

FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

**TEXTBOOK ADOPTION  
APPLICATION GUIDE**

**FACULTY EDITION**



Revised November 2016

# **FSU TEXTBOOK ADOPTION APPLICATION GUIDE (FOR FACULTY / INSTRUCTORS OF RECORD)**

**Revised October 2016**

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## 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**:

The screenshot shows the myFSU Florida State University website interface. At the top, the myFSU logo is on the left and "FLORIDA STATE UNIVERSITY" is on the right. Below the logo is a navigation bar with icons for home, messages, and people, and a "Faculty & Staff" button. Underneath, there are links for "Faculty & Staff Home" and "Security". The main content area is divided into two columns. The left column is titled "myFSU Links" and contains a grid of icons for various services: FSU, Bb, @fsu, HR, HYP BUDGET, FI, SC, SPEAR MART, FSU SERVICE CENTER, and BI. Below the icons is a search box labeled "Search myFSU Links" and a link to "Expand All | Collapse All". A list of menu items follows, with "Teaching" highlighted in yellow. Under "Teaching", "Faculty Center" is also highlighted in yellow. The right column is titled "FSU Calendar" and displays a list of events with dates and times.

Date	Event
13 OCT	Charles A. Brunie 11:00 AM - STAF
13 OCT	Lecture: "2016: 07:00 PM - WILL
13 OCT	Roomful of Teet 07:30 PM - OPP
14 OCT	ACC Road Schol 01:30 PM - STR
16 OCT	University Symp 03:00 PM - RUE

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:

Faculty Center    Advisor Center    Search

## Faculty Center

### My Schedule

2016 Fall | Florida State University

**change term**

[View Personal Data Summary](#)  
[View Textbook Summary](#)  
[My Exam Schedule](#)  
[Click Here for Grade Roster Help](#)

Select display option:     Show All Classes     Show Enrolled Classes Only

Icon Legend:    Class Roster    Textbooks    Grade Roster    Learning Management

My Teaching Schedule > 2016 Fall > Florida State University

My Teaching Schedule > 2016 Fall > Florida State University View All | |    First 1-6 of 6 Last

	Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	Go		<a href="#">MAP 2480-0001 (5038)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Mo 2:30PM - 4:15PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAP 2480-0002 (5056)</a>	BIOCALC COMPUTER LAB (Laboratory)	11	Tu 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAP 2480-0003 (5057)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Th 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAS 4106-0001 (9507)</a>	APPLD LINR ALGBRA II (Class Lecture)	22	TuTh 12:30PM - 1:45PM	LOV 0201	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAT 5933-0002 (5193)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	TBA	TBA	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAT 5933-0003 (5195)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	MoWeFr 1:25PM - 2:15PM	TBA	Aug 29, 2016- Dec 16, 2016

## 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.

Faculty Center
Advisor Center
Search

### Faculty Center

#### My Schedule

2016 Fall | Florida State University change term

[View Personal Data Summary](#)  
View Textbook Summary  
[My Exam Schedule](#)  
[Click Here for Grade Roster Help](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Textbooks Grade Roster Learning Management

My Teaching Schedule > 2016 Fall > Florida State University

My Teaching Schedule > 2016 Fall > Florida State University									
View All									
First 1-6 of 6 Last									
	Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAP 2480-0001 (5038)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Mo 2:30PM - 4:15PM	MCH 0107	Aug 29, 2016- Dec 16, 2016	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAP 2480-0002 (5056)</a>	BIOCALC COMPUTER LAB (Laboratory)	11	Tu 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAP 2480-0003 (5057)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Th 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAS 4106-0001 (9507)</a>	APPLD LINR ALGBRA II (Class Lecture)	22	TuTh 12:30PM - 1:45PM	LOV 0201	Aug 29, 2016- Dec 16, 2016	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAT 5933-0002 (5193)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	TBA	TBA	Aug 29, 2016- Dec 16, 2016	
	<span style="background-color: #d9d9d9; padding: 2px 5px;">Go</span>		<a href="#">MAT 5933-0003 (5195)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	MoWeFr 1:25PM - 2:15PM	TBA	Aug 29, 2016- Dec 16, 2016	

Figure 2.

