Textbook Management System

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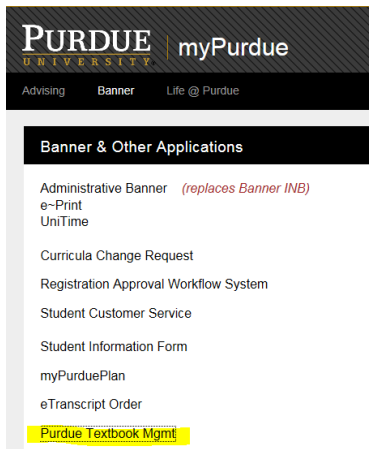## Getting Started

Open myPurdue, using the web browser of your choice

Click on the Banner tab.

Under Banner & Other Applications, click on Purdue Textbook Mgmt. This is highlighted in yellow below:

The system opens with the Dashboard page. The system also features the Maintenance tab.

Textbook Management Functionality

Dashboard Tab

- This tab will provide the statistics for each Textbook Coordinator's department, indicating the percentage of gradable sections that have materials specified.
- Also, the Term and Campus selected on this tab will be the default (usually the current) term and campus on all subsequent tabs in the system. You have the ability to change each selection on any tab even though the default is set.

- o The information on the dashboard has the following features
    - ▪ Defaults to show "All Sections" (first radio button; as shown above)
    - ▪ Allows the user to toggle using the radio buttons to show "Only Regular Sections", i.e. only gradable sections, not including independent study course, or show "Only Independent Study Sections", i.e. exclude all sections except for independent study sections.

Subject	# Sections	# w/Spec	# TBD	% w/Spec	% TBD	Show by #
AAE	185	155	30	83.78	16.22	AAE

○ All Sections ○ Only Regular Sections ◉ Only Independent Study Sections

Subject	# Sections	# w/Spec	# TBD	% w/Spec	% TBD	Show by #
AAE	20	11	9	55	45	AAE

- Is sortable by each column
- By clicking on the "Show by #" button, the colored bar to the right will switch from % to the actual number of sections

Special Notes about the Dashboard:

The Dashboard is useful for tracking your textbook entry progress. However, there are some circumstances that will prevent you from showing 100% complete in the Dashboard. These circumstances are described as follows:

69800 and 69900 courses – At the beginning of each term, all 69800 and 69900 courses will be pre-populated with None (No materials required). These courses will be indicated as completed in the Dashboard.

Cross-listed courses – Only the textbook coordinator for the controlling subject for a cross-listed course should enter the textbook information for the course. This means the non-controlling subjects for this course will not show that this section is completed in the Dashboard.
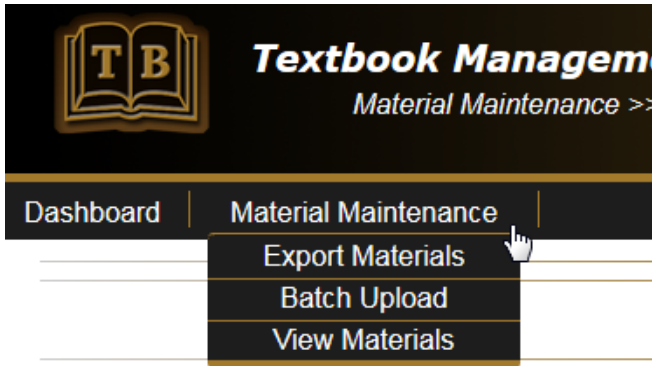
Cancelled sections – If a section is cancelled, this section may continue to show as non-completed in the Dashboard.

Material Maintenance Tab

There are 3 options on this menu:

- The ability to Export currently defined material requirements for a specified term, campus and subject.
- The ability to Batch Upload an Excel file of material requirements for a specified term, campus and subject.
- The ability to add/view/edit materials for specified sections of a course for a given term, campus and subject using the View Materials option.

