Adding a Textbook to a Course

Adding a textbook can be done through searching or manual entry.

Searching for a Textbook

1) Using the “Assign Textbook” pull-down from any content page, select “Search for Textbook”.

2) In the search list, select the appropriate search method.

3) In the “Keywords” field, type in the keywords you wish to use to search.
4) In the “Type” list, select “digital” or “print”
5) In the “Currency” list, select currency needed where applicable.
6) Click “Go”
7) Scroll through the results. When you find the correct textbook, click the “Select” button appearing beneath the book icon.

8) Once you have selected the correct textbook, then you will have to complete the rest of the information needed for the textbook.
   a. Is the textbook required or recommended?
   b. Add a description if you wish
   c. Select if the textbook information will be viewable and what, if any, date and time restrictions you would like to place on viewing.
9) When you are finished click “Submit” at the bottom of the window.

**Entering Textbook Information Manually**

1) Using the “Assign Textbook” pull-down from any content page, select “Manual Entry Textbook”.
2) Fill out information for the textbook you plan to use.
3) When completed, click the “Submit” button at the bottom of the window.