Entering the Application
To access the Textbook Application, you will need to go to the MyFSU login page at http://www.my.fsu.edu and enter your log in information.

Once logged in, locate and click the Textbook option at the top right of the home screen under the Student Central area.
The application will display a compliance statement. Once you have read and understand the statement, please click **OK** to continue.

**Please Note:** If **Cancel** is selected regarding the compliance statement, you will be redirected back to the MyFSU main page.

**Compliance Statement**

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.
Adoptions

After agreeing to the compliance statement, the *Maintain Schedule of Classes* portal will display. Under this section, textbook resources can be added to a course and its associated sections.
“Academic Institution” will default to **FSU01** (this should not be changed as it will disrupt the search if changed). “**Term** and **Subject Area**” are required fields and must be entered to search for a course. The other fields available are not required but will help narrow the search for a course.

Note: It is suggested to search using **Term**, **Subject Area** and **Catalog Number** for best results.
Once the search criteria is entered, select “Search” to proceed. Results of the search will be displayed at the bottom of the page.

Select the course desired. The listed courses are separated by location, i.e. Main, Panama City, Republic of Panama.

The FSU Textbook Tab will open by default and is highlighted blue to signify it is open. Other tabs will appear at the top of the page. These tabs are not necessary for textbook adoptions. Please ignore these unless you are trained to use them.
The basic course information such as Course ID, Course title, and course number will be displayed at the top of the page, however, course section instructor of record will not be listed on this page.

Under the “Class Sections” area, sections of the course information are listed (i.e. enrollment, course type, section number). When searching for and selecting a course, it will default to bring up the first course section of the associated course. To see other sections, either select the arrow button to view individually or select view all to see all associated sections for the course on the same page.

Each section will list the enrollment for the course. The estimated enrollment can be adjusted if desired. This lets the bookstore know how many copies of a textbook to order. It is recommended not to adjust the figure unless you are confident that the estimated enrollment is drastically different from the enrollment capacity. Otherwise a shortage of books may be ordered.
The next area of the textbook tab is the “Textbook Assignment.” This is where textbooks should be assigned to a section of the course selected. A textbook assignment can only be completed individually to section and cannot be done for multiple sections. All course sections will default to a pending status. This will need to be changed to textbook entry complete in order for a course to be in compliant. Course sections left in pending are non-compliant and assignments are not visible to students. Courses should only be changed to “complete” when all associated textbooks are assigned to the course or “No textbooks assigned to class” is selected.

**No Textbook Required**

“No textbooks assigned to class” is available for those course sections that do not require any textbooks for the class. Simply select the option and then select “Textbook entry complete” to make the course section compliant.

Be sure to select the save button at the bottom of the page so no changes are lost.
Textbook Adoption Application Guide

***PLEASE NOTE: This option cannot be used as a place holder for the course section just to gain compliance. It should only be used for those course sections certain that no textbook will be required.

Adding an Existing Textbook to a Course

If the course section has a textbook and the text has been used for the class in prior semesters, it is likely that the textbook may be found in the course textbook database. In this case, a textbook can now be added to a course section. Course materials are stored in a database as they are added. Each course material is assigned a number known as the **Course Material ID** which is unique to that material and used to assign the material to a course section.

If the Course Material ID is known, the number can be typed directly into the blank field. Once entered, press the “Enter” key (on the keyboard). The information for the material will automatically populate. All course sections will default to having one available area to assign a textbook. More can be added if necessary.

To add another resource, select the “+” symbol at the end of the row. If a resource needs to be deleted, select the “-” symbol.

Searching for an Existing Resource

More than likely the Course Material ID will need to be looked up for existing materials. To do this, select the magnifying glass symbol next to the Course Material ID field.

When selecting this, an error message may appear prompting information to be saved on the current page. Be sure to select “save” for anything done prior to this search. Leaving the page without saving may result in the loss of information inputted.
In order to look up an existing course material, you will need at least one of the following: Title/Description, ISBN, and/or Author. It is recommended to search by the ISBN. Most texts will have two ISBNs and you may need to search both to find the correct resource.
Textbook Adoption Application Guide

It may also be helpful to specify the course material type. There are four choices: Access card; Other; Supply; and Textbook. Supply and other do not require an ISBN and may not be searchable by the ISBN field.
If the complete title or ISBN of the item is unknown, it is possible to search key words from the title/description. For example, searching “On Writing” will pull all results with “on writing” in the title.

