BOOKLIST INSTRUCTIONS AND REFERENCE MANUAL FOR CUNY FACULTY

Office of Academic Affairs
535 East 80th Street
New York, NY 10075

INTRODUCTION

CUNY colleges are required by the 2008 Higher Education Opportunity Act (HEOA) to publicize the materials assigned for each course section (books, coursepacks, CDs) before the term begins. This information is intended to help students plan their access to and/or purchase of course materials. Particularly in a challenging economic climate, students benefit from having time to explore all of their options and seek competitive pricing. At the same time, having this information easily accessible helps the campus bookstores order materials promptly.

To that end, the BookList application has been prepared by Central Office Computing & Information Services (CIS) staff. The staff acknowledges the Brooklyn College CIS team for the program on which this application is based, and for its collaboration and assistance throughout.

By October, 2011, the various books and other materials that will be required for each Spring 2012 course must be entered in this system. Information may be entered by individual faculty members holding responsibility for a course or course section, and/or by designated departmental administrators.

All faculty should be able to access the BookList application and enter/edit course material information by virtue of their course assignments, as reflected by their accounts associated with the CUNY Portal Login (http://portal.cuny.edu). If you are a faculty member who has not yet claimed your CUNY Portal account, please note that it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

Departmental administrators are granted access to enter/edit book/materials data for all courses and sections within their specified departments. This access is granted by a campus administrator. You can find a full list of campus administrators on page 27 of this manual.
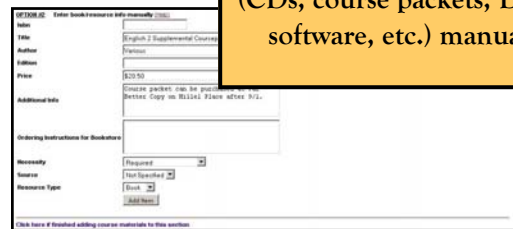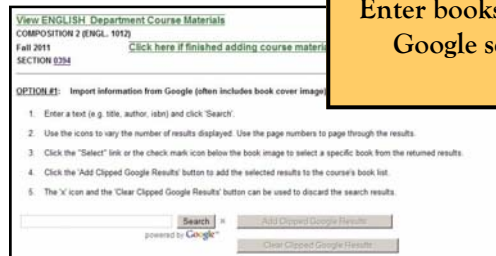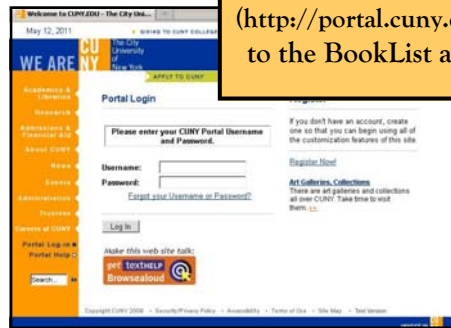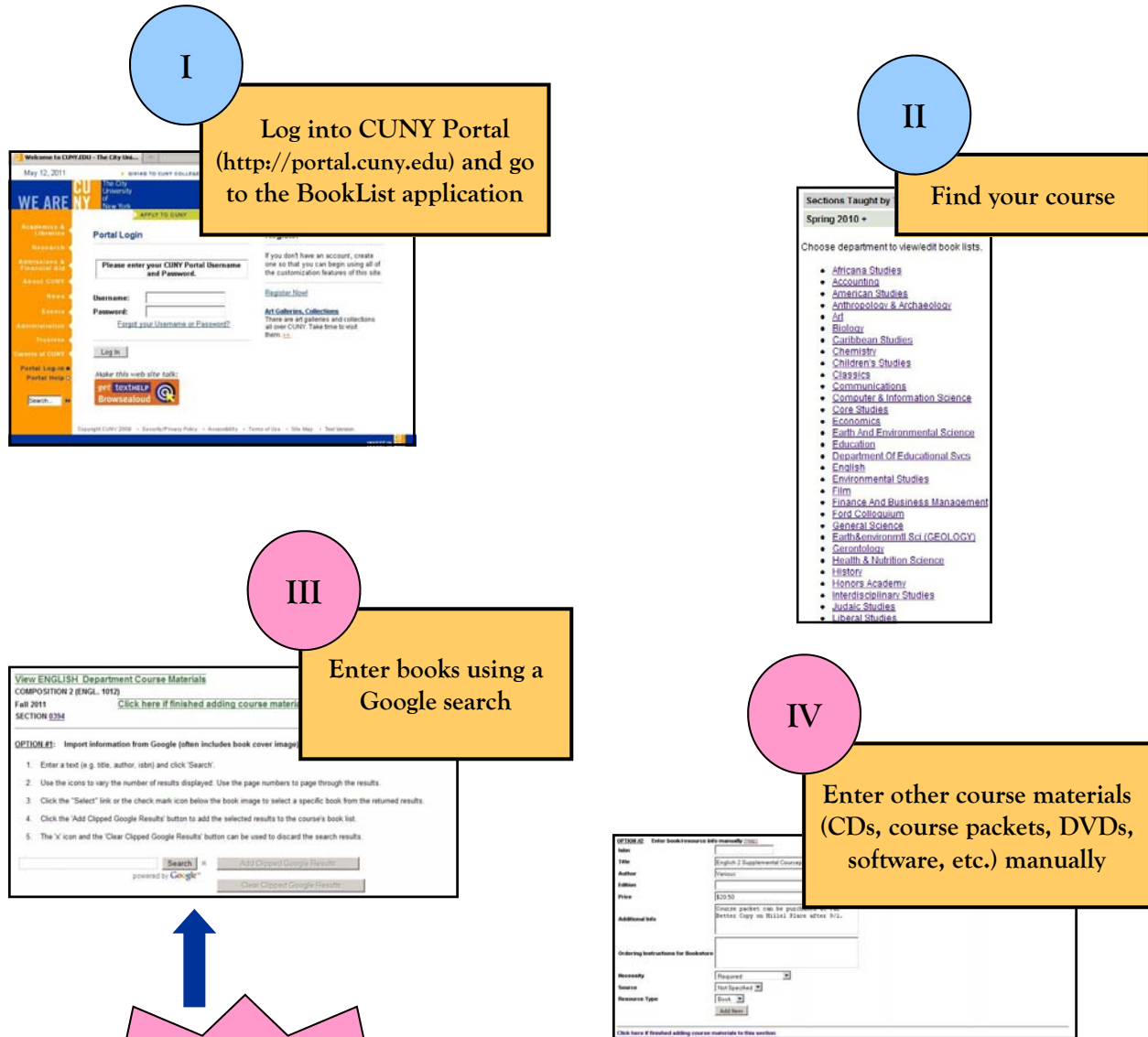
The following pages will walk you through sample information submissions. The manual also features a number of Frequently Asked Questions (FAQs) and responses.

