIOCALC COMPUTER LAB (5038) LAB
- MAP 2480-0002 BIOCALC COMPUTER LAB (5056) LAB
- MAP 2480-0003 BIOCALC COMPUTER LAB (5057) LAB
- MAS 4106-0001 APLD LINR ALGBRA II (9507) LEC

Textbook Assignment Complete

<table>
<thead>
<tr>
<th>Status</th>
<th>ISBN</th>
<th>Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>9780321982612</td>
<td>Linear Algebra and Its Applications, Author: David C. Lay, Steven R. Lay, Judi J. McDonald, Publisher: Pearson, Edition: 5th</td>
</tr>
</tbody>
</table>

- MAT 5933-0002 SPECIAL TOPICS/MATH (5193) LEC
- MAT 5933-0003 SPECIAL TOPICS/MATH (5195) LEC
4. To assign materials to a course, return to the Faculty Center and click the red Textbook Icon next to the course:

![Faculty Center Image]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAP 2480-0001 [5028]</td>
<td>BIOCALC COMPUTER 0 LAB (Laboratory)</td>
<td>Mo 2:30PM - 4:15PM</td>
<td>MCH 0107</td>
<td>Aug 29, 2016 - Dec 16, 2016</td>
<td></td>
</tr>
<tr>
<td>MAP 2480-0002 [5096]</td>
<td>BIOCALC COMPUTER 11 LAB (Laboratory)</td>
<td>Tu 2:00PM - 3:45PM</td>
<td>MCH 0107</td>
<td>Aug 29, 2016 - Dec 16, 2016</td>
<td></td>
</tr>
<tr>
<td>MAP 2480-0003 [5057]</td>
<td>BIOCALC COMPUTER 0 LAB (Laboratory)</td>
<td>Th 2:00PM - 3:45PM</td>
<td>MCH 0107</td>
<td>Aug 29, 2016 - Dec 16, 2016</td>
<td></td>
</tr>
<tr>
<td>MAG 4194-0001 [9807]</td>
<td>APPLD LINR ALGEBRA II (Class Lecture)</td>
<td>TuTh 12:30PM - 1:45PM</td>
<td>LOV 0201</td>
<td>Aug 29, 2016 - Dec 16, 2016</td>
<td></td>
</tr>
<tr>
<td>MAT 5933-0002 [5193]</td>
<td>SPECIAL TOPICS/MATH (Class Lecture)</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 29, 2016 - Dec 16, 2016</td>
</tr>
</tbody>
</table>
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:
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 **Faculty Center** to complete additional assignments by selecting the option in the top navigation bar:
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:

Figure 1.
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.
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:
11. After assigning a course material, you will need to 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:
12. To complete the textbook assignments for the remainder of your classes, please select **My Schedule** in the top navigation bar (Main Menu > Self Service > Faculty Center > My Schedule). This will return you to the **Faculty Center**. Repeat steps 4-12 for each class.
Add New Course Materials to Textbook Inventory

13. To add a new textbook/course material to the system, select the Red Textbook Icon for the course in the Faculty Center. Then select the Create Textbook/Course Material button:

Figure 1.
Figure 2.
14. You will be directed to the **FSU Textbook Inventory** page. Select **Add** to proceed:
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.
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:
17. Select My Schedule in the top navigation bar (Main Menu > Self Service > Faculty Center > My Schedule) to return to the Faculty Center and assign the new course material to the appropriate course. Assign course materials to courses by completing steps 4-12.
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: registrar@fsu.edu
Phone: 850.644.1050
Hours: Monday - Friday, 8:00 AM - 5:00 PM (Eastern Time)