Once the desired resource is located, select the course material ID. This will auto input the ID into the course material id field on the FSU Textbook tab closing out the search window. To add another book, select the “+” symbol as previous described and search for the next item repeating the process.
Once the course materials are selected, the Course Material Status has to be selected. There are three choices for the status: Required, Recommended and Choice. Required status means that the book is required for the course. Recommended is a material suggested for the course, but not necessary. Choice is an option allowing students to choose from multiple books. The field will default to a blank setting. If this is not selected, the system will not let you save without doing so.

After all the previous steps have been completed, select “Textbook Entry Complete” in the Textbook Assignment Status. Select the Save button at the bottom the page to apply the changes to the course section or sections.

REMINDER: Course sections will default to a pending status. This will need to be changed to textbook entry complete in order for a course to be in compliant. Course sections left in pending are non-compliant and assignments are not visible to students. Courses should only be changed to “complete” when all associated textbooks are assigned to the course section.
Textbook Adoption Application Guide

If there are multiple sections for the course, this process will have to be done for all sections. If the same text is used for each section, the course material ID can be copied and pasted into the Course Material ID field to avoid repeatedly searching for the material. Remember the “View All” option allows for viewing of all course sections on one page and may prove easier for copy and pasting the same course materials to the multiple sections.

Adding a New Material to a Course Section

If after searching for a certain material and the resource is not found, it is likely the resource is not yet listed in the FSU Textbook Inventory. In this case, the resource will need to be added to the inventory before adding it to the course section.

Adding a New Course Material

There are two ways to add a new course material to the FSU Textbook Inventory. The first way is from the FSU textbook tab. The second way is by opening a new window by selecting the “New Window” link on the top right hand corner of the screen (see p. 17); the second way is the more efficient way to add new course material.

Adding New Course Material from the FSU Textbook Tab

Select the “Create Textbook/Course Material” button next to the Textbook Assignment Status.

Reminder: when selecting this, an error message may appear prompting information to be saved on the current page. Be sure to select save for anything done prior to this search. Leaving the page without saving may result in the loss of information inputted.
The button will lead to the “FSU Textbook Inventory” page. It will auto generate a course material ID for the new resource. Select “Add” to proceed.

The FSU/Course Material System page will appear.

The course material ID will display at the top of the page.

Helpful Tip: it is useful to write down the ID now to prevent having to search for it later.
All required fields will need to be entered in order to add the resource. The first required field is “Course Material Type.” There are four choices: Access card; Other; Supply; and Textbook. The type of course material type selected will determine what fields are required. For instance, supply and “other” do not require an ISBN. For Textbook, Title/Description, ISBN, and Author/Manufacturer are all required fields.

For the ISBN field, either the 10 or 13 digit number can be entered. **PLEASE BE SURE NO DASHES.** If dashed are included in the field, it may cut out some of the numbers causing problems searching for the resource. Please enter all applicable information for the resource. This aids the students and bookstore when trying to locate it. Notes for the students may be entered in the “Note”s 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.
Once the material is added to the inventory, click the “Schedule of Classes” drop down and select “Maintain Schedule of Classes.” Re-search for the course and add the material to the course section using the previous instructions.

Adding New Course Material by Opening a New Window

The second way to add a new material is the recommended way as it does not require the user to search for the course a second time. Select the “New Window” link on the top right hand corner of the screen.
A blank new search window will appear. Looking at the top of the page, click the “Curriculum Management” drop down menu. Hover your cursor over “FSU Textbook/Course Materials” then select “FSU Textbook Inventory.”

The “FSU Textbook Inventory” homepage will open. Proceed the same way one would if they were going through the “Create Textbook/Course Material” button on the FSU Textbook tab. Only after adding the new resource, go to the other window with the already searched course. This way saves the user time and is the most effect method for adding a new material.

**Editing an Existing Material**

If the wrong information is saved for a resource, it can be changed; however, it cannot be changed on the same day it was created. In order to edit an existing resource go to the “FSU Textbook Inventory” page (see instructions above) and select the “Find Existing Value” tab.
Search for the resource using the available search fields. It is recommended to search by the course material ID.

**FSU Textbook Inventory**

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

- **Textbook/Course Material ID:**
- **Course Material Type:**
- **Title/Description:**
- **ISBN:**
- **Author/Manufacturer:**

[Include History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

Find an Existing Value | Add a New Value
Once you find the desired resource, select the symbol on the top right of the window. This will add a new row level.

The new row will display above the “+” sign.
Change the incorrect information on the new row, then select “Save” to apply the changes. There is no need to change the resource in the course as it will automatically update.