

## Enter My Textbooks

Instructors enter bibliographic details of instructional materials for their assigned classes.

Course Material Types include: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.


Before the start of this procedure, turn off your browser's pop-up blocker.

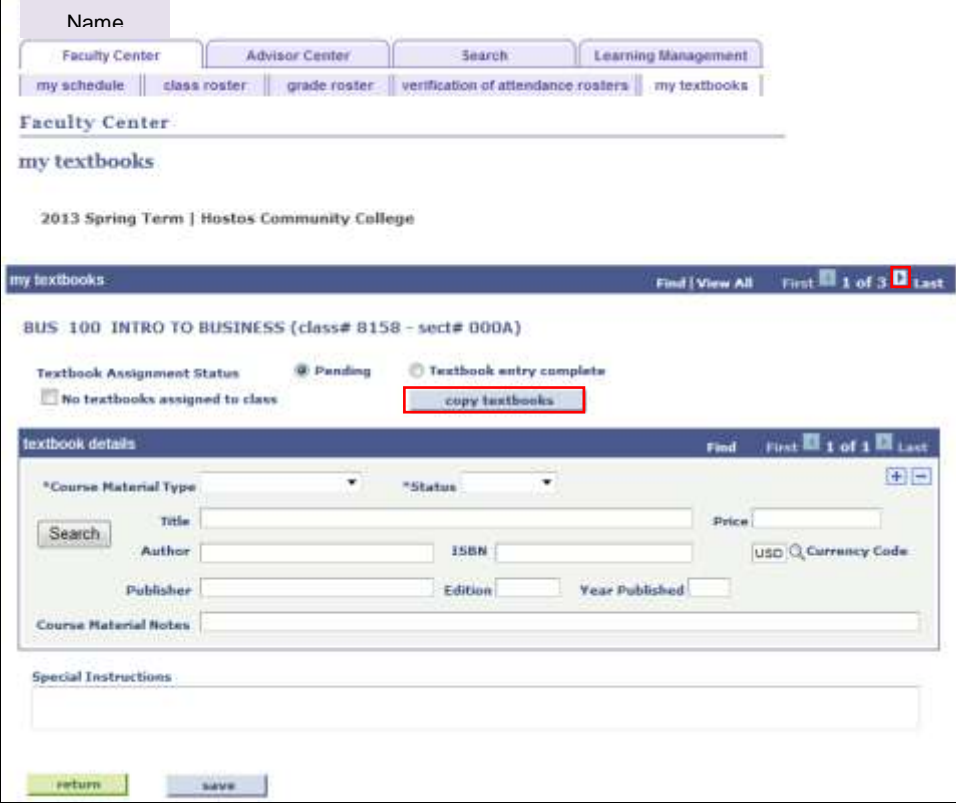
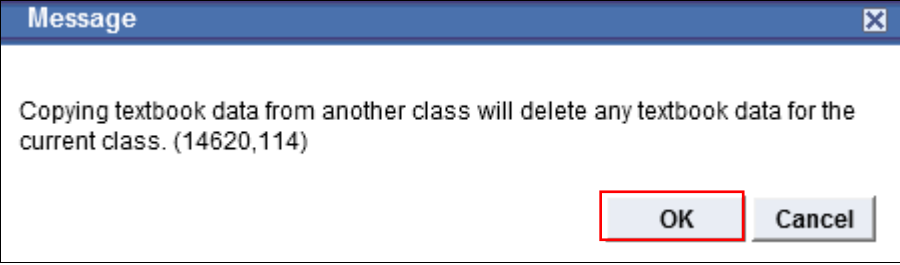
Textbook details may be entered in three ways on a row:

