

# Books! Check'em Out!

AACRAO Tech 2010

Session ID: 086

July 19, 2010

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# Overview

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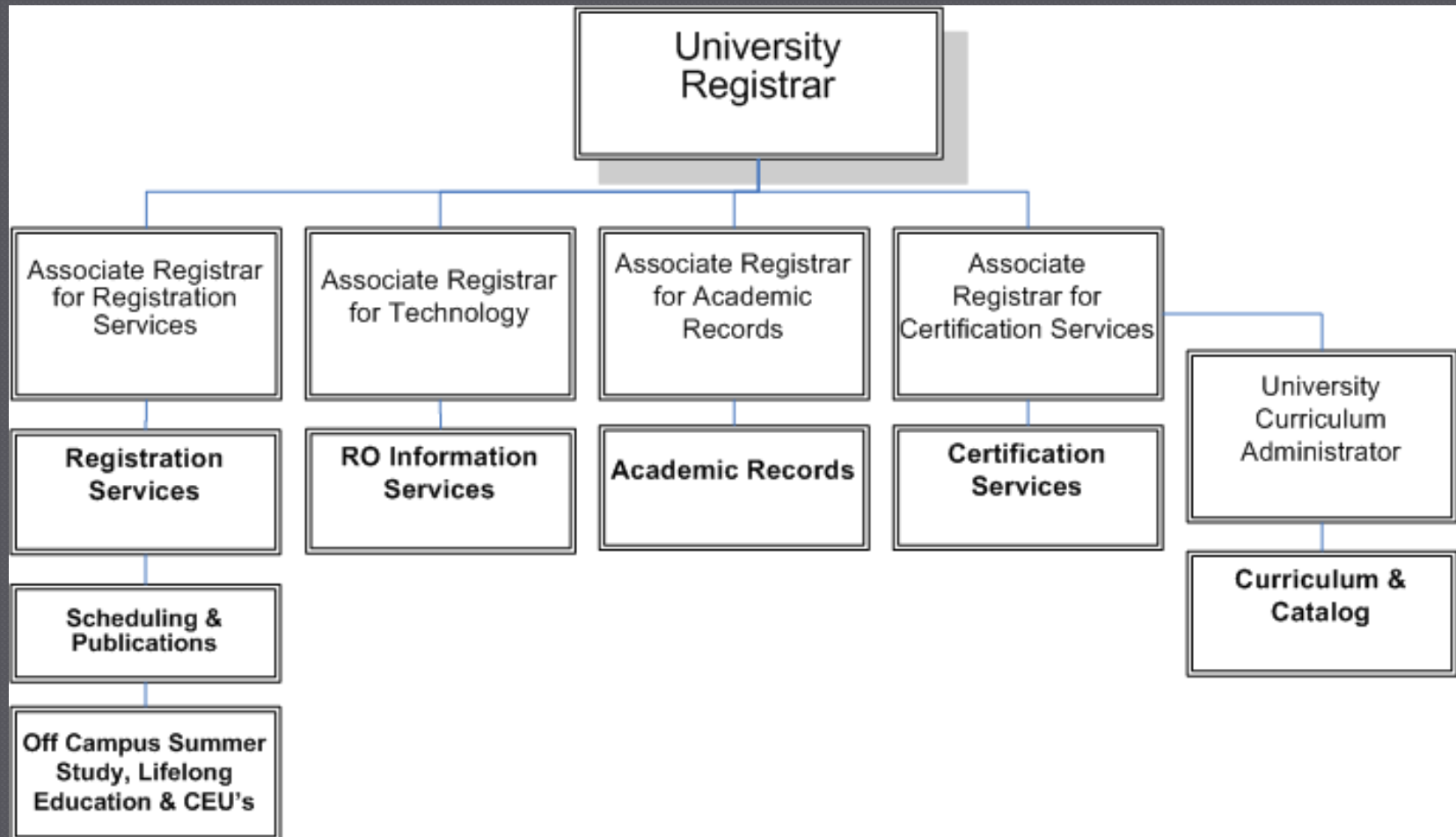
- About Michigan State University
- Higher Education Opportunity Act (HEOA) of 2008
- Textbook Information At MSU
- Demonstration Of Textbook System
- Campus Communication Campaign
- Questions And Answers

# Michigan State University

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- Nation's pioneer Land Grant institution
- Located in East Lansing, MI
- 47,278 students (35,871 undergrads)
- 17 colleges
  - 3 Medical Schools
  - MSU College of Law
- 6,800 degrees awarded in Spring 2009
- 6,300 unique courses active in Spring 2010
- 13,000 sections offered each academic year

