

UNION COLLEGE
Department of Administrative Systems *How
to Enter Textbooks*

Follow these steps to add a textbook or “No Textbook Required” note to your course.

IMPORTANT: All courses must have a textbook or “No Textbook Required” note.

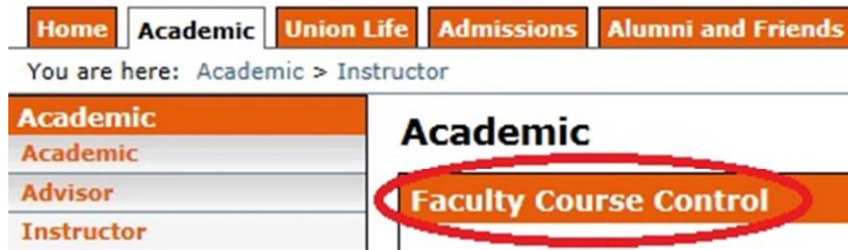
1. Log in to [MyUnion](#).
2. Go to the Academic tab at the top.



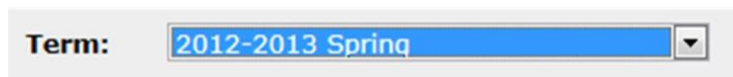
3. Click the Instructor section down the left-hand side of the screen.



4. Click on the header for the Faculty Course Control portlet.



5. Select the correct term from the dropdown and click the “Search” button.



6. Locate the course you want to add a textbook for. Select “Textbooks” from the “Go Directly To” dropdown window.

Course	Title	Division	Go Directly To
			Select Area ... ▾
			Select Area ...
			Course Details
			Class List
			Grade Entry
			Textbooks

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7. If you have previously added the textbook into the system, click "Search Existing Textbooks To Assign To Course" to locate it. Otherwise, click on "Add New Textbook To Assign To Course."

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

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

8. If adding a new textbook, please include as much information as possible excluding the pricing information. To add another textbook for the same course, click the "Save and Add Another" button. Otherwise, click the "Save" button.

IMPORTANT: If your course does not require a textbook, use the "Search Existing Textbooks" tool and search for "No Textbook." Click on the checkbox next to one of the no textbook items and then scroll to bottom of page (Ctrl-End) and click on the "Save" button.

Book Title:*	<input type="text"/>
Author(s):	<input type="text"/>
	<small>(Separate multiple author names with semicolons.)</small>
Publisher:	<input type="text"/>
Copyright:	<input type="text"/>
ISBN-10:	<input type="text"/>
ISBN-13:	<input type="text"/>
<hr/>	
Pricing (the amount the student pays for the book)	
New (\$):	<input type="text"/>
Used (\$):	<input type="text"/>
Rental (\$):	<input type="text"/>
<hr/>	
Cost (\$):	<input type="text"/>
	<small>(the amount the school pays for the book)</small>
<hr/>	
Description:	<input type="text"/>
<hr/>	
<input type="button" value="Save"/>	<input type="button" value="Save and Add Another"/>
<input type="button" value="Cancel"/>	