<a href="#">Faculty Center</a>	<a href="#">Advisor Center</a>	<a href="#">Search</a>
<a href="#">my schedule</a>	<a href="#">class roster</a>	<a href="#">grade roster</a>

## Faculty Center

---

### Textbook Summary

2016 Fall | Florida State University

[COLLAPSE ALL](#)

[EXPAND ALL](#)

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 APPLD LINR ALGBRA II \(9507\) LEC](#)

Textbook Assignment Complete

#### Textbook

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

▶ [MAT 5933-0002 SPECIAL TOPICS/MATH \(5193\) LEC](#)

▶ [MAT 5933-0003 SPECIAL TOPICS/MATH \(5195\) LEC](#)

[Return to Faculty Center](#)

[Printer Friendly Page](#)

---

4. To assign materials to a course, return to the **Faculty Center** and click the red **Textbook Icon** next to the course:

Faculty Center    Advisor Center    Search

## Faculty Center

### My Schedule

2016 Fall | Florida State University

[change term](#)

- [View Personal Data Summary](#)
- [View Textbook Summary](#)
- [My Exam Schedule](#)
- [Click Here for Grade Roster Help](#)

Select display option:     Show All Classes     Show Enrolled Classes Only

Icon Legend:    Class Roster    Textbooks    Grade Roster    Learning Management

### My Teaching Schedule > 2016 Fall > Florida State University

My Teaching Schedule > 2016 Fall > Florida State University View All | |    First 1-6 of 6 Last

	Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	Go		<a href="#">MAP 2480-0001 (5038)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Mo 2:30PM - 4:15PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAP 2480-0002 (5056)</a>	BIOCALC COMPUTER LAB (Laboratory)	11	Tu 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAP 2480-0003 (5057)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Th 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAS 4106-0001 (9507)</a>	APPLD LINR ALGBRA II (Class Lecture)	22	TuTh 12:30PM - 1:45PM	LOV 0201	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAT 5933-0002 (5193)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	TBA	TBA	Aug 29, 2016- Dec 16, 2016
	Go		<a href="#">MAT 5933-0003 (5195)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	MoWeFr 1:25PM - 2:15PM	TBA	Aug 29, 2016- Dec 16, 2016

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

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### 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:

FSU Class Textbook

---

**Course ID:** 006966                      **Course Offering Nbr:** 1  
**Academic Institution:** Florida State University  
**Term:** 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

<b>Session:</b>	1	1 - Regular Academic	<b>Class Nbr:</b>	9507
<b>Class Section:</b>	0001	<b>Component:</b> Class Lecture	<b>Event ID:</b>	000751155 Total:
<b>Associated Class:</b>	1	<b>Units:</b>	<b>Enrollment Capacity:</b>	25    22
			<b>Estimated Capacity:</b>	<input type="text"/>
<b>Last Updated By:</b>				

Textbook Assignment

**Textbook Assignment Status**     Pending     Textbook entry complete

No textbooks assigned to class       

Personalize | Find | |    First 1 of 1 Last

<b>Course Materials</b>	Details	Notes			
*Course Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author
<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Special Instructions**

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:

Favorites ▾ Main Menu ▾ > Self Service ▾ > **Faculty Center** ▾ > My Schedule

**FSU Class Textbook**

Course ID: 006966 Course Offering Nbr: 1  
Academic Institution: Florida State University  
Term: 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: 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:

**Textbook Assignment**

**Textbook Assignment Status**  Pending  **Textbook entry complete**  
 **No textbooks assigned to class**

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:

Figure 1.