# MSU – Registrar's Office



# HEOA 2008

## ○ Higher Education Opportunity Act – 2008

- <http://www.ed.gov/policy/highered/leg/hea08/index.html>
- Enacted on August 14, 2008
- Reauthorizes the HEOA of 1965, as amended
- Dear Colleague Letter (Summary of Act)
  - <http://ifap.ed.gov/dpcletters/GEN0812FP0810.html>
  - Click on The Higher Education Opportunity Act in PDF Format, 683KB, 219 pages
  - Textbook Information (go to page 34)
    - Effective date: July 1, 2010



# HEOA – Textbook Info

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- ◉ Purpose: “timely access to affordable course materials”
- ◉ Requirements for Textbook Publishers
- ◉ Institution Requirements
  - Internet Course Schedule (*used for preregistration and registration*)
  - Bookstore Information
  - Information on Various Methods of Obtaining Textbooks (*encouraged*)

# Internet Course Schedule

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- Required, Recommended, and Supplemental
- ISBN (International Standard Book Number)
  - or -
  - Author, Title, Publisher, and Copyright Date
- Retail Price
- “To Be Determined”
  
- If Hardcopy schedule available, reference to textbook information on internet

# Bookstore Information

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- Course Schedule

- For each class

- Required, Recommended, and Supplemental
- ISBN (International Standard Book Number)

- or -

Author, Title, Publisher, and Copyright Date

- Retail Price
- “To Be Determined”
- Number of Students Enrolled
- Maximum Student Enrollment



# Textbook Info at MSU

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## ○ Prior to Summer 2010

- Coordinated and Collected by the MSU Bookstore (third-party vendor under contract)
- Shared with all other bookstores by MSU Bookstore

## ○ Summer 2010 and After

- New, home-grown web application built by the Registrar's Office (RO)
- Information instantly available in Schedule of Courses
- Information distributed to all bookstores via self-service portal

# Textbook System at MSU

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- Four Main Components

- Faculty and Administrator Entry System
- College and Department Reporting
- Bookstore Reports
- Student Reports in Schedule of Courses

- Simple Design

- Consistency

# Important Note

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The textbook data contained  
in this presentation is  
*purely fictional.*

# MSU RO Home Page

## Office of the Registrar

MICHIGAN STATE  
UNIVERSITY

Gen Info &  
Policies

Calendars

Enrollment &  
Registration

Programs  
& Courses

Graduation &  
Honors

Student  
Services

Faculty &  
Staff

### Quick Links

[Academic Calendar](#)

[Academic Programs](#)

[Address Changes](#)

[Classroom Events](#)

[Confidential Message Center](#)

[Course Descriptions](#)

[Degree Navigator](#)

[Enrollment](#)

[Faculty/Staff Forms](#)

[Frequently Asked Questions](#)

[Graduation Application](#)

[Instructor Systems](#)

[Schedule of Courses](#)

[Summer Study](#)

[Transcripts](#)



### Upcoming Important Dates

**10/21/09** - MIDDLE of Semester--last day for withdrawal or dropping courses with no grade reported, \$200 late enrollment fee assessed after this date for first-time enrollees, close of on-line drops for Fall--8 p.m.

**10/21/09** - Final date to report completion of I-incomplete from Spring or Summer 2009.

**10/21/09** - NOTE: Special Session Middle of the Term dates are calculated separately. See web Schedule of Courses at [www.reg.msu.edu](http://www.reg.msu.edu).

**10/30/09** - Fourth Fall Enrollment Certification run for transmission to the Clearinghouse.

### Other News

Study Online, Abroad, On and Off Campus - Make Summer Work For You!

[Site Map](#) | [Contact Us](#) | [Search MSU](#)

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# Instructor Systems

## Instructor Systems minimum browser requirements

### **Help:**

- Frequently Asked Questions
- Instructions for Online Grades
- Instructions for Grade Upload

### **Academic Progress Reports:**

- Form Submission (Instructors Only)
- Results (Support Staff Only)
- Status & Archive

### **Class Information:**

- Class Lists and Graded Class Lists
- Class Lists with Student Images
- Email Students in a Class
- Exam Cover Sheets with Student Images

**INSTRUCTORS ARE URGED TO SUBMIT THEIR GRADES WITHIN 72 HOURS  
AFTER THE FINAL EXAMINATION.  
Grade Reporting Schedule**

### **Grades:**

- Grade Reporting Form
- Grade Upload
- Grade Submission Summary (Administrators Only)
- Grade Reporting Form Archive
- Outstanding NGR/Conditional Grades Report (Administrators Only)

### **Textbooks and Supplemental Materials:**

- Textbook and Material Entry/Update
- Textbook and Material Reporting Summary (Administrators Only)

