

Assigning Textbook to Students

Once the textbook has been assigned to the course, it may be assigned to students. This may be done under the following menu options:

- **School/District | Textbook | Assignment** tab. This option is most often used for schools who distribute textbooks from a central location.
- **Students | Student Maintenance**. Search for and select to **View** the student. Click **Textbook** under the *Manage* menu on the left.
- **Classroom | Textbook**. Select the section.

The following example includes the steps to follow under **School/District | Textbook** from the *Assignment* tab. However, the overall process is the same if assigning from the student or classroom.

The screenshot shows the 'Textbook Assignment' interface. At the top, there are tabs for 'Search', 'Assignment', and 'Locate'. Below these are search filters for 'Course', 'Section', 'Term', and 'Textbook'. A 'Find' button is located next to the 'Section' filter. Below the filters is a table with columns for 'Section', 'Student', 'Term', 'Textbook', and 'Assigned'. The table contains one row with a checkbox in the 'Section' column and icons for 'Assign', 'Return', 'Yes', and 'Delete' in the 'Assigned' column.

- From the *Assignment* tab, click **Find** to select the course.
- Enter search criteria and click **Search**.
- Select the course from the list.
- All students currently enrolled in the course will display. A line will display for each student and for each textbook that has been assigned to the course. Filter the list by selecting the *Section*, *Term* or *Textbook*.

The screenshot shows the 'Textbook Assignment' interface with search filters set to 'Course: 206', 'Section: All', 'Term: All', and 'Textbook: All'. The table below shows a list of assignments for course 206. Each row includes a checkbox, a 'Section' column, a 'Student' column, a 'Term' column, a 'Textbook' column, and an 'Assigned' column with a 'Yes' or 'No' status and icons for 'Assign', 'Return', 'Yes', and 'Delete'.

Section	Student	Term	Textbook	Assigned
<input type="checkbox"/> 206.1 Algebra I	S1098	Abbot, Fred	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1098	Abbot, Fred	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1094	Adams, Monica	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1094	Adams, Monica	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1100	Charleston, Casey	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1100	Charleston, Casey	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1027	Franklin, Gail	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1027	Franklin, Gail	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1103	Madison, Becky	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1103	Madison, Becky	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1105	Sanders, Gene	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1105	Sanders, Gene	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1107	Suarez, Betty	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1107	Suarez, Betty	Algebra 1	
<input type="checkbox"/> 206.1 Algebra I	S1109	Watson, Darren	Alg 1 Workbook	Yes
<input type="checkbox"/> 206.1 Algebra I	S1109	Watson, Darren	Algebra 1	

- Place a check next to each record to be assigned and click **Assign**.

Add Student Textbook: S1098 - Abbot, Fred

Assigning additional copy of textbook.

Name Alg 1 Workbook	Format Workbook	Consumable Yes
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*Number: *Assigned Condition:

*Issue Date: *Fee:

Inventory Numbers: 1 - 400

« < Record 1 of 16 > »

- The student's name and book details will display at the top of the screen. Enter the *Number* to assign to this student/textbook. Tip: If the user places the mouse pointer over the *Number* field, a tool tip will display indicating the inventory range of numbers for this book.
- Confirm the *Assigned Condition*, *Issue Date* and *Fee*.
- Click **Create**.
- Continue assigning book numbers to each selected student. Once assigned, the students will be listed with the *Book Name*, *Number*, *Condition*, the book's Consumable (CS) status (*Yes* for workbooks, for example) and the *Issue Date*.

Textbook Assignment

Search Assignment Locate

Course: 206 Find Section: All Term: All Textbook: All

Assign Return Details

Course	Section	Student	Textbook	Number	Condition	Consumable	Issue Date
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Alg 1 Workbook	14	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Algebra 1	1	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Alg 1 Workbook	15	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Algebra 1	2	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Alg 1 Workbook	16	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Algebra 1	3	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Alg 1 Workbook	17	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Algebra 1	4	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Alg 1 Workbook	18	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Algebra 1	5	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Alg 1 Workbook	19	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Algebra 1	6	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Alg 1 Workbook	20	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Algebra 1	7	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Alg 1 Workbook	21	New	Yes 08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Algebra 1	8	New	Yes 08/01/2010

Assign Return Details

Returning Student Textbooks

Assigned textbooks may be returned from one of the following screens:

- School/District | Textbook | Assignment** tab.
- Students | Student Maintenance**. Search for and select to **View** the student. Click **Textbook** under the *Manage* menu on the left.
- Classroom | Textbook**. Select the section.

The following example includes the steps to follow under **Classroom | Textbook**. However, the overall process is the same if assigning from the student or from the district textbook screen.

- Under **Classroom | Textbook**, select the class. The list of students currently enrolled in the class will display.

Textbook Assignment

Course: Section: Textbook:

Assign Return View Delete

<input type="checkbox"/>	STUDENT	TEXTBOOK	QUANTITY	CONDITION	RETURNED	DATE
<input type="checkbox"/>	S1098 Abbot, Fred	Alg 1 Workbook	14	New	Yes	08/01/2010
<input type="checkbox"/>	S1098 Abbot, Fred	Algebra 1	1	New		08/01/2010
<input type="checkbox"/>	S1094 Adams, Monica	Alg 1 Workbook	15	New	Yes	08/01/2010
<input type="checkbox"/>	S1094 Adams, Monica	Algebra 1	2	New		08/01/2010
<input type="checkbox"/>	S1100 Charleston, Casey	Alg 1 Workbook	16	New	Yes	08/01/2010
<input type="checkbox"/>	S1100 Charleston, Casey	Algebra 1	3	New		08/01/2010
<input type="checkbox"/>	S1027 Franklin, Gail	Alg 1 Workbook	17	New	Yes	08/01/2010
<input type="checkbox"/>	S1027 Franklin, Gail	Algebra 1	4	New		08/01/2010
<input type="checkbox"/>	S1103 Madison, Becky	Alg 1 Workbook	18	New	Yes	08/01/2010
<input type="checkbox"/>	S1103 Madison, Becky	Algebra 1	5	New		08/01/2010
<input type="checkbox"/>	S1105 Sanders, Gene	Alg 1 Workbook	19	New	Yes	08/01/2010
<input type="checkbox"/>	S1105 Sanders, Gene	Algebra 1	6	New		08/01/2010
<input type="checkbox"/>	S1107 Suarez, Betty	Alg 1 Workbook	20	New	Yes	08/01/2010
<input type="checkbox"/>	S1107 Suarez, Betty	Algebra 1	7	New		08/01/2010
<input type="checkbox"/>	S1109 Watson, Darren	Alg 1 Workbook	21	New	Yes	08/01/2010
<input type="checkbox"/>	S1109 Watson, Darren	Algebra 1	8	New		08/01/2010

Assign Return View Delete

Close

- Place a check next to the textbook(s) to be returned and click **Return**.

Return Student Textbook

*Condition:

*Cost Code:

*Date:

Calculate Charge

OK Close

- **Condition:** Select the condition of the textbook at the time it was returned.
- **Cost Code:** If the student is to be charged a percentage of the original cost of the book, select the percentage here.
- **Date:** Enter the date the book was returned.
- **Calculate Charge:** Users may either enter the dollar amount to be charged to the student or check the *Calculate Charge* box to have the program determine the amount to charge the student based on the cost code.

Note: Textbook tracking is not currently integrated with the Fