


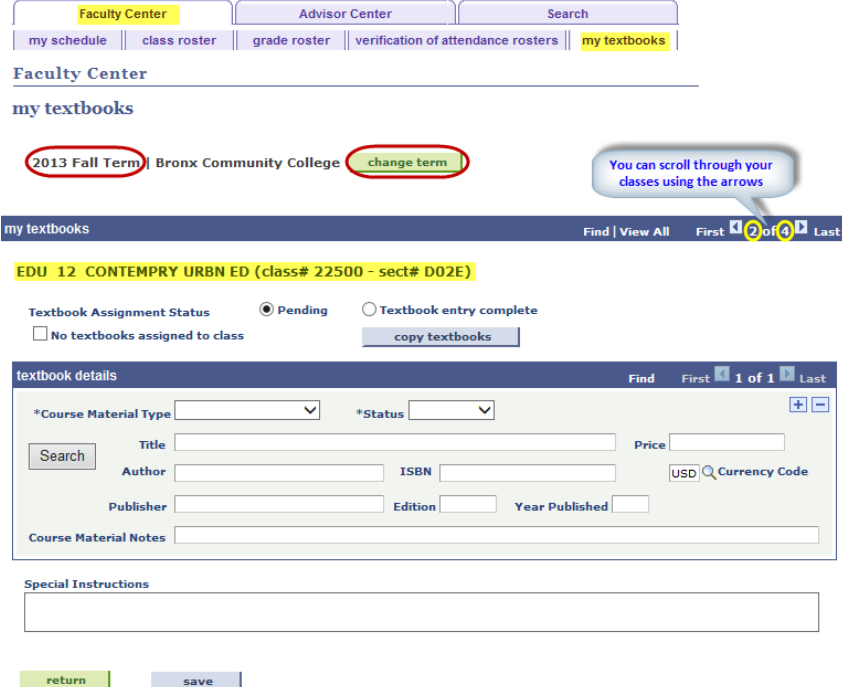
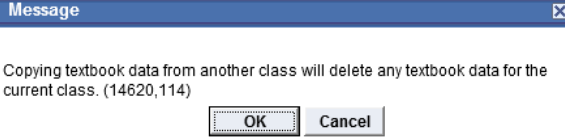
Copy Instructional Materials From Other Class Sections

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
<p>1 – Log into CUNYfirst & Select HR/Campus Solutions</p>	<p>Enter https://home.cunyfirst.cuny.edu in your browser's address bar:</p> <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. 
<p>2 – Go to My Textbooks</p> <p>a. Change term and/or college as needed.</p>	<p>Navigate to: Self Service > Faculty Center > My Textbooks.</p> <p>Change term and/or college as needed.</p> 
<p>3 – To Copy Textbook Info. from Another Course</p>	<p>Click on the copy textbooks button copy textbooks. A warning message will pop up. Click OK.</p> 

4 – Select Criteria

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

SEARCH

my textbooks

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

5 – 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

6 – 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

my textbooks Find | View All First 3 of 4 Last

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

Textbook Assignment Status Pending Textbook entry complete
 No textbooks assigned to class

Select Textbook entry complete once all course materials are entered.

textbook details Find First 1-2 of 2 Last

To Add another book, click on the +

*Course Material Type *Status

Title Price
Author ISBN
Publisher Edition Year Published
Course Material Notes

*Course Material Type *Status

Title Price
Author ISBN
Publisher Edition Year Published
Course Material Notes

Special Instructions