# Class Selection

- Selection by individual section(s)
- Entered by Instructor or Administrator

## Textbooks and Supplemental Materials

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4/6/2010

### Instructor Access

[Go to: Classes by Common Lecture](#)

Semester: **US10** ▼

Subject	Course	Section	Status	Check section(s)
ACC	201	101	Posted	<input checked="" type="checkbox"/>
ACC	201	102		<input type="checkbox"/>
ACC	201	201		<input checked="" type="checkbox"/>
ACC	201	202		<input type="checkbox"/>
ACC	201	701		<input type="checkbox"/>
PIM	811	301	Posted	<input checked="" type="checkbox"/>
PIM	811	302	Posted	<input type="checkbox"/>

# Class Selection

- Selection by common lecture. Entered by Instructor or Administrator

Textbooks and Supplemental Materials by Common Lecture		
Scott Thomas Owczarek		4/6/2010
<b>Instructor Access</b>		
Semester: <b>FS10</b> ▼		Go to: <a href="#">Classes by Section</a> <input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>
Common Lecture Sections		Status      Check section(s)
ACC 201-016; ACC 201-017; ACC 201-018; ACC 201-019; ACC 201-020; ACC 201-021; ACC 201-022; ACC 201-023; ACC 201-024; ACC 201-025; ACC 201-026; ACC 201-027; ACC 201-028; ACC 201-029; ACC 201-030		Saved <input type="checkbox"/>
ACC 201-001; ACC 201-002; ACC 201-003; ACC 201-004; ACC 201-005; ACC 201-006; ACC 201-007; ACC 201-008; ACC 201-009; ACC 201-010; ACC 201-011; ACC 201-012; ACC 201-013; ACC 201-014; ACC 201-015		None <input checked="" type="checkbox"/>
<input type="button" value="Enter Information"/>		
<b>Administrator Access</b>		
Semester: <b>US10</b> ▼		Go to: <a href="#">Classes by Section</a> Subject: <b>ACC</b> ▼      Course: <b>-Select-</b> ▼
No Classes found. Please select another semester, subject, course combination.		
Return To Instructor Menu		
<input type="button" value="Log Out"/>		

# Class Summary Page

- High level review of the HEOA legislation
- Basic Instructions and Other Helpful Links
- Add New Materials or No Materials Required

### Textbooks and Supplemental Materials Class Summary




Scott Thomas Owczarek 4/6/2010

#### About Textbooks and Supplemental Materials

- In accordance with the Higher Education Opportunity Act 2008, institutions must make required, recommended, and supplemental textbook and other material information available to students on the class schedule and to bookstores for ordering purposes. The primary purpose of providing this information is to assist students with making informed decisions at the time of enrollment. The International Standard Book Number (ISBN) or the author, title, publisher, and copyright date as well as the retail price are required by the legislation.
- Important: Entering your textbook and supplemental material information into this system will make it available to local bookstores for ordering purposes. If you have materials that are not normally handled by the bookstores, you will need to enter the information into this system and also make appropriate arrangements with a supplier.
- Instructions:
  1. Use the "Add New Material" button to select previously used materials, enter material information manually, or search the internet for materials.  
- or -
  2. Use the "No Materials Required" button to indicate that no materials are required or recommended for the class.

Note: once all materials are posted, this button is no longer visible.

Status Values:  
Saved - material information has been saved, but not posted to the Schedule of Courses or the Bookstores.  
Posted - material information has been posted to the Schedule of Courses or the Bookstores.  
Mixed - some material information has been saved, some has been posted.

Action Column Options:  - update an entry ,  - delete an entry ,  - undelete an entry

- Other helpful information:
  - [Higher Education Opportunity Act 2008 \(HEOA\): Textbook Compliance Requirements Frequently Asked Questions](#)
  - [Libraries - Copyright Permissions Center](#)
  - [Libraries - Course Reserves FAQ for Instructors](#)
  - [Student Consumer Information](#)
  - [Things to Know Before Ordering - Textbook Information](#)
  - [University Relations Course Materials \(Course packs\)](#)

Semester	US10
Selected Class(es)	ACC 201 - 202
Current Status	No Entries Found


*No Materials to Post*



# No Materials Required?

- If no materials are required, the user can indicate this by clicking the appropriate button.
- This status can be changed by adding new material or clicking the 'delete' action.
- If this is the appropriate status, the user would click "Post to the Schedule of Courses/Bookstores".