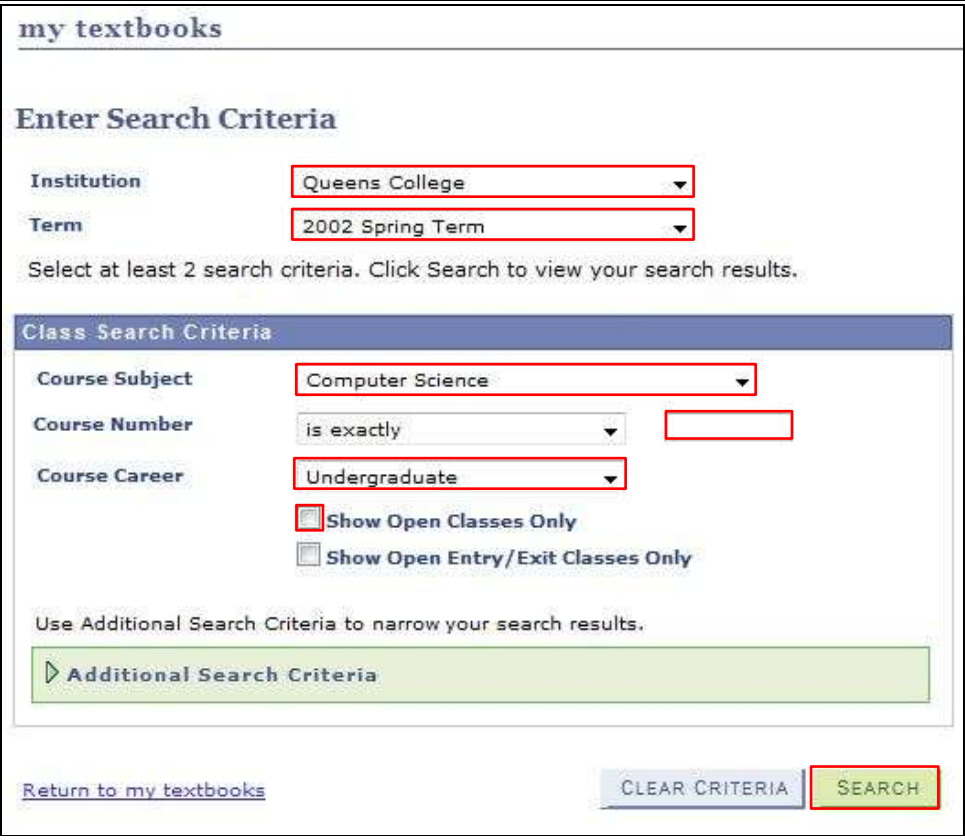




1. Copy instructional materials from other class sections;
2. Use the integrated WebSearch function; and
3. Manually.

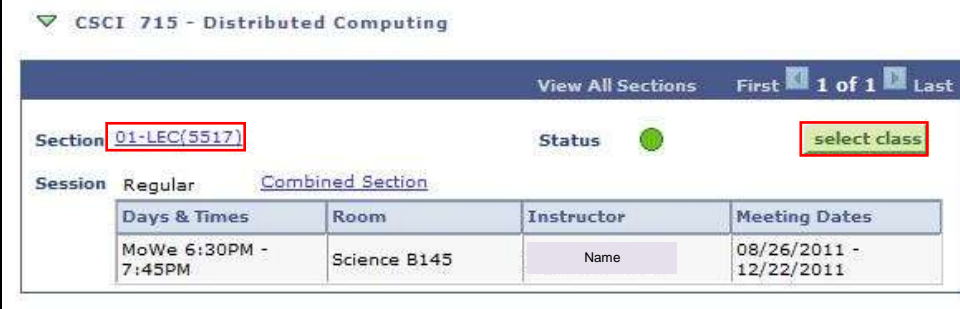


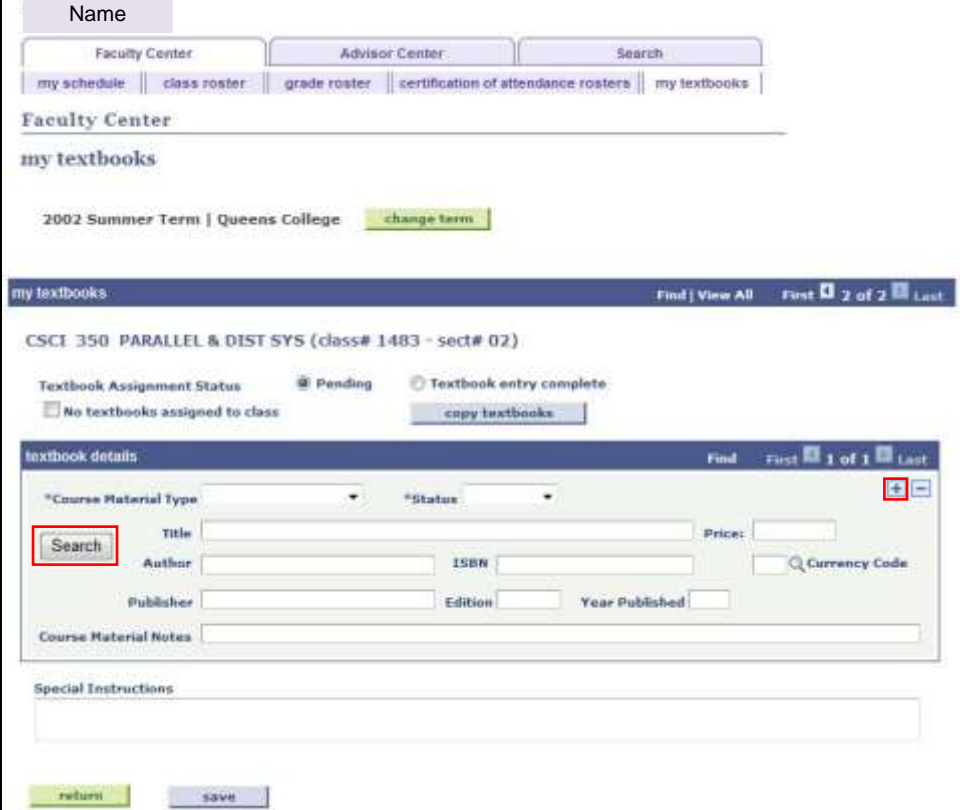

