

FLORIDA STATE UNIVERSITY  
OFFICE OF THE PROVOST

# TEXTBOOK ADOPTION APPLICATION GUIDE

DEPARTMENT  
REPRESENTATIVE  
EDITION



Revised November 2016

# **FSU TEXTBOOK ADOPTION APPLICATION GUIDE (FOR DEPARTMENT REPRESENTATIVES)**

**Revised October 2016**

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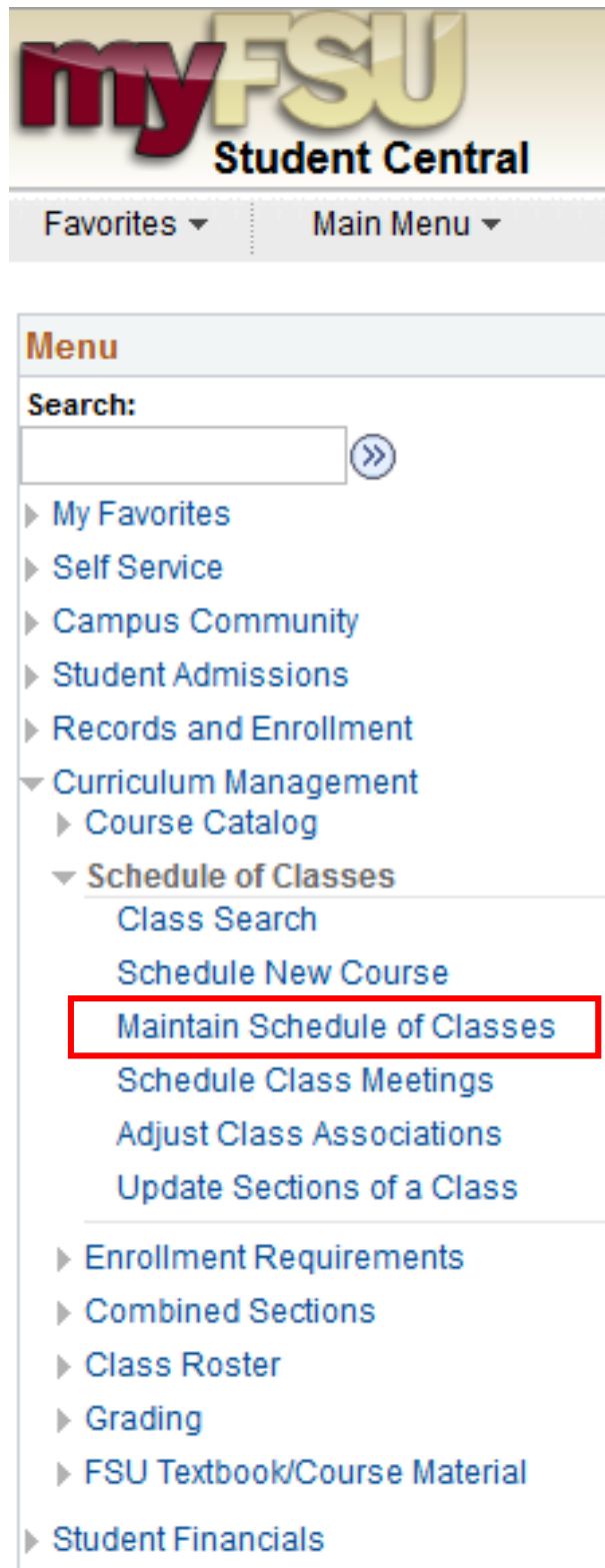
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## Entering the Application

1. Log into the <http://my.fsu.edu> site. Under the **myFSU Links** menu, please select the **SC Icon** to go to Student Central:



2. Under the Student Central **Main Menu**, please select **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**:



The screenshot shows the myFSU Student Central interface. At the top, there is a header with the myFSU logo and the text "Student Central". Below the header, there are two dropdown menus: "Favorites" and "Main Menu". The "Main Menu" dropdown is open, showing a search bar and a list of menu items. The "Curriculum Management" item is expanded, showing a sub-menu. The "Maintain Schedule of Classes" option is highlighted with a red box.

**Menu**

Search:  [»»](#)

- ▶ My Favorites
- ▶ Self Service
- ▶ Campus Community
- ▶ Student Admissions
- ▶ Records and Enrollment
- ▼ Curriculum Management
  - ▶ Course Catalog
  - ▼ Schedule of Classes
    - Class Search
    - Schedule New Course
    - Maintain Schedule of Classes**
    - Schedule Class Meetings
    - Adjust Class Associations
    - Update Sections of a Class
- ▶ Enrollment Requirements
- ▶ Combined Sections
- ▶ Class Roster
- ▶ Grading
- ▶ FSU Textbook/Course Material
- ▶ Student Financials

## Assigning Textbooks / Course Materials

3. Under **Maintain Schedule of Classes**, use the search interface to access the course(s) where textbook adoption is required. **Academic Institution** and **Term** are required fields. Other fields allow for various ways to search for courses, including by **Subject Area** (Course Prefix) and **Catalog Number** (Course Number). Press the **Search** button to retrieve results based on your search criteria:




### Maintain Schedule of Classes

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




Find an Existing Value

#### Search Criteria

Use Saved Search:

Academic Institution: =    
Term: =    
Subject Area: =    
Catalog Nbr: begins with

Academic Career: =

Campus: begins with    
Description: begins with   
Course ID: begins with    
Course Offering Nbr: =    
Academic Organization: begins with

Case Sensitive

Search

Clear


Basic Search 

Save Search Criteria

Delete Saved Search

#### Search Results

View All

First  1 of 1  Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FSU01	2169	MAS	4106	Undergrad	MAIN	APPLD LINR ALGBRA II	006966	1

4. Click on any of the search results to go to that course's information page. Select the **FSU Textbook** tab from the page header to navigate to the textbook adoption interface for the course:

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			
<b>Class Sections</b> Find   View All First 1 of 1 Last					
*Session:	1	1 - Regular Academic	Class Nbr:	9507	+ -
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			
Course Administrator:					<input checked="" type="checkbox"/> Schedule Print
*Academic Organization:	ASMTH	Mathematics			<input type="checkbox"/> Student Specific Permissions
Academic Group:	TRAD	Traditional			<input type="checkbox"/> Include in Dynamic Date Calc
*Holiday Schedule:	CSUSA	All (non ROP) Holiday Schedule			<input type="checkbox"/> Dynamic Date Calc Required
*Delivery Mode:	00	In Person/Traditional			<input type="checkbox"/> Generate Class Mtg Attendance
Primary Instr Section:	0001				<input checked="" type="checkbox"/> Sync Attendance with Class Mtg
					<input type="checkbox"/> GL Interface Required

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

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


<input type="button" value="Course Materials"/>	<input type="button" value="Details"/>	<input type="button" value="Notes"/>	
*Course Material ID	Title	Course Material Type	*Course Material Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="border: 2px solid red;" type="button" value="🔍"/>		▼	+ -

Special Instructions

8



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 **Maintain Schedule of Classes** search screen to complete assignments for other courses by selecting the option in the top navigation bar:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > **Maintain Schedule of Classes** 

[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
Class Section:	0001	Component: Class Lecture	Event ID:	000751155 Total:
Associated Class:	1	Units: 3.00	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

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:	<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	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**

**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		
1967	Abstract Algebra	TEXTBOOK	▼	9780030105593	Hungerford	+ -	

**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 style="width: 50px;" 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 <input type="text"/>	Abstract Algebra	TEXTBOOK	<input style="border: 1px dashed black;" type="text"/> <span style="border: 1px solid red; padding: 2px;">Choice Recommend Required</span>	9780030105593	Hungerford <span style="float: right;">+ -</span>

**Special Instructions**

Save     Notify

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

[Favorites](#) ▾ | [Main Menu](#) ▾ > [Curriculum Management](#) ▾ > [Schedule of Classes](#) ▾ > **Maintain Schedule of Classes**

---

[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

<b>Session:</b>	1	<b>1 - Regular Academic</b>	<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>	3.00	<b>Enrollment Capacity:</b> 25 22
				<b>Estimated Capacity:</b> <input type="text"/>
				<b>Last Updated By:</b> JCUMMINGS

---

**Textbook Assignment**

**Textbook Assignment Status**     Pending     Textbook entry complete

No textbooks assigned to class    [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" value="29424"/>	Linear Algebra and Its Applications	TEXTBOOK	Requir <input type="text"/>	9780321982612	David C. Lay, Steven R. Lay, Judi J. McDonald <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 course from the search results in **Maintain Schedule of Classes**. Then select the **FSU Textbook** tab. Then select the **Create Textbook/Course Material** button:

Figure 1.

### Maintain Schedule of Classes

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

[Find an Existing Value](#)

▼ **Search Criteria**

Use Saved Search:

Academic Institution: =  🔍

Term: =  🔍

Subject Area: =  🔍

Catalog Nbr: begins with

Academic Career: =

Campus: begins with  🔍

Description: begins with

Course ID: begins with  🔍

Course Offering Nbr: =  🔍

Academic Organization: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

**Search Results**

View All First ⏪ 1 of 1 ⏩ Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FSU01	2169	MAS	4106	Undergrad	MAIN	APPLD LINR ALGBRA II	006966	1

Figure 2.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	ESU 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			
<b>Class Sections</b> Find   View All First 1 of 1 Last					
*Session:	1	1 - Regular Academic	Class Nbr:	9507	+ -
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       

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

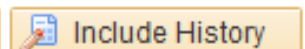
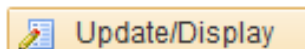
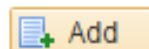
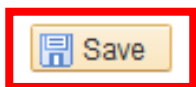
 Include History

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 **Maintain Schedule of Classes** in the top navigation bar to return to the course search interface and assign the new course material you created to the appropriate course. Assign course materials to courses by completing steps 3-12.


## FSU Textbook/Course Material System


Textbook/Course Material ID 30495

<b>Textbook/Course Material</b>		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		

 Save

 Add

 Update/Display

 Include History

## 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)