You may also visit the CUNY Library Services website dedicated to information about the textbook and course materials requirements of the Higher Education Opportunity Act (HEOA) : http://www.cuny.edu/about/administration/offices/OLS/about-heoa.html.

Finally, keep in mind that Computing and Information Services (CIS) maintains an online Textbook Savings fact sheet, which presents tips and resources for locating affordable versions of textbooks. If possible, please direct your students to this resource: http://www.cuny.edu/about/resources/student/textbook-savings.html

BOOKLIST CHEAT SHEET / INSTRUCTION MAP

If you're already familiar with BookList system, you can use this as a cheat sheet. If you don't know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other faculty members' course materials lists!)

I

Log into CUNY Portal (http://portal.cuny.edu) and go to the BookList application

II

Find your course

III

Enter books using a Google search

IV

Enter other course materials (CDs, course packets, DVDs, software, etc.) manually

Warning: If you complete these steps incorrectly, you may do harm to the course materials lists of other faculty members. Make sure that you fully read the instructions before and/or while completing these steps.

OR

V

Duplicate a course materials list from the current semester

OR

VII

Indicate that no materials are needed for your course

You can also...
- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) [Please Select] Go
- View Book Lists By Department: [English] Go
- View Book Lists For Other Terms: [Please Select] Go

Course Materials List for Fall 2011	Add a New Book / Material	No Course Materials Needed
Department:	ENGLISH Click Here to Return to Department Listing and Access Reports	
Course:	COMPOSITION 2 (ENGL. 1012)	
Section:	MW11A (reg. code 0393)	No Book List

VIII

Check your course materials list

IX

Generate a report to send to the bookstore

Reports for Fall 2011 (Change Report Term [-Please Select-] Go)

within Department

[English]

Date from: 06-09-2011 .... (MM-DD-YYYY)
Date to: 06-09-2011 .... (MM-DD-YYYY)

Specify format: ⊙ Excel ○ HTML

[Submit]

Sections with Missing Course Materials list [Please Select] Go
Tallies by a Book/Course Material [Please Select] Go
Tallies by a Book/Course Material **EXCEL FORMAT** [Please Select] Go
Sections where no Course Materials are needed [Please Select] Go

TABLE OF CONTENTS

I. GETTING STARTED: CUNY PORTAL

1. Log in to CUNY Portal: http://portal.cuny.edu

1.2 If you do not yet have a CUNY Portal account, you can create one by clicking here.

1.1 Enter your CUNY Portal username and password here; click "Log In."

Tip: After you create a CUNY Portal account, it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

2. Check your Primary College in CUNY Portal

Many people teach or work at more than one CUNY campus, or are both a graduate student and an instructor. To access your course materials at a specific CUNY campus, make sure that your CUNY Portal profile lists your primary affiliation as that campus.

2.1 Click "My Profile" to view your profile.

2.2 If necessary, click "modify" to change your primary college affiliation.

2.3 After you click "Modify," you will be able to select the correct campus from the drop-down menu.

3. Find the BookList icon on your CUNY Portal home page

3.1 Click "My Page" to return to the CUNY Portal home page.

3.2 Look on the CUNY Portal home page for the BookList icon; click on the icon.

II. Finding Your Course

1. Look for a list of your courses on the BookList home page

OR

2. Click on your department to find your course

1.1 Look for your list of courses on the BookList home page.

1.2 Click on "+" to expand the list of courses.

1.3 After you click "+" you will see a full list of your courses. Click on a course to create or edit its course materials list, and skip to page 7.

Sections Taught by Term

Spring 2010 +

Choose department to view/edit book lists.

- Africana Studies
- Accounting
- American Studies
- Anthropology & Archaeology
- Art
- Biology
- Caribbean Studies
- Chemistry
- Children's Studies
- Classics
- Communications
- Computer & Information Science
- Core Studies
- Economics
- Earth And Environmental Science
- Education
- Department Of Educational Svcs
- English
- Environmental Studies
- Film
- Finance And Business Management
- Ford Colloquium
- General Science
- Earth&environmtl Sci (GEOLOGY)
- Gerontology
- Health & Nutrition Science
- History
- Honors Academy
- Interdisciplinary Studies
- Judaic Studies
- Liberal Studies

2.1 Click on your department to go to a full list of courses.

Sections Taught by Term

Spring 2010 -

Department	Course Abbr	Credits	Code	Section
ENGLISH	ENG 2.	3	414	MW2A
ENGLISH	ENG 2.	3	416	MW3A

Tip: If there are multiple instructors of record for a course, all will have access to the text list for the course. To ensure accuracy and avoid confusion, coordinate with co-instructors early in the process of creating your course materials list in BookList.

2.2 BookList will bring you to a list of course offerings for your department. The "Add a New Book / Material" button and the "Edit Book List" link will appear beneath the courses for which you have full editing privileges.

