



BOOKLIST
INSTRUCTIONS AND
REFERENCE MANUAL
FOR ADMINISTRATORS

Office of Academic Affairs
535 East 80th Street
New York, NY 10075

INTRODUCTION

CUNY colleges are required by the 2008 Higher Education Opportunity Act (HEOA) to publicize the materials assigned for each course section (books, coursepacks, CDs) before the term begins. This information is intended to help students plan their access to and/or purchase of course materials. Particularly in a challenging economic climate, students benefit from having time to explore all of their options and seek competitive pricing. At the same time, having this information easily accessible helps the campus bookstores order materials promptly.

To that end, the BookList application has been prepared by Central Office Computing & Information Services (CIS) staff. The staff acknowledges the Brooklyn College CIS team for the program on which this application is based, and for its collaboration and assistance throughout.

By October, 2011, the various books and other materials that will be required for each Spring 2012 course must be entered in this system. Information may be entered by individual faculty members holding responsibility for a course or course section, and/or by designated departmental administrators.

All faculty should be able to access the BookList application and enter/edit course material information by virtue of their course assignments, as reflected by their accounts associated with the CUNY Portal Login (<http://portal.cuny.edu>). If you are a faculty member who has not yet claimed your CUNY Portal account, please note that it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

Departmental administrators are granted access to enter/edit book/materials data for all courses and sections within their specified departments. This access is granted by a campus administrator. You can find a full list of campus administrators on page 29 of this manual.

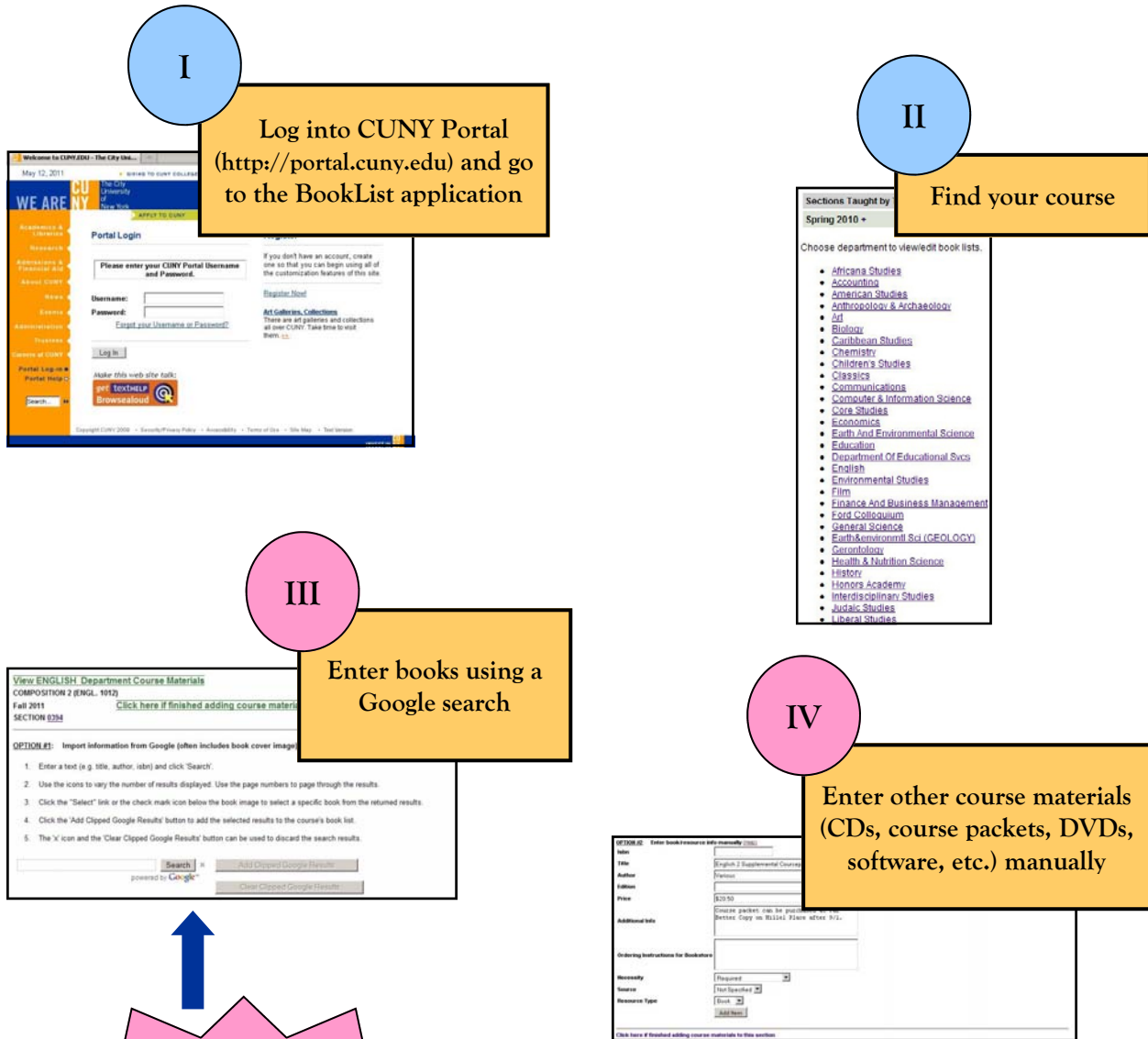
The following pages will walk you through sample information submissions. The manual also features a number of Frequently Asked Questions (FAQs) and responses.

You may also visit the CUNY Library Services website dedicated to information about the textbook and course materials requirements of the Higher Education Opportunity Act (HEOA) : <http://www.cuny.edu/about/administration/offices/OLS/about-heoa.html>.

Finally, keep in mind that Computing and Information Services (CIS) maintains an online Textbook Savings fact sheet, which presents tips and resources for locating affordable versions of textbooks. If possible, please direct your students to this resource: <http://www.cuny.edu/about/resources/student/textbook-savings.html>

BOOKLIST CHEAT SHEET / INSTRUCTION MAP

If you're already familiar with BookList system, you can use this as a cheat sheet. If you don't know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other individuals' and other department's text lists!)



Warning: If you complete these steps incorrectly, you may do harm to other individuals' and departments' course materials lists. Make sure that you fully read the instructions before and/or while completing these steps.

OR

V

Duplicate a course materials list from the current semester

You can also...

- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) Please Select Go
- View Book Lists by Department: English Go
- View Book Lists For Other Terms: Please Select Go

Course Materials List for Fall 2011 [Add a New Book / Material](#)

Department: ENGLISH [Click Here to Return to Department Listing and Access Reports](#)

Course: COMPOSITION 2 (ENGL. 1012) [Click Here to Apply These Materials to Another Section](#)

Section: MW11A (reg. code 0393)

Section	Title	Author	Edition	ISBN	Price	Additional Info	Ordering Instructions	Necessity	Source
CASE		Jean Toomer		ISBN071401517	\$12.95			Flagged	Instructor

OR

VII

Indicate that no materials are needed for your course

You can also...

- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) Please Select Go
- View Book Lists by Department: English Go
- View Book Lists For Other Terms: Please Select Go

Course Materials List for Fall 2011 [Add a New Book / Material](#) [No Course Materials Needed](#)

Department: ENGLISH [Click Here to Return to Department Listing and Access Reports](#)

Course: COMPOSITION 2 (ENGL. 1012)

Section: MW11A (reg. code 0393) *No Book List*

VIII

Check your course materials list

[Add a New Book / Material](#)

Department: ENGL. 1012 [Click Here to Return to Department Listing and Access Reports](#)

Section: MW11A (reg. code 0393) [Click Here to Apply These Materials to Another Section](#)

Section	Title	Author	Edition	ISBN	Price	Additional Info	Ordering Instructions	Necessity	Source
	<i>Collected poems and prose anthologies</i>	Samuel Taylor Coleridge, Richard Hildesheim, Paul Hodgson, Pamela Midson	Norton, 2001	ISBN039397846	\$19.50	If you don't want to purchase this text, you may download and print individual pages and sections. Links will be provided during the first week of classes.	Expected enrollment: 25	Strongly Recommended	Instructor
	<i>Selected essays</i>	William Wordsworth	Penguin, 2004	ISBN014043402	\$12.95	If you don't want to purchase this text, you may download and print individual pages and sections. Links will be provided during the first week of classes.	Expected enrollment: 25	Strongly Recommended	Instructor

IX

Generate a report to send to the bookstore

For Fall 2011 (Change Report Term) Please Select Go

Date from: 06-09-2011 (MM/DD/YYYY)

Date to: 06-09-2011 (MM/DD/YYYY)

Specify format: Excel HTML

Submit

Sections with Missing Course Materials list Please Select Go

Tallies by a Book/Course Material Please Select Go

Tallies by a Book/Course Material EXCEL FORMAT Please Select Go

Sections where no Course Materials are needed Please Select Go

X

Generate a report to monitor a list of text courses with missing text lists

Reports for

Course Materials by Section within Department

Select department: English

Select a range of dates: (Optional)

Date from: 06-09-2011 (MM/DD/YYYY)

Date to: 06-09-2011 (MM/DD/YYYY)

Specify format: Excel HTML

Submit

Sections with Missing Course Materials list Please Select Go

Tallies by a Book/Course Material Please Select Go

Tallies by a Book/Course Material EXCEL FORMAT Please Select Go

Sections where no Course Materials are needed Please Select Go

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I. GETTING STARTED: CUNY PORTAL

1. Log in to CUNY Portal: <http://portal.cuny.edu>

The screenshot shows the CUNY Portal login page. A yellow callout box on the left says: "1.1 Enter your CUNY Portal username and password here; click 'Log In.'" It points to the "Portal Login" section where the "Username:" and "Password:" fields are circled in blue, and the "Log In" button is also circled. A yellow callout box on the right says: "1.2 If you do not yet have a CUNY Portal account, you can create one by clicking here." It points to the "Register Now" button in the "Register" section. A blue starburst callout at the bottom right says: "Tip: After you create a CUNY Portal account, it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information."

2. Check your Primary College in CUNY Portal

Many people teach or work at more than one CUNY campus, or are both a graduate student and an instructor. To access your course materials at a specific CUNY campus, make sure that your CUNY Portal profile lists your primary affiliation as that campus.

The screenshot shows the "My Page" section of the CUNY Portal. A yellow callout box on the left says: "2.1 Click 'My Profile' to view your profile." It points to the "My Profile" link in the user's navigation menu, which is circled in blue. The "My Page" section contains several widgets: "Sign up Now for CUNY Alert", "Blackboard Gateway", "Apply to CUNY", "Student Applications" (with links for Academic Calendars, eFAP, ePermit, eSched, eSIMS, and eSUPP), and "CUNY Scholar Support".

WE ARE CUNY The City University of New York

APPLY TO CUNY CURRENT Students FACULTY & STAFF

Academics & Libraries
 Research
 Admissions & Financial Aid
 About CUNY
 News
 Events
 Administration
 Trustees
 Careers at CUNY

cuny mail
 cuny mail

Welcome Emily
 Portal Help
 My Profile
 Logout

Search... ▶▶

View Panels **Modify**

User Profile

Full Name Emily B. Lyde

College New York City College of Technology
 Queensborough Community College
 The Graduate School & University Center
 CUNY Central Office

Primary College CUNY Central Office

Graduation Year 2003

CUNY Role Faculty
 Staff
 Student

Primary CUNY Role Staff

Work Phone 3475552354

Home Street 98 Henry Street, 4B

Home City Brooklyn

Home State New York

Home Zip 11210

Code

Home Country United States

2.2 If necessary, click “modify” to change your primary college affiliation.

2.3 After you click “Modify,” you will be able to select the correct campus from the drop-down menu.

College New York City College of Technology
 Queensborough Community College
 The Graduate School & University Center
 CUNY Central Office

Primary College CUNY Central Office

Graduation Year 2003

CUNY Role Faculty
 Staff
 Student

Primary CUNY Role Staff

3. Find the BookList icon on your CUNY Portal home page



3.1 Click "My Page" to return to the CUNY Portal home page.

3.2 Look on the CUNY Portal home page for the BookList icon; click on the icon.



II. FINDING YOUR COURSE: ADMINISTRATORS

1. Click on your department to find your course

1.1 Look on the BookList home page for a list of departments whose text lists you can edit.

1.2 You may also click on your department in the full list of departments.

Departments that you can administer

- COMPUTER & INFORMATION SCIENCE
- MATHEMATICS
- ENGLISH

Choose department to view/edit book lists.

- [Africana Studies](#)
- [Accounting](#)
- [American Studies](#)
- [Anthropology & Archaeology](#)
- [Art](#)
- [Biology](#)
- [Caribbean Studies](#)
- [Chemistry](#)
- [Children's Studies](#)
- [Classics](#)
- [Communications](#)
- [Computer & Information Science](#)
- [Core Studies](#)
- [Economics](#)
- [Earth And Environmental Science](#)
- [Education](#)
- [Department Of Educational Svcs](#)
- [English](#)
- [Environmental Studies](#)
- [Film](#)
- [Finance And Business Management](#)
- [Ford Colloquium](#)

1.3 BookList will bring you to a list of course offerings for your department.

Course Materials List for Fall 2011 (Change Term: Go)

ENGLISH DEPARTMENT (Change Department: Go)

THE EPIC GENRE (CMLT. 3601)
SECTION: TR2 (reg. code 2320)
[Add a New Book / Material](#) [Edit Book List](#)

MOD STORY & NOVELLA (CMLT. 3608)
SECTION: U12 (reg. code 3713)
[Add a New Book / Material](#) [Edit Book List](#)

AFRICAN LIT (CMLT. 3619)
SECTION: MW11 (reg. code 1914)
[Add a New Book / Material](#) [Edit Book List](#)

CARIBBEAN LITERATURE (CMLT. 3623)
SECTION: ET6 (reg. code 3616)
[Add a New Book / Material](#) [Edit Book List](#)

1.5 To create a new course materials list, click "Add a New Book / Material."

1.6 To edit an existing course materials list, click "Edit Book List."

1.4 If necessary, use this drop-down menu to choose a different semester.

III. ADDING TEXTS THROUGH A GOOGLE SEARCH

The BookList system uses a Google search function to make text lists more accurate and standardized. This option can only be used for books and, in some cases, ebooks. All other course materials (course packets, DVDs, software, etc.) must be entered manually. (See “Adding Items Manually” on page 11.) Once you locate your book using a Google search, you can add a note to the students in the book’s record—to indicate that they may (or may not) purchase an alternate edition of the text, that they can find a copy of the text on reserve in the library, that they can rent the book, and/or that they can access a free copy of the text online.

