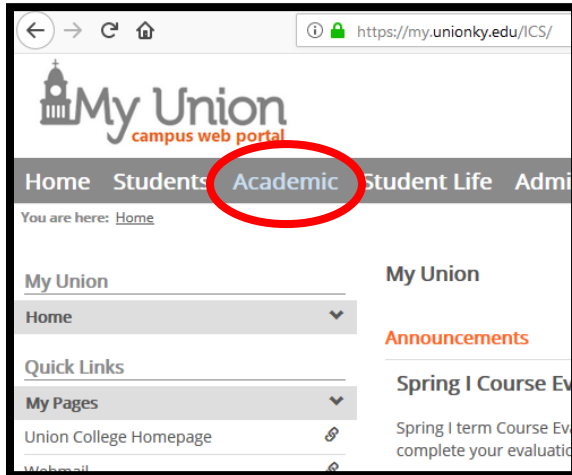


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Assigning Textbooks to Courses on My Union

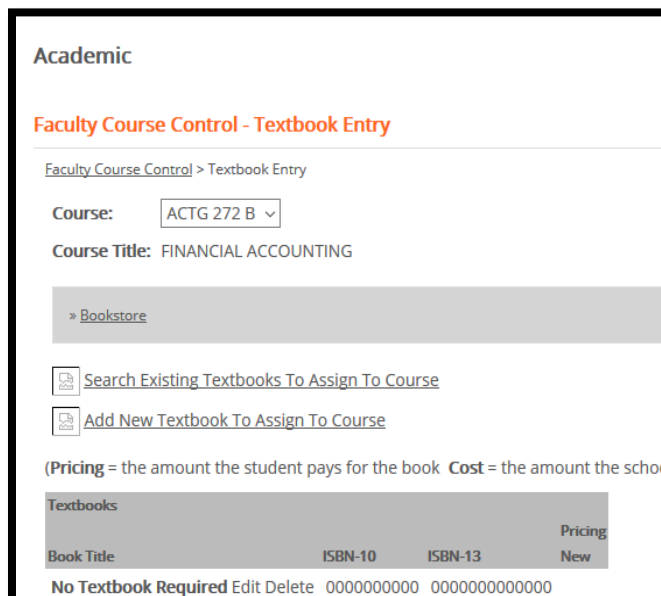
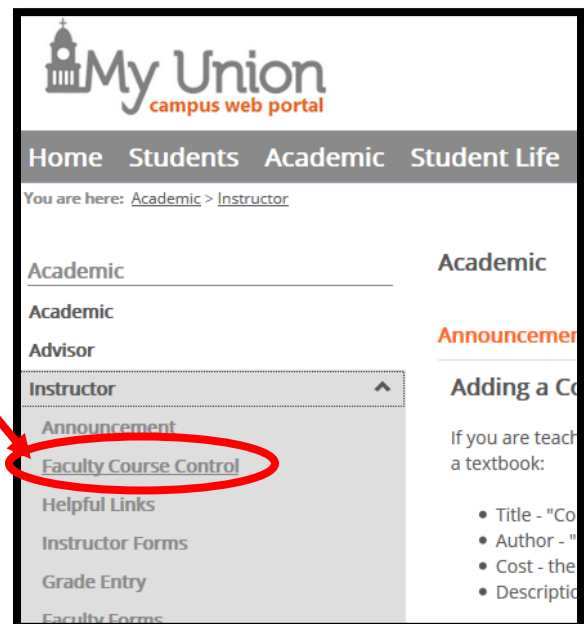
Navigating to the Faculty Course Control - Textbook Entry Page



1. Log in to My Union at <https://my.unionky.edu> with your Union College user name and password. Once you have logged in, select the Academic tab near the top left of the page.

2. Next, access faculty course control by expanding the instructor menu on the side of the page.

3. In the list that expands, click Faculty Course Control.



4. To begin assigning textbooks, first select the correct term for which you want to assign textbooks, then click the search button.

5. From the results, you can select an area to work in from the drop-down menu next to each course. Choose "Textbooks" from the list for the course that you would like to assign textbooks to.

Assigning an Existing Textbook

Academic

Faculty Course Control

[Faculty Course Control](#) > [Main View](#)

Course List for Test User

Term:

| 2017-2018 - Fall | | | |
|------------------|----------------------|---------------|---|
| Course | Title | Division | Go Directly To |
| ACTG 272 B | FINANCIAL ACCOUNTING | Undergraduate | Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks |

When assigning textbooks, **it is best policy to always search for an existing entry first** to see if the textbook you want to assign to the course is already available in the database before entering a new one. **The same goes for all entries**, including entries for course fees, no textbook required, etc.

1. Click “Search Existing Textbooks to Assign to Course.”

In this example, we will search for an existing accounting textbook to assign to a course.