<b>Semester</b>	<b>FS10</b>
<b>Selected Class(es)</b>	<b>ACC 201 - common lectures</b>
<b>Current Status</b>	<b>Saved, Not Posted</b>

Material	Applies to	Status	Status Date	Action
<b>NONE REQUIRED</b>	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:05:34 AM	

# Material Selection and Entry

## ○ Users can...

- List Previously Used Materials
- Enter Materials Manually
- Search the Internet

<b>Semester</b>	<b>FS10</b>
<b>Selected Classes</b>	<b>ACC 201 - common lectures</b>

- OR -

- OR -

**Search the Internet**

**Title:**

**Author (Last, First):**

**ISBN:**

# Previously Used Materials

- Users can view details for previously posted materials.
- A simple select box check and click of the “Add Selected Material” takes you to the confirmation page.

<b>Semester</b>	FS10
<b>Selected Classes</b>	ACC 201 - common lectures

- OR -  
  
- OR -

**Search the Internet**

**Title:**

**Author (Last, First):**

**ISBN:**

**Search Results:**  
Select the material you would like to add and then click the "Add Selected Material" button at the bottom of the page. You will be able to update information for the material after selection.

<p><b>Term:</b> SS10 <b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA), <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley &amp; Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> No</p>	<input type="radio"/> <b>Select:</b>
--	--------------------------------------

**Used in:** ACC-201 (013 015 016 019 020 021 022 023)

# Previously Used Materials

Semester	FS10
Selected Class(es)	ACC 201 - common lectures

In accordance with the Higher Education Opportunity Act 2008, the **International Standard Book Number (ISBN) or the author, title, publisher, and copyright date and the retail price** are required by the legislation.

Please note that input in ALL fields are posted to the Schedule of Courses and made available to bookstores.

**Textbook Title \***

**Author (Last, First) \***

**ISBN \***

**Publisher**

**Edition**

**Binding**

**Copyright Date**

**Retail Price**

**Is the material required? \***  
(If recommended only, indicate 'No'.)  Yes  No

**During which half of the semester is the material used?**  First Half  Second Half  Both

**Will you be placing copies on reserve at the libraries?**  Yes  No

**Is a previous edition OK?**  Yes  No

**Is the material part of a bundle?**  Yes  No

**Other Materials**

**Comments**

\* At a minimum you must enter the textbook title and author or ISBN as well as indicate whether the material is required.

# Material Selection and Entry

## ○ Users can...

- List Previously Used Materials
- Enter Materials Manually
- Search the Internet

<b>Semester</b>	<b>FS10</b>
<b>Selected Classes</b>	<b>ACC 201 - common lectures</b>

- OR -

- OR -

**Search the Internet**

**Title:**

**Author (Last, First):**

**ISBN:**

# Manual Entry - Textbook

- Manual Entry is used to add new and update existing material information. Also useful if/when...



Semester	FS10
Selected Class(es)	ACC 201 - common lectures
Type of Material	<input checked="" type="radio"/> Textbook <input type="radio"/> Course pack <input type="radio"/> Other Materials Only
In accordance with the Higher Education Opportunity Act 2008, the <b>International Standard Book Number (ISBN) or the author, title, publisher, and copyright date and the retail price</b> are required by the legislation.	
Please note that input in ALL fields are posted to the Schedule of Courses and made available to bookstores.	
Textbook Title *	Basic Principles of Cost Accounting
Author (Last, First) *	Jones, Charlie
ISBN *	45445549932
Publisher	Walker
Edition	
Binding	
Copyright Date	
Retail Price	\$210.00
Is the material required? * (If recommended only, indicate 'No'.)	<input type="radio"/> Yes <input checked="" type="radio"/> No
During which half of the semester is the material used?	<input type="radio"/> First Half <input type="radio"/> Second Half <input type="radio"/> Both
Will you be placing copies on reserve at the libraries?	<input type="radio"/> Yes <input type="radio"/> No
Is a previous edition OK?	<input type="radio"/> Yes <input type="radio"/> No
Is the material part of a bundle?	<input type="radio"/> Yes <input type="radio"/> No
Other Materials	
Comments	
<input type="button" value="Submit"/>	

- not used previously,
- not found in internet search,
- material is a course pack or other tool (required calculator, etc.)

# Manual Entry Results

- Current "Saved" status after manual entry.

<b>Semester</b>	<b>FS10</b>
<b>Selected Class(es)</b>	<b>ACC 201 - common lectures</b>
<b>Current Status</b>	<b>Saved, Not Posted</b>

Material	Applies to	Status	Status Date	Action
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:15:49 AM	 

# Material Selection and Entry

## ○ Users can...

- List Previously Used Materials
- Enter Materials Manually
- Search the Internet

<b>Semester</b>	<b>FS10</b>
<b>Selected Classes</b>	<b>ACC 201 - common lectures</b>

- OR -

- OR -

**Search the Internet**

**Title:**

**Author (Last, First):**

**ISBN:**



# Manual Entry – Course Pack

- Manual Entry is used to add new and update existing material information. Also useful if/when...