1. Enter in search terms for your text

1.1 Enter text title, author, publisher, and/or ISBN number here and then click “Search.”

[View ENGLISH Department Course Materials](#)
COMPOSITION 2 (ENGL. 1012)
Fall 2011 [Click here if finished adding course materials to this section](#)
SECTION 0394

OPTION #1: Import information from Google (often includes book cover image) (Help)

1. Enter a text (e.g. title, author, isbn) and click 'Search'.
2. Use the icons to vary the number of results displayed. Use the page numbers to page through the results.
3. Click the "Select" link or the check mark icon below the book image to select a specific book from the returned results.
4. Click the 'Add Clipped Google Results' button to add the selected results to the course's book list.
5. The 'x' icon and the 'Clear Clipped Google Results' button can be used to discard the search results.

powered by Google™

Tip: In most cases, the only information you need to enter is the ISBN number. ISBN searches are also the most reliable and accurate. To easily find a text's ISBN number, search for the text on amazon.com, bn.com, or a similar online bookseller.

2. Check primary result

Tip: There may be dozens of different editions of a given text, but each different edition has its own ISBN number and its own record in Google. In almost all cases you should be able to find the *exact* edition you want to assign, particularly if you have included the ISBN number in your search.


[View ENGLISH Department Course Materials](#)
COMPOSITION 2 (ENGL. 1012)
Fall 2011 [Click here if finished adding course materials to this section](#)
SECTION 0394

OPTION #1: Import information from Google (often includes book cover image) (Help)

1. Enter a text (e.g. title, author, isbn) and click 'Search'.
2. Use the icons to vary the number of results displayed. Use the page numbers to page through the results.
3. Click the "Select" link or the check mark icon below the book image to select a specific book from the returned results.
4. Click the 'Add Clipped Google Results' button to add the selected results to the course's book list.
5. The 'x' icon and the 'Clear Clipped Google Results' button can be used to discard the search results.

0141439475
powered by Google™

▼ Book

 [Frankenstein, or, The modern Prometheus](#)
by Mary Wollstonecraft Shelley
Hindle
2003 - 273 pages
[books.google.com](#)

[Select](#)

2.1 The primary result will appear below the search field. If it's the correct text, click “Select” and skip to step 4.2.

5. Choose textbook options and add notes for the bookstore

You can also...

- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) [Go](#)
- View Book Lists By Department: [Go](#)
- View Book Lists For Other Terms: [Go](#)

Course Materials List for Fall 2011 [Add a New Book / Material](#)

Department:	ENGLISH	Click Here to Return to Department Listing and Access Reports						
Course:	COMPOSITION 2 (ENGL. 1012)							
Section:	M11BF (reg. code 0394)	Click Here to Apply These Materials to Another Section						
Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source
Frankenstein, or, The modern Prometheus	Mary Wollstonecraft Shelley, Maurice Hindle		ISBN0141439475	8.99			<input type="text" value="Required"/> <input type="text" value="Strongly Recommended"/> <input type="text" value="Required"/>	Instructor Delete

5.1 Indicate whether the text is required or strongly recommended by using the drop-down menu.

5.2 Click the book title to add edition information and to add ordering instructions for the bookstore or additional information for your

ENGLISH DEPARTMENT
COMPOSITION 2 (ENGL. 1012)
Fall 2011
SECTION M11BF (reg. code 0394)

Isbn ISBN0141439475

Title

Author

Edition

Price

Additional Info

Ordering Instructions for Bookstore

Necessity

Source

Resource Type

[Click here to return to the Cour](#)

5.3 Once in the record for a book, you may edit "Additional Info," "Ordering Instructions," "Necessity," and "Source"—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus

Tip: The "Additional Info" box is a good place to tell students whether they must get the indicated edition of the text, or if they may purchase an earlier / alternate edition to save money. You can also use this box to tell students if a copy of the text is available on reserve in the library, if the book is available for rental at your campus bookstore or elsewhere, or to provide a link to a free online edition of the text.

5.4 If the “Edition” field is blank, enter the publisher and copyright year here. If the “Edition” field is not blank, only make changes if you’re absolutely certain that your changes are correct. Any changes you make to this field will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

5.5 Only edit “Resource Type” if you are absolutely certain that your change is correct.

ENGLISH DEPARTMENT
COMPOSITION 1 (ENGL. 1010)
Fall 2011
SECTION MW20 (reg. code 3933)

ISBN: ISBN0141439475

Title: Frankenstein, or, The modern Prometheus

Author: Mary Wollstonecraft Shelley, Maurice Hindle

Edition: Penguin, 2003

Price: 8

Additional Info: Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.

Ordering Instructions for Bookstore: Expected enrollment = 25

Necessity: Required

Source: Instructor

Resource Type: Book

Save Changes

Click here to return to the Course Materials List without making changes

5.6 **WARNING:** Do not edit “Title,” “Author,” or “Price” in the book record. If you do, your changes will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

5.7 Click “Save Changes” if you want to save your changes to the text record. Click the “Click here to return...” link if you don’t want to save any changes to the text record.

ENGLISH DEPARTMENT
COMPOSITION 1 (ENGL. 1010)
Fall 2011
SECTION MW20 (reg. code 3933)

ISBN: ISBN0141439475

Title: Frankenstein, or, The modern Prometheus

Author: Mary Wollstonecraft Shelley, Maurice Hindle

Edition: Penguin, 2003

Price: 8

Additional Info: Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.

Ordering Instructions for Bookstore: Expected enrollment = 25

Necessity: Required

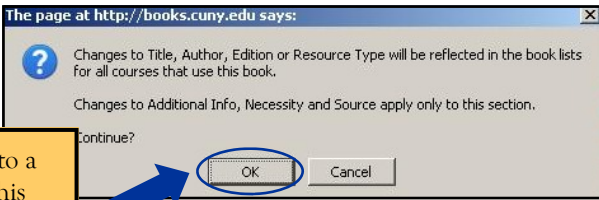
Source: Instructor

Resource Type: Book

Save Changes

Click here to return to the Course Materials List without making changes

5.6 If you make any changes to a book’s record, you will see this warning message. Make sure that you have only made changes to appropriate fields before you click



IV. ADDING ITEMS MANUALLY

If students are required to purchase any materials other than books (e.g. a course packet or a CD), you will have to enter the items manually. It is ***strongly*** recommended that you enter all books to your text list by using a Google search (see “Adding Texts Using a Google Search,” page 7); if necessary, however, you may also enter books manually.

1. Manually entering items that do not have an ISBN number (CDs, course packets, DVDs, etc.)

1.1 Enter as much information as you can into the manual entry form. You must add at least a title and a price.

The screenshot shows a web form titled "OPTION #2: Enter book/resource info manually (Help)". The form contains several fields: "Isbn" (empty), "Title" (English 2 Supplemental Coursepacket), "Author" (Various), "Edition" (empty), "Price" (\$20.50), "Additional Info" (Course packet can be purchased at Far Better Copy on Hillel Place after 9/1.), "Ordering Instructions for Bookstore" (empty), "Necessity" (Required), "Source" (Not Specified), and "Resource Type" (Book). A blue arrow points from the "Add Item" button to a tip box on the right. Another blue arrow points from the tip box to the "Add Item" button. A link at the bottom says "Click here if finished adding course materials to this section".

Tip: Unlike books added through a Google search, manually entered items do not link to an external record of the item students are required to buy—so make sure to include enough information that the students will be able to identify and purchase the correct item.

1.2 After you have entered as much information as you can into the manual entry form, click “Add Item” to add the item to your course materials list.

