

## Copy Instructional Materials From Other Class Sections

Before the start of this procedure, turn off your browser's pop-up blocker.

Textbook details may be entered in three ways:

- A. **Copy instructional materials from other class sections;**
- B. Use the integrated WebSearch function; and
- C. Manually.

### A. COPY INSTRUCTIONAL MATERIALS FROM OTHER CLASS SECTIONS

Steps	Action
1 – Log into CUNYfirst & Select HR/Campus Solutions	Enter <b><i>https://home.cunyfirst.cuny.edu</i></b> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the <b>Go</b> icon</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <p><b>ENTERPRISE MENU</b></p> <ul style="list-style-type: none"> <li>▷ Self Service</li> <li>– <a href="#">Enterprise Learning Management</a></li> <li>– <a href="#">HR / Campus Solutions</a> ←</li> <li>– <a href="#">firstSolutions Knowledge Base</a></li> </ul> </div>
2 – Go to CUNY Textbook Data  a. Specify the Term  b. Select Subject Area	Navigate to: <b><i>CUNY &gt; Campus Solutions &gt; CS Extensions &gt; CUNY Textbook Data</i></b>  <b>Specify the Term and select the Subject Area.</b>  <b>CUNY Textbook Data Roster</b>  Enter any information you have and click Search. Leave fields blank for a list of all values.  <div style="text-align: center; color: red;">             1. Specify the Term - 1139              2. Select the Subject Area           </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Find an Existing Value</b></p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p> <b>Academic Institution:</b> = <input type="text" value="BCC01"/> <input type="button" value="Search"/> </p> <p> <b>Term:</b> = <input type="text" value="1139"/> <input type="button" value="X"/> <input type="button" value="Search"/> </p> <p> <b>Subject Area:</b> = <input type="text" value="DAT"/> <input type="button" value="Search"/> </p> <p> <b>Academic Career:</b> begins with <input type="text" value="UGRD"/> <input type="button" value="Search"/> </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save"/> <a href="#">Save Search Criteria</a> </p> </div> <div style="margin-top: 10px; color: red; font-size: small;">       1139 =        1 = 21 Century        13 = Year     </div>

3 – Select the Class

**CUNY Textbook Data**

**Institution:** BCC01 Bronx Community College  
**Term:** 1139 2013 Fall Term  
**Subject:** DAT Data Processing  
**Career:** UGRD Undergraduate

Select the Class

Show All  Show Only Not Submitted

2013 Fall Term: Bronx Community College Textbook Data							
Subject	Catalog#	Class #	Section	Class Title	Instructor	Enrolled	Status
DAT	10	22261	D01	COMPUTER FUNDAMENTLS	Rainone,Isabella	24	Pending
DAT	10	22262	D02	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending
DAT	10	22263	D03	COMPUTER FUNDAMENTLS	Morales,John	24	Pending
DAT	10	22264	D04	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending
DAT	10	22265	D05	COMPUTER FUNDAMENTLS	Santiago,Wanda	23	Pending
DAT	10	22266	D06	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending
DAT	10	22267	D07	COMPUTER FUNDAMENTLS	TBA	0	Pending
DAT	10	22268	D08	COMPUTER FUNDAMENTLS	Perkins,Clarence D	25	Pending
DAT	10	22269	E01	COMPUTER FUNDAMENTLS	Santiago,Wanda	23	Pending
DAT	10	22270	E02	COMPUTER FUNDAMENTLS	Santiago,Wanda	11	Pending
DAT	10	22271	E03	COMPUTER FUNDAMENTLS	Egwuonwu,Emmanuel	15	Pending
DAT	10	22272	S01	COMPUTER FUNDAMENTLS	Clive,Thelma	12	Pending
DAT	10	22273	U01D	COMPUTER FUNDAMENTLS	Morales,John	9	Pending
DAT	30	22292	D01	INTRO TO SYSTEMS	Andima,Haron S	25	Pending
DAT	30	22293	E01	INTRO TO SYSTEMS	Andima,Haron S	24	Pending
DAT	33	22294	D01	MICRO APPLICATIONS	Santiago,Wanda	22	Pending
DAT	33	22295	D02	MICRO APPLICATIONS	TBA	0	Pending
DAT	33	22296	E01	MICRO APPLICATIONS	Santiago,Wanda	11	Pending
DAT	35	22352	D01	VISUAL BASIC PROGRMN	Perkins,Clarence D	22	Pending
DAT	36	22416	D01	MICRO SPREADSHEETS	Gagion,Marilyn M	27	Pending