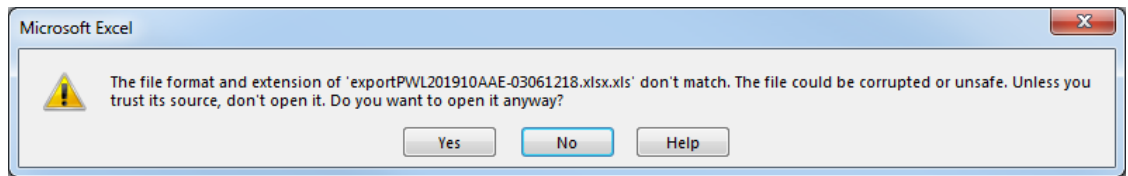Each item is outlined more specifically below.

- Export Materials
  - Select Export Materials from the Material Maintenance tab

  - Select the desired term from the Term drop down menu
    - Only terms open for upload are available
  - Select the desired campus from the Campus drop down menu
    - Only 3 campuses are available in the drop down: CEC (Continuing Education), PWL (Purdue West Lafayette) and TLF (Lafayette Polytechnic)
  - Select the desired subject from the Subject drop down menu

- Textbook Coordinators will only see their assigned subject areas in the drop down menu

- Click the Export button
    - A new Excel file will open that will contain all **gradable** sections for the chosen subject and any existing material requirements. Note: Your department may choose not to print some gradable sections to the online Schedule of Classes. These sections will appear on your spreadsheet, but any information you enter for these sections will not appear in the Schedule of Classes.
    - If there are no requirements yet specified for the chosen campus, subject and term, the file will still export with only the header and rows for each gradable section. The Subject, Number, CRN and Instructor columns will be filled in. All of the columns headed Type through Notes will be blank.
    - NOTE: You may get a warning message when opening in Excel like the following. Select "Yes" to open the file:

- Tips for Using the Exported Spreadsheet to Enter Textbook Information
    - Cell A1 in the spreadsheet must say Campus:
    - Cell B1 in the spreadsheet must use the Campus abbreviation (PWL, CEC or TLF)
    - Cell C1 in the spreadsheet must say Term:
    - Cell D1 in the spreadsheet must say the term and year (ex. Spring 2015)
    - The spreadsheet name (see the lower left) must be Sheet1

    - Column A   Course Subject (these rows are prepopulated)
    - Column B   Course Number (5 digits; do not add more digits or delete digits)
    - Column C   CRN (5 digits; do not add more digits; these are drawn from the Banner system)
        - Replace the CRN with ALL when Columns E through N are the same for all of a course's CRNs, then delete the remaining rows for that course