2. Manually entering items that have an ISBN number (i.e. books).

2.1 Enter only the ISBN number and title. (You will be able to add additional information later.)

OPTION #2: Enter book/resource info manually (Help)

ISBN: 0618107320

Title: Lyrical Ballads and Related Writings

Author: _____

Edition: _____

Price: _____ (If no price is provided, we will attempt to retrieve one from Bowker's bibliographic WebService)

Additional Info: _____

Ordering Instructions for Bookstore: _____

Necessity: Required

Source: Not Specified

Resource Type: Book

Add Item

2.3 If your text appears elsewhere in the BookList system, you will see this warning box. **WARNING:** You **must** click "Cancel" or else you will overwrite information entered into the system by other faculty members. If necessary, you may edit any incorrect information in step 2.7.

The page at http://books.cuny.edu says:

0618107320
Lyrical Ballads and Related Writings
William Wordsworth and Samuel Taylor Coleridge
Riverside, 2001
Book

This item is already known to the system. Changes to Title, Author, Edition or Resource Type will be reflected in the course material lists for all courses that use this item.

OK - Use the new information entered
Cancel - Use the current information for this item.

OK Cancel

2.4 Indicate whether the text is required or strongly recommended by using the drop-down menu.

You can also...

- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1010) | Please Select
- View Book Lists By Department: English
- View Book Lists For Other Terms: Please Select

Course Materials List for Fall 2011 | Add a New Book / Material

Department: ENGLISH | Click Here to Return to Department Listing and Access Reports

Course: COMPOSITION 1 (ENGL. 1010)

Section: TR8AF (reg. code 0373) | Click Here to Apply These Materials to Another Section

Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source
Lyrical Ballads and Related Writings			0618107320	\$30.95			Required	Not Specified

2.5 Click the book title to add additional information about the book, to add a note to your students about the book, and/or to add ordering information for the bookstore. Please note: if the system has not successfully retrieved a price, you **must** enter one.

2.7 If the “Author,” “Edition,” and “Price” fields are blank, please fill them in. If there is data already in any of these fields, only edit them if you are **certain** that your changes are correct. Any changes you make to these field will be duplicated in *all* text lists in the BookList system that contain the book whose record you are editing.

2.6 The ISBN number is the only field that you can’t edit after you create the record for the text. If you have entered an incorrect ISBN number, you must delete the entire record and create a new record with the correct ISBN number.

ENGLISH DEPARTMENT
 COMPOSITION 1 (ENGL. 1010)
 Fall 2011
 SECTION ETR6A (reg. code 1541)

Isbn	0618107320
Title	Lyrical Ballads and Related Writings
Author	William Wordsworth and Samuel Taylor Coleridge
Edition	Riverside, 2001
Price	30.95
Additional Info	Any alternate edition is acceptable as long as it republishes 1798 versions of the poems from Lyrical Ballads.
Ordering Instructions for Bookstore	
Necessity	Required
Source	Not Specified
Resource Type	Book

Save Changes

[Click here to return to the Course Materials List without making changes](#)

2.8 If you wish, you may edit “Additional Info,” “Ordering Instructions,” “Necessity,” and “Source”—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus bookstore. Edit “Resource Type” only if you are certain your changes are correct.

2.9 Only edit “Resource Type” if you are certain your changes are correct.

V. DUPLICATING A COURSE MATERIALS LIST FROM THE CURRENT SEMESTER

Departmental administrators may want to duplicate a book list across all sections of a course. Please note: Once you duplicate a book list from one section of a course to another, those two sections will be linked and will share a book list. Thus if some sections of a course will use different editions of a text—or if some sections of a course will have a slightly different course materials list than others—you must create separate records for those courses.

1.1 While in the record of the course materials list you would like to duplicate, click on this link.

You can also...

- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) Please Select
- View Book Lists By Department: English
- View Book Lists For Other Terms: Please Select

Course Materials List for Fall 2011 [Add a New Book / Material](#)

Department: ENGLISH [Click Here to Return to Department Listing and Access Reports](#)

Course: COMPOSITION 2 (ENGL. 1012)

Section: MW9A (reg. code 0391) [Click Here to Apply These Materials to Another Section](#)

Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source
Cancel	Jean Toomer		ISBN0871401517	\$12.95			Required <input type="button" value="v"/>	Instructor <input type="button" value="v"/> Delete

1.2 Check the course section(s) to which you would like to copy the selected text list.

Other Departments
 Other Terms

Only the sections for which you can publish course materials are enabled in the list below.

Select the sections to which you want the current course materials list to be copied and press the Submit button.

<input checked="" type="checkbox"/> MW9A (reg. code 0391)	<input type="checkbox"/> TR11A (reg. code 0401)	<input type="checkbox"/> TR9B (reg. code 2014)
<input type="checkbox"/> MW9B (reg. code 0392)	<input type="checkbox"/> TR11B (reg. code 0402)	<input type="checkbox"/> MW3B (reg. code 3610)
<input type="checkbox"/> MW11A (reg. code 0393)	<input type="checkbox"/> TR2B (reg. code 0403)	<input type="checkbox"/> TF9 (reg. code 3611)
<input type="checkbox"/> M11BF (reg. code 0394)	<input type="checkbox"/> TR3B (reg. code 0404)	<input type="checkbox"/> TR2A (reg. code 3612)
<input type="checkbox"/> MW2BF (reg. code 0395)	<input type="checkbox"/> TR5A (reg. code 0405)	<input type="checkbox"/> TR3A (reg. code 3613)
<input type="checkbox"/> MW12A (reg. code 0396)	<input type="checkbox"/> S12 (reg. code 0943)	<input type="checkbox"/> MW5 (reg. code 3615)
<input type="checkbox"/> MW12B (reg. code 0397)	<input type="checkbox"/> U12 (reg. code 0944)	
<input type="checkbox"/> MW2A (reg. code 0398)	<input type="checkbox"/> ETR6 (reg. code 0946)	
<input checked="" type="checkbox"/> MW3A (reg. code 0399)	<input type="checkbox"/> TF11 (reg. code 1431)	
<input type="checkbox"/> TR9A (reg. code 0400)	<input type="checkbox"/> EMW6 (reg. code 1583)	

1.3 Click "Submit."





1.3 BookList will cluster courses with duplicated book lists.



COMPOSITION 2 (ENGL_1012)

SECTION: MW3A (reg. code 0391) MW3A (reg. code 0399)

[Add a New Book / Material](#) [Apply To Another Section](#)

 <p>Cane by Jean Toomer ISBN0871401517 Required Instructor \$12.95</p> <p>powered by Google™</p>	 <p>The Norton anthology of poetry by Margaret W. Ferguson, Mary Jo Salter ISBN0393979202 Required Instructor \$57.00</p> <p>powered by Google™</p>	 <p>The complete short stories of Ernest Hemingway by Ernest Hemingway ISBN0684843323 Required Instructor \$22.00</p> <p>powered by Google™</p>
 <p>The portable Edgar Allan Poe by Edgar Allan Poe, J. Gerald Kennedy ISBN0143039911 Required Instructor \$18.00</p> <p>powered by Google™</p>		

Tip: After you have duplicated a text list, any further changes you make to that book list will apply to all sections of the course that share the text list.

VI. UNLINKING DUPLICATE LISTS

Once a course materials list is copied to an additional section of a course, the course records will be linked. This means that any further changes you make to that course materials list will apply to all sections of the course that share the list. If you want to make changes to the course materials list for only one section of a course, you must first unlink the records, and then create a new course materials list for that section.

1.1 In the full list of courses offered by your department, find the record you would like to unlink; click “Apply To Another Section.”

The screenshot shows a list of course sections with their respective materials. The 'COMPOSITION 2 (ENGL. 1012)' section is highlighted, and the 'Apply To Another Section' button is circled in blue. Below the sections, several book titles are listed, including 'Cane' by Jean Toomer, 'The Norton anthology of poetry', 'The complete short stories of Ernest Hemingway', and 'The portable Edgar Allan Poe'.

