

# Textbook Tool

*Faculty will enter textbook information\* using BannerStudent for Faculty. Department & Program Administrators with Proxy Access can also use these steps.*

**NOTE:** *Be sure to click "Term Selection" and then applicable term before beginning textbook entry. This may need to be done for each entry.*

1. From the BannerStudent main menu, click on "Term Selection" and then select the applicable term (this action should return you back to the main menu).
2. From the BannerStudent main menu, click on "Textbook Information"
3. Select term, then click "Submit" button
4. Select course, then click "Submit" button
5. Enter textbook information in "Required Materials" field  
Textbook ISBN and list price are mandatory.  
Textbook title and author are optional.

**NOTE:** *Required Materials field will accept plain text, quotes around text title, dollar sign in front of price, and carriage returns (when more than one book has to be entered). The 'Course URL,' 'Learning Objectives,' and 'Technical Requirements' fields are all currently inactive – please do not enter any information into these fields.*

6. Click "Submit" button  
Instructor should receive the following message:  
"You have updated your syllabus information successfully."

*Department Administrators will enter textbook information\* using BannerStudent for Faculty as above OR Banner forms: **SSASYLB** (syllabus at section level) or **SCASYLB** (syllabus at course level).*

1. Type **SSASYLB** in "Go To..." field, then press "enter" key
2. Type in the Term and the CRN (if unknown see page 3), then press "enter" and click "Next Block"
3. Click on "Required Materials and Technical Requirements" tab
4. Enter textbook information (ISBN and list price are mandatory; other information is optional) in "Required Materials" field OR click on "Copy from Course" button to carry in textbook data from **SCASYLB**.

5. Click "Save" (or press F10)

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## OR

1. Type **SCASYLB** in "Go To..." field, then press "enter" key
2. Type Subject, Course Number (all 3-digits), and Term, then press "enter" key and click "Next Block"
3. Click "Options"
4. Click on "Required Materials" in drop-down box
5. Enter textbook information (ISBN and list price are mandatory; other information is optional) in "Required Materials" field
6. Click "Save" (or press F10)

### To Update Materials in SCASYLB:

1. Navigate to "Required Materials" per above instructions
2. Click on "Maintenance"
3. On the pop-up window that appears, click "Copy Required Materials" - this copies previous text information forward to the current term.
4. Make changes as needed or enter new textbook information
5. Click "Save" (or press F10)

### NOTES:

*Required Materials field will accept plain text, quotes around text title, dollar sign in front of price, and carriage returns (when more than one book has to be entered).*

*If you need to delete textbook information, highlight items to be removed, delete them, then click on the "save" button. Information will be updated.*

**\*Textbook information must include "required" and "recommended" texts, ISBN (International Standard Book Number) and retail price. In lieu of ISBN, instructors may provide author, title, publisher, and copyright date.**

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- Textbook information can be entered after the Department's Timetable is complete.
  - The Timetable of Courses on the Registrar's website will provide students and others with a direct link to textbook information. Simply click on the title of the course and a new window will appear listing the book info.

To find a CRN:

1. Refer to the Timetable of Courses published on the Registrar's website. The CRN will be shown next to each course.
2. If Timetable has not yet been published:
  - a. From SSASYLB, click on the box with the down arrow after CRN:
  - b. This will bring you to the subject query form, SSASECQ.
  - c. Under **Subject** enter the subject code (ex. AAAS) and under **Course** enter the three-digit course code (ex. 065).
  - d. Click "execute" query.
  - e. CRN should now display in the box under **CRN**.
  - f. Double click inside the box on the displayed CRN (ex. 60580). This will return you to the SSASYLB form to enter textbook data.

To enter multiple sections:

1. Entering textbook information at the syllabus course level form (SCASYLB) activates the "Copy from course" button located on the syllabus at section level form (SSASYLB). This is especially helpful for introductory level courses with multiple sections.
  - a. Enter your textbooks under SCASYLB using instructions on page 2.
  - b. Go to SSASYLB, enter the appropriate CRN, and click "Next Block."
  - c. Click on the "Required Materials" tab.
  - d. Click on the "Copy from Course" button at the top right-hand corner of the tab.
  - e. Textbook information entered in SCASYLB should now appear. Add additional text data if necessary and/or click "Save" (or F10).
  - f. Please note that this must be done for each section.