Access Reports
Switch to Tabular
Manage "No Cou

Course Materials List for Fall 2011 (Change Term: Please Select ▾ Go)

ENGLISH DEPARTMENT (Change Department: Please Select ▾ Go)

THE EPIC GENRE (CMLT. 3601)

SECTION: TR2 (reg. code 2320)   No Book List

📖 Add a New Book / Material   Edit Book List

2.3 If necessary, use this drop-down menu to choose a different semester.

MOD STORY & NOVELLA (CMLT. 3608)

SECTION: U12 (reg. code 3713)   No Book List

📖 Add a New Book / Material   Edit Book List

AFRICAN LIT (CMLT. 3619)

SECTION: MW11 (reg. code 1914)

📖 Add a New Book / Material   Edit Book List

Tip: You will only be able to edit the course materials list for the courses for which you are the instructor of record. If you do not have access to any courses for which you think you are the instructor of record, contact your departmental secretary.

CARIBBEAN LITERATURE (CMLT. 3623)

SECTION: ET6 (reg. code 3616)

📖 Add a New Book / Material   Edit Book List

2.4 To create a new course materials list, click "Add a New Book / Material."
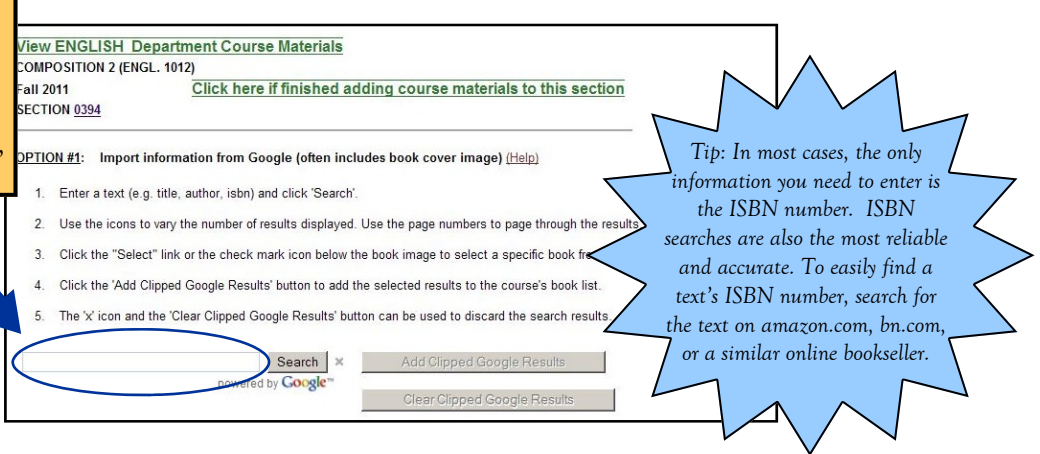
2.5 To edit an existing course materials list, click "Edit Book List."

III. Adding Texts Through a Google Search

The BookList system uses a Google search function to make text lists more accurate and standardized. This option can only be used for books and, in some cases, ebooks. All other course materials (course packets, DVDs, software, etc.) must be entered manually. (See "Adding Items Manually" on page 11.) Once you locate your book using a Google search, you can add a note to your students in the book's record–to indicate that they may (or may not) purchase an alternate edition of the text, to indicate that they can find a copy of the text on reserve in the library, to indicate that they can rent the book, and/or to indicate that they can access a free copy of the text online.
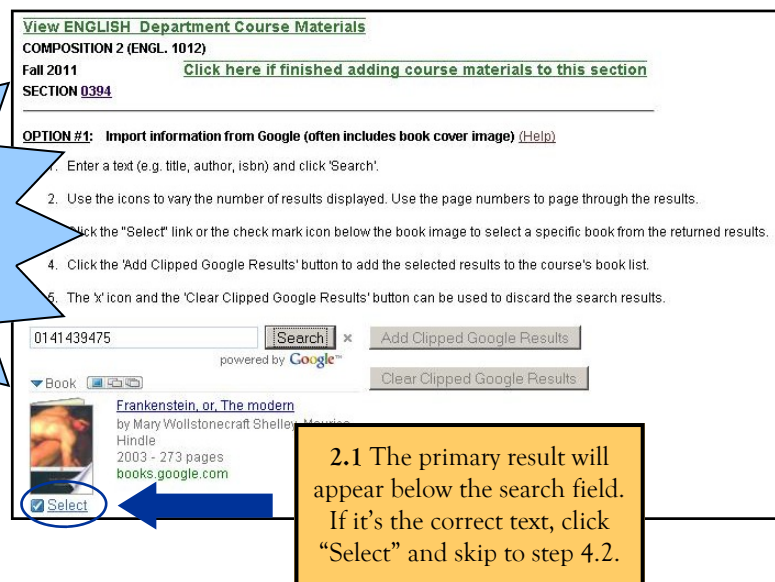
1. Enter in search terms for your text

1.1 Enter text title, author, publisher, and/or ISBN number here and then click "Search."

View ENGLISH Department Course Materials
COMPOSITION 2 (ENGL. 1012)
Fall 2011   Click here if finished adding course materials to this section
SECTION 0394

OPTION #1:   Import information from Google (often includes book cover image) (Help)

1.   Enter a text (e.g. title, author, isbn) and click 'Search'.
2.   Use the icons to vary the number of results displayed. Use the page numbers to page through the results
3.   Click the "Select" link or the check mark icon below the book image to select a specific book fr
4.   Click the 'Add Clipped Google Results' button to add the selected results to the course's book list.
5.   The 'x' icon and the 'Clear Clipped Google Results' button can be used to discard the search results

[ ] Search ×   Add Clipped Google Results
powered by Google™   Clear Clipped Google Results

Tip: In most cases, the only information you need to enter is the ISBN number. ISBN searches are also the most reliable and accurate. To easily find a text's ISBN number, search for the text on amazon.com, bn.com, or a similar online bookseller.

