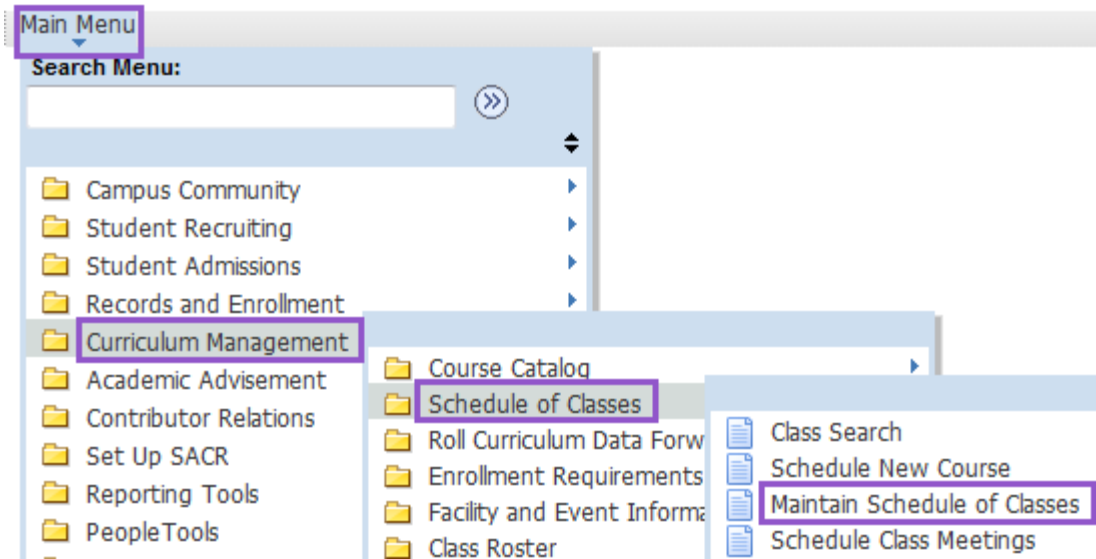


Assign Textbook

1. Click the **Main Menu** button.
 Click the **Curriculum Management** menu.
 Click the **Schedule of Classes** menu.
 Click the **Maintain Schedule of Classes** menu.



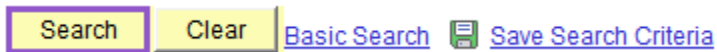
2. Enter the desired information into the **Term** field. Enter a valid value e.g. "1147".
 Enter the desired information into the **Course ID** field. Enter a valid value e.g. "000101".

▼ Search Criteria

Academic Institution:	=	▼	LSUHS	🔍
Term:	=	▼		🔍
Subject Area:	=	▼		🔍
Catalog Nbr:	begins with	▼		
Academic Career:	=	▼		▼
Campus:	begins with	▼		🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

Job Aid

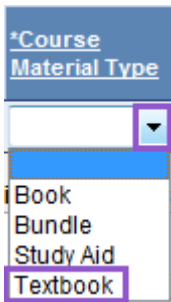
3. Click the **Search** button.



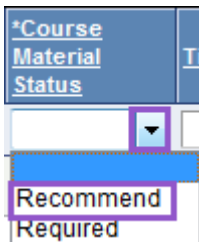
4. Click the **Textbook** tab.



5. Click the button to the right of the **Course Material Type** field.
Click the **Textbook** list item.



6. Click the button to the right of the **Course Material Status** field.
Click the **Recommend** list item.



7. Enter the desired information into the **Title** field. Enter a valid value e.g. "**Name of textbook**".
Enter the desired information into the **ISBN** field. Enter a valid value e.g. "**ISBN number**".
Enter the desired information into the **Author** field. Enter a valid value e.g. "**Author's name**".

Title	ISBN	Author

NOTES: The **Details** Tab shows the Publisher, Edition, Year Published, Price, and the Currency code for the textbook.

Seq No	*Course Material Type	*Course Material Status	Title	Publisher	Edition	Year Published	Price	Currency Code
1	Textbook	Recomm	How to Lie with Statistics					USD

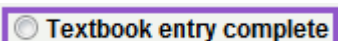
NOTE: The **Notes** Tab shows any Course Material Notes, if there are any.

Each screen has the **Special Instructions** field.

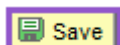
Seq No	*Course Material Type	*Course Material Status	Title	Course Material Notes
1	Textbook	Recomm	How to Lie with Statistics	

