Access to Faculty Textbook entry is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.

1. Click on the Faculty Self Service link.

2. Click on the Add/Update Textbooks link to access the direct link.
3. Click the newly displayed Add/Update Textbooks link.

4. After clicking the Textbook link you come to the search page. Enter 2158 for Fall 2015 in the Term field. Or click the magnifying class next to Term and select Fall 2015 from the search results list.
5. Click the **Search** button to display the courses/sections you are scheduled to teach.

6. A list of classes/sections will display. Click on any of the fields to select a course to enter textbooks.

7. Faculty Textbook Screen

   There are three tabs on the Textbook page – Course Materials – Details – Notes. The following information is required when assigning textbooks to a section:

   - **Title**
   - **Author**
   - **ISBN - 13 digit number**
   - **Publisher**
   - **Copyright Date**
   - **Price (MSRP)**
   - **Edition (only if required book has an edition)**

   ![Faculty Textbook Entry Screen](image)
In the Course Materials tab:

a. Select a Course Material Type from the drop down menu
b. Select a Course Material Status from the drop down menu
c. Enter the Title
d. Enter the ISBN – **This is a 13 digit number**
e. Enter the Author

The Details tab contains the remaining required fields. The Course type, status and title carry over to the Details tab.

a. Enter the Publisher
b. Enter the Edition (only required if there are several editions)
c. Enter the Copyright Date in the Year Published field
d. Enter the Price
8. To enter additional textbooks for a class click on the “+” sign to add a row.

9. Click on the “-” sign to delete a row if you have added too many rows.

You’ll receive a warning message. Click the OK button and the row will delete.

10. The Special Instructions section allows you to enter further information. Any comments added to this section will display in the class schedule.
11. Once ALL of section’s textbooks have been added, click the radio button next to Textbook entry complete. If you will be adding additional course materials leave the radio button in Pending.

**IMPORTANT!!** Click the Save Textbook button after entering materials. This must be used to save any entries, even if you have not completed all materials.

12. If there are NO textbooks required/recommend for the class, click the box before “No textbooks assigned to the class”.

---

### Faculty Textbooks

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>014849</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>Chapman University</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ART</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>116</td>
</tr>
<tr>
<td>Description:</td>
<td>Ceramics: Form and Surface</td>
</tr>
</tbody>
</table>

---

### Course Materials

<table>
<thead>
<tr>
<th>Seq No</th>
<th>Course Material Type</th>
<th>Title</th>
<th>ISBN</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOOK</td>
<td>Required</td>
<td>ISBN1234567891235</td>
<td>Andrew Relative</td>
</tr>
</tbody>
</table>

---

**Textbook Assignment Status**

- Pending
- Textbook entry complete

---

**Instructor:** Fred

---

**Special Instructions**

---

**Save Textbook**

---

**Copy Textbooks**

---

**Return to Search**

---

**Previous in List**

---

**Next in List**

---

**Notify**
You will receive a warning message – click the OK button.

![Message dialog box]

Clicking OK will delete all textbook assignments (14620, 102)

OK Cancel

The textbook entry line is deleted. Click the radio button next to Textbook entry complete. Click the Save Textbook button to save the entries.

Here is an example of a completed “No textbook” entry.
13. To enter textbooks or designate “No textbooks” for the next course/section – you can click the Return to Search button which will display the list that was created during the search. Or you can use the Previous in List or Next in List to scroll up and down through the course list.