- Column D   Instructor (last name, first name)
  - This information is for reference only. You do not need to change it if incorrect. This information is pulled from the master schedule of classes. If you are concerned about the name of the professor listed here, contact your schedule deputy.
- Column E   Type (Textbook, Supplemental or None)
  - If **Textbook** is entered, an ISBN number must be entered in Column G, a title must be entered in Column F and either Required or Optional must be entered in Column L.
  - If **Supplemental** is entered, do NOT enter an ISBN number in Column G. A title must be entered in Column F and either Required or Optional must be entered in Column L.
  - If **None** is entered, "no course materials are required for this section" will display in the Schedule of Classes. Do not enter anything in Columns F through N.
  - If left blank, "to be determined; materials may be assigned at a later date" will display for this section in the online Schedule of Classes. Enter either textbook/supplement information or None as soon as the information is known.
- Column F   Title
  - Textbook title or title/description of supplemental material
- Column G   ISBN (13 characters that start with 978 or 10 characters that start with 0)
  - If after entering the ISBN you get an odd format like 9.78123E+12, enter ' before the number or enter a – between 978 and the rest of the number. (An alternate suggestion is to change the format for the entire ISBN column to Text.)
  - If using a ten-digit ISBN, enter ' before the ISBN number.
  - If the user receives an error message saying "One or more of the ISBN is a non-numeric character" when doing a Batch Upload, this means there is an issue with how the ISBN is expressed and the user should follow one of the steps above to fix the error.
- Column H   Author (enter if known)
- Column I   Edition (enter if known)
- Column J   Year   (if available)
- Column K   Publisher (if available)
- Column L   Required/Optional   (one or the other must be entered for Textbook and Supplemental)
- Column M   Good through Term (if available).
  - If an entry is made here, it must be expressed as the six-digit Banner Term Code (examples: the term code for Fall 2020 is 202110, the term code for Summer 2021 is 202130). If any other format is used, you will receive an error message when uploading. The error message will look like this, the user will not be able to progress through the upload until this error is fixed:
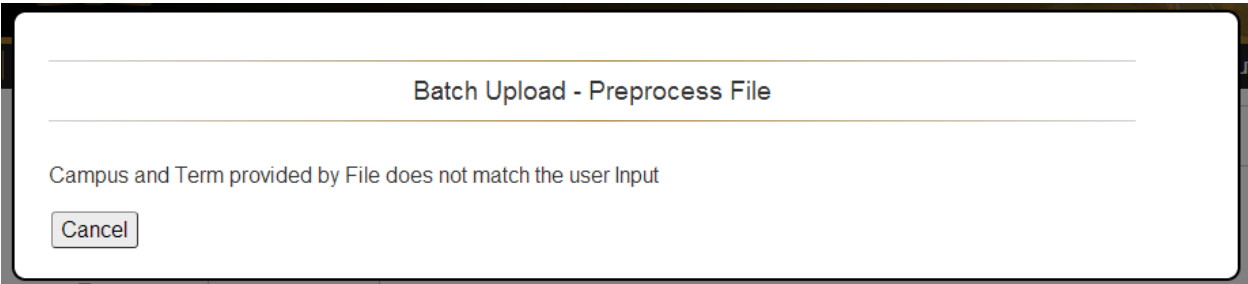
- Column N   Notes
    - Enter any additional information about the textbook or supplemental material that the students might find helpful. There is a limit of 255 characters.

- o If a course is <u>cross-listed</u>, only the controlling course can enter the textbook information.   If your course is not the controlling course, you should not enter any information. The Dashboard will show your course as still outstanding, but you should ignore this message.
- o If a CRN has more than one textbook or supplemental material, add a row for each different item.
- o If a professor offers several options for the same textbook or material, take one of these actions:
    - List the information for one of these choices. Describe the remaining choices in the Notes and indicate that the student must pick one of the choices
    - List each material's information in a separate row. Put Optional in the Optional/Required column. In each of the Notes columns, tell the student that the textbook or material is required and he/she must pick one
- o Save your file. Proceed to Batch Upload. Note: You do not have to be completely done entering information in order to upload what you have completed so far.

- Batch Upload
    - o Select Batch Upload from the Material Maintenance tab
        - Select the Term and Campus
        - Browse for the file you wish to upload by clicking "Browse" in IE or "Choose File" in Chrome.

- Once the file name is in the File field, click the "Upload and PreProcess" button
    - There are a number of error conditions that can occur at this time
        - o Campus and/or term in file do not match selected Campus and/or Term. The header record in your upload file must contain the same campus and term that you select in the TMS system during batch upload or you will receive this error message.
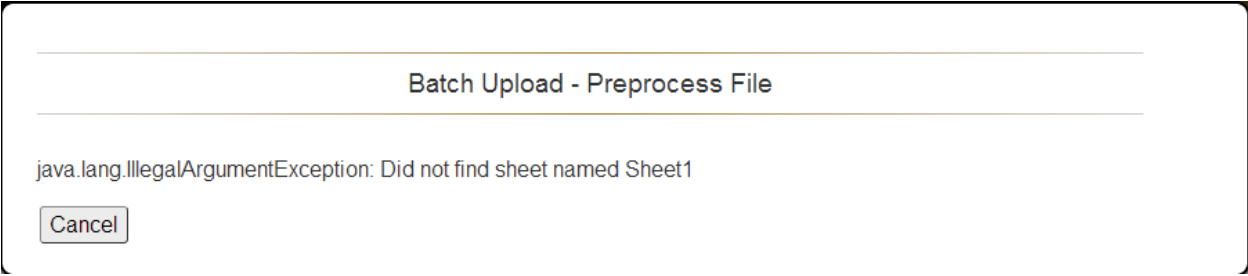
Batch Upload - Preprocess File