4 – You are now ready to Copy textbook information

**CUNY Textbook Data**

**Institution:** BCC01 Bronx Community College  
**Career:** UGRD Undergraduate  
**Term:** 1139 2013 Fall Term

**Textbook Data** Find | View All First 1 of 1 Last

**DAT 10 COMPUTER FUNDAMENTLS (class# 22270 - sect# E02) - Santiago,Wanda**

**Textbook Assignment Status:**  Pending  Textbook entry complete

No textbooks assigned to class

**Textbook Details** Find First 1 of 1 Last

\*Course Material Type  \*Status

Title  \*Price

Search Author  ISBN  Currency Code

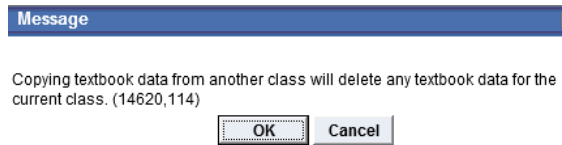
Publisher  Edition  Year Published

Course Material Notes

Special Instructions

5 – To Copy Textbook Info. from Another Course

Click on the copy textbooks button **copy textbooks** . A warning message will pop up. Click **OK**.



6– Select Criteria

Select at least 2 search criteria, then click on the **Search** button

**SEARCH**

my textbooks

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### Enter Search Criteria

Search for Classes

Institution: Should be Bronx Community College  
Bronx Community College

Term: 2013 Spring Term **Select the Term**

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject: Education **Select the Course Subject**

Course Number: is exactly 10 **Specify Course #**

Course Career: Undergraduate **Should be Undergraduate**

Course Attribute: [ ]

Course Attribute Value: [ ]

Requirement Designation: [ ]

Show Open Classes Only  
Uncheck this option so that you can view all classes (opened & closed)

Additional Search Criteria

Session: [ ]

Mode of Instruction: [ ]

Meeting Start Time: greater than or equal to [ ]

Meeting End Time: less than or equal to [ ]

Days of Week: include only these days [ ]

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Class Nbr: [ ] **Specify Class Number (#####)**

Course Keyword: [ ]

Minimum Units: greater than or equal to [ ]

Maximum Units: less than or equal to [ ]

Course Component: [ ]

Campus: [ ]

Location: [ ]

Instructor Last Name: begins with [ ]

[Return to my textbooks](#) **CLEAR** **SEARCH**

7 – Select the Course

Select the course by clicking on the **select class** button

**select class**

The textbook information will be copied over (if the previous course had two books, information for the two books will be copied over)

EDU 10 - CHILD STUDY - BIRTH TO GRADE 6

First 1-6 of 6 Last

Section [D03E-LEC\(20990\)](#) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:35AM - 9:50AM	Colston 436	Stephen Powers	01/28/2013 - 05/24/2013

8 – Complete & Save

The textbook information has been copied over. You can fill in any missing information. *There are limitations on the number of characters you can input into the fields.*

Title: 50-Character limit  
Author: 30 – Character limit  
Publisher: 30 – Character limit  
Course Material Notes: 300-Character limit

If you need to add another textbook, **click** on the **Add a Row** icon [+].

Make sure the **Course Material Type** and **Status** are **filled out** as they are **required fields**.

\*Course Material Type  \*Status

**The Price field must be entered to save the data**

When all course materials are entered, select the **Textbook entry complete** radio button to display all of the entries in self-service. **Note: Once the Textbook entry complete radio button is selected, no changes may be made to the entered data.**

Click on the **Save** button.

2013 Fall Term | Bronx Community College [change term](#)

my textbooks Find | View All First 3 of 4 Last

EDU 40 FIELD WORK SEMINAR (class# 22514 - sect# S01E)

Select Textbook entry complete once all course materials are entered.

Textbook Assignment Status  Pending  Textbook entry complete  
 No textbooks assigned to class [copy textbooks](#)

textbook details Find First 1-2 of 2 Last

To Add another book, click on the +

\*Course Material Type  Book \*Status  Required

Title  Ten Things Every Child With Autism Wishes You Knew Price  14.95

Author  Ellen Notbohm ISBN  1932565302  USD

Publisher  BCCPublisher Edition  75th Year Published  2005

Course Material Notes  1st Book

\*Course Material Type  E-book \*Status  Recommender

Title  Enterprise Risk Management: From Incentives to Con Price  95.00

Author  James Lam ISBN  0471430005  USD

Publisher  ABCPublisher Edition  50th Year Published  2003

Course Material Notes  2nd Book

Special Instructions

[return](#) [save](#) [Click on Save](#)