Reporting Textbook Information at K-State

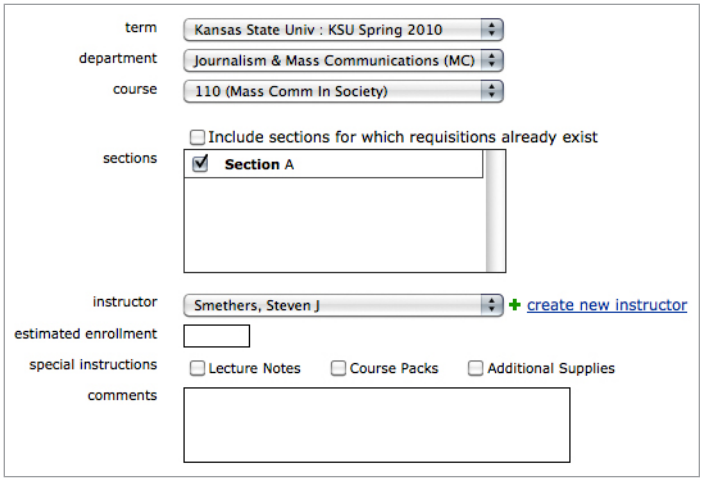
The Higher Education Opportunity Act of 2008 is designed to ensure that students have access to affordable textbooks and supplemental materials. Affiliated bookstores (K-State Bookstores: Student Union and Varney's serving the Manhattan campus, Follett's for the Salina campus, and KVESS for the College of Veterinary Medicine) will be collecting textbook information from faculty and making it available to students. Students will be able to purchase their textbooks anywhere. Faculty members from all colleges, except the College of Veterinary Medicine and Salina, should follow the steps below to report their textbook and supplemental material information, even if none are required.

SELECT A COURSE

1. Go to http://www.varneys.com/textbooks.
2. In the **user name** box, type your K-State e-mail address.
3. In the **password** box, type **wildcats**, and then click **Login**.
4. Click the **Create New Requisition** button.
5. Select the **term**, **department**, and **course**.
6. Choose the sections to enter textbook information.

   Note: To report textbooks for sections that have previously been reported, ensure that the **Include sections for which requisitions already exist** box is checked.

7. Select the course instructor from the list or click the **create new instructor** link to add a new one.
8. Type the estimated enrollments you expect (must be 1 or more).
9. Under the special instructions section, indicate if there are additional materials required beyond a textbook (course pack, CD, etc.).
10. In the **comments** box, type additional information you want to give.
11. If there is no required textbook, click the **No textbooks required** button, otherwise, click the **Select textbooks** button.



SELECT TEXTBOOKS

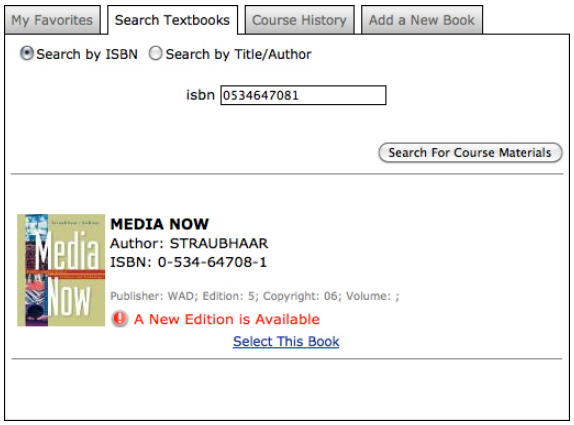
1. Find books by either searching by ISBN or by Title/Author, or by viewing the course history of books used in the class. Select a method and then follow the instructions for the one you chose:
   - **SEARCH BY ISBN:** Type in the ISBN of a textbook and then click the **Search for Materials** button.
   - **SEARCH BY TITLE/AUTHOR:** Type in the title and/or author of a textbook and then click the **Search for Materials** button.
   - **VIA COURSE HISTORY**: Click the **Course History** tab.

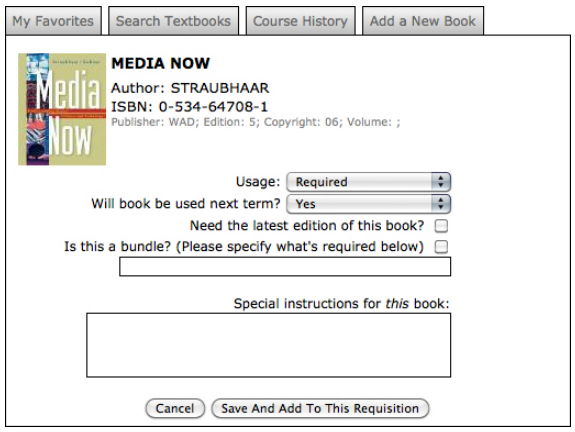
   Note: If you cannot find the book you are searching for, books can be added manually by clicking the **Add a New Book** tab and then entering book info.

