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Office of the University Registrar

E-mail Announcement

Date: October 21, 2010
To: All Faculty
From: Deb Benton, University Registrar
Subject: Textbook System Update

Dear Faculty,

I know many of you have been waiting patiently to enter your textbooks for Winter Quarter/Winter Intersession. I thank you for your patience.

The system is available NOW for entering Winter Quarter/Winter Intersession textbooks, materials, and notes. The delay in making the system available was due to some requested enhancements to the software to assist in entering textbooks and materials that are used consistently from quarter to quarter. In addition, an export feature is now available. Thanks to the OIT staff for providing these great enhancements.

If you log in to the system and do not see the green circle with the plus sign then your academic department has decided to centralize the textbook ordering process. Please contact the department administrator about the textbooks you plan to use.

We are working diligently to make some training materials available on our Web site to assist you in learning about the new "default" feature. We wanted to make the system available as soon as possible and so are making the system live before the training materials are ready. Lee Cibrowski, Interim Associate Registrar, has met with several staff from departments/schools and colleges to demonstrate the new functionality, and she has more meetings scheduled. If you need training, please contact Lee Cibrowski at cibrowsk@ohio.edu or 593-4214.

A few reminders:

- * You can use the filters to limit the classes in your view to just Winter 2010-11 or Winter Intersession 2010-11.
- * If a course or class does not require a textbook or materials please select an appropriate note to enter such as "No textbook or materials required for purchase" or "Required resources available electronically" or any other appropriate note. This ensures that students know whether to expect to purchase a textbook or not.
- * You can export the information to Excel by clicking the "Export" button.
- * You can easily get a list of classes which have not been updated by selecting "Not Updated/Verified" in the drop down box beside the label: "Updated/Verified:".

* You can set default resources for a course which can then be applied to all sections of a course or to courses for which you are the instructor of record. (For training on how to use this feature please contact Lee Cibrowski, cibrowsk@ohio.edu.)

Please let Lee or me know if you have questions.

The Textbook System is available at the following URL: <http://www.ohio.edu/registrar/textbook.cfm>

Best regards,
Debra Benton
University Registrar