Semester	FS10
Selected Class(es)	ACC 201 - common lectures

Type of Material  Textbook  Course pack  Other Materials Only

Please note that input in ALL fields are posted to the Schedule of Courses and made available to bookstores.

Course pack Description \*

Course pack Location \*

Retail Price

Is the material required? \*  Yes  No  
(If recommended only, indicate 'No'.)

During which half of the semester is the material used?  First Half  Second Half  Both

Will you be placing copies on reserve at the libraries?  Yes  No

Other Materials





Comments

\* At a minimum you must enter the course pack description and location as well as indicate whether the material is required.

- not used previously,
- not found in internet search,
- material is a course pack or other tool (required calculator, etc.)

# Manual Entry Results

- Current "Saved" status after manual entry.

<b>Semester</b>		<b>FS10</b>		
<b>Selected Class(es)</b>		<b>ACC 201 - common lectures</b>		
<b>Current Status</b>		<b>Saved, Not Posted</b>		
<input type="button" value="Add New Material"/>		<input type="button" value="No Materials Required"/>		<input type="button" value="Post to Schedule of Courses/Bookstores"/>
Material	Applies to	Status	Status Date	Action
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:15:49 AM	 
<b>Course pack Description:</b> Basic Accounting <b>Location:</b> Bookstore 123 <b>Retail Price:</b> \$23.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:29:51 AM	 

# Material Selection and Entry

## ○ Users can...

- List Previously Used Materials
- Enter Materials Manually
- Search the Internet

<b>Semester</b>	<b>FS10</b>
<b>Selected Classes</b>	<b>ACC 201 - common lectures</b>

- OR -

- OR -

**Search the Internet**

**Title:**

**Author (Last, First):**

**ISBN:**

# Manual Entry - Other Material

- Manual Entry is used to add new and update existing material information. Also useful if/when...

Semester	FS10
Selected Class(es)	ACC 201 - common lectures

Type of Material  Textbook  Course pack  Other Materials Only

Use the comments box to indicate information such as a specific location of the materials.

Please note that input in ALL fields are posted to the Schedule of Courses and made available to bookstores.

Other Materials \*

Retail Price

Is the material required? \*  Yes  No  
(If recommended only, indicate 'No'.)

During which half of the semester is the material used?  First Half  Second Half  Both

Will you be placing copies on reserve at the libraries?  Yes  No

Comments

\* At a minimum you must enter the description of the other materials as well as indicate whether the material is required.

not used  
previously,

not found in  
internet search,

material is a  
course pack or  
other tool  
(required  
calculator, etc.)

# Manual Entry Results

- Current "Saved" status after manual entry.

Semester		FS10		
Selected Class(es)		ACC 201 - common lectures		
Current Status		Saved, Not Posted		
<input type="button" value="Add New Material"/>		<input type="button" value="No Materials Required"/>		<input type="button" value="Post to Schedule of Courses/Bookstores"/>
Material	Applies to	Status	Status Date	Action
<b>Course pack Description:</b> Basic Accounting <b>Location:</b> Bookstore 123 <b>Retail Price:</b> \$23.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:29:51 AM	<input type="button" value="U"/> <input type="button" value="X"/>
<b>Other Materials:</b> Financial Calculator <b>Retail Price:</b> \$35.00 <b>Required Material:</b> Yes <b>Comments:</b> Found online or at any general computing store	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:31:48 AM	<input type="button" value="U"/> <input type="button" value="X"/>
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:15:49 AM	<input type="button" value="U"/> <input type="button" value="X"/>

# Internet Search

- Results displayed in groups of 10.
- If no results, users are directed to <http://isbndb.com/>.

Semester	FS10
Selected Classes	ACC 201 - common lectures
<input type="button" value="List Previously Used Materials"/> - OR - <input type="button" value="Enter Materials Manually"/> - OR -	
<b>Search the Internet</b>	
Title:	<input type="text" value="Basic Accounting"/>
Author (Last, First):	<input type="text"/>
ISBN:	<input type="text"/>
<input type="button" value="Search"/>	
<b>Search Results:</b> Select the material you would like to add and then click the "Add Selected Material" button at the bottom of the page. You will be able to update information for the material after selection. <a href="http://isbndb.com">ISBNdb.com</a> is the source of the internet search data. The internet search results are limited to 10 results per page. If you have more than one page of results, use the "Next 10 Results" and "Previous 10 Results" buttons to navigate as needed. If you cannot find the material you are seeking using this tool, please go to <a href="http://isbndb.com">ISBNdb.com</a> directly or use any other book information website to obtain the needed information. Then, enter this information directly via the "Enter Materials Manually" button above.	
Number of search results: 116 Page number: 1 (of 12)	
<input type="button" value="Next 10 Results"/>	
Title:	A100: Basic Accounting Skills (Kelley School of Business IUPUI)
Author:	Diane Sturek (coordinator),
ISBN:	9780697783196
Publisher:	McGraw-Hill
<input type="button" value="Select: ⓪"/>	
<input type="button" value="Add Selected Material"/>	

# Internet Search Confirmation

Semester	FS10
Selected Class(es)	ACC 201 - common lectures

In accordance with the Higher Education Opportunity Act 2008, the **International Standard Book Number (ISBN) or the author, title, publisher, and copyright date and the retail price** are required by the legislation.

Please note that input in ALL fields are posted to the Schedule of Courses and made available to bookstores.

**Textbook Title \***

**Author (Last, First) \***

**ISBN \***

**Publisher**

**Edition**

**Binding**

**Copyright Date**

**Retail Price**

**Is the material required? \***  
(If recommended only, indicate 'No'.)  Yes  No

**During which half of the semester is the material used?**  First Half  Second Half  Both

**Will you be placing copies on reserve at the libraries?**  Yes  No

**Is a previous edition OK?**  Yes  No

**Is the material part of a bundle?**  Yes  No









**Other Materials**

**Comments**

\* At a minimum you must enter the textbook title and author or ISBN as well as indicate whether the material is required.

# Material Status - Saved

- All entries can be updated, deleted, or undeleted at any time.
- If material entry is complete, the user will click the “Post to Schedule of Courses/Bookstore” button.

Semester		FS10		
Selected Class(es)		ACC 201 - common lectures		
Current Status		Saved, Not Posted		
<input type="button" value="Add New Material"/> <input type="button" value="No Materials Required"/> <input type="button" value="Post to Schedule of Courses/Bookstores"/>				
Material	Applies to	Status	Status Date	Action
<b>Course pack Description:</b> Basic Accounting <b>Location:</b> Bookstore 123 <b>Retail Price:</b> \$23.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:29:51 AM	 
<b>Other Materials:</b> Financial Calculator <b>Retail Price:</b> \$35.00 <b>Required Material:</b> Yes <b>Comments:</b> Found online or at any general computing store	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:31:48 AM	 
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:15:49 AM	 
<b>Title:</b> A100: Basic Accounting Skills (Kelley School of Business IUPUI) <b>Author:</b> Diane Sturek (coordinator), <b>ISBN:</b> 9780697783196 <b>Publisher:</b> McGraw-Hill <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:36:31 AM	 



# Material Status - Posted

- Still, all entries can be updated, deleted, or undeleted at any time.
- When the status is “Posted” for all non-deleted entries, the “Post” button goes away, as there is nothing left to post.
- If entries are edited/changed, status returns to “Mixed” and “Post” button returns.

Semester		FS10		
Selected Class(es)		ACC 201 - common lectures		
Current Status		Posted		
<input type="button" value="Add New Material"/> <input type="button" value="No Materials Required"/>		<i>Posted</i>		
Material	Applies to	Status	Status Date	Action
<b>Course pack Description:</b> Basic Accounting <b>Location:</b> Bookstore 123 <b>Retail Price:</b> \$23.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Posted	4/6/2010 7:38:06 AM	
<b>Other Materials:</b> Financial Calculator <b>Retail Price:</b> \$35.00 <b>Required Material:</b> Yes <b>Comments:</b> Found online or at any general computing store	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Posted	4/6/2010 7:38:06 AM	
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Posted	4/6/2010 7:39:55 AM	
<b>Title:</b> A100: Basic Accounting Skills (Kelley School of Business IUPUI) <b>Author:</b> Diane Sturek (coordinator), <b>ISBN:</b> 9780697783196 <b>Publisher:</b> McGraw-Hill <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Deleted	4/6/2010 7:38:12 AM	

# Material Status - Mixed

- Still, all entries can be updated, deleted, or undeleted at any time.
- Comment appears recommending to email students in a class.
- If material entry is complete, the user will click the “Post to Schedule of Courses/Bookstore” button.

<b>Semester</b>	<b>FS10</b>
<b>Selected Class(es)</b>	<b>ACC 201 - common lectures</b>
<b>Current Status</b>	<b>Mixed</b>

Materials for the selected class(es) were previously posted.  
Please consider using the "Email Students in a Class" tool on the Instructor Menu to notify enrolled students of the change(s).