When applicable, enter copy textbooks rows first as it will overwrite existing textbook details.


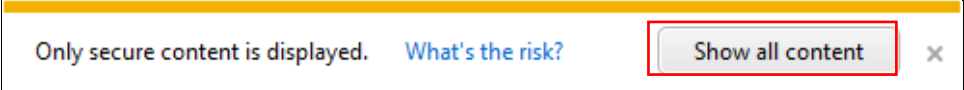
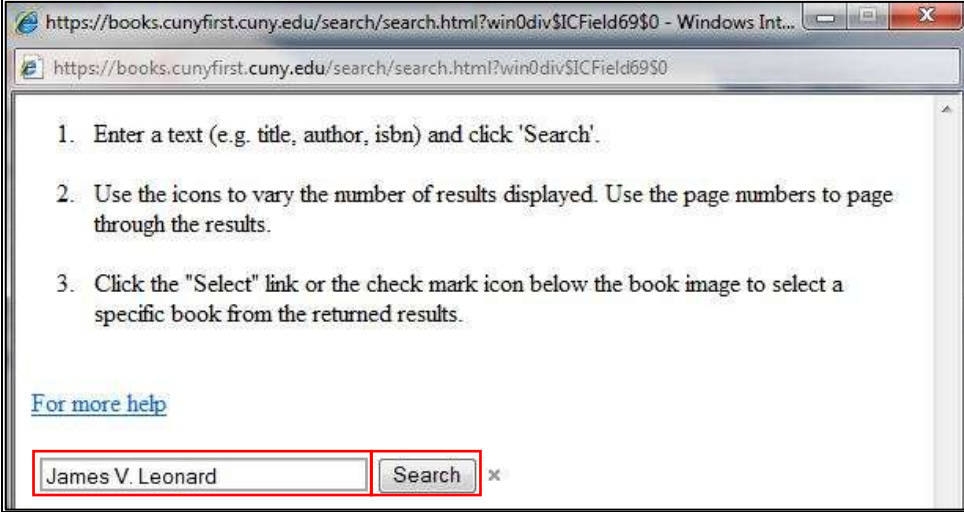
Note: Parts of images may be obscured for security reasons.

