

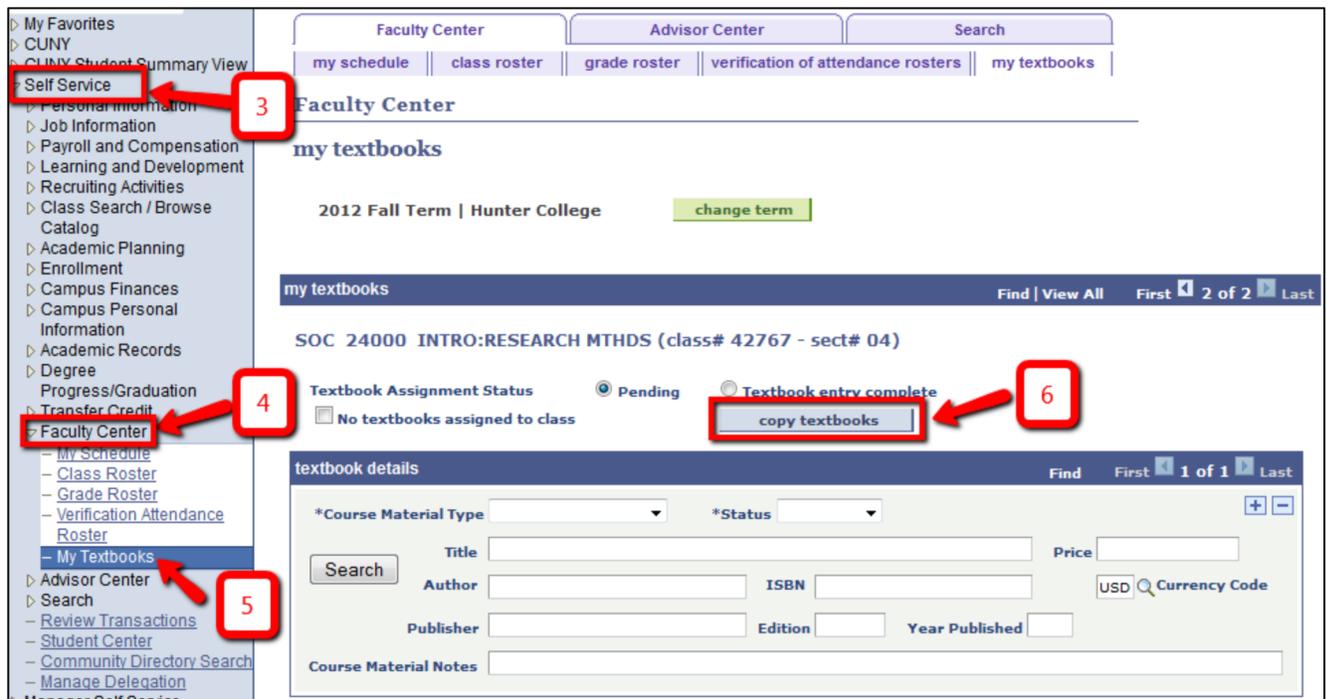
Quick Guide: Copying Textbooks

Last update: 24 April 2013

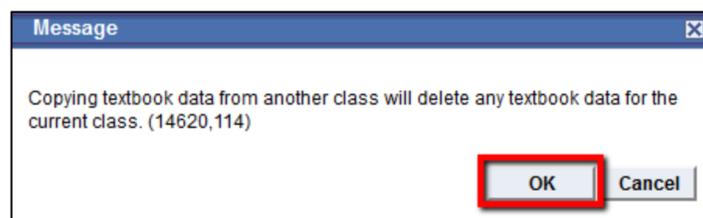
1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Faculty Center**
5. Click on **My Textbooks**
6. Click on the **Copy Textbooks** button

A screenshot of the 'Faculty Center' 'my textbooks' page. The page shows a navigation menu on the left with 'Self Service' (3), 'Faculty Center' (4), and 'My Textbooks' (5) highlighted. The main content area shows '2012 Fall Term | Hunter College' and a 'change term' button. Below that, there's a 'my textbooks' section with a table header 'SOC 24000 INTRO:RESEARCH MTHDS (class# 42767 - sect# 04)'. The table has two columns: 'Textbook Assignment Status' (Pending) and 'Textbook entry complete'. A 'copy textbooks' button (6) is visible in the 'Textbook entry complete' column. Below the table is a 'textbook details' form with fields for Course Material Type, Status, Title, Author, ISBN, Price, Publisher, Edition, and Year Published.

7. You will receive a pop-up which warns you that copying textbook data will delete any current textbook data. Press **OK** to continue.



8. Select the **Term** you would like to copy from
9. Select the **Course Subject** from the dropdown list
10. Enter the five digit **Course Number**
 - a. You may leave this field blank to search all courses in that subject
11. Click **Search**

my textbooks

Enter Search Criteria

Institution: Hunter College

Term: 2012 Fall Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: Sociology

Course Number: is exactly 24000

Course Career: [Empty]

Show Open Classes Only

Show Open Entry/Exit Classes Only

Requirement Designation: [Empty]

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[Return to my textbooks](#) CLEAR CRITERIA **SEARCH**

12. From the list of classes, locate the class you would like to copy textbooks from (source course) and click **Select Class**
 - a. If you are using the "super user" path you will get all sections of the class

SOC 24000 - Introduction to Research Methods

First 1-2 of 2 Last

Section [02-LEC\(42761\)](#) Status ● **select class**

Session Regular

Requirement Designation Regular Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
Mo 9:45AM - 11:00AM	West Bldg 207	Manfred Kuechler, Michael Nisbett, Steven Giovino	08/27/2012 - 12/21/2012
Th 9:45AM - 11:00AM	West Bldg 207	Staff	08/27/2012 - 12/21/2012

Section [04-LEC\(42767\)](#) Status ● **select class**

Session Regular

Requirement Designation Regular Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
Mo 5:35PM - 6:50PM	West Bldg 207	Manfred Kuechler	08/27/2012 - 12/21/2012
We 5:35PM - 6:50PM	West Bldg 207	Staff	08/27/2012 - 12/21/2012

13. Click the radio button that reads **Textbook Entry Complete**
14. Click **Save** to finish the copy textbooks process

The screenshot shows a web interface for managing textbooks. At the top, a header bar contains the text "my textbooks" on the left and "Find | View All First 2 of 2 Last" on the right. Below this, the course information "SOC 24000 INTRO:RESEARCH MTHDS (class# 42767 - sect# 04)" is displayed. Underneath, the "Textbook Assignment Status" section has two radio buttons: "Pending" (unselected) and "Textbook entry complete" (selected). A red box labeled "13" points to the "Textbook entry complete" radio button. Below the radio buttons is a checkbox labeled "No textbooks assigned to class" and a "copy textbooks" button. The "textbook details" section follows, with a "Find" button and "First 1 of 1 Last" navigation. It includes dropdown menus for "*Course Material Type" (set to "Book") and "*Status" (set to "Required"). A "Search" button is located to the left of the "Title" field, which contains "Social Research Counts". Other fields include "Price" (105.950), "Author" (Earl Babbie), "ISBN" (1111833893), "Publisher", "Edition", and "Year Published" (2012). A "USD Currency Code" button is also present. Below these fields is a "Course Material Notes" text area. The "Special Instructions" section has a large text area. At the bottom left, there are two buttons: a green "return" button and a grey "save" button. A red box labeled "14" points to the "save" button.