Campus and Term provided by File does not match the user Input

Cancel

- o The filename of the file has too many characters

Uploaded File has a file name too long. Max file name size is 32 chars.   Close

- o The Microsoft Excel worksheet is not named "Sheet1"

Batch Upload - Preprocess File

java.lang.IllegalArgumentException: Did not find sheet named Sheet1

Cancel

- ▪ If there are no issues with the file itself, after clicking on "Upload and PreProcess", a new window will appear that shows the results of your upload.

Summary of results, by subject, showing the total number of entries that were found in the file, number of entries that will be loaded, number that will not load (rejecting) and the number of errors

d - Preprocess File

Subject	Total	Will be processed	Rejecting	Errors
AAE	15	5	10	10
	1	0	1	1
ABC	1	0	1	1

Error Log for AAE   List of errors by subject area.

1. SubjectArea: AAE CourseNumber: 29299 CRN: 19399 Title: Mechanics of Materials
Required/Optional column has invalid value

2. SubjectArea: AAE CourseNumber: 33400 CRN: 10001 Title: Mechanics of Materials
Either Required/Optional has invalid or should not be empty for provided Material Type

3. SubjectArea: AAE CourseNumber: 33400 CRN: 12345
Class is not valid

4. SubjectArea: AAE CourseNumber: null CRN: 10004 Title: Linear Systems and Signals
Please provide Course Number. Course Number should not be empty

5. SubjectArea: AAE CourseNumber: 35200 CRN: 10004 Title: Fundamentals of Aerodynamics

Process   Cancel   Export Entire Error Log

There are a number of transaction errors that can occur

- o Invalid CRN

3. SubjectArea: AAE CourseNumber: 33400 CRN: 12345
Class is not valid

- o One or more of the ISBN is a non-numeric character (See notes under Column G on page 6 for directions on how to fix this error.)

1. SubjectArea: BAND CourseNumber: 11000 CRN: 11793 Title: Music in Theory and Practice Volume 1
One or more of the ISBN is a non-numeric character.

- o Missing subject

1. SubjectArea: null CourseNumber: 33400 CRN: 24014 Title: Introduction to Flight Electronic Option
Class is not valid
Subject Area is empty. Please provide Subject Area

- o Invalid subject

1. SubjectArea: ABC CourseNumber: 41800 CRN: ALL Title: Modern Control Engineering
Class is not valid

- o Missing course number

4. SubjectArea: AAE CourseNumber: null CRN: 10004 Title: Linear Systems and Signals
Please provide Course Number. Course Number should not be empty

- o Invalid course number

9. SubjectArea: AAE CourseNumber: 12345 CRN: ALL
Class is not valid

- o Missing CRN

10. SubjectArea: AAE CourseNumber: 44300 Title: Modern Control Engineering
Please provide CRN

- o Invalid ISBN

5. SubjectArea: AAE CourseNumber: 35200 CRN: 10004 Title: Fundamentals of Aerodynamics
ISBN includes invalid character(s)
ISBN is not valid

- Invalid material type

1. SubjectArea: DANC CourseNumber: 10100 CRN: ALL Title: The Dancer Prepares for Beginners
Title is not valid for provided Material Type
ISBN is not valid
Required/Optional is not valid for provided Material Type

- Null material type

2. SubjectArea: DANC CourseNumber: 10100 CRN: ALL Title: The Dancer Prepares for Beginners
Title is not valid for provided Material Type
Required/Optional is not valid for provided Material Type

- Missing ISBN

8. SubjectArea: AAE CourseNumber: 39399 CRN: 19400 Title: Mechanics of Aircraft Structures, Vol. 2
ISBN should not be empty for provided Material Type

