

### Self-Service Instructions – Office of the Registrar

- 1) Book List page.** Find Book List within For Instructors in the my.mtholyoke Self-Service Menu. Use this page to add books to your course listing. Submit any book list information you have immediately. Additions can be made thereafter. At the very latest, the list should be complete and marked as such by July 1 for the fall semester or by December 1 for the spring semester.

Students will be able to see your book list at the bottom of its respective course details page when searching for classes. For example:

| BOOK INFORMATION                                              |                          |           |                      |
|---------------------------------------------------------------|--------------------------|-----------|----------------------|
| Book List                                                     | Needed in first 2 weeks? | Required? | Publisher full price |
| <b>Title:</b> Single Variable Calculus: Early Transcendentals |                          |           |                      |
| <b>Author:</b> Stewart, James                                 |                          |           |                      |
| <b>Copyright:</b> 2011                                        |                          |           |                      |
| <b>Edition:</b>                                               | Yes                      | Required  | 186.00               |
| <b>Volume:</b>                                                |                          |           |                      |
| <b>ISBN:</b> 9780538498678                                    |                          |           |                      |
| <b>Publisher:</b> Cengage                                     |                          |           |                      |
|                                                               |                          |           | 186.00               |
| This is the complete book list for this class.                |                          |           |                      |
| Copies are on order at Odyssey Bookshop                       |                          |           |                      |

If there are multiple instructors recorded for a class section, each instructor will be able to access and modify the class book list.

The Book List page gives you three main options for adding books:

- Adding a book from MHC's book inventory
- Adding a new book
- Copying an entire book list from another class

## 2) Managing book list.

- a. Select a course.** To start, choose your class from the menu on the page. All sections for which you are listed as an instructor are in this menu, with the exception of non-credit labs. Books required for a lab should be recorded in its corequisite credit-bearing section. Leave all other fields on the page blank and click Submit at the bottom of the page to proceed. The other fields will then be ready to accept information about the book list for that class.

b.

Book List

Use this to record or update the book list for your class. First select the class and click Submit. Then, to add to your book list, select one of the "Add..." options below your list and click Submit. Once you have made all of the changes needed, don't forget to click Submit a final time.

To find the ISBN, consult [ISBN.com](#), [BookFinder.com](#), [Amazon.com](#) or other similar sites on the Internet.

Please submit whatever book list information you have immediately. Additions can be made thereafter. At the very latest, the list should be complete and marked as such by July 1 for the fall semester or by December 1 for the spring semester.

All information you enter here will be visible to students and the public, with other course information in the ISIS "Search for Classes".

Updates to the booklist for any class will also update its crosslisted and corequisite (e.g. lab) sections.

Answers to Frequently Asked Questions are available here: [FAQ](#)

Choose a Class and then press Submit: 2016/FA BIOL-203-01 Teaching Children Science

SUBMIT

- c. **Indicate no books needed.** If no books are needed for this course (because it's a PE course, the course only uses online materials in Moodle, or only a course packet, etc.), simply check the "If no book purchases are required/recommended for this class, check here" box and click Submit at the bottom of the page.
- d. **Add a book referenced in any previous book list.** This option allows you to select a book in the system's inventory. Every time Mount Holyoke faculty enter a new book to their lists, it is also added to a system inventory for quick reuse in future courses. Select the "Add a book referenced in any previous book list" option and click Submit.

Choose a Class and then press Submit: 2016/FA BIOL-203-01 Teaching Children Science

SUBMIT

If no book purchases are required/recommended for this class, check here: ☒

Edition and Volume are not required

| Book List                                                                                        | Price | Edition | Volume | Needed in 1st 2 weeks | Required/Optional | Delete |
|--------------------------------------------------------------------------------------------------|-------|---------|--------|-----------------------|-------------------|--------|
| No books are currently assigned to this class. Please choose an "Add" option below to add books. |       |         |        |                       |                   |        |

To modify the book list choose an option, and press Submit

☒ Add a book referenced in any previous book list.

☐ Add a new book.

☐ Copy the booklist from any other course section.

The resulting page allows you to search for existing books by title, author, or ISBN. You can then select any or all of the results for your book list by clicking Add and indicate them as required or optional. Click Submit to add the checked books to the list.

Add Books

To add any of the following books to the book list for BIOL-203-01 Teaching Children Science, check the Add box and press Submit.