1.2 Uncheck the course section(s) you want to unlink.

1.3 Click “Submit.” You will now be able to create a new text list for your course.

1.2 Uncheck the course section(s) you want to unlink.

1.3 Click “Submit.” You will now be able to create a new text list for your course.

Other Departments: Go

Other Terms: Go

Only the sections for which you can publish course materials are enabled in the list below.

Select the sections to which you want the current course materials list to be copied and press the Submit button.


- MW9A (reg. code 0391)
- MW9B (reg. code 0392)
- MW11A (reg. code 0393)
- M11BF (reg. code 0394)
- MW2BF (reg. code 0395)
- MW12A (reg. code 0396)
- MW12B (reg. code 0397)
- MW2A (reg. code 0398)
- MW3A (reg. code 0399)
- TR9A (reg. code 0400)
- TR11A (reg. code 0401)
- TR11B (reg. code 0402)
- TR2B (reg. code 0403)
- TR3B (reg. code 0404)
- TR5A (reg. code 0405)
- S12 (reg. code 0943)
- U12 (reg. code 0944)
- ETR6 (reg. code 0946)
- TF11 (reg. code 1431)
- EMW6 (reg. code 1583)
- TR9B (reg. code 2014)
- MW3B (reg. code 3610)
- TF9 (reg. code 3611)
- TR2A (reg. code 3612)
- TR3A (reg. code 3613)
- MW5 (reg. code 3615)

VII. “NO MATERIALS NEEDED” RECORDS

If students are not required to purchase any materials for a course, you must indicate this in the BookList system. This will let the students know that they will not have to buy materials for the indicated course; otherwise it may seem as though the instructor or department simply hasn't yet completed a course materials

SECTION: MW9B (reg. code 0392)	No Book List
Add a New Book / Material Edit Book List	
SECTION: MW11A (reg. code 0393)	List
Add a New Book / Material Edit Book List	
SECTION: MW2BF (reg. code 0395)	List
Add a New Book / Material Edit Book List	
SECTION: MW12A (reg. code 0396)	No Book List
Add a New Book / Material Edit Book List	
SECTION: MW12B (reg. code 0397)	No Book List
Add a New Book / Material Edit Book List	
SECTION: MW2A (reg. code 0398)	No Book List
Add a New Book / Material Edit Book List	

1.1 Find your course in your department's list of courses. Click "Edit Book List."



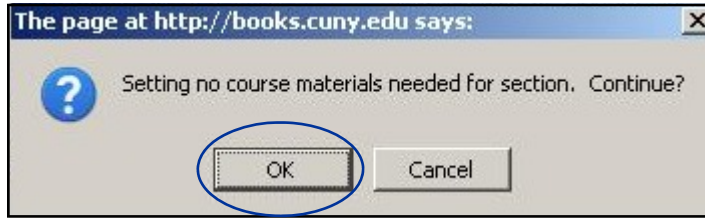
1.2 Click the "No Course Materials Needed" button.

You can also...

- [See the Student's View of This Section](#)
- **View Prior Book Lists (ENGL. 1012)** [Go](#)
- **View Book Lists By Department:** [Go](#)
- **View Book Lists For Other Terms:** [Go](#)

Course Materials List for Fall 2011	Add a New Book / Material No Course Materials Needed
Department:	ENGLISH Click Here to Return to Department Listing and Access Reports
Course:	COMPOSITION 2 (ENGL. 1012)
Section:	MW11A (reg. code 0393) No Book List





1.3 Click "OK" to verify that you are not requiring your students to purchase any materials for your class.

You can also...

- [See the Student's View of This Section](#)
- **View Prior Book Lists (ENGL. 1012)** [Go](#)
- **View Book Lists By Department:** [Go](#)
- **View Book Lists For Other Terms:** [Go](#)

Course Materials List for Fall 2011	Add a New Book / Material
Department:	ENGLISH Click Here to Return to Department Listing and Access Reports
Course:	COMPOSITION 2 (ENGL. 1012)
Section:	MW11A (reg. code 0393) <i>No Course Materials Needed</i>

1.4 A note will appear in the record for your course to indicate that you are not requiring your students to purchase any

VIII. CHECKING YOUR LIST

It is strongly recommended that you double check your course materials list when you are done putting it together. Students may begin buying the texts on the list before the beginning of the semester, so it is imperative that you publish a list that is as accurate as possible.

1.1 Check to ensure that your list is complete, that you have chosen the correct editions of all texts, and that you have given students all necessary information.

Title	Author	Edition	Isbn	Price	Additional Info	Ordering Instructions	Necessity	Source
Coleridge's poetry and prose: authoritative texts, criticism	Samuel Taylor Coleridge, Nicholas Halmi, Paul Magnuson, Raimonda Mediano	Norton, 2003	ISBN03937979040	\$16.50	If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.	Expected enrollment = 25	Strongly Recommended	Instructor
Coleridge's poetry and prose: authoritative texts, criticism	William Wordsworth	Penguin, 2004	ISBN0140424423	\$13.00	If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.	Expected enrollment = 25	Strongly Recommended	Instructor

1.2 To view what your students will see (strongly recommended), click "See the Student's View of This Section."

1.3 Check the student view for accuracy.

COURSE MATERIALS for COMPOSITION 2 (ENGL. 1012) Section MW11A, Reg. Code 0393 (Fall 2011)

Strongly Recommended Course Materials

- Title:** Coleridge's poetry and prose: authoritative texts, criticism
Author: Samuel Taylor Coleridge, Paul Magnuson, Raimonda Mediano
Edition: Norton, 2003
Price: \$13.00
Additional Info: If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.
- Title:** Selected poems
Author: William Wordsworth
Edition: Penguin, 2004
Price: \$13.00
Additional Info: If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.

Required Course Materials

- Title:** Blake's poetry and designs
Author: William Blake
Edition: Norton, 2006
Price: \$18.00
Additional Info: Any standard edition of Blake's poetry is acceptable if it includes images of his artwork.
- Title:** Frankenstein, or, The modern Prometheus
Author: Mary Wollstonecraft Shelley, Maurice Hoadly
Edition: Penguin, 2003
Price: \$8.00
Additional Info: Other editions of Frankenstein vary greatly, so you absolutely must purchase this edition of the novel.
- Title:** Lyrical ballads
Author: William Wordsworth, Samuel Taylor Coleridge
Edition: Routledge, 2005
Price: \$17.95
ISBN: 041535520X
- Title:** Selected poems
Author: Charlotte Smith, Judith Williamson
Edition: Current/Poetry4, 2006
ISBN: 0915036722591
- Title:** Tales from Shakespeare
Author: Charles Lamb, Mary Lamb, Martha Warner
Edition: Penguin, 2007
Price: \$12.00
ISBN: 0141441623

1.4 To end your BookList session, click "Close Window"—or click your internet browser's "back" button to continue editing your course materials list(s).

IX. REPORTS: BOOKSTORE ORDERS

Faculty members are encouraged to make use of the BookList reports feature to prepare bookstore orders. Departmental administrators can use the report function to prepare department-wide bookstore orders or prepare bookstore orders for individual courses.