**FSU Class Textbook**

---

Course ID: 006966      Course Offering Nbr: 1  
Academic Institution: Florida State University  
Term: 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: 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:

---

**Textbook Assignment**

Textbook Assignment Status     Pending     Textbook entry complete  
 No textbooks assigned to class       

---

Personalize | Find | |    First ◀ 1 of 1 ▶ Last

**Course Materials**    Details    Notes

*Course Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Special Instructions

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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 Course Material ID
✕

[Help](#)

Textbook/Course Material ID:

Course Material Type:

Title/Description:

ISBN:   9780030105593

Author/Manufacturer:

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100
First 1 of 1 Last

Textbook/Course Material ID	Course Material Type	Title/Description	ISBN	Author/Manufacturer	Publisher/Vendor	Edition	Year Published
1967	TEXTBOOK	Abstract Algebra	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**

<b>Course ID:</b>	006966	<b>Course Offering Nbr:</b>	1
<b>Academic Institution:</b>	Florida State University		
<b>Term:</b>	2016 Fall	<b>Undergrad</b>	
<b>Subject Area:</b>	MAS	<b>ALGEBRAIC STRUCTURES</b>	
<b>Catalog Nbr:</b>	4106	<b>APPLD LINR ALGBRA II</b>	

**Class Sections**
Find | View All
First 1 of 1 Last

<b>Session:</b>	1	1 - Regular Academic	<b>Class Nbr:</b>	9507
<b>Class Section:</b>	0001	<b>Component:</b>	Class Lecture	<b>Event ID:</b> 000751155 <b>Total:</b>
<b>Associated Class:</b>	1	<b>Units:</b>	<b>Enrollment Capacity:</b>	25 22
			<b>Estimated Capacity:</b>	<input type="text"/>
<b>Last Updated By:</b>				

**Textbook Assignment**

Textbook Assignment Status  Pending  Textbook entry complete

No textbooks assigned to class

Personalize | Find | 
First 1 of 1 Last

*Course Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author	
<input type="text" value="1967"/> <input type="button" value="🔍"/>	Abstract Algebra	TEXTBOOK	<input type="text" value=""/>	9780030105593	Hungerford	<input type="button" value="+"/> <input type="button" value="-"/>

**Special instructions**

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

<b>Course ID:</b>	006966	<b>Course Offering Nbr:</b>	1
<b>Academic Institution:</b>	Florida State University		
<b>Term:</b>	2016 Fall	<b>Undergrad</b>	
<b>Subject Area:</b>	MAS	<b>ALGEBRAIC STRUCTURES</b>	
<b>Catalog Nbr:</b>	4106	<b>APPLD LINR ALGBRA II</b>	

Class Sections
Find | View All    First 1 of 1 Last

<b>Session:</b>	1	1 - Regular Academic	<b>Class Nbr:</b> 9507
<b>Class Section:</b>	0001	<b>Component:</b> Class Lecture	<b>Event ID:</b> 000751155 <b>Total:</b>
<b>Associated Class:</b>	1	<b>Units:</b>	<b>Enrollment Capacity:</b> 25 22
			<b>Estimated Capacity:</b> <input type="text"/>
			<b>Last Updated By:</b>

Textbook Assignment

**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 Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author
1967	Abstract Algebra	TEXTBOOK	<input type="text"/> <div style="border: 1px solid #add8e6; padding: 2px; width: 100px;">           Choice            Recommend            Required         </div>	9780030105593	Hungerford

**Special Instructions**

Save
 Notify

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.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > **My Schedule**

---

**FSU Class Textbook**

**Course ID:** 006966      **Course Offering Nbr:** 1  
**Academic Institution:** Florida State University  
**Term:** 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:** 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:**

**Textbook Assignment**

**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 Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author		
1967	Abstract Algebra	TEXTBOOK	<input type="text"/>	9780030105593	Hungerford	<input type="button" value="+"/>	<input type="button" value="-"/>