- Missing title

6. SubjectArea: AAE CourseNumber: 38299 CRN: ALL
Title should not be empty for Material Type

- Null required/optional field

2. SubjectArea: AAE CourseNumber: 33400 CRN: 10001 Title: Mechanics of Materials
Either Required/Optional has invalid or should not be empty for provided Material Type

- Invalid value in required/optional field

1. SubjectArea: AAE CourseNumber: 29299 CRN: 19399 Title: Mechanics of Materials
Required/Optional column has invalid value

- Conflicting records for the same course, i.e. assign no materials to all CRNs in one entry and then assign a textbook to all CRNs in another entry

1. subject: DANC course: 10100
There was a conflict within a course for line 3 and line 4
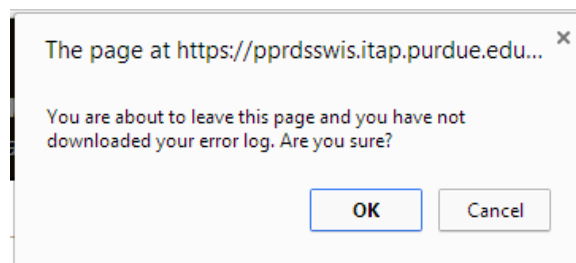
- Duplicate material entry

1. subject: AGEC course: 69800
There were duplicate records within a section for line 7 and line 8. Duplicate record will be rejected

o   Not authorized to add/edit/delete subject area

1. subject: NUTR course: 20500
You do not have privilege to upload this subject

- To see all errors in one file, you can select Export Entire Error Log which will open a new document in Notepad that will contain all of the errors in the file. You can then use this to go back to your original file and fix each error.
- By clicking Cancel at this stage, none of the transactions will load and you will be returned to the Batch Upload page with a message indicating the process was cancelled.
  - NOTE: If there are errors identified during the Upload and PreProcess procedure and you do not click "Export Entire Error Log" before selecting Cancel, you will get a warning message indicating you have not yet exported the log and asking if you want to continue. This is only a warning message.
    - o   NOTE: Even if you click Process and have not exported the error log, you will get this message.

The page at https://pprdsswis.itap.purdue.edu...   ✕

You are about to leave this page and you have not
downloaded your error log. Are you sure?

OK   Cancel

  - You can click OK and it will cancel the upload process taking you to the screen below.

Batch Upload

Upload your master file of courses and materials for the selected term and campus.

Term: Fall 2018 ▾
Campus: PWL ▾
File: Browse... BAND PWL.xlsx   Upload and PreProcess

Processing of batch upload is cancelled

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- If you click "Process", the system will load the transactions from the file that are not rejecting and you will be provided with a summary of the processing results. You can load a file without fixing any of the errors. It will simply only load the number of entries in the "Will be processed" column
  - NOTE: The transactions will not load until the Process button has been clicked.

Processing Results:

Total number of Records in file: 17
Number of records Processed: 5
Number of records Rejected: 12

Upload another file

- View/Edit Materials
  - o Go to the Material Maintenance tab, View Materials. This is where you can manage materials manually for a given term, campus, subject and course
    - ▪ Select the term, campus, subject and course and click "Search"
      - If there is more than 1 CRN for the selected subject and course, the drop down will populate with the list of gradable CRNs available. You do not have to select a CRN from the drop down if you want to apply the material to all of the CRNs.

Subject	Course	CRN	Title	ISBN	Required
BAND	11100	36441	Book 2	9780874849240	Yes

Add Material

- ▪ Select the action to be taken – add/edit/delete
  - If a material exists, you will see it in the results section and you can select it to edit or delete it or you can click on Add Material to add another material to this course
  - If no materials required has been provided, delete existing data and create a new record. You cannot modify if the status is "no materials required".
  - You also have the option to add a new material by selecting the "Add Material" button
    - o Selecting "Add Material" will open a window where you can enter the details of the material you wish to add
      - ▪ First select what you want to do
        - "I need to define a material"

- o This option tells the system that you would like to add materials to the selected course
- "I need to state NO material"
  - o This option tells the system that you want to explicitly indicate that there are no materials required for the selected course
- To define a material:
  - Select the appropriate Type from the drop down menu. The valid values are TEXT for textbook requirements and SUPP for any additional supplemental material requirements
  - If TEXT is chosen, enter a valid ISBN number. ISBN is required if TEXT is chosen
    - o If you enter the ISBN number and click on "ISBN Lookup", if it is a valid number, the details of the textbook will automatically populate. You have the ability to overwrite what is populated.
      - NOTE: The "ISBN Lookup" button will not assist you in finding a valid ISBN. Its only purpose is to find details of the provided, valid ISBN
      - If the ISBN entered is not valid, after clicking "ISBN Lookup", a message will appear indicating such

Add Material

Term: 201430
Campus: PWL
Subject: ABE
Course: 29199

Material Details

◉ I need to define a material
◯ I need to state NO material

Type: TEXT ▾

ISBN: 1111232465422 | ISBN Lookup | No Results Found

Title: REQUIRED

- o You may choose to enter all of the information manually as well but the ISBN data will not validate unless you click "ISBN Lookup". If you've manually entered info and then select "ISBN Lookup", the system will overwrite all information with the information found during the look up

Add Material

Term: 201430
Campus: PWL
Subject: BAND
Course: 11400

Material Details

- ● I need to define a material
- ○ I need to state NO material

Type: TEXT
ISBN: 9780073380247 [ISBN Lookup]
Title: REQUIRED
Edition:
Year:
Author:
Publisher:

Type: TEXT
ISBN: 9780073380247 [ISBN Lookup]
Title: Introduction to Flight REQUIRED
Edition:
Year: 2011
Author: John Anderson
Publisher: McGraw-Hill Science/

- ▪ At the bottom of this page you have the ability to add notes regarding the material, indicate whether the material is required and specify a valid good through term.

Notes:

Required: ☑
Good Through: ---Select One---

- The Section Selection area is where you identify which specific CRN's should have the specified material.
  - If the material applies to all sections, click the small box next to Select All Sections (Includes Future Sections) and click Save to apply the material requirements to all sections of the selected course

Section Selection

Select All Sections: ☑

🖺 Save   Cancel

- If you want to select which CRNs to apply the material specification to, uncheck the Select All Sections box and use the 2 boxes in the Section Selection area to choose the CRNs. The box on the left is the current list of gradable sections for the selected course. The user can choose one or multiple CRNs
  - You can use the shift or control keys on your keyboard to select multiple CRNs or move them 1 at a time
  - Once you have the desired CRNs selected in the box on the left, click the arrow pointing right (>) to move the selected CRNs to the box on the right. Click Save to add the material requirements to the selected CRNs
  - To remove any CRNs from the material requirement before hitting save, use the left pointing arrow (<) to move them back to the box on the left

Section Selection

Select All Sections: ☐

Filter List	Clear

CRN 19399, Williams, Marc - EX

>

<

Showing 1 of 1   Showing 0 of 0

🖺 Save   Cancel

- The Filter List just above the CRN box allows the user to filter on attributes within the CRN list to find certain CRNs, instructors or instructional type

o Simply type a filter criteria in the box and the system will start filtering the results

Showing 84 of 84

Showing 1 of 84

Add from Previous Term -- New Feature Starting January 27, 2020

The Textbook Management System was enhanced in January 2020 to allow users to select materials from a previous term in View Materials.

After selecting Term, Campus, Subject, Course and CRN, and clicking on Search, a button called Add from Previous Term will appear.

After clicking on Add from Previous Term, this box will appear:

Under Choose Term, Campus and Course, the user should make his/her desired choices and click on Search.

The previous material will appear and will look similar to the example below.

If this same material is being used again and is the only one that appears, the user can either click the gray button on the left side of the box or the gray box beside Select All.

If more than one item appears, and the user does not want them all entered, the user should click the gray box beside the item.

If more than one item appears, and the user wants to enter all of them, the user should click the gray box beside Select All.

Click on the Next button. A new box will appear that shows the textbook/material information the user has selected.