2. Check primary result

*Tip: There may be dozens of different editions of a given text, but each different edition has its own ISBN number and its own record in Google. In almost all cases you should be able to find the **exact** edition you want to assign, particularly if you have included the ISBN number in your search.*

View ENGLISH Department Course Materials
COMPOSITION 2 (ENGL. 1012)
Fall 2011   Click here if finished adding course materials to this section
SECTION 0394

OPTION #1:   Import information from Google (often includes book cover image) (Help)

1.   Enter a text (e.g. title, author, isbn) and click 'Search'.
2.   Use the icons to vary the number of results displayed. Use the page numbers to page through the results.
3.   Click the "Select" link or the check mark icon below the book image to select a specific book from the returned results.
4.   Click the 'Add Clipped Google Results' button to add the selected results to the course's book list.
5.   The 'x' icon and the 'Clear Clipped Google Results' button can be used to discard the search results.

0141439475   Search ×   Add Clipped Google Results
powered by Google™   Clear Clipped Google Results

▼ Book

Frankenstein, or, The modern
by Mary Wollstonecraft Shelley, Maurice
Hindle
2003 - 273 pages
books.google.com

☑ Select

2.1 The primary result will appear below the search field. If it's the correct text, click "Select" and skip to step 4.2.

3. Check secondary results

View ENGLISH_Department Course Materials
COMPOSITION 2 (ENGL. 1012)
Fall 2011
SECTIONS: MW9A (reg. code 0391) MW3A (reg. code 0399)

OPTION #1:   Import information from Google (often includes book cover image) (Help)

1. Enter a text (e.g. title, author, isbn) and click 'Search'.

2. Use the icons to vary the number of results displayed. Use the page numbers to page through the results.

3. Click the "Select" link or the check mark icon below the book image to select a specific book from the returned results.

4. Click the 'Add Clipped Google Results' button to add the selected results to the course's book list.

5. The 'x' icon and the 'Clear Clipped Google Results' button can be used to discard the search results.

Lyrical Ballads [Search] ×   Add Clipped Google Results
powered by Google™
Clear Clipped Google Results

▼Book

Lyrical b... with a few...
by William W... orth, ...
Coleridge
1798 - 210 pages
books.google.com

☑ Select

3.1 If the primary result is incorrect, you can click the middle button here to see the top four results, or the right button here to view the top eight results.

---

4. Check text / edition and add book to text list

William Wordsworth Lyrical Ballad [Search] × Add Clipped Google Results
powered by Google™
Clear Clipped Google Results

▼Book

Lyrical ballads: with a few other poems
by William Wordsworth
1798
books.google.com
☑ Select

Lyrical ballads: with pastoral and other
by William Wordsworth, Samuel Taylor
Coleridge
1802
books.google.com
☑ Select

Lyrical ballads ; with other poems. In two
by William Wordsworth, Samuel Taylor
Coleridge
1800
books.google.com
☑ Select

Lyrical ballads
by William Wordsworth, Samuel Taylor
Coleridge
1907 - 263 pages
books.google.com
☑ Select

Lyrical ballads
by William Wordsworth, Samuel Taylor
Coleridge
2005 - 403 pages
books.google.com
☑ Select

Lyrical ballads: and related writings :
by William Wordsworth, Samuel Taylor
Coleridge, William Richey, Daniel
Robinson
2002 - 458 pages
books.google.com
☑ Select

Lyrical ballads: the text of the 1798
by William Wordsworth, Samuel Taylor
Coleridge
1988 - 345 pages
books.google.com
☑ Select

Lyrical Ballads 1798
by William Wordsworth, Samuel Taylor
Coleridge
2007 - 96 pages

4.1 When you have found the correct text, click "Select."

4.2 When you click "Select" BookList will copy your selected text to the right side of the page. Click on the book title or image of the book to view its record in Google books and to double check that you have selected the correct text and edition.

William Wordsworth Lyrical Ballad [Search] × Add Clip... Google Results
powered by Google™
Clear Clipped Google Results
▼Book
Lyrical ballads, with a few other poems
by William Wordsworth
1798
books.google.com
☑ Select

Lyrical ballads: and related writings : complete text with introduction
by William Wordsworth, Samuel Taylor Coleridge, William Richey, Daniel Robinson
2002 - 458 pages
books.google.com
...pped from Google - 5/2011

William Wordsworth Lyrical Ballad [Search] × Add Clipped Google Results
powered by Google™
Clear Clipped Google Results
▼Book
Lyrical ballads, with a few other poems
by William Wordsworth
1798
books.google.com
☑ Select

L...al ballads: and related writings : complete text with introduction ...
b... liam Wordsworth, Samuel Taylor Coleridge, William Richey, Daniel Robinson
2... - 458 pages
b... .google.com

4.3 To add the selected book to your course materials list, click "Add Clipped Google

5. Choose textbook options and add notes for the bookstore

You can also...
- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) [Please Select] Go
- View Book Lists By Department: [English] Go
- View Book Lists For Other Terms: [Please Select] Go

5.1 Indicate whether the text is required or strongly recommended by using the drop-down menu.

Course Materials List for Fall 2011	📖 Add a New Book / Material
Department:	ENGLISH Click Here to Return to Department Listing and Access Reports
Course:	COMPOSITION 2 (ENGL. 1012)
Section:	M11BF (reg. code 0394) Click Here to Apply These Materials to Another Section

Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source	
Frankenstein, or, The modern Prometheus	Mary Wollstonecraft Shelley, Maurice Hi...		ISBN0141439475	$0.00			Required / Strongly Recommended / Required	Instructor	Delete

5.2 Click the book title to add edition information, to add ordering instructions for the bookstore, and/or to add additional information for your students.

ENGLISH DEPARTMENT
COMPOSITION 2 (ENGL. 1012)
Fall 2011
SECTION M11BF (reg. code 0394)

| Isbn	ISBN0141439475
Title	Frankenstein, or, The modern Prometheus
Author	Mary Wollstonecraft Shelley, Maurice Hindle
Edition	
Price	8
Additional Info	Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.
Ordering Instructions for Bookstore	Expected enrollment = 25
Necessity	Required
Source	Instructor
Resource Type	Book

Save Changes

Click here to return to the Cour...

