

FLORIDA STATE UNIVERSITY
OFFICE OF THE PROVOST

TEXTBOOK ADOPTION APPLICATION GUIDE

FACULTY EDITION



Revised March 2020

FSU TEXTBOOK ADOPTION APPLICATION GUIDE (FOR FACULTY / INSTRUCTOR OF RECORD)

Revised March 2020

Table of Contents

Pg 3. Entering the Application

Pg 5. Assigning Textbooks / Course Materials

Pg 10. Add Existing Course Materials to a Course

Pg 15. 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**:

The screenshot displays the myFSU Florida State University website interface. On the left, the 'MYFSU LINKS' menu is expanded, showing various categories. The 'Teaching' category is expanded, and 'Faculty Center' is highlighted with a red box. The right sidebar shows 'MY EMPLOYEE SNAPSHOT' with tabs for Timesheet, Paycheck, and Benefits. Below that is 'MY FINANCES' with a message 'No outstanding amounts were found.' and 'Account Quicklinks'. At the bottom is 'CAMPUS SAFETY AND TITLE IX INFORMATION' with a 'KNOW MORE' banner and text about safety and reporting.

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 **Change Term** button and select the appropriate term:

Faculty Center | Advisor Center | Search

Faculty Center

My Schedule

2020 Spring | Florida State University

Change Term | [View Textbook Summary](#)

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend | [Class Roster](#) | [Textbooks](#) | [Grade Roster](#) | [Learning Management](#)

My Teaching Schedule > 2020 Spring > Florida State University

1-9 of 9 View All									
		Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		Go		CCJ 3011-0007 (12647)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020
		Go		CCJ 3011-0008 (12648)	CRIMINOLOGY (Discussion)	19	TBA	TBA	Jan 6, 2020-May 1, 2020

Assigning Textbooks / Course Materials

3. (Optional) 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 after selecting the desired term. By selecting this link, you will be presented with all of the textbook items that were previously assigned to your classes.

[Faculty Center](#)
[Advisor Center](#)

Faculty Center

My Schedule

2020 Spring | Florida State University

[Change Term](#)

[View Textbook Summary](#)

Select display option

Show All Classes
 Show Enrolled Classes Only

[Icon Legend](#)
[Class Roster](#)
[Textbooks](#)
[Grade Roster](#)
[Learning Management](#)

My Teaching Schedule > 2020 Spring > Florida State University

		Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		Go		CCJ 3011-0007 (12647)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020
		Go		CCJ 3011-0008 (12648)	CRIMINOLOGY (Discussion)	19	TBA	TBA	Jan 6, 2020-May 1, 2020

Figure 2.

Faculty Center | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)


Faculty Center


Textbook Summary

2020 Spring | Florida State University

Collapse All | **Expand All**

Select class to display or hide textbook information.


 [CCJ 3011-0007 CRIMINOLOGY \(12647\) DSC](#)

 [CCJ 3011-0008 CRIMINOLOGY \(12648\) DSC](#)

Textbook Assignment Complete

Textbook

Status	Required	Criminology: Theories, Patterns and Typologies, Author: Siegel, Edition: 11th
ISBN	9781133049647	
Status	Required	The Rich Get Richer and The Poor Get Prison: Ideology, Class, and Criminal Justice, Author: Reiman, Publisher: Pearson, Edition: 10th, Year Published: 2012, Copyright Year: 2012
ISBN	0205137725	

 [CCJ 3011-0009 CRIMINOLOGY \(12649\) DSC](#)

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

Faculty Center

My Schedule

2020 Spring | Florida State University

Change Term

[View Textbook Summary](#)

Select display option
 Show All Classes Show Enrolled Classes Only

- Icon Legend
- Class Roster
- Textbooks
- Grade Roster
- Learning Management

My Teaching Schedule > 2020 Spring > Florida State University

	Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	Go		CCJ 3011-0007 (12647)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020
	Go		CCJ 3011-0008 (12648)	CRIMINOLOGY (Discussion)	19	TBA	TBA	Jan 6, 2020-May 1, 2020
	Go		CCJ 3011-0009 (12649)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020

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:

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: <input type="text"/>
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
<input type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input 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 assignments for other courses by selecting the **My Schedule** option in the navigation menu:

The screenshot displays the 'FSU Class Textbook' interface. On the left, a navigation menu has 'My Schedule' highlighted. The main content area shows course details for Course ID 006966, Florida State University, 2016 Fall term, MAS subject area, and APPLD LINR ALGBRA II course offering. The 'Class Sections' table shows one session (1 - Regular Academic) with Class Nbr 9507, Class Section 0001, and Component Class Lecture. The 'Textbook Assignment' section is currently 'Pending' and has the option 'No textbooks assigned to class' selected. Below this is a table for 'Course Materials' with columns for Course Material ID, Title, Course Material Type, Course Material Status, ISBN, and Author. At the bottom, the 'Save' button is highlighted.