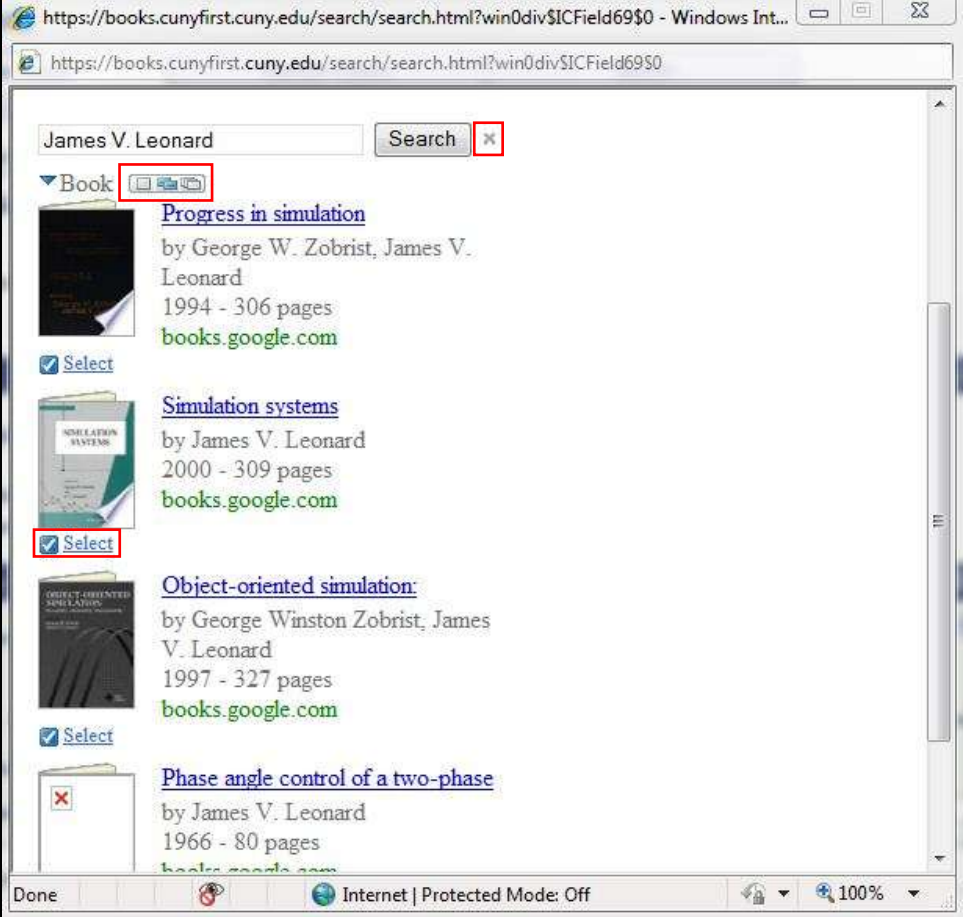


| Step | Action   |
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| 1.   | Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul> |
| 2.   | Navigate to: <b><u>Self Service &gt; Faculty Center &gt; My Textbooks</u></b>  |

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| <p>3.</p> |  <p><b>Method 1 – Copy instructional materials from other class sections.</b><br/> On the <b>my textbooks</b> page in the <b>my textbooks</b> section header, select the row of the class section in which to enter details of instructional materials.</p> |
| <p>4.</p> | <p>Select the <b>copy textbooks</b> button to go to the <b>Enter Search Criteria</b> page.</p>   |
| <p>5.</p> |  <p>This message displays to warn that all existing textbook data will be overwritten.<br/> Click the <b>OK</b> button.</p>  |