Special Instructions

8. Click the **Textbook entry complete** option.

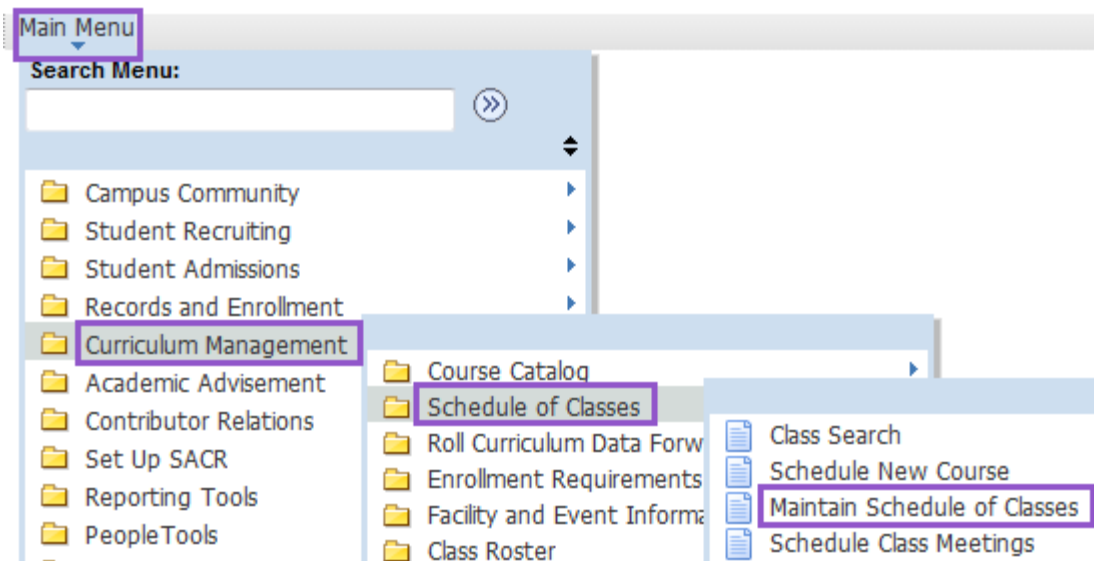


9. Click the **Save** button.



Copy Textbook Information

1. Click the **Main Menu** button.
Click the **Curriculum Management** menu.
Click the **Schedule of Classes** menu.
Click the **Maintain Schedule of Classes** menu.



2. Enter the desired information into the **Term** field. Enter a valid value e.g. "1147".
Enter the desired information into the **Course ID** field. Enter a valid value e.g. "003535".

▼ Search Criteria

Academic Institution:	=	▼	LSUHS	🔍
Term:	=	▼		🔍
Subject Area:	=	▼		🔍
Catalog Nbr:	begins with	▼		
Academic Career:	=	▼		▼
Campus:	begins with	▼		🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

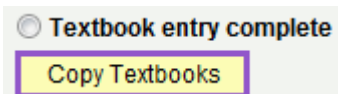
- Click the **Search** button.



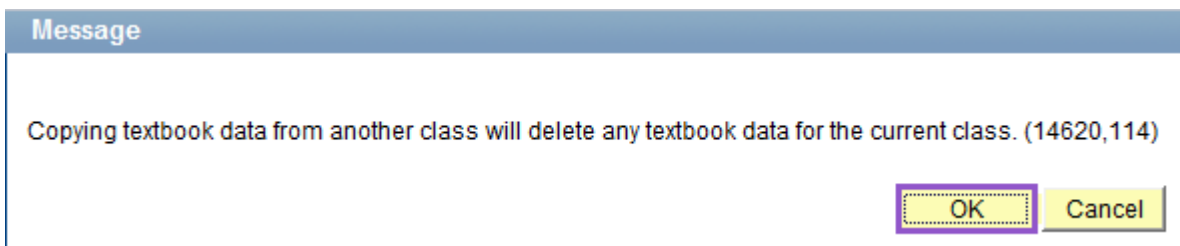
- Click the **Textbook** tab.



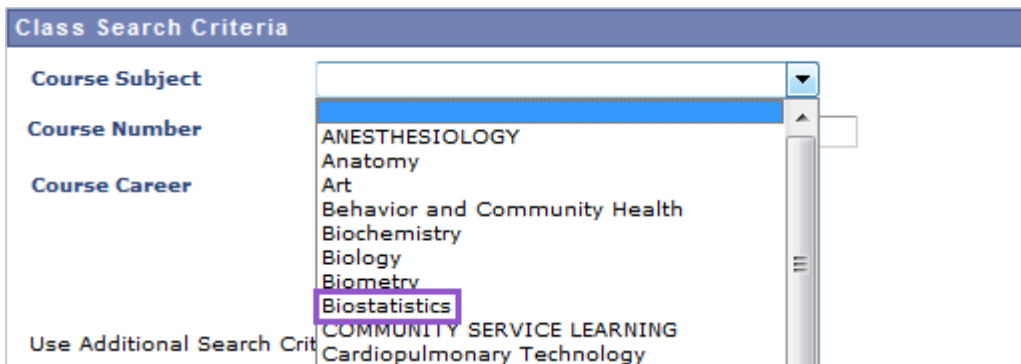
- Click the **Copy Textbooks** button.



- A warning message will display.
Click the **OK** button.



- Click the button to the right of the **Course Subject** field.
Click the **Biostatistics** list item.

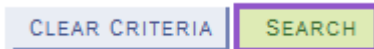


Job Aid

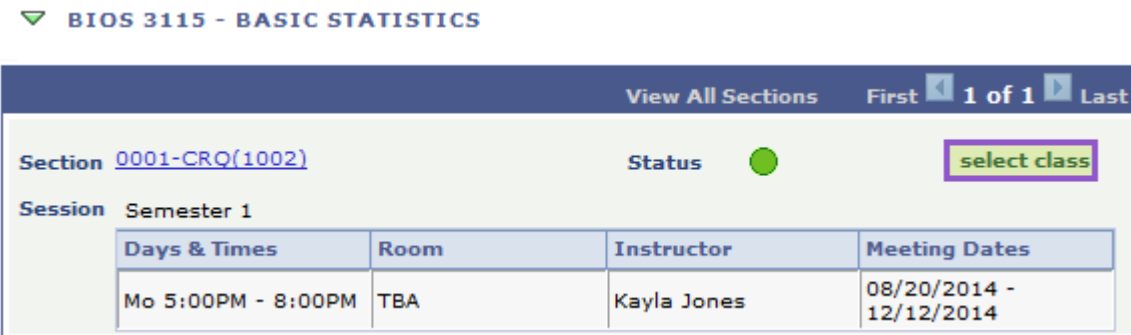
8. Click the button to the right of the **Course Career** field.
Click the **Nursing, Undergraduate** list item.



9. Click the **Search** button.



10. Click the **Select Class** button.



11. Click the **Textbook entry complete** option.
Click the **Save** button.