**Special Instructions**

## 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.

Faculty Center
Advisor Center
Search

### Faculty Center

#### My Schedule

2016 Fall | Florida State University change term

[View Personal Data Summary](#)  
[View Textbook Summary](#)  
[My Exam Schedule](#)  
[Click Here for Grade Roster Help](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Textbooks Grade Roster Learning Management

My Teaching Schedule > 2016 Fall > Florida State University

		Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
				<a href="#">MAP 2480-0001 (5038)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Mo 2:30PM - 4:15PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
				<a href="#">MAP 2480-0002 (5056)</a>	BIOCALC COMPUTER LAB (Laboratory)	11	Tu 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
				<a href="#">MAP 2480-0003 (5057)</a>	BIOCALC COMPUTER LAB (Laboratory)	0	Th 2:00PM - 3:45PM	MCH 0107	Aug 29, 2016- Dec 16, 2016
				<a href="#">MAS 4106-0001 (9507)</a>	APPLD LINR ALGBRA II (Class Lecture)	22	TuTh 12:30PM - 1:45PM	LOV 0201	Aug 29, 2016- Dec 16, 2016
				<a href="#">MAT 5933-0002 (5193)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	TBA	TBA	Aug 29, 2016- Dec 16, 2016
				<a href="#">MAT 5933-0003 (5195)</a>	SPECIAL TOPICS/MATH (Class Lecture)	1	MoWeFr 1:25PM - 2:15PM	TBA	Aug 29, 2016- Dec 16, 2016



Figure 2.

**FSU Class Textbook**

Course ID: 006966      Course Offering Nbr: 1  
Academic Institution: Florida State University  
Term: 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: 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:

**Textbook Assignment**

Textbook Assignment Status     Pending     Textbook entry complete  
 No textbooks assigned to class       

Personalize | Find |  |     First 1 of 1 Last

*Course Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Special Instructions

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

## FSU Textbook Inventory

[Find an Existing Value](#)

[Add a New Value](#)

Textbook/Course Material ID:

[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 Material ID 30495

Textbook/Course Material		Find   View All	First	1 of 1	Last
*Course Material Type:	<input type="text"/>	*Effective	08/21/2016	*Status:	Active
		Date:			
*Title/Description:	<input type="text"/>				
ISBN:	<input type="text"/>				
Author/Manufacturer:	<input type="text"/>				
Publisher/Vendor:	<input type="text"/>				
Edition:	<input type="text"/>				
Year Published:	<input type="text"/>				
Copyright Year:	<input type="text"/>				
Notes:	<input type="text"/>				
Bookstore Notes/Verification					
Bookstore Notes:	<input type="text"/>				
<input type="checkbox"/>	Textbook/Course Material Verified				
Last Maintained By:			Date, Time: 10/21/16 3:13PM		

 Save

 Add

 Update/Display

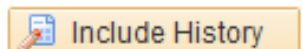
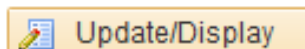
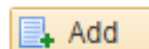
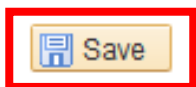
 Include History

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 Material ID 30495

Textbook/Course Material		Find   View All	First	1 of 1	Last
*Course Material Type:	TEXTBOOK	*Effective	08/21/2016	*Status:	Active
		Date:			
*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 included in this field.				
<b>Bookstore Notes/Verification</b>					
Bookstore Notes:	<div style="border: 1px solid #ccc; height: 80px;"></div>				
<input type="checkbox"/> Textbook/Course Material Verified					
Last Maintained By:			Date, Time: 10/21/16 3:09PM		





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.


## FSU Textbook/Course Material System


Textbook/Course Material ID 30495

Textbook/Course Material		Find   View All	First	1 of 1	Last
*Course Material Type:	TEXTBOOK	*Effective	08/21/2016	*Status:	Active
		Date:			
*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 included in this field.				
<b>Bookstore Notes/Verification</b>					
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## 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](mailto:registrar@fsu.edu)

Phone: 850.644.1050

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