1. Go to “Reports” screen and enter search data

1.1 In the full list of courses offered by your department, click on the “Access Reports” link.

Access Reports
Manage "No Course Materials Needed" List
Course Materials List for Fall 2011 (Change Term: [Please Select] Go)
ENGLISH DEPARTMENT (change Department: [Please Select] Go)

THE EPIC GENRE (CMLT. 3601) SECTION: IS2 (reg. code 2320) No Book List Add a New Book / Material Edit Book List
MOD STORY & NOVELLA (CMLT. 3608) SECTION: IS2 (reg. code 3713) No Book List Add a New Book / Material Edit Book List
AFRICAN LIT (CMLT. 3619) SECTION: MW11 (reg. code 1914) No Book List Add a New Book / Material Edit Book List
CARIBBEAN LITERATURE (CMLT. 3623) SECTION: ET6 (reg. code 3616) No Book List Add a New Book / Material Edit Book List

1.2 Choose your department from the drop-down menu

1.3 Enter the date range during which the course materials list(s) you want to export were created or last modified—whichever is more recent.. Click on the “...” buttons if you prefer to choose dates in a calendar view.

Reports for Fall 2011 (Change Report Term: [Please Select] Go)

Course Materials by Section within Department

Department: English

Select a range of dates: (Optional)

Date from: 06-09-2011 (MM/DD/YYYY)

Date to: 06-09-2011 (MM-DD-YYYY)

Specify format:

Excel HTML

Submit

Sections with Missing Course Materials list: Please Select

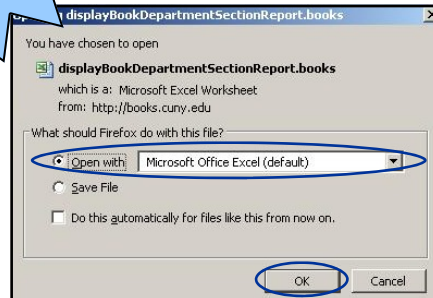
Excel FORMAT: Please Select Go

1.4 Choose the “Excel” option if you want to be able to manipulate, save, and / or share your data. Click “Submit.”

Tip: Your report will contain data for *all* of the course materials lists from your department that were created or edited in your chosen date range. Reports run with a narrower date range will yield less extraneous data—which is preferable if you only want information on a single course. If you want a more comprehensive report, provide a wider date range.

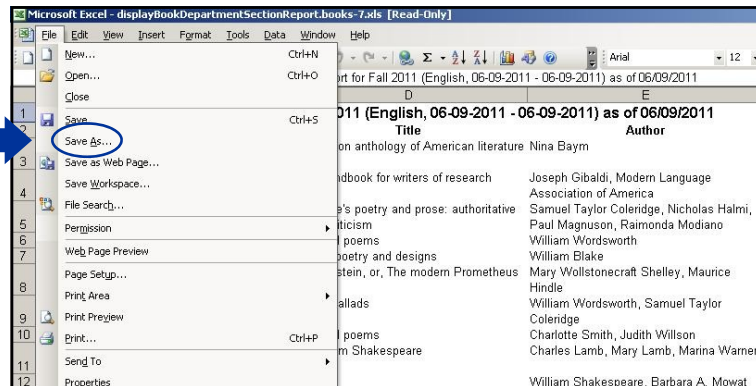
2. Open your report in Microsoft Excel

Tip: If you do not have Microsoft Excel on your personal or office computer, check the computers in your campus library to see if they have Excel.



2.1 Choose "Open with Microsoft Office Excel" and click "OK"

2.2 Before you can edit and share your report, you must first save it on your computer or an external hard drive by clicking "Save As" in the drop-down "File" menu.



3. Check and edit your report as necessary

3.1 Even if you specified an exact date that your list was created / last modified, your report may contain course materials information for other courses in your department. Before sending your report to the bookstore, check for extraneous information.



1	Book Department Section Report for Fall 2011 (English, 06-09-2011 - 06-09-2011) as of 06/09/2011									
2	Department Name	Course	Reg. Code	Title	Author	Edition	Isbn	Necessity	Book Created	Book List
3	ENGLISH	ENGL 1010	356	The Norton anthology of American literature	Nina Baym	Norton, 2007	ISBN0393930572	Required	6/8/2011	6/8/2011
4	ENGLISH	ENGL 1010	358	MLA handbook for writers of research papers	Joseph Gibaldi, Modern Language Association of America		UCM49015003326676	Required	6/8/2011	6/8/2011
5	ENGLISH	ENGL 1012	393	Coleridge's poetry and prose: authoritative texts, criticism	Samuel Taylor Coleridge, Nicholas Healm, Paul Magnuson, Ramonda Modiano	Norton, 2003	ISBN0393979040	Strongly Recommended	6/2/2011	6/8/2011
6	ENGLISH	ENGL 1012	393	Selected poems	William Wordsworth	Penguin, 2004	ISBN0140424423	Strongly Recommended	6/2/2011	6/9/2011
7	ENGLISH	ENGL 1012	393	Blake's poetry and designs	William Blake	Norton, 2006	ISBN039392498X	Required	6/2/2011	6/9/2011
8	ENGLISH	ENGL 1012	393	Frankenstein, or, The modern Prometheus	Mary Wollstonecraft Shelley, Maurice Hindle	Penguin, 2003	ISBN0141439475	Required	6/2/2011	6/9/2011
9	ENGLISH	ENGL 1012	393	Lyrical ballads	William Wordsworth, Samuel Taylor Coleridge	Routledge, 2005	ISBN041535529X	Required	6/2/2011	6/9/2011
10	ENGLISH	ENGL 1012	393	Selected poems	Charlotte Smith, Judith Willson	Carcanel,Fyfield, 2006	UCM39015058722391	Required	6/2/2011	6/9/2011
11	ENGLISH	ENGL 1012	393	Tales from Shakespeare	Charles Lamb, Mary Lamb, Marina Warner	Penguin, 2007	ISBN0141441623	Required	6/2/2011	6/9/2011
12	ENGLISH	ENGL 1012	397	Hamlet	William Shakespeare, Barbara A. Mowat	Simon and Schuster, 2003	ISBN074347712X	Required	6/9/2011	6/9/2011
13	ENGLISH	ENGL 1012	397	King Lear	William Shakespeare	Simon and Schuster, 2004	ISBN074348276X	Required	6/9/2011	6/9/2011
14	ENGLISH	ENGL 1012	397	Macbeth	William Shakespeare	Simon and Schuster, 2003	ISBN0743477103	Required	6/9/2011	6/9/2011
15	ENGLISH	ENGL 1012	397	The Tempest	William Shakespeare, Barbara A. Mowat, Paul Werstine	Simon and Schuster, 2004	ISBN0743482832	Required	6/9/2011	6/9/2011
16	ENGLISH	ENGL 1012	3615	Cane	Jean Toomer		ISBN0871401517	Required	5/20/2011	6/9/2011
17	ENGLISH	ENGL 1012	3615	The complete short stories of Ernest Hemingway	Ernest Hemingway		ISBN0684843323	Required	5/20/2011	6/9/2011
18	ENGLISH	ENGL 1012	3615	The Great Gatsby	Francis Scott Fitzgerald		ISBN0743273567	Required	6/9/2011	6/9/2011
19	ENGLISH	ENGL 1012	3615	The Norton anthology of poetry	Margaret W. Ferguson, Mary Jo Salter	Norton	ISBN0393979202	Required	6/2/2011	6/9/2011
20	ENGLISH	ENGL 1012	3615	The portable Edgar Allan Poe	Edgar Allan Poe, J. Gerald Kennedy		ISBN0143039311	Required	5/20/2011	6/9/2011

3.3 To delete multiple rows at once, hold the "Shift" button down while clicking on the numbers to the left of the rows you would like to delete. The rows will be highlighted. Choose "Delete" from the "Edit" menu.