Material	Applies to	Status	Status Date	Action
<b>Title:</b> 2005 Current Text (Accounting Standards Current Text) <b>Author:</b> Financial Accounting Standards Board (FA, <b>ISBN:</b> 9780471737896 <b>Publisher:</b> John Wiley & Sons <b>Retail Price:</b> 110.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Saved	4/6/2010 7:38:21 AM	
<b>Course pack Description:</b> Basic Accounting <b>Location:</b> Bookstore 123 <b>Retail Price:</b> \$23.00 <b>Required Material:</b> Yes	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Posted	4/6/2010 7:38:06 AM	
<b>Other Materials:</b> Financial Calculator <b>Retail Price:</b> \$35.00 <b>Required Material:</b> Yes <b>Comments:</b> Found online or at any general computing store	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Posted	4/6/2010 7:38:06 AM	
<b>Title:</b> A100: Basic Accounting Skills (Kelley School of Business IUPUI) <b>Author:</b> Diane Sturek (coordinator), <b>ISBN:</b> 9780697783196 <b>Publisher:</b> McGraw-Hill <b>Required Material:</b> No	ACC 201 - 001; ACC 201 - 002; ACC 201 - 003; ACC 201 - 004; ACC 201 - 005; ACC 201 - 006; ACC 201 - 007; ACC 201 - 008; ACC 201 - 009; ACC 201 - 010; ACC 201 - 011; ACC 201 - 012; ACC 201 - 013; ACC 201 - 014; ACC 201 - 015	Deleted	4/6/2010 7:38:12 AM	

# Administrative Reports

## Instructor Systems minimum browser requirements

### **Help:**

Frequently Asked Questions  
Instructions for Online Grades  
Instructions for Grade Upload

### **Academic Progress Reports:**

Form Submission (Instructors Only)  
Results (Support Staff Only)  
Status & Archive

### **Class Information:**

Class Lists and Graded Class Lists  
Class Lists with Student Images  
Email Students in a Class  
Exam Cover Sheets with Student Images

**INSTRUCTORS ARE URGED TO SUBMIT THEIR GRADES WITHIN 72 HOURS  
AFTER THE FINAL EXAMINATION.  
Grade Reporting Schedule**

### **Grades:**

Grade Reporting Form  
Grade Upload  
Grade Submission Summary (Administrators Only)  
Grade Reporting Form Archive  
Outstanding NGR/Conditional Grades Report (Administrators Only)

### **Textbooks and Supplemental Materials:**

Textbook and Material Entry/Update  
Textbook and Material Reporting Summary (Administrators Only)

# Administrative Summary

- Drill-down summary by subject code, course, and section within security settings.

Textbooks and Supplemental Material Reporting Summary		
Kristin L. Schuette		10/30/2009
Please note that this summary only holds the information for the current and following two terms.		
Semester: SS10		Click on specific subject to view detail
Subject	# of sections published	# of sections NOT published
ACC	8	84
BUS	0	10

Course	# of sections published	# of sections NOT published
ACC 201	8	11
ACC 202	0	21
ACC 230	0	3
ACC 250	0	1
ACC 293	0	1

Course	Instructor	published	NOT published
ACC 201-001	Faculty: Sparty Instructor TA : Sparty TA		X
ACC 201-002	Faculty: Sparty Instructor TA : Sparty TA		X
ACC 201-013	Faculty: Sparty Instructor TA : Sparty TA	X	
ACC 201-015	Faculty: Sparty Instructor TA : Sparty TA	X	

# Schedule of Courses






- Students use the Schedule of Courses to search for their courses.
- Robust search functions
- Can Plan and enroll from one location.

**MICHIGAN STATE UNIVERSITY** **Schedule of Courses**

Search for Courses | Schedule Builder | Contact Us | Instructions

Search Semester:

**Special Searches**

 After 5 PM |  Off Campus |  Study Abroad |  Building Search |  Honors |  Online & Hybrid |  Special Sessions |  Kellogg Biological Station |  MSU Dubai

**Custom Search**

**Subject**

**Course Number**  **Instructor**

**Starting At or After**  **Ending At or Before**

**On or Before Date**  MM/DD/YYYY

**Days**  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Location**  On Campus  Off Campus  Online Courses  Study Abroad

**Availability**  All  Open  Honors

View all results on one page

# Schedule of Courses

- Users click on section number for additional section-specific information, including textbook and supplemental materials.

## Accounting


Fall 2010

[Print Friendly Version](#)

Click the c

Click the section number to see section specific i

Click th

ACC 201 Principles of Financial Acct					
Section	Credits	Hours Arranged	Days	Time	
 001	3		M W	12:40 PM	
			F	12:40 PM	

## Textbooks and Supplemental Materials

Textbook and supplemental material information is provided by the department offering the course and is subject to change. Please contact the department with any questions.

Retail prices are regulated by the publisher and are subject to change without notice.