2. Enter search terms in the available fields.

3. When searching, try starting with a few words from the title. Very specific searches may yield no results. Click Search.

4. Click the checkbox next to the resulting entry you would like to assign to the course, then click “Assign Selected Textbook(s)” at the bottom of the page.

Faculty Course Control - Textbook Search

[Faculty Course Control](#) > [Textbook Entry](#) > [Textbook Search](#)

Course: ACTG 272 B Term: 2017-2018 - Fall
Course Title: FINANCIAL ACCOUNTING Division: Undergraduate

Search for an existing textbook to add to this course:

Book Title: Author:

ISBN: 10 13 Publisher:

[Add New Textbook To Assign To Course](#)

Textbooks

Select Book Title

Financial & Managerial Accounting 13th ed.

Author(s): Carl S. Warren
Copyright: 2016 Publisher:

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Assigning Course Fees and No Textbook Required

1. Course Fees and No Textbook Required are assigned in the same way as textbooks in My Union. First, you should look for an existing entry. Search for No Textbook and Course Fee entries in the same way you would a textbook.
2. To assign an entry to the course, click the checkbox next to it in the search results and then select “Assign Selected Textbook(s)” at the bottom of the page. Repeat the same steps for entering Course Fees.
3. Once you assign the textbook(s), you will be redirected to the Faculty Course Control – Textbook Entry page where you will see that the textbook has been assigned to the course.

PLEASE NOTE

If assigning “No textbook required” be sure to choose the entry with No Author, No Publisher, and 0s for both ISBNs, as pictured below. This is the standard No Textbook entry that will always be available. **Please do not create another entry for “No Textbook Required.”**

For course fee entries, use the following format:

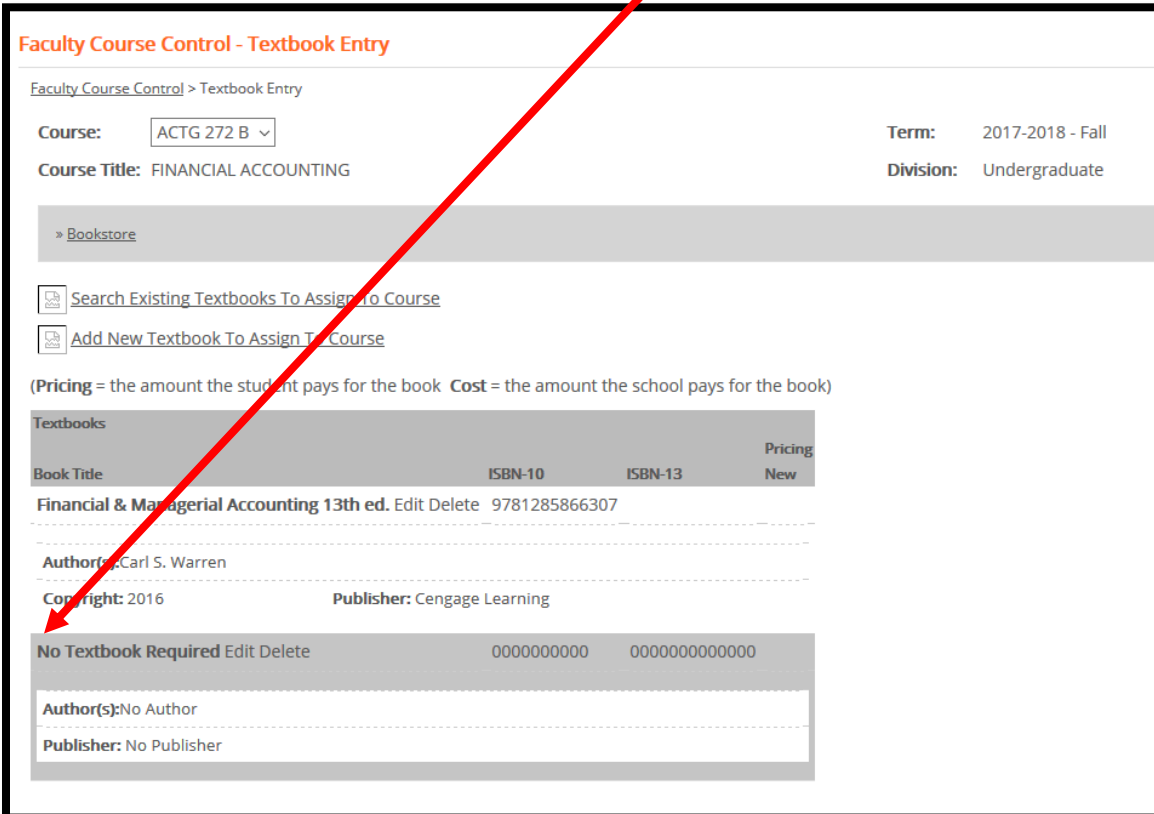
- Title – Course Fee
- Author – N/A
- Cost – The amount of the fee
- Description – What the fee covers

For any course that requires a fee, you must notify your department head.