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| <p>6.</p>  |  <p>On the <b>Enter Search Criteria</b> page, click the <b>Institution</b>  dropdown box icon; and then select the correct college or school.</p>  |
| <p>7.</p>  | <p>Click the <b>Term</b>  dropdown box icon; and then select the correct term.</p>  |
| <p>8.</p>  | <p>In the <b>Class Search Criteria</b> section, click the <b>Course Subject</b>  dropdown box icon; and then select the correct subject.</p> <p><b>Note: At least two Class Search Criteria must be selected in this section.</b></p> |
| <p>9.</p>  | <p>Enter the <b>Course Number</b> displayed in the Course Catalog.</p>   |
| <p>10.</p> | <p>Click the <b>Course Career</b>  dropdown box icon; and then select the correct career.</p>   |
| <p>11.</p> | <p>Click the <input checked="" type="checkbox"/> <b>Show Open Classes Only</b> checkbox to view both open and closed sections.</p>   |
| <p>12.</p> | <p>Click the <b>Search</b> button.</p>   |

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| <p>13.</p> |  <p>On the <b>my textbooks Search Results</b> page, courses are listed in alphabetical order.</p> <p><b>Note: Status displays as either an  Open icon or a  Closed icon.</b></p> <p>Select the <b>Section</b> link to view class details.</p> |
| <p>14.</p> | <p>Verify that the instructional materials displayed are the correct entries to be copied to the new section, and then click the <b>select class</b> button on the <b>Class Details</b> page. The copied details display on the <b>my textbooks</b> page.</p>   |
| <p>15.</p> |  <p><b>Method 2 - Use the integrated WebSearch function.</b></p> <p><b>Note: Prior to using this functionality, turn off your browser's pop-up blocker.</b></p> <p>As needed in the <b>textbook details</b> area, to add additional materials, click the  <b>Add a new row</b> icon.</p>                                    |

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| <p>16.</p> | <p>On the <b>my textbooks</b> page to use the integrated WebSearch function, select the <b>Search</b> button in the <b>textbook details</b> row.</p> <p><b>Note: If copied textbooks materials have already been selected, then add a row and select the Search button on the new row.</b></p>               |
| <p>17.</p> |   <p>If your browser displays a <b>Security Warning</b> similar to those shown above, select the option to view all webpage content.</p> |
| <p>18.</p> |  <p>A separate window pop-ups displaying the <b>Search</b> window.</p> <p>Enter search criteria as text and click the <b>Search</b> button to display the search results.</p>  |

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| <p>19.</p> |  <p>Icons appear   next to the type of instructional material to view from right to left one, more or all results.</p> <p>To discard the search results and perform another search, click the <b>x</b> delete icon next to the <b>Search</b> button.</p> |
| <p>20.</p> | <p>Click the <b>Select</b> link of instructional materials to obtain the textbook details data.</p>   |