Tip: The "Additional Info" box is a good place to tell students whether they must get the indicated edition of the text, or if they may purchase an earlier / alternate edition to save money. You can also use this box to tell students if a copy of the text is available on reserve in the library, if the book is available for rental at your campus bookstore or elsewhere, or to provide a link to a free online edition of the text.

powered by
Google™

5.3 Once in the record for a book, you may edit "Additional Info," "Ordering Instructions," "Necessity," and "Source"—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus

5.4 If the "Edition" field is blank, enter the publisher and copyright year here. If the "Edition" field is *not* blank, only make changes if you're <u>absolutely certain</u> that your changes are correct. Any changes you make to this field will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

5.5 Only edit "Resource Type" if you are absolutely certain that your change is correct.

ENGLISH DEPARTMENT
COMPOSITION 1 (ENGL. 1010)
Fall 2011
SECTION <u>MW2Q (reg. code 3933)</u>

Isbn	ISBN0141439475
Title	Frankenstein, or, The modern Prometheus
Author	Mary Wollstonecraft Shelley, Maurice Hindle
Edition	Penguin, 2003
Price	8
Additional Info	Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.
Ordering Instructions for Bookstore	Expected enrollment = 25
Necessity	Required
Source	Instructor
Resource Type	Book

Save Changes

powered by Google™

Click here to return to the Course Materials List without making changes

---

5.6 <u>WARNING</u>: Do not edit "Title," "Author," or "Price" in the book record. These fields are generated by Google and must remain as they are. If you make changes, they will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

5.7 Click "Save Changes" if you want to save your changes to the text record. Click the "Click here to return..." link if you don't want to save any changes to the text record.

ENGLISH DEPARTMENT
COMPOSITION 1 (ENGL. 1010)
Fall 2011
SECTION <u>MW2Q (reg. code 3933)</u>

Isbn	ISBN0141439475
Title	Frankenstein, or, The modern Prometheus
Author	Mary Wollstonecraft Shelley, Maurice Hindle
Edition	Penguin, 2003
Price	8
Additional Info	Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.
Ordering Instructions for Bookstore	Expected enrollment = 25
Necessity	Required
Source	Instructor
Resource Type	Book

Save Changes

powered by Google™

Click here to return to the Course Materials List without making changes

---

The page at http://books.cuny.edu says:

Changes to Title, Author, Edition or Resource Type will be reflected in the book lists for all courses that use this book.

Changes to Additional Info, Necessity and Source apply only to this section.

Continue?

OK   Cancel

5.6 If you make any changes to a book's record, you will see this warning message. Make sure that you have only made changes to appropriate fields before you click
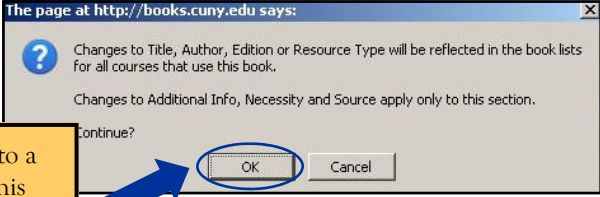
IV. ADDING ITEMS MANUALLY

*If you ask your students to purchase any materials other than books (e.g. a course packet or a CD), you will have to enter the items manually. It is **strongly** recommended that you enter all books to your text list by using a Google search (see "Adding Texts Using a Google Search," page 7); if necessary, however, you may also enter books manually.*

1. Manually enter any items that do not have an ISBN number (CDs, course packets, DVDs, etc.

1.1 Enter as much information as you can into the manual entry form. You <u>must</u> add at least a title and a price.

OPTION #2: Enter book/resource info manually (Help)

Isbn	
Title	English 2 Supplemental Coursepacket
Author	Various
Edition	
Price	$20.50 (If no price is provided, we will attempt to retrieve one from Bowker's bibliographic WebService)
Additional Info	Course packet can be purchased at Far Better Copy on Hillel Place after 9/1.
Ordering Instructions for Bookstore	
Necessity	Required
Source	Not Specified
Resource Type	Book
	Add Item

Click here if finished adding course materials to this section

Tip: Unlike books added through a Google search, manually entered items do not link to an external record of the item you want your students to buy—so make sure to include enough information that your students will be able to identify and purchase the correct item.

1.2 After you have entered as much information as you can into the manual entry form, click "Add Item" to add the item to your course materials list.

2. Manually enter any items that have an ISBN number (i.e. books).

OPTION #2: Enter book/resource info manually *(Help)*

Isbn	0618107320
Title	Lyrical Ballads and Related Writings
Author	
Edition	
Price	*(If no price is provided, we will attempt to retrieve one from Bowker's bibliographic WebService)*
Additional Info	
Ordering Instructions for Bookstore	
Necessity	Required
Source	Not Specified
Resource Type	Book

Add Item

2.1 Enter **only** the ISBN number and title. (You will be able to add additional information later.)

The page at http://books.cuny.edu says:

0618107320
Lyrical Ballads and Related Writings
William Wordsworth and Samuel Taylor Coleridge
Riverside, 2001
Book

This item is already known to the system.
Changes to Title, Author, Edition or Resource Type will be reflected in the course material lists for all courses that use this item.

OK   - Use the new information entered
Cancel - Use the current information for this item.

OK   Cancel

2.3 If your text appears elsewhere in the BookList system, you will see this warning box. **WARNING**: You **must** click "Cancel" or else you will overwrite information entered into the system by other faculty members. If necessary, you may edit any incorrect information in step 2.7.

