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

Revised March 2020

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Entering the Application

1. Log into the [http://my.fsu.edu](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 **Change Term** button and select the appropriate term:
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.
Figure 2.

Textbook Summary

2020 Spring | Florida State University

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
    - **ISBN**: 9781133049647
    - **Criminology: Theories, Patterns and Typologies**, Author: Siegel, Edition: 11th

- **Status**: Required
- **ISBN**: 0205137725
- **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

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:
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 assignments for other courses by selecting the **My Schedule** option in the navigation menu:
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 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 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.
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

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

<table>
<thead>
<tr>
<th>Go</th>
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<th>Days &amp; Times</th>
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Figure 2.

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**Class Sections**

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**Schedule Print**

- Student Specific Permissions
- Include in Dynamic Date Calc
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required
Figure 3.
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 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.
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)