Assign Textbooks

Federal legislation requires that book titles, ISBN numbers, and prices of required and recommended books and other materials for any course are included on the institution's electronic schedule of courses in time for student registration for 2010 summer and fall courses.

The University of Iowa will fulfill this requirement by listing, on ISIS, the name of the bookstore at which textbooks were ordered. Prior to early registration, instructors should forward (to their appropriate departmental person) information about which bookstore(s) they plan to use. That information will be displayed in ISIS. It will also be possible (but not necessary) to enter ISBN information if the faculty member prefers to do so. Instructors should order their books as early as possible so that the relevant bookstore(s) can display textbook information for the instructors' courses.

Textbook information need not be supplied by early registration if:

- An instructor has not been assigned to the course
- The course is new or under development
- Materials are not yet available (e.g., new textbook)

NOTE THAT TEXTBOOK ORDERS MUST BE FINALIZED FOUR WEEKS PRIOR TO THE START OF THE SEMESTER.

The following disclaimer will appear on ISIS:

The following textbook and material information is for planning purposes only and could be modified. Final textbook information will be available four weeks before the start of the semester. Please check then to finalize your textbook and material purchases.

ENTERING TEXTBOOK INFORMATION:

In order to assign textbook information to a course the following procedures may be followed by an authorized user. Click for printable version.
Offerings Planner – Assigning Textbooks

This is how to assigning textbooks for a section in MAUI.

1) After adding a course section, click view link for the desired section.

2) This link goes to the Summary screen for the selected section.
   ➢ Select Textbooks from the drop down list, or click Textbooks link.
**Offerings Planner – Assigning Textbooks (cont.)**

**No Textbooks Required Example**

1) Check **No Book Required** box.
2) Check **Copy to all sections** box (if applicable).
3) Click **Save no book required indicator**.

You will receive the following message, and the **Update Date** will display.
Textbooks Required Example

1) Click Create new textbook.

2) Select one of the three options to add textbook information:
   A. Select bookstore
   B. Enter book details
   C. Enter other resource

   ➢ Please note – you may enter one or more resource(s).

   A.1) Click Select bookstore.
Offerings Planner – Assigning Textbooks (cont.)

Textbooks Required – Select Bookstore Example (cont.)

A.2) Select **Book Store** from the drop down list.
A.3) Check **Add to all sections** (if applicable).
A.4) Click **Save**.

You will receive the following message, and the added resource will display.

Textbooks Required – Enter book details example

B.1) Click **Enter book details**
Offerings Planner – Assigning Textbooks (cont.)

Textbooks Required – Enter book details example (cont.)

B.2) If using this option, all fields are required.
B.3) Check **Add to all sections** (if applicable).
B.4) Click **Save**.

You will receive the following message, and the added resource will display.

Textbooks Required – Enter other resource example

C.1) Click **Enter other resource**.
C.2) Enter information in text box.
C.3) Check **Add to all sections** (if applicable).
C.4) Click **Save**.

You will receive the following message, and the added resource will display.

When finished adding all resources, click **Return to Summary**.