<b>Title</b>	2005 Current Text (Accounting Standards Current Text)
<b>Author</b>	Financial Accounting Standards Board (FA,
<b>ISBN</b>	9780471737896
<b>Publisher</b>	John Wiley & Sons
<b>Retail Price</b>	110.00
<b>Required</b>	Yes
<b>Last Updated</b>	4/6/2010 7:39:55 AM

<b>Course pack Description</b>	Basic Accounting
<b>Course pack Location</b>	Bookstore 123
<b>Retail Price</b>	\$23.00
<b>Required</b>	Yes
<b>Last Updated</b>	4/6/2010 7:38:06 AM

<b>Other Materials</b>	Financial Calculator
<b>Retail Price</b>	\$35.00
<b>Required</b>	Yes
<b>Comments</b>	Found online or at any general computing store
<b>Last Updated</b>	4/6/2010 7:38:06 AM

# Student Report

- Students who have added courses to their planner or enrolled for courses, can access their own textbook and supplemental materials report.

**Michigan State University**  
**Course Material List for Scott Thomas Owczarek**  
**FS10**

4/6/2010 9:05:24 AM

[Back to Planner](#)  
[Search for Courses](#)  
[Log Out](#)

Textbook and supplemental material information is provided by the department offering the course and is subject to change. Please contact the department with any questions.

Retail prices are regulated by the publisher and are subject to change without notice.

PLANNED	
<b>ACC 201 001</b>	
<b>Title</b>	2005 Current Text (Accounting Standards Current Text)
<b>Author</b>	Financial Accounting Standards Board (FA,
<b>ISBN</b>	9780471737896
<b>Publisher</b>	John Wiley & Sons
<b>Retail Price</b>	110.00
<b>Required</b>	Yes
<b>Last Updated</b>	4/6/2010 7:39:55 AM
<b>Course pack</b>	Basic Accounting
<b>Course pack Location</b>	Bookstore 123
<b>Retail Price</b>	\$23.00
<b>Required</b>	Yes
<b>Last Updated</b>	4/6/2010 7:38:06 AM
<b>Other Materials</b>	Financial Calculator
<b>Retail Price</b>	\$35.00
<b>Required</b>	Yes
<b>Comments</b>	Found online or at any general computing store
<b>Last Updated</b>	4/6/2010 7:38:06 AM

# Bookstore Information

- Bookstores can access several predefined reports in their self-service portal.
- We will be working with the bookstores to finalize the reports to ensure we are providing any/all helpful information.

**BookStore Information**

Please select a semester and report, enter your contact information, then click the submit button.

Please keep in mind that some of these reports are very long, thousands of records, and may take a few moments to load.

**Semester**

**Report**

Course Schedule Summary  
This is a download file in CSV format. It should easily open in a spreadsheet program, such as Microsoft Excel.

MSU Bookstore specific Course Schedule Summary  
This is a TXT download file that was generated several years ago.

Textbook and Supplemental Material Information  
Only Include Records Changed Since:

**Your Name**

**Your Phone**

## Textbook and Supplemental Material Information SS10 Only changes since: 10/1/09

### ACC 201 013

Coursepack Accounting 201 Selected Articles  
 Coursepack Location Campus Copy Store  
 Required Y  
 Contact Info schuett1@msu.edu

### ACC 201 013

Title Accounting: Basic Principles and Applications  
 Author Donald J Guerrieri, F. Barry Haber, William B. Hoyt, Robert E. Turner,  
 Publisher McGraw-Hill/Irwin  
 ISBN 9780028007724  
 Required Y  
 Used During Both  
 Contact Info schuett1@msu.edu

	A	B	C	D	E	F	G	H
1	Term	Subject	Course	Section	Enrl_Qty	Enrl_Cpcty	Instructor_Names	
2	FS09	ABM	100	1	195	338	CHENEY	
3	FS09	ABM	130	1	183	200	HILKER	
4	FS09	ABM	222	1	83	91	ZINK	
5	FS09	ABM	225	1	126	192	HILKER	
6	FS09	ABM	332	1	26	44	BLACK HARSH	
7	FS09	ABM	337	1	42	44	BITSCH HILKER	
8	FS09	ABM	410	301	27	44	SCHWEIKHARDT ZINK	



# Communication Campaign

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- ◉ Actively worked with Bookstores during development
- ◉ University Registrar and Provost's Office
  - Faculty and Staff Focus Group
- ◉ Undergraduate and Graduate Associate Deans
- ◉ All University Adviser In-Service
- ◉ Bookstore Advisory Committee
- ◉ Town Hall Forum Demonstrations
- ◉ Department Faculty Meetings

# Questions?

AACRAO Technology Conference 2010

Session ID: 086

July 19, 2010

Presentation can be found at:

<http://www.reg.msu.edu/aboutus.asp>

Scott Owczarek

Associate Registrar for Registration Services

owczare6@msu.edu