To bypass this list, press Submit to return to the class' Book List.

| Book Details                                                                                                                                                                                                                                                  | Required/Optional | Add                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------|
| <b>Title:</b> Basic Research Methods: An Entry to Social Science Research<br><b>Author:</b> Guthrie, Gerard<br><b>Copyright:</b> 2010<br><b>ISBN:</b> 9788132104575<br><b>Publisher:</b> Sage<br><b>Price:</b> 27.00                                          | Required          | <input type="checkbox"/>            |
| <b>Title:</b> Design and Analysis of Experiments in the Health Sciences<br><b>Author:</b> van Belle, Gerald, and Kathleen F. Kerr<br><b>Copyright:</b> 2012<br><b>ISBN:</b> 9780470127278<br><b>Publisher:</b> John Wiley & Sons, Inc.<br><b>Price:</b> 61.05 | Required          | <input checked="" type="checkbox"/> |

The resulting page allows you to search for existing books by title, author, or ISBN. You can then select any or all of the results for your book list by clicking Add and indicate them as required or optional. Click Submit to add the checked books to the list. You will be returned to your Book List page with the new book added and ready for additional details such as the "Needed in the first two weeks."

| Book List                                                                                                                                                                             | Price | Edition | Volume | Needed in 1st 2 weeks | Required/Optional | Delete                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|--------|-----------------------|-------------------|--------------------------|
| <b>Title:</b> Nurturing Inquiry: Real Science for the Elementary Classroom<br><b>Author:</b> Pearce, Charles<br><b>Copyright:</b> 1999<br><b>ISBN:</b><br><b>Publisher:</b> Heinemann | 30.00 |         |        |                       | Required          | <input type="checkbox"/> |
| <b>Total Price: 30.00</b>                                                                                                                                                             |       |         |        |                       |                   |                          |

- If your preferred book is not in the search results, return to the Book List to search again.
  - If the preferred book looks wrong in the list (e.g. different year, price, etc.), check the ISBN and, if appropriate, search again with an updated ISBN. If the ISBN is already correct, email registrar@mtholyoke.edu to request an update to the book. Indicate what is wrong about the current listing and the Registrar's office can update it for you.
- e. **Add a new book.** Choose this option to add a new book that has not been previously used in an MHC book list. Click Submit and the resulting page will allow you to enter detailed information about the book. Click Submit on this form and you will be returned to your Book List page with the new book added and ready for additional details such as the "Needed in the first two weeks." If the book is already in the system, you will receive an error message and you should use the "Add a book referenced in any previous book list" instead.

Add New Book

Adding a Book for Section BIOL-203-01 Teaching Children Science Please fill in as many fields as you can. At a minimum, either:

- 1) Title and ISBN or
- 2) Title, Author, Publisher, and Copyright Year

Plus the List Price and an answer in the "Optional" and "Needed in 1st 2 weeks of Class" fields.

The List Price is the "publisher recommended price" or the "publisher list price" for new copies. It represents the maximum that students can expect to pay for a copy of the book -- not the price students may be able to pay if they shop for a used or discounted copy.

If a book has multiple authors, in "Author Last Name" list only the last name of the first author. In "Author First Name (+Middle)" list the first author's first name and append the full names of any other authors -- example: "Jane, and Peter Smith".

For further information, consult our [FAQ](#)

Title:

Author Last Name:

Author First Name (+ Middle):

Publisher:

ISBN:

Copyright Year:

Edition, if any:

Volume, if any:

List Price:

Required/Optional /Recommended?

Needed in 1st 2 weeks of class?

SUBMIT

- If you have multiple authors, include the first author's last name in the last name field, then that author's first name plus all other authors' names in the first name field. (An example is on the form page itself.)
  - You may use either the 10-digit or 13-digit ISBN for the book and you may either include or remove dashes or spaces. The ISBN uniquely identifies a particular title or edition of a title from a particular publisher. The ISBN is usually printed on the back of the book or with the publisher information at the beginning of the book. Bookfinder.com is a great source for online lookups. Please supply the ISBN wherever possible so students will know exactly which edition of the book you expect. If alternative editions would also be acceptable, you can add comments with that information. Such comments are especially valuable for books available in both hardback and paperback, as they will have different ISBNs.
  - Always use the publisher's list price for the book, not discounted prices, for example. You can find the list price in the book or on sites like Amazon.com (look for the original price, not Amazon's own sale price).
- f. **Copy the book list from any other course section.** Choose this option to import the entire book list from any other book list present or as far back as fall 2010. You can then modify the list as needed for this particular course section. To start, choose "Copy the book list from any other course section" and click Submit. Then search for the desired course.

Search for Course Sections

\* = Required

Find a section, so you can copy its book list into: 2016/FA BIOL-203-01 Teaching Children Science

Term\*

Subject  Course No  Section Number

Course Title/Description Keyword(s)

Instructor's Last Name

The search results screen will allow you to choose a section and view its books. Clicking Submit will copy its entire list and details to your book list and return you to your main Book List page. You may then adjust the details of each book as needed, such as whether they are required in the first two weeks.

**3) Finalizing your book list.** When your book list is complete and looks as intended on your Book List page, fill in the remaining fields as needed to indicate volumes, editions, needed in first two weeks, where copies are on order, and any comments about the books. Indicate whether your list is complete and select whether you would like the list emailed to you as a simple spreadsheet, then click Submit to finalize.

- Any comments you enter will be visible to your students and others with other Book List information in the Schedule of Classes.
- Your books, even if your list is not complete, will appear right away in the Search for Classes.