

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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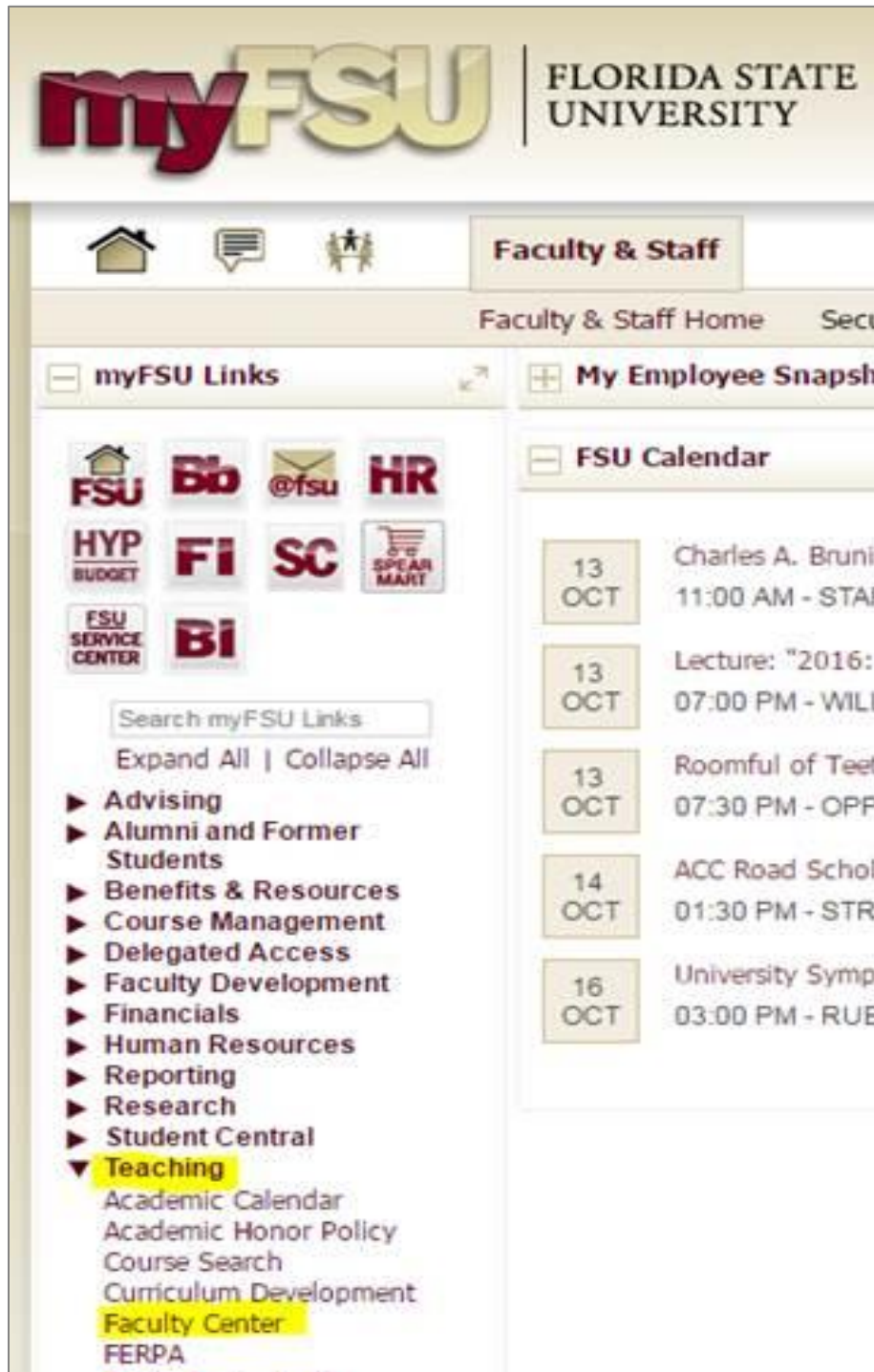
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Entering the Application

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

Figure 2.

| | | |
|--------------------------------|--------------------------------|------------------------------|
| Faculty Center | Advisor Center | Search |
| my schedule | class roster | grade roster |

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

| | | |
|---------------|---------------|--|
| Status | Required | Linear Algebra and Its Applications, Author: David C. Lay, Steven R. Lay, Judi J. McDonald, Publisher: Pearson, Edition: 5th |
| ISBN | 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 | | MAP 2480-0001 (5038) | BIOCALC COMPUTER LAB (Laboratory) | 0 | Mo 2:30PM - 4:15PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | Go | | MAP 2480-0002 (5056) | BIOCALC COMPUTER LAB (Laboratory) | 11 | Tu 2:00PM - 3:45PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | Go | | MAP 2480-0003 (5057) | BIOCALC COMPUTER LAB (Laboratory) | 0 | Th 2:00PM - 3:45PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | Go | | MAS 4106-0001 (9507) | APPLD LINR ALGBRA II (Class Lecture) | 22 | TuTh 12:30PM - 1:45PM | LOV 0201 | Aug 29, 2016- Dec 16, 2016 |
| | Go | | MAT 5933-0002 (5193) | SPECIAL TOPICS/MATH (Class Lecture) | 1 | TBA | TBA | Aug 29, 2016- Dec 16, 2016 |
| | Go | | MAT 5933-0003 (5195) | 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

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 | ISBN | Author |
|--|-------|----------------------|-------------------------|------|--------|
| <input style="width: 95%; border: none;" 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 Material ID | Title | Course Material Type | *Course Material Status | ISBN | Author | | |
|----------------------|----------------------|----------------------|-------------------------|------|--------|----------------------------------|----------------------------------|
| <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:
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

| | | | |
|------------------------------|--------------------------|-----------------------------|---|
| 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 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"/> <ul style="list-style-type: none"> Choice Recommend Required | 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 |
|--|--|----|-----------------|--------------------------------------|--------------------------------------|----------|------------------------|----------|----------------------------|
| | | | | MAP 2480-0001 (5038) | BIOCALC COMPUTER LAB (Laboratory) | 0 | Mo 2:30PM - 4:15PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | | | | MAP 2480-0002 (5056) | BIOCALC COMPUTER LAB (Laboratory) | 11 | Tu 2:00PM - 3:45PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | | | | MAP 2480-0003 (5057) | BIOCALC COMPUTER LAB (Laboratory) | 0 | Th 2:00PM - 3:45PM | MCH 0107 | Aug 29, 2016- Dec 16, 2016 |
| | | | | MAS 4106-0001 (9507) | APPLD LINR ALGBRA II (Class Lecture) | 22 | TuTh 12:30PM - 1:45PM | LOV 0201 | Aug 29, 2016- Dec 16, 2016 |
| | | | | MAT 5933-0002 (5193) | SPECIAL TOPICS/MATH (Class Lecture) | 1 | TBA | TBA | Aug 29, 2016- Dec 16, 2016 |
| | | | | MAT 5933-0003 (5195) | 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

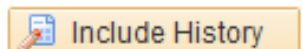
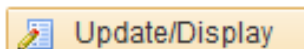
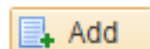
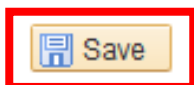
 Include History

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. | | | | |
| Bookstore Notes/Verification | | | | | |
| Bookstore Notes: | <div style="border: 1px solid #ccc; height: 60px;"></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. | | | | |
| 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 | | |

 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

Phone: 850.644.1050

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