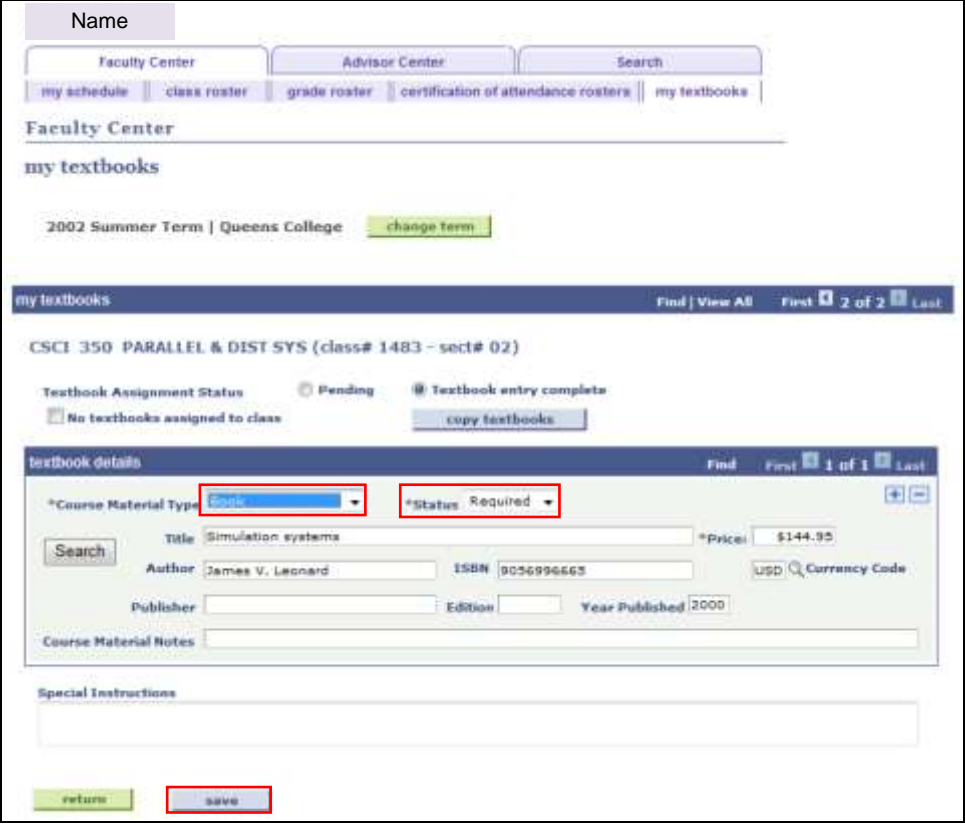


21.

The screenshot shows the 'my textbooks' section of the CUNYfirst system. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are links for 'my schedule', 'class roster', 'grade roster', 'certification of attendance rosters', and 'my textbooks'. The 'Faculty Center' is selected, and the 'my textbooks' page is displayed for the '2002 Summer Term | Queens College'. A 'change term' button is visible. The main content area shows a list of textbooks, with one entry selected: 'CSCI 350 PARALLEL & DIST SYS (class# 1483 - sect# 02)'. The 'Textbook Assignment Status' is 'Pending'. Below this is a 'textbook details' form. The form has several fields: '\*Course Material Type', '\*Status', 'Title' (Simulation systems), 'Price' (144.95), 'Author' (James V. Leonard), 'ISBN' (9056996665), 'Publisher', 'Edition', and 'Year Published' (2000). The 'Price' field is highlighted with a red box. At the bottom of the form, there are 'return' and 'save' buttons, with the 'save' button also highlighted with a red box.


Some **textbook** details fields may auto-fill as in the example above.

If not, then enter found bibliographic details in the corresponding fields in the **textbook details** area.

**Note:** *The Price field must be entered to save the data.*

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| <p>22.</p> |  <p>Click the <b>Course Material Type</b>  dropdown box icon, and then select a description of the instructional materials from the item list.</p> <p>Choose from these types of Course Materials: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.</p> |
| <p>23.</p> | <p>Click the <b>Status</b>  dropdown box icon, and then select either the <b>recommend</b> or <b>required</b> list item.</p>  |
| <p>24.</p> | <p>Click the <b>save</b> button.</p>   |



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| <p>25.</p> |  <p><b>Method 3 - Manual.</b><br/>       As needed on the <b>textbook details</b> header, select the <b>Add a new row</b> icon.</p> |
| <p>26.</p> | <p>Enter additional instructional materials manually for the same section.</p> <p><b>Note: The Price field must be entered to save the data.</b></p>  |

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| <p>27.</p>                      |  <p>Click the <b>save</b> button.</p> <p><b>Note: The save button may be used at any time to retain copied, searched or entered instructional materials information.</b></p>                 |
| <p>28.</p>                      | <p>When all course materials are entered, select the <b>Textbook entry complete</b> radio button to display all of the entries in self-service.</p> <p><b>Note: Once the Textbook entry complete radio button is selected, no changes may be made to the entered data.</b></p> |
| <p><b>End of Procedure.</b></p> |  |