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

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

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:	<input type="text"/>
Last Updated By:				

Textbook Assignment

Textbook Assignment Status Pending Textbook entry complete

No textbooks assigned to class

Personalize | Find | 1 of 1 | Last

*Course Material ID	Title	Course Material Type	*Course Material Status	ISBN	Author		
1967	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

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: <input type="text"/>
			Last Updated By:

Textbook Assignment

Textbook Assignment Status	<input type="radio"/> Pending <input checked="" type="radio"/> Textbook entry complete	
<input type="checkbox"/> No textbooks assigned to class	<input type="button" value="Copy Textbooks"/> <input type="button" value="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	<div style="border: 1px solid #add8e6; padding: 2px;"> <input type="text"/> <ul style="list-style-type: none"> Choice Recommend Required </div>	9780030105593	Hungerford

Special Instructions

12. To complete the textbook assignments for other courses, please select **My Schedule** from the left navigation bar. This will return you to the search interface where you can select other courses. Repeat steps 3-12 for each course.

The screenshot displays the FSU Faculty/Staff Homepage. At the top, a dark red header contains the text "FSU Faculty/Staff Homepage" on the left and "Faculty/Instructional Staff" on the right. Below the header is a left-hand navigation bar with several menu items: "My Schedule" (highlighted with a red border), "My Advisees", "Class Search", "Browse Course Catalog", and "Faculty Search". To the right of the navigation bar is a "Faculty Center" section with sub-links for "Faculty Center", "Advisor Center", and "Search". Below this is a "My Schedule" section for the "2020 Spring | Florida State University" term, featuring a "Change Term" button. A "Select display option" box contains two radio buttons: "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, a horizontal bar contains icons and labels for "Icon Legend", "Class Roster", "Textbooks", and "Grade Roster".

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

My Schedule

2020 Spring | Florida State University Change Term [View Textbook Summary](#)

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Textbooks Grade Roster Learning Management

My Teaching Schedule > 2020 Spring > Florida State University

	Go	Approval Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	Go		CCJ 3011-0007 (12647)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020
	Go		CCJ 3011-0008 (12648)	CRIMINOLOGY (Discussion)	19	TBA	TBA	Jan 6, 2020-May 1, 2020
	Go		CCJ 3011-0009 (12649)	CRIMINOLOGY (Discussion)	18	TBA	TBA	Jan 6, 2020-May 1, 2020

Figure 2.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	FSU 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	<input type="button" value="+"/> <input type="button" value="-"/>
Class Section:	0001		*Start/End Date:	08/29/2016 12/16/2016	
*Component:	LEC	Class Lecture	Event ID:	000751155	
*Class Type:	Enrollment				
*Associated Class:	1	Units: 3.00			
*Campus:	MAIN	Main			
*Location:	MAIN	Main, Tallahassee			<input checked="" type="checkbox"/> Schedule Print
Course Administrator:					<input type="checkbox"/> Student Specific Permissions
*Academic Organization:	ASMTH	Mathematics			<input type="checkbox"/> Include in Dynamic Date Calc
Academic Group:	TRAD	Traditional			<input type="checkbox"/> Dynamic Date Calc Required
*Holiday Schedule:	CSUSA	All (non ROP) Holiday Schedule			<input type="checkbox"/> Generate Class Mtg Attendance
*Delivery Mode:	00	In Person/Traditional			<input checked="" type="checkbox"/> Sync Attendance with Class Mtg
Primary Instr Section:	0001				<input type="checkbox"/> GL Interface Required

Figure 3.

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		
<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

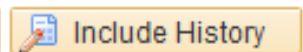
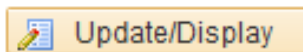
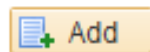
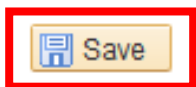
 Include History

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.				
Bookstore Notes/Verification					
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 left navigation bar 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.

The screenshot shows the 'Faculty/Staff Homepage' interface. At the top, there is a dark red header with the text 'Faculty/Staff Homepage' on the left and 'Faculty/Instructional Staff' on the right. Below the header is a navigation menu with several items: 'My Schedule' (highlighted with a red border), 'My Advisees', 'Class Search', 'Browse Course Catalog', and 'Faculty Search'. To the right of the navigation menu, there are three buttons: 'Faculty Center' (which is highlighted with a dashed border), 'Advisor Center', and 'Search'. Below these buttons, the page title 'Faculty Center' is displayed, followed by the sub-header 'My Schedule'. The main content area shows the current term '2020 Spring | Florida State University' and a 'Change Term' button. Below this, there is a 'Select display option' section with two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom of the page, there is a footer with four icons and labels: 'Icon Legend', 'Class Roster', 'Textbooks', and 'Grade Roster'.

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)