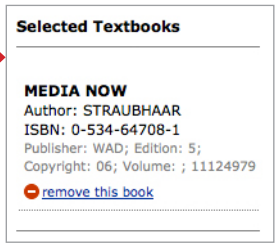
2. Click the **Select This Book** link.
3. In the **Usage** list, indicate whether the book is **Required**, **Optional**, **Ok Alternative Text**, or **Bookstore Study Aid**.
4. Indicate whether the book will be used next term. If you don't know, choose **Do not know** from the list.
5. If you need the latest edition of the book, ensure that this option is checked.
6. If this is a bundle, ensure that the **Is this a bundle?** option is checked and then specify what is required in the box provided.
7. In the **Special instructions for *this* book** box, type any instructions you want to give and then click **Save And Add To This Requisition**.

   Added books will be displayed on the right, under the Selected Textbook section. To remove a book, click the **remove this book** link.

8. Follow the above steps to add additional books, or click the **Review and Submit** button.



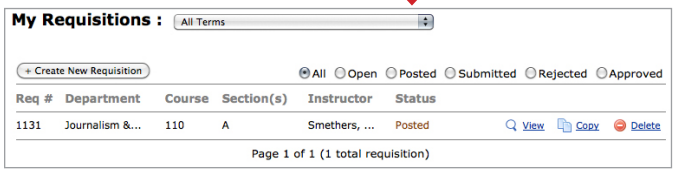


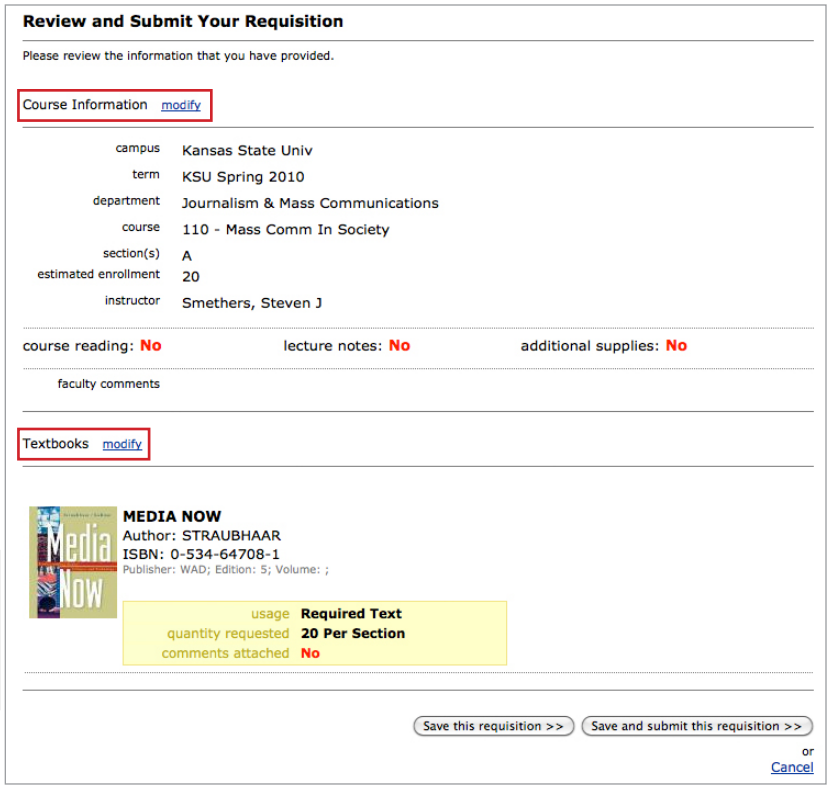


REVIEW AND SUBMIT

1. Review the information you have provided about the course and the course's required and recommended textbooks and supplemental material.
2. Click the **modify** link next to Course Information to modify the information about the course.
3. Click the **modify** link next to Textbooks to modify the textbooks you have selected.
4. To save your work and submit later, click the **Save this requisition** button.
5. To save and submit your work and to see a summary of your requisition, click the **Save and submit this requisition** button.

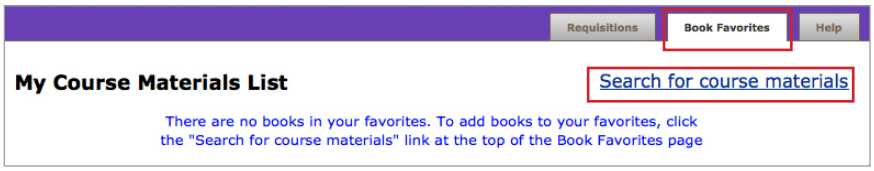
The next time you sign into the system, you will see a list of the requisitions you have created. You can view, copy, and delete any requisition from this list.





SAVING A BOOK AS A FAVORITE

1. Click the **Book Favorites** tab.
2. Click the **Search for course materials** link.
3. Find books by searching by ISBN or by Title/Author.
4. Click the **Search For Course Materials** button.
5. Click the **Select This Book** link.



The next time you create a new requisition, the book will be listed under the My Favorites tab.