If the text or material is being used by all sections, the user should click on the Select All Sections box.

If the text or material is not being used by all of the sections, the user should click on the appropriate CRN or CRNs in the bottom left box, then click on the Save button.

Printing the Add/Edit Materials screen

The Add/Edit Materials screen can be printed using your web browser. If you have print quality issues, try pressing Control+F5 to refresh your browser, then try to print the Add/Edit Materials screen.

Help Documentation

The Help link at the top of the page in the TMS system is a direct link to help documentation that can be accessed at any time within the application.
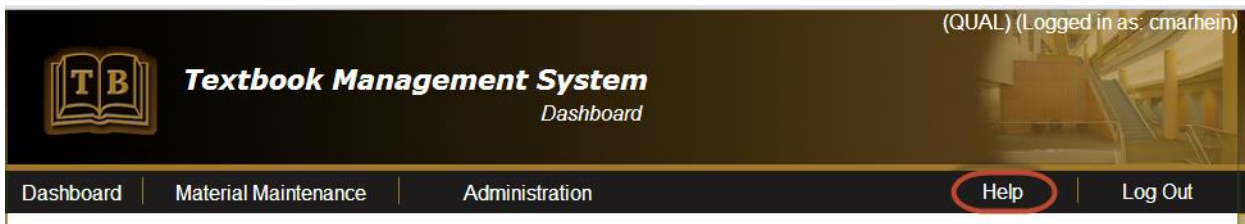
For users in Chrome, you may have to update your settings to allow the document to be accessible. Those instructions are below. Without completing these steps you can access the document by right clicking on the Help button in the application and choosing Save link as… and saving the document to a directory of your choice
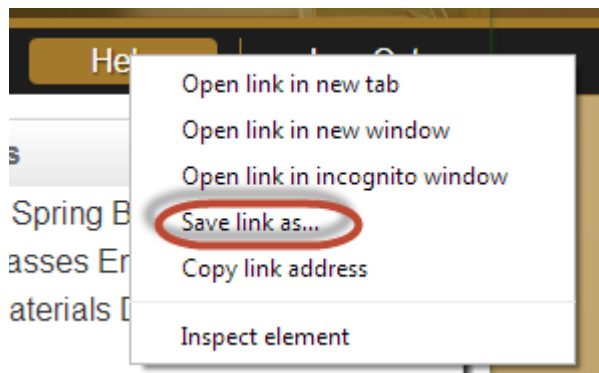
- Chrome Settings
  - Type "chrome://plugins" in the URL field after opening Chrome

  - Find Adobe Reader in the list of plug-ins and click Enable and check the Always allowed checkbox. Close Chrome and re-open it. The document should automatically open from this point forward

Plug-ins

Plug-ins (16)

Adobe Flash Player (2 files) - Version: 12.0.0.70
Shockwave Flash 12.0 r0

Disable   ☐ Always allowed

Widevine Content Decryption Module - Version: 1.4.1.377
Enables Widevine licenses for playback of HTML audio/video content.

Disable   ☐ Always allowed

Chrome Remote Desktop Viewer
This plugin allows you to securely access other computers that have been shared with you. To use this plugin you must first install the Chrome Remote Desktop webapp.

Disable   ☐ Always allowed

Microsoft Office (2 files) - Version: 14.0.4730.1010
Office Authorization plug-in for NPAPI browsers

Disable   ☐ Always allowed

QuickTime Player (5 files) - Version: 7.7.4 (1680.86)
The QuickTime Plugin allows you to view a wide variety of multimedia content in Web pages. For more information, visit the QuickTime Web site.

Disable   ☐ Always allowed

Native Client

Disable   ☐ Always allowed

Chrome PDF Viewer

Disable   ☐ Always allowed

Microsoft Lync 2010 Meeting Join Plug-in - Version: 4.0.7577.4415

Disable   ☐ Always allowed

Adobe Reader - Version: 10.1.9.22 (Disabled)
Adobe PDF Plug-In For Firefox and Netscape 10.1.9

Enable   ☐ Always allowed