You can also...
- **See the Student's View of This Section**
- **View Prior Book Lists (ENGL. 1010)** Please Select Go
- **View Book Lists By Department:** English Go
- **View Book Lists For Other Terms:** Please Select Go

2.4 Indicate whether the text is required or strongly recommended by using the drop-down menu.

Course Materials List for Fall 2011	Add a New Book / Material
Department:	ENGLISH Click Here to Return to Department Listing and Access Reports
Course:	COMPOSITION 1 (ENGL. 1010)
Section:	TR8AF (reg. code 0373) Click Here to Apply These Materials to Another Section

Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source
Lyrical Ballads and Related Writings			0618107320	$30.95			Required	Not Specified Delete

2.5 Click the book title to add additional information about the book, to add a note to your students about the book, and/or to add ordering information for the bookstore. *Please note: if the system has not successfully retrieved a price, you* **must** *enter one.*

2.6 The ISBN number is the only field that you can't edit after you create the record for the text. If you have entered an incorrect ISBN number, you must delete the entire record and create a new record with the correct ISBN number.

2.7 If the "Author," "Edition," and "Price" fields are blank, please fill them in. If there is data already in any of these fields, only edit them if you are **certain** that your changes are correct. Any changes you make to these field will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

ENGLISH DEPARTMENT
COMPOSITION 1 (ENGL. 1010)
Fall 2011
SECTION ETR6A (reg. code 1541)

Isbn	0618107320
Title	Lyrical Ballads and Related Writings
Author	William Wordsworth and Samuel Taylor Coleridge
Edition	Riverside, 2001
Price	30.95
Additional Info	Any alternate edition is acceptable as long as it republishes 1798 versions of the poems from Lyrical Ballads.
Ordering Instructions for Bookstore	
Necessity	Required
Source	Not Specified
Resource Type	Book

Save Changes

Click here to return to the Course Materials List without making changes

2.8 If you wish, you may edit "Additional Info," "Ordering Instructions," "Necessity," and "Source"—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus bookstore. Edit "Resource Type" only if you are certain your changes are correct.

2.9 Only edit "Resource Type" if you are certain your changes are correct.

V. DUPLICATING A COURSE MATERIALS LIST FROM THE CURRENT SEMESTER

If you are teaching more than one section of the same course, you may want to duplicate your book list. Please note: Once you duplicate a book list from one section of a course to another, those two sections will be linked and will share a book list. Thus if some sections of a course will use different editions of a text–or if some sections of a course will have a slightly different course materials list than others–you must create separate records for those courses.

1.1 While in the record of the course materials list you would like to duplicate, click on this link.

1.2 Check the course section(s) to which you would like to copy the selected text list.

Tip: You will only be able to duplicate text lists to the courses for which you are the instructor of record.

1.3 Click "Submit."

1.3 BookList will cluster courses with duplicated book lists.

COMPOSITION 2 (ENGL. 1012)
SECTIONS: MW9A (reg. code 0391)   MW3A (reg. code 0399)

Add a New Book / Material   Apply To Another Section

Cane
by Jean Toomer
ISBN0871401517
Required
Instructor
$12.95

powered by
Google™

The Norton anthology of poetry
by Margaret W. Ferguson, Mary Jo Salter
ISBN0393979202
Required
Instructor
$57.00

powered by
Google™

The complete short stories of Ernest Hemingway
by Ernest Hemingway
ISBN0684843323
Required
Instructor
$22.00

powered by
Google™

The portable Edgar Allan Poe
by Edgar Allan Poe, J. Gerald Kennedy
ISBN0143039911
Required
Instructor
$18.00

powered by
Google™

Tip: After you have duplicated a text list, any further changes you make to that list will apply to all sections of the course that share the list.

VI. Unlinking Duplicate Lists

Once a course materials list is copied to an additional section of a course, the course records will be linked. This means that any further changes you make to that course materials list will apply to __all__ sections of the course that share the list. If you want to make changes to the course materials list for only one section of a course, you must first unlink the records, and then create a new course materials list for that section.

1.1 In the full list of courses offered by your department, find the record you would like to unlink; click "Apply To Another Section."

1.2 Uncheck the course section(s) you want to unlink.

1.3 Click "Submit." You will now be able to create a new text list for your course.

VII. "NO MATERIALS NEEDED" RECORDS

If you do not plan to require your students to purchase any materials for your course, you must indicate this in the BookList system. This will let your students know that they will not have to buy materials for your course; otherwise it may seem as though you simply haven't yet completed a course materials list.

1.1 Find your course in your department's list of courses. Click "Edit Book List."

1.2 Click the "No Course Materials Needed" button.

The page at http://books.cuny.edu says:

Setting no course materials needed for section. Continue?

OK   Cancel

1.3 Click "OK" to verify that you are not requiring your students to purchase any materials for your class.

You can also...
- **See the Student's View of This Section**
- **View Prior Book Lists (ENGL. 1012)** | Please Select ▾ | Go
- **View Book Lists By Department:** | English ▾ | Go
- **View Book Lists For Other Terms:** | Please Select ▾ | Go

Course Materials List for Fall 2011	📖 Add a New Book / Material
Department:	ENGLISH **Click Here to Return to Department Listing and Access Reports**
Course:	COMPOSITION 2 (ENGL. 1012)
Section:	**MW11A (reg. code 0393)** *No Course Materials Needed*

1.4 A note will appear in the record for your course to indicate that you are not requiring your students to purchase any

VIII. Checking Your List

It is strongly recommended that you double check your course materials list when you are done putting it together. Students may begin buying the texts on the list before the beginning of the semester, so it is imperative that you publish a list that is as accurate as possible.

1.1 Check to ensure that your list is complete, that you have chosen the correct editions of all texts, and that you have given students all necessary information.

1.2 To view what your students will see (*strongly recommended*), click "See the Student's View of This Section."

1.3 Check the student view for accuracy.

1.4 To end your BookList session, click "Close Window"—or click your internet browser's "back" button to continue editing your course materials list(s).