The screenshot shows a web interface for course management. At the top, there is a checkbox labeled "No textbook required" with a description: "Course materials are posted on uLearn." Below this, there is another entry with a checkbox labeled "No Textbook Required". To the right of this entry are two ISBN fields, both containing "0000000000". Below the ISBN fields, there are three fields: "Author(s): No Author", "Publisher: No Publisher", and "Description: No Textbook Required".

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5. Once you assign the entry, you will be redirected to the Faculty Course Control – Textbook Entry page where you will see that it has been assigned to the course.



Faculty Course Control - Textbook Entry

Faculty Course Control > Textbook Entry

Course: Term: 2017-2018 - Fall
Course Title: FINANCIAL ACCOUNTING Division: Undergraduate

[» Bookstore](#)

[Search Existing Textbooks To Assign To Course](#)
 [Add New Textbook To Assign To Course](#)

(Pricing = the amount the student pays for the book Cost = the amount the school pays for the book)

| Textbooks | | | |
|--|---------------|-----------------------------|----------------|
| Book Title | ISBN-10 | ISBN-13 | Pricing New |
| Financial & Managerial Accounting 13th ed. Edit Delete | 9781285866307 | | |
| ----- | | | |
| Author(s): Carl S. Warren | | | |
| ----- | | | |
| Copyright: 2016 | | Publisher: Cengage Learning | |
| ----- | | | |
| No Textbook Required Edit Delete | 0000000000 | 00000000000000 | |
| ----- | | | |
| Author(s): No Author | | | |
| ----- | | | |
| Publisher: No Publisher | | | |

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Entering and Assigning a New Textbook or Other Entry

Faculty Course Control - Textbook Entry

Faculty Course Control > Textbook Entry

Course:

Course Title: FINANCIAL ACCOUNTING

> Bookstore

(Pricing = the amount the student pays for the book Cost = the amount the school pays for the book)

| Textbooks | | | Pricing |
|--|---------------|-----------------------------|---------|
| Book Title | ISBN-10 | ISBN-13 | New |
| Financial & Managerial Accounting 13th ed. Edit Delete | 9781285866307 | | |
| Author(s): Carl S. Warren | | | |
| Copyright: 2016 | | Publisher: Cengage Learning | |
| No Textbook Required Edit Delete | 0000000000 | 00000000000000 | |
| Author(s): No Author | | | |
| Publisher: No Publisher | | | |

1. If you cannot find an existing entry for the item you need to assign to your course, you can enter a new one. To do this, select “Add New Textbook to Assign to Course” from the Faculty Course Control – Textbook Entry page. When entering a new textbook, fill in as much of the information as possible, as pictured above. Click save when you are finished to add the textbook to the course.

2. When entering a new textbook or creating a new entry, enter as much information as possible, as pictured below. Click save when you are finished to add the textbook to the course.

Book Title*:

Author(s):
(Separate multiple author names with semicolons.)

Publisher:

Copyright: ISBN-10:

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3. Once you save the new entry, you will be redirected to the Faculty Course Control – Textbook Entry page. Here you will see that the new entry has been assigned to the course.

Faculty Course Control - Textbook Entry

Faculty Course Control > Textbook Entry > Add a Textbook

Course: ACTG 272 B **Term:** 2017-2018 - Fall

Course Title: FINANCIAL ACCOUNTING **Division:** Undergraduate

» Bookstore

[Search Existing Textbooks To Assign To Course](#)

[Add New Textbook To Assign To Course](#)

(Pricing = the amount the student pays for the book **Cost** = the amount the school pays for the book)

| Textbooks | | | Pricing |
|--|---------------|-------------------------------------|---------|
| Book Title | ISBN-10 | ISBN-13 | New |
| Financial & Managerial Accounting 13th ed. Edit Delete | 9781285866307 | | |
| Author(s): Carl S. Warren | | | |
| Copyright: 2016 | | Publisher: Cengage Learning | |
| Financial Accounting Edit Delete | 0000000000 | 00000000000000 | |
| Author(s): Example Author | | | |
| Copyright: 2018 | | Publisher: Example Publisher | |
| No Textbook Required Edit Delete | 0000000000 | 00000000000000 | |
| Author(s): No Author | | | |
| Publisher: No Publisher | | | |

If you have any further questions, please contact technical support at (606)-546-1650 (1650 from your campus desk phone) or send an email to support@unionky.edu.