1	Book Department Section Report for Fall 2011 (English, 06-09-2011 - 06-09-2011) as of 06/09/2011									
2	Department Name	Course	Reg. Code	Title	Author	Edition	Isbn	Necessity	Book Created	Book List
3	ENGLISH	ENGL 1010	356	The Norton anthology of American literature	Nina Baym	Norton, 2007	ISBN0393930572	Required	6/8/2011	6/8/2011
4	ENGLISH	ENGL 1010	358	MLA handbook for writers of research papers	Joseph Gibaldi, Modern Language Association of America		UCM49015003326676	Required	6/8/2011	6/8/2011
5	ENGLISH	ENGL 1012	393	Coleridge's poetry and prose: authoritative texts, criticism	Samuel Taylor Coleridge, Nicholas Healm, Paul Magnuson, Ramonda Modiano	Norton, 2003	ISBN0393979040	Strongly Recommended	6/2/2011	6/8/2011
6	ENGLISH	ENGL 1012	393	Selected poems	William Wordsworth	Penguin, 2004	ISBN0140424423	Strongly Recommended	6/2/2011	6/9/2011
7	ENGLISH	ENGL 1012	393	Blake's poetry and designs	William Blake	Norton, 2006	ISBN039392498X	Required	6/2/2011	6/9/2011
8	ENGLISH	ENGL 1012	393	Frankenstein, or, The modern Prometheus	Mary Wollstonecraft Shelley, Maurice Hindle	Penguin, 2003	ISBN0141439475	Required	6/2/2011	6/9/2011
9	ENGLISH	ENGL 1012	393	Lyrical ballads	William Wordsworth, Samuel Taylor Coleridge	Routledge, 2005	ISBN041535529X	Required	6/2/2011	6/9/2011
10	ENGLISH	ENGL 1012	393	Selected poems	Charlotte Smith, Judith Willson	Carcanel,Fyfield, 2006	UCM39015058722391	Required	6/2/2011	6/9/2011
11	ENGLISH	ENGL 1012	393	Tales from Shakespeare	Charles Lamb, Mary Lamb, Marina Warner	Penguin, 2007	ISBN0141441623	Required	6/2/2011	6/9/2011
12	ENGLISH	ENGL 1012	397	Hamlet	William Shakespeare, Barbara A. Mowat	Simon and Schuster, 2003	ISBN074347712X	Required	6/9/2011	6/9/2011
13	ENGLISH	ENGL 1012	397	King Lear	William Shakespeare	Simon and Schuster, 2004	ISBN074348276X	Required	6/9/2011	6/9/2011
14	ENGLISH	ENGL 1012	397	Macbeth	William Shakespeare	Simon and Schuster, 2003	ISBN0743477103	Required	6/9/2011	6/9/2011
15	ENGLISH	ENGL 1012	397	The Tempest	William Shakespeare, Barbara A. Mowat, Paul Werstine	Simon and Schuster, 2004	ISBN0743482832	Required	6/9/2011	6/9/2011
16	ENGLISH	ENGL 1012	3615	Cane	Jean Toomer		ISBN0871401517	Required	5/20/2011	6/9/2011
17	ENGLISH	ENGL 1012	3615	The complete short stories of Ernest Hemingway	Ernest Hemingway		ISBN0684843323	Required	5/20/2011	6/9/2011
18	ENGLISH	ENGL 1012	3615	The Great Gatsby	Francis Scott Fitzgerald		ISBN0743273567	Required	6/9/2011	6/9/2011
19	ENGLISH	ENGL 1012	3615	The Norton anthology of poetry	Margaret W. Ferguson, Mary Jo Salter	Norton	ISBN0393979202	Required	6/2/2011	6/9/2011
20	ENGLISH	ENGL 1012	3615	The portable Edgar Allan Poe	Edgar Allan Poe, J. Gerald Kennedy		ISBN0143039311	Required	5/20/2011	6/9/2011

X. REPORTS: MISSING LISTS

Departmental administrators can use the BookList reports feature to monitor what courses do not yet have a course materials list in place.

1.1 In the full list of courses offered by your department, click on the “Access Reports” link.

Course Materials List for Fall 2011 (Change Term: Please Select Go)	
ENGLISH DEPARTMENT (Change Department: Please Select Go)	
THE EPIC GENRE (CMLT. 3601)	
SECTION: T82 (reg. code 2320)	No Book List
Add a New Book / Material	Edit Book List
MOD STORY & NOVELLA (CMLT. 3608)	
SECTION: U12 (reg. code 3713)	No Book List
Add a New Book / Material	Edit Book List
AFRICAN LIT (CMLT. 3619)	
SECTION: MW11 (reg. code 1214)	No Book List
Add a New Book / Material	Edit Book List
CARIBBEAN LITERATURE (CMLT. 3623)	
SECTION: F16 (reg. code 3616)	No Book List
Add a New Book / Material	Edit Book List

To Return to the Course Materials Lists, Choose Department: Please Select Go

Reports for Fall 2011 (Change Report Term: -Please Select- Go)

Course Materials by Section within Department

Select department: Please Select

Select a range of dates: (Optional)
Date from: (MM/DD/YYYY) ...
Date to: (MM-DD-YYYY) ...

Specify format: Excel HTML

Submit

Sections with Missing Course Materials list: Please Select Go

Tallies by a Book/Course Material: Please Select Go

Tallies by a Book/Course Material EXCEL FORMAT: Please Select Go

Sections where no Course Materials are needed: Please Select Go

1.2 Choose your department from the drop-down men, and then click the “Go” link.

1.3 You will see a report that lists all courses from your department that do not yet have a course materials list.



Access Reports

Display Sections with Missing Course Materials list Go

Change Report Term Go

Sections with Missing Course Materials list for Fall 2011 (English)

Department Name	Course	Section	Last Name	First Name
ENGLISH	ENGL 1003	0390	MARKS	D
ENGLISH	ESLR. 1004	0436	TULLY	M
ENGLISH	ESLR. 1006	0437	KEHL	D
ENGLISH	ESLR. 1006	0953	MARKS	D
ENGLISH	ESLR. 1007	0438	TUPONE	E
ENGLISH	ESLR. 1007	0954	MARKS	D
ENGLISH	ESLR. 1008	1586	TUPONE	E
ENGLISH	ENGL 1010	0357		null
ENGLISH	ENGL 1010	0359		null
ENGLISH	ENGL 1010	0360		null
ENGLISH	ENGL 1010	0361		null
ENGLISH	ENGL 1010	0362	SLATON	S
ENGLISH	ENGL 1010	0363	COLLIER	A
ENGLISH	ENGL 1010	0364		null
ENGLISH	ENGL 1010	0365	ACOSTA	A
ENGLISH	ENGL 1010	0366	GREYMAN	Y
ENGLISH	ENGL 1010	0367		null