IX. REPORTS: BOOKSTORE ORDERS

Faculty members are encouraged to make use of the BookList reports feature to prepare bookstore orders.

1. Go to "Reports" screen and enter search data
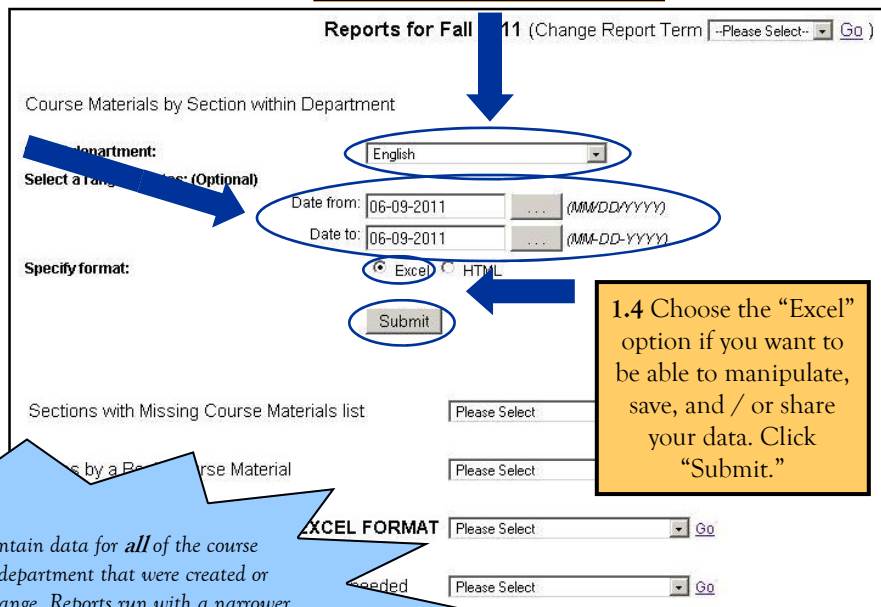
1.1 In the full list of courses offered by your department, click on the "Access Reports" link.

1.2 Choose your department from the drop-down menu

1.3 Enter the date range during which the course materials list(s) you want to export were created or last modified—whichever is more recent.. Click on the "..." buttons if you prefer to choose dates in a calendar view.

1.4 Choose the "Excel" option if you want to be able to manipulate, save, and / or share your data. Click "Submit."

*Tip: Your report will contain data for **all** of the course materials lists from your department that were created or edited in your chosen date range. Reports run with a narrower date range will yield less extraneous data—which is preferable if you only want information on a single course. If you want a more comprehensive report, provide a wider date range.*

2. Open your report in Microsoft Excel

Tip: If you do not have Microsoft Excel on your personal or office computer, check the computers in your campus library to see if they have Excel.
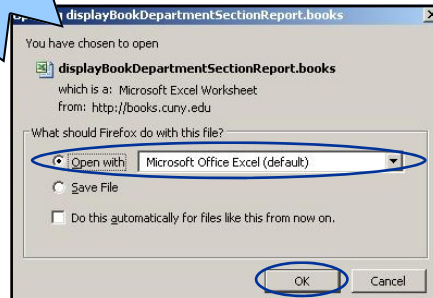
2.1 Choose "Open with Microsoft Office Excel" and click "OK"

2.2 Before you can edit and share your report, you must first save it on your computer or an external hard drive by clicking "Save As" in the drop-down "File" menu.
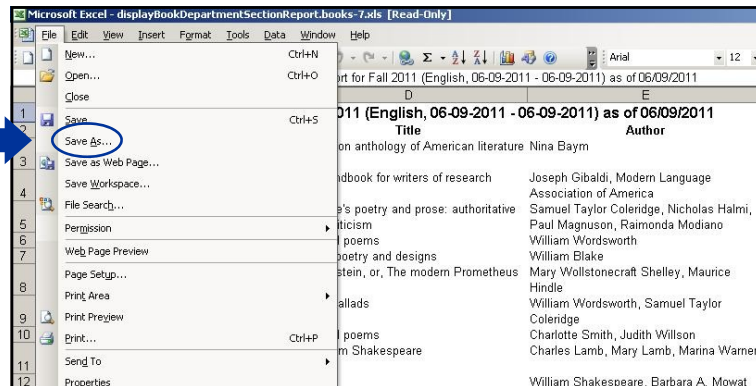
3. Check and edit your report as necessary

3.1 Even if you specified an exact date that your list was created / last modified, your report may contain course materials information for other courses in your department. Before sending your report to the bookstore, check for extraneous information.

3.3 To delete multiple rows at once, hold the "Shift" button down while clicking on the numbers to the left of the rows you would like to delete. The rows will be highlighted. Choose "Delete" from the "Edit" menu.

X. CAMPUS ADMINISTRATORS

CAMPUS	NAME	EMAIL
Baruch	Arthur Downing	arthur.downing@baruch.cuny.edu
BMCC	Sidney Eng	seng@bmcc.cuny.edu
Bronx Community College	Teresa McManus	teresa.mcmanus@bcc.cuny.edu
City College	Thomas Sabia	tsabia@ccny.cuny.edu
College of Staten Island	Wilma Jones	jones@mail.csi.cuny.edu
Graduate School of Journalism	Tina Marie Vella	tinamarie.vella@journalism.cuny.edu
Hostos	Christine Mangino	cmangino@hostos.cuny.edu
John Jay	Kevin Nesbitt	knesbitt@jjay.cuny.edu
Kingsborough	Reza Fakhari	reza.fakhari@kbcc.cuny.edu
LaGuardia	Steve Ovadia	sovadia@lagcc.cuny.edu
Lehman	Adelaide Soto	adelaide.soto@lehman.cuny.edu
Macaulay Honors College	Tim Caron	tim.caron@mhc.cuny.edu
Medgar Evers	Claudia Schrader	cschrader@mec.cuny.edu
New Community College	Larry Fried	lfried@mail.cuny.edu
NYC College of Technology	Sonja Jackson	sjackson@citytech.cuny.edu
Queens College	Steven Schwarz	steven.schwarz@qc.cuny.edu
Queensborough	Paul Marchese	pmarchese@qcc.cuny.edu
School of Profesional Studies	George Otte	george.otte@mail.cuny.edu
York College	Holger Henke	hhenke@york.cuny.edu
Central Office	Jimmy Anastasio Jane Davis Erika Dreifus Curtis Kendrick Wendy Lader Emily Stanback	

