

Use the Integrated WebSearch Function

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.

B. USE THE INTEGRATED WEBSEARCH FUNCTION

Steps	Action
1 – Log into CUNYfirst & Select HR/Campus Solutions	Enter <i>https://home.cunyfirst.cuny.edu</i> in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Go icon • From the Enterprise Menu, select the HR/Campus Solutions link. <div style="float: right; border: 1px solid black; padding: 5px; width: 200px;"> <p style="background-color: #003366; color: white; padding: 2px; margin: 0;">ENTERPRISE MENU</p> <ul style="list-style-type: none"> ▶ Self Service – Enterprise Learning Management – HR / Campus Solutions ← – firstSolutions Knowledge Base </div>
2 – Go to CUNY Textbook Data a. Specify the Term b. Select Subject Area	Navigate to: <i>CUNY > Campus Solutions > CS Extensions > CUNY Textbook Data</i> Specify the Term and select the Subject Area. <div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: blue; font-weight: bold;">CUNY Textbook Data Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="text-align: center; color: red; font-weight: bold;"> 1. Specify the Term - 1139 2. Select the Subject Area </div> <div style="background-color: #003366; color: white; padding: 2px; margin-bottom: 5px; display: inline-block;">Find an Existing Value</div> <hr style="border: 0.5px solid black;"/> <p>Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/></p> <p> Academic Institution: = <input type="text" value="BCC01"/> <input type="button" value="Search"/> </p> <p> Term: = <input type="text" value="1139"/> <input type="button" value="X"/> <input type="button" value="Search"/> </p> <p> Subject Area: = <input type="text" value="DAT"/> <input type="button" value="Search"/> </p> <p> Academic Career: begins with <input type="text" value="UGRD"/> <input type="button" value="Search"/> </p> <div style="margin-top: 10px;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </div> <div style="color: red; font-size: small; margin-top: 5px;"> 1139 = 1 = 21 Century 13 = Year </div> </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								Find	View All	First	1-20 of 25	Last
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 Search for Textbook

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 – Search for textbook using WebSearch

Click on the Search button . If you receive a warning message, click on the button.

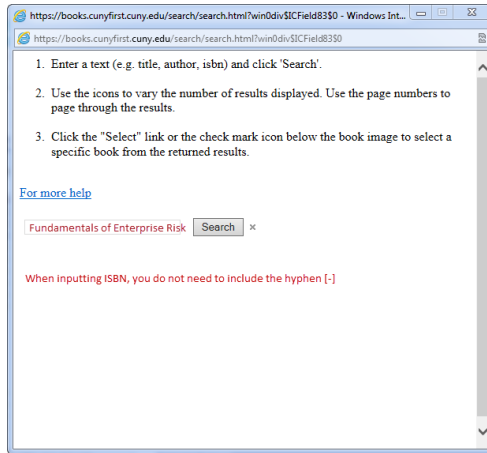
Only secure content is displayed. [What's the risk?](#) x

6 – Search & Select for Instructional Material based on your search Criteria

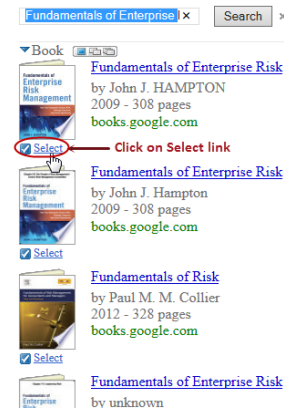
In the search field, **enter the text** (title, author, ISBN), then **click** on the **Search** button

SEARCH

Based on your text criteria, you will be presented with a list of instructional material. **Click** on the **Select** link.



For more help



7 – Fill in any missing information and Specify Course Material Type and Status

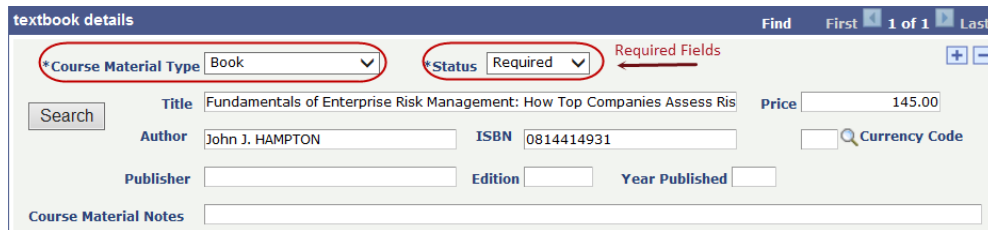
The textbook information will be inputted into the fields. You can fill in any missing information. *There are limitations on the number of characters you can input into the fields.*

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**.

The Price field must be entered to save the data.



6 – Complete & Save

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.

my textbooks

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

my textbooks Find | View All First 2 of 4 Last

EDU 12 CONTEMPRY URBN ED (class# 22500 - sect# D02E)

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

Select **Textbook entry complete** once all course materials are entered.

textbook details Find First 1 of 1 Last

*Course Material Type Book Status Required To Add another book, click on the +

[Search](#) Title Ten Things Every Child With Autism Wishes You Knew Price 14.95
Author Ellen Notbohm ISBN 1932565302 USD Currency Code
Publisher BCC Publisher Edition 75th Year Published 2005

Course Material Notes You can add Course Material Notes.

Special Instructions

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