XI. CAMPUS ADMINISTRATORS

CAMPUS	NAME	EMAIL
Baruch	Arthur Downing	arthur.downing@baruch.cuny.edu
BMCC	Sidney Eng	seng@bmcc.cuny.edu
Bronx Community College	Teresa McManus	teresa.mcmanus@bcc.cuny.edu
City College	Thomas Sabia	tsabia@ccny.cuny.edu
College of Staten Island	Wilma Jones	jones@mail.csi.cuny.edu
Graduate School of Journalism	Tina Marie Vella	tinamarie.vella@journalism.cuny.edu
Hostos	Christine Mangino	cmangino@hostos.cuny.edu
John Jay	Kevin Nesbitt	knesbitt@jjay.cuny.edu
Kingsborough	Reza Fakhari	reza.fakhari@kbcc.cuny.edu
LaGuardia	Steve Ovadia	sovadia@lagcc.cuny.edu
Lehman	Adelaide Soto	adelaide.soto@lehman.cuny.edu
Macaulay Honors College	Tim Caron	tim.caron@mhc.cuny.edu
Medgar Evers	Claudia Schrader	cschrader@mec.cuny.edu
New Community College	Larry Fried	lfried@mail.cuny.edu
NYC College of Technology	Sonja Jackson	sjackson@citytech.cuny.edu
Queens College	Steven Schwarz	steven.schwarz@qc.cuny.edu
Queensborough	Paul Marchese	pmarchese@qcc.cuny.edu
School of Profesional Studies	George Otte	george.otte@mail.cuny.edu
York College	Holger Henke	hhenke@york.cuny.edu
Central Office	Jimmy Anastasio Jane Davis Erika Dreifus Curtis Kendrick Wendy Lader Emily Stanback	

XII. FAQs: HIGHER EDUCATION OPPORTUNITY ACT (HEOA) AND CUNY BOOKLIST

What is The Higher Education Opportunity Act ?

Also known as HEOA, The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008. It “amend[s] and extend[s] the Higher Education Act of 1965,” and includes provisions that relate to textbook information, transparency in college tuition, federal grants and loans, and federal work-study programs, among many other things. For more information, and to access the full text of the bill, please go to: <http://www2.ed.gov/policy/highered/leg/hea08/index.html>.

What is the purpose of HEOA’s textbook provisions?

According to the act itself, “The purpose ... is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.”

XIII. FAQs: CUNY PORTAL

I don't have a CUNY Portal account yet. Is there any other way of entering my textbook information, or do I need to go through CUNY Portal?

There is no way to access the BookList program other than through CUNY Portal—so yes, you will need to create a CUNY Portal account to enter your course materials information. It's easy to create a CUNY Portal account, however. All you'll need to do is provide your last name, social security number, and date of birth—and the system will recognize your record. See page 1 of this manual for a picture of the registration link.

I'm having trouble accessing my CUNY Portal account. What should I do?

If you created your CUNY Portal account less than 24 hours ago, try to log in again 24 hours have passed. If think you may have forgotten your user name or password, it's easy to reset them: just click "Forgot your Username or Password?" link on the CUNY Portal login page. If you're still having trouble accessing your account, click on the "Portal Help" link on the left hand side of the CUNY Portal login page. Please note: BookList administrators cannot assist with CUNY Portal issues. CUNY Portal has its own administrators, contact people, and help desks. To find these, click on the "Portal Help" link on the left hand side of the CUNY Portal login page.

XIV. FAQs: GOOGLE SEARCH

I've scrolled through dozens of results and I can't find the right text! What should I do?

Searches that don't include an ISBN number often yield unreliable results, and your book may be on the 15th—or 25th—page of results. Repeat your search to include an ISBN number; if you don't have the ISBN number for your book, you can easily find it by searching for the book on amazon.com, bn.com, or a similar bookselling site.

I used an ISBN number in my search, and I got no results at all. What should I do?

Books have two different ISBN numbers—ISBN-10 and ISBN-13. Google usually recognizes both ISBN numbers, but on occasion one won't work, but the other will. If a search for the ISBN-13 number doesn't yield any results, try the ISBN-10 number—and vice versa.

I'm looking at my completed course materials list, and underneath one of the books I've selected there's a picture of a seemingly random book. What is it, and can I get rid of it?

A quirk of the BookList system is that, on rare occasions, Google inserts an image of a “related text” below the book you've chosen for your course materials list. At this point there's no way to get rid of it.

I typed in an incorrect ISBN number or other search information that didn't yield any results—and now the Google search function doesn't seem to be working at all. What should I do?

If the Google search function seems to be frozen or otherwise non-functional, return to your course materials list by clicking on the course's section code, which is at the top left corner of the page—or by clicking on the link “Click here if finished adding course materials to this section.” Once in your course materials list, click “Add a New Book / Material” and try your search again.

XV. FAQs: FACULTY MEMBERS

I don't have access to the course materials list for a course I'm teaching. What should I do?

Theoretically you should have access to a BookList record the day after you are entered into the system as the instructor of record for that course. If you've waited 24 - 48 hours after your appointment and you still don't have access, please contact your departmental secretary.

Is it always my responsibility to create a course materials list for my courses—and update them if I make any changes to the text lists?

In most cases: yes, absolutely. However, some departments may designate an administrator to create course materials lists for some or all courses offered by that department. If you are unsure about your department's rules, contact your department.

I am team teaching a course with another faculty member. Which one of us should create and edit the course materials list for our course?

If you are both listed as faculty of record for the course, you both have editing privileges for its text list. It is up to you to decide if only one of you will create and edit your course materials list, or if you will work on it together.

Other than me, who else has access to the course materials list for the courses I'm teaching?

Generally speaking, you are the only faculty member who can edit your course materials list—but campus administrators and departmental administrators also have editing privileges for your course materials lists.

Why am I being asked to provide textbook information so long before the next semester starts?

The HEOA requires that information on required course materials be available to students when they register for classes. This allows them to seek competitive prices for course materials, and also allows them to assess the actual cost of taking your course.

What happens if I change my syllabus? Am I allowed to make changes to my course materials list after the original deadline has passed?

The HEOA requires that textbook information be provided to students during registration “to the maximum extent practicable.” Therefore changes are allowed, but are **strongly** discouraged. Make any necessary textbook changes as soon as possible—and please keep in mind that any changes you make may cause logistical and financial difficulties for your students, who may have already begun purchasing texts or who may have chosen your course because of the earlier quoted cost of required textbooks.

I am not requiring my students to buy any course materials. Do I really have to go into BookList and indicate that in the record for my course?

Yes. Otherwise it will look as though you simply haven't yet entered in your course materials information, and students may think that you will create a text list at some point in the future. By officially indicating that no course materials are required, you are telling your students that it will not cost them any extra money to take your course.

I don't care which edition of a given text my students purchase. How do I indicate this?

You must choose one specific edition of the text to list in the BookList system, either through a Google search or manual entry. (If you enter the text manually, you must include the author, title, and copyright date, along with a price.) You can use the “Additional Info” section to let students know if they can purchase an alternate edition, and/or access the text online. You can even include a link to other versions of the text if you wish.

XVI. FAQs: STAFF / ADMINISTRATORS

What should we do about courses that are not assigned to faculty members or adjuncts by the publicized deadline—i.e. classes still marked “Staff” at the time of registration?

The HEOA requires that course material information be provided at the time of registration “to the maximum extent practicable.” If an instructor has not been assigned to a given course, a departmental administrator may indicate that course materials are “To Be Determined.” For courses that always use a standard textbook, it is strongly recommended that a departmental administrator enter that textbook information even before an instructor is assigned.

An instructor has been assigned to a course after the BookList deadline. How quickly do they need to create a course materials list for their course?

It is the responsibility of department chairs and/or department administrators to ensure that faculty members promptly create a course materials list after they are hired to teach a course. New or newly reappointed faculty members will be able to edit their course materials lists in BookList the day after their official hiring is completed and processed.

Do we have to leave it up to individual faculty members to create textbook lists for their courses?

Different departments have different needs, and if you wish you may choose a departmental administrator to enter in the course materials list for all of your department’s courses, or for selected courses (e.g. all required courses). If you want to assign administrative access to a staff or faculty member but do not have the privileges to do so, contact your campus BookList administrator (see page 29).