XI. FAQs: Higher Education Opportunity Act (HEOA) and CUNY BookList

What is The Higher Education Opportunity Act ?
Also known as HEOA, The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008. It "amend[s] and extend[s] the Higher Education Act of 1965," and includes provisions that relate to textbook information, transparency in college tuition, federal grants and loans, and federal work-study programs, among many other things. For more information, and to access the full text of the bill, please go to: http://www2.ed.gov/policy/highered/leg/hea08/index.html.

What is the purpose of HEOA's textbook provisions?
According to the act itself, "The purpose ... is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students."

XII. FAQs: CUNY Portal

I don't have a CUNY Portal account yet. Is there any other way of entering my textbook information, or do I need to go through CUNY Portal?
There is no way to access the BookList program other than through CUNY Portal—so yes, you will need to create a CUNY Portal account to enter your course materials information. It's easy to create a CUNY Portal account, however. All you'll need to do is provide your last name, social security number, and date of birth—and the system will recognize your record. See page 1 of this manual for a picture of the registration link.

I'm having trouble accessing my CUNY Portal account. What should I do?
If you created your CUNY Portal account less than 24 hours ago, try to log in again 24 hours have passed. If think you may have forgotten your user name or password, it's easy to reset them: just click "Forgot your Username or Password?" link on the CUNY Portal login page. If you're still having trouble accessing your account, click on the "Portal Help" link on the left hand side of the CUNY Portal login page. *Please note: BookList administrators cannot assist with CUNY Portal issues. CUNY Portal has its own administrators, contact people, and help desks. To find these, click on the "Portal Help" link on the left hand side of the CUNY Portal login page.*

XIII. FAQs: Google Search

I've scrolled through dozens of results and I can't find the right text! What should I do?
Searches that don't include an ISBN number often yield unreliable results, and your book may be on the 15th—or 25th—page of results. Repeat your search to include an ISBN number; if you don't have the ISBN number for your book, you can easily find it by searching for the book on amazon.com, bn.com, or a similar bookselling site.

I used an ISBN number in my search, and I got no results at all. What should I do?
Books have two different ISBN numbers—ISBN-10 and ISBN-13. Google usually recognizes both ISBN numbers, but on occasion one won't work, but the other will. If a search for the ISBN-13 number doesn't yield any results, try the ISBN-10 number—and vice versa.

I'm looking at my completed course materials list, and underneath one of the books I've selected there's a picture of a seemingly random book. What is it, and can I get rid of it?
A quirk of the BookList system is that, on rare occasions, Google inserts an image of a "related text" below the book you've chosen for your course materials list. At this point there's no way to get rid of it.

I typed in an incorrect ISBN number or other search information that didn't yield any results—and now the Google search function doesn't seem to be working at all. What should I do?
If the Google search function seems to be frozen or otherwise non-functional, return to your course materials list by clicking on the course's section code, which is at the top left corner of the page—or by clicking on the link "Click here if finished adding course materials to this section." Once in your course materials list, click "Add a New Book / Material" and try your search again.

XIV. FAQS: FACULTY MEMBERS

I don't have access to the course materials list for a course I'm teaching. What should I do?
Theoretically you should have access to a BookList record the day after you are entered into the system as the instructor of record for that course. If you've waited 24 - 48 hours after your appointment and you still don't have access, please contact your departmental secretary.

Is it always <u>my</u> responsibility to create a course materials list for my courses—and update them if I make any changes to the text lists?
In most cases: yes, absolutely. However, some departments may designate an administrator to create course materials lists for some or all courses offered by that department. If you are unsure about your department's rules, contact your department.

I am team teaching a course with another faculty member. Which one of us should create and edit the course materials list for our course?
If you are both listed as faculty of record for the course, you both have editing privileges for its text list. It is up to you to decide if only one of you will create and edit your course materials list, or if you will work on it together.

Other than me, who else has access to the course materials list for the courses I'm teaching?
Generally speaking, you are the only faculty member who can edit your course materials list—but campus administrators and departmental administrators also have editing privileges for your course materials lists.

Why am I being asked to provide textbook information so long before the next semester starts?
The HEOA requires that information on required course materials be available to students when they register for classes. This allows them to seek competitive prices for course materials, and also allows them to assess the actual cost of taking your course.

What happens if I change my syllabus? Am I allowed to make changes to my course materials list after the original deadline has passed?
The HEOA requires that textbook information be provided to students during registration "to the maximum extent practicable." Therefore changes are allowed, but are **strongly** discouraged. Make any necessary textbook changes as soon as possible—and please keep in mind that any changes you make may cause logistical and financial difficulties for your students, who may have already begun purchasing texts or who may have chosen your course because of the earlier quoted cost of required textbooks.

I am not requiring my students to buy any course materials. Do I really have to go into BookList and indicate that in the record for my course?
Yes. Otherwise it will look as though you simply haven't yet entered in your course materials information, and students may think that you will create a text list at some point in the future. By officially indicating that no course materials are required, you are telling your students that it will not cost them any extra money to take your course.

I don't care which edition of a given text my students purchase. How do I indicate this?
You must choose one specific edition of the text to list in the BookList system, either through a Google search or manual entry. (If you enter the text manually, you must include the author, title, and copyright date, along with a price.) You can use the "Additional Info" section to let students know if they can purchase an alternate edition, and/or access the text online. You can even include a link to other versions of the text if you wish.