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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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**:
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:** = FSU01
- **Term:** = 2169
- **Subject Area:** = MAS
- **Catalog Nbr:** begins with 4106

**Academic Career:**

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

**Search Results**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Academic Career</th>
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<tbody>
<tr>
<td>FSU01</td>
<td>2169</td>
<td>MAS</td>
<td>4106</td>
<td>Undergrad</td>
<td>MAIN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:
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 **Maintain Schedule of Classes** search screen to complete assignments for other courses by selecting the option in the top navigation bar:
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 to 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 **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.
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.

Use Saved Search:

- **Academic Institution:** FSU01
- **Term:** 2169
- **Subject Area:** MAS
- **Catalog Nbr:** 4106

Search Results

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</tbody>
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Figure 2.
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 **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.
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)