
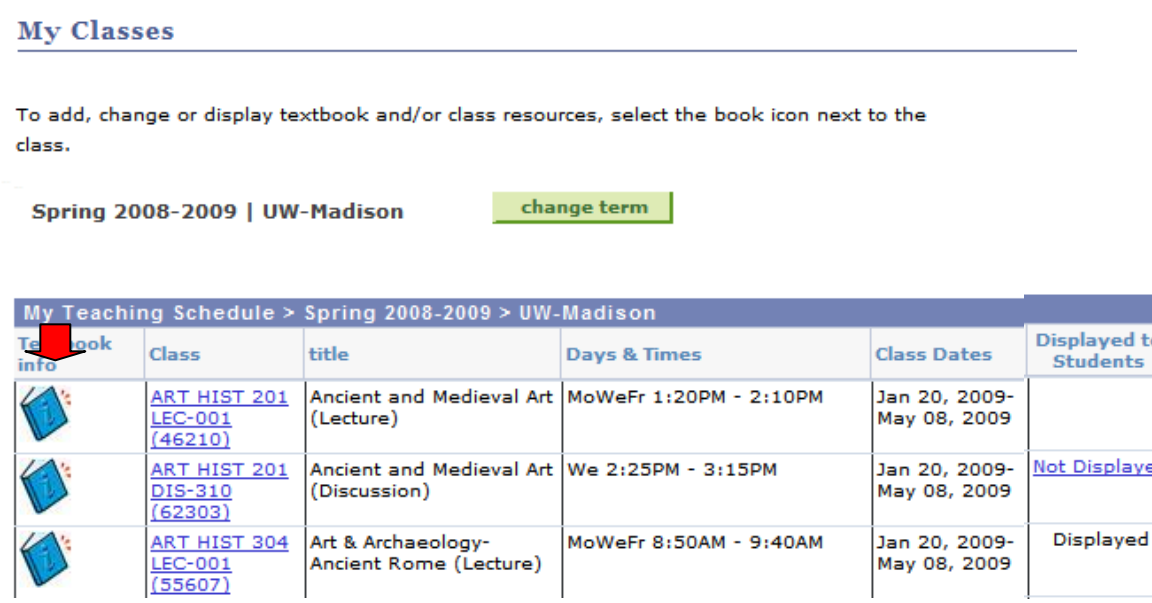









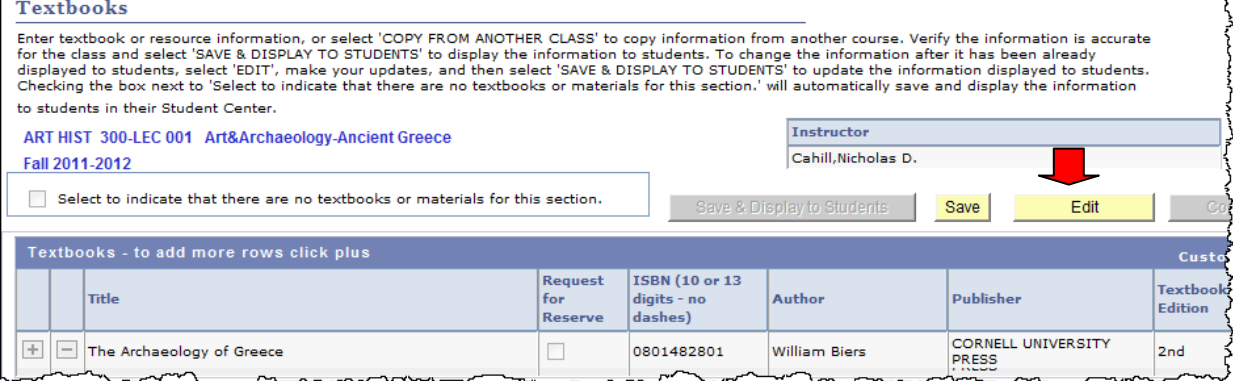
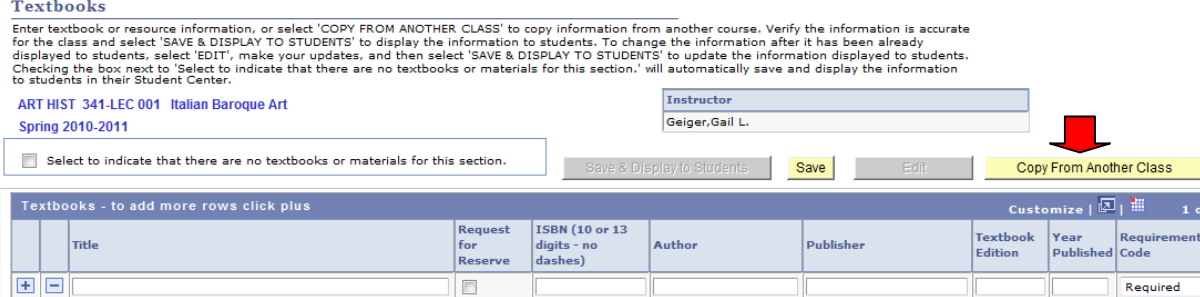
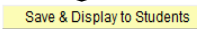


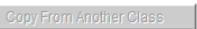



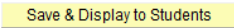
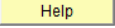
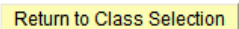










Textbook Entry Using My UW Madison's Faculty Center

In order to add, change, or display textbooks on your class section, follow the steps below:

Step	Action																								
1.	Using your internet browser, login to My UW Madison , http://my.wisc.edu/ .																								
2.	In My UW Madison, click the [Academics] tab.																								
3.	Click Faculty Center .																								
4.	Click [textbooks / instructor content] tab. 																								
5.	Select Term and click [Continue].  <p>My Classes</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Fall 2011-2012</td> <td>UW-Madison</td> </tr> <tr> <td><input type="radio"/></td> <td>Summer 2011</td> <td>UW-Madison</td> </tr> <tr> <td><input type="radio"/></td> <td>Spring 2010-2011</td> <td>UW-Madison</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Fall 2010-2011</td> <td>UW-Madison</td> </tr> </tbody> </table>		Term	Institution	<input type="radio"/>	Fall 2011-2012	UW-Madison	<input type="radio"/>	Summer 2011	UW-Madison	<input type="radio"/>	Spring 2010-2011	UW-Madison	<input checked="" type="radio"/>	Fall 2010-2011	UW-Madison									
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6.	Find specific class section and click Textbook info icon or Class link . Tip: To select a different term, click [change term], and follow previous step.  <p>My Classes</p> <p>To add, change or display textbook and/or class resources, select the book icon next to the class.</p> <p>Spring 2008-2009 UW-Madison change term</p> <p>My Teaching Schedule > Spring 2008-2009 > UW-Madison</p> <table border="1"> <thead> <tr> <th>Textbook info</th> <th>Class</th> <th>title</th> <th>Days & Times</th> <th>Class Dates</th> <th>Displayed to Students</th> </tr> </thead> <tbody> <tr> <td></td> <td>ART HIST 201 LEC-001 (46210)</td> <td>Ancient and Medieval Art (Lecture)</td> <td>MoWeFr 1:20PM - 2:10PM</td> <td>Jan 20, 2009-May 08, 2009</td> <td></td> </tr> <tr> <td></td> <td>ART HIST 201 DIS-310 (62303)</td> <td>Ancient and Medieval Art (Discussion)</td> <td>We 2:25PM - 3:15PM</td> <td>Jan 20, 2009-May 08, 2009</td> <td>Not Displayed</td> </tr> <tr> <td></td> <td>ART HIST 304 LEC-001 (55607)</td> <td>Art & Archaeology-Ancient Rome (Lecture)</td> <td>MoWeFr 8:50AM - 9:40AM</td> <td>Jan 20, 2009-May 08, 2009</td> <td>Displayed</td> </tr> </tbody> </table>	Textbook info	Class	title	Days & Times	Class Dates	Displayed to Students		ART HIST 201 LEC-001 (46210)	Ancient and Medieval Art (Lecture)	MoWeFr 1:20PM - 2:10PM	Jan 20, 2009-May 08, 2009			ART HIST 201 DIS-310 (62303)	Ancient and Medieval Art (Discussion)	We 2:25PM - 3:15PM	Jan 20, 2009-May 08, 2009	Not Displayed		ART HIST 304 LEC-001 (55607)	Art & Archaeology-Ancient Rome (Lecture)	MoWeFr 8:50AM - 9:40AM	Jan 20, 2009-May 08, 2009	Displayed
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7.	<p>If textbooks are already displaying and you want to edit, click [Edit].</p>  <p>Textbooks Enter textbook or resource information, or select 'COPY FROM ANOTHER CLASS' to copy information from another course. Verify the information is accurate for the class and select 'SAVE & DISPLAY TO STUDENTS' to display the information to students. To change the information after it has been already displayed to students, select 'EDIT', make your updates, and then select 'SAVE & DISPLAY TO STUDENTS' to update the information displayed to students. Checking the box next to 'Select to indicate that there are no textbooks or materials for this section.' will automatically save and display the information to students in their Student Center.</p> <p>ART HIST 300-LEC 001 Art&Archaeology-Ancient Greece Fall 2011-2012</p> <p><input type="checkbox"/> Select to indicate that there are no textbooks or materials for this section.</p> <p>Instructor: Cahill, Nicholas D.</p> <p>Buttons: Save & Display to Students, Save, Edit, Copy</p> <table border="1"> <thead> <tr> <th colspan="7">Textbooks - to add more rows click plus</th> <th>Customize</th> </tr> <tr> <th></th> <th>Title</th> <th>Request for Reserve</th> <th>ISBN (10 or 13 digits - no dashes)</th> <th>Author</th> <th>Publisher</th> <th>Textbook Edition</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>The Archaeology of Greece</td> <td><input type="checkbox"/></td> <td>0801482801</td> <td>William Biers</td> <td>CORNELL UNIVERSITY PRESS</td> <td>2nd</td> <td></td> </tr> </tbody> </table>	Textbooks - to add more rows click plus							Customize		Title	Request for Reserve	ISBN (10 or 13 digits - no dashes)	Author	Publisher	Textbook Edition		<input type="checkbox"/>	The Archaeology of Greece	<input type="checkbox"/>	0801482801	William Biers	CORNELL UNIVERSITY PRESS	2nd																						
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9.	<p>If no textbooks, check <input checked="" type="checkbox"/> 'Select to indicate...no textbooks...' (save is automatic) Go to step 13.</p> <p><input checked="" type="checkbox"/> Select to indicate that there are no textbooks or materials for this section.</p> <p>Therefore, students will see this in their Student Center and Class Search:</p> <p>Textbook Status</p> <p>There are no textbooks or materials for this section, as indicated by the instructor.</p>																																													

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11.	If not ready to display textbooks to students, click [Save] to save your textbook entries.																																	
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13.	To enter or edit textbooks on another section, click [Return to Class Selection].																																	
14.	To confirm how textbook information is displayed, click [class search] tab, search for class, click View Sections , and click Textbooks icon  and scroll to bottom of Class Detail to view 'Textbooks & Other Materials'.																																	
15.	When finished, click ' Sign out '.																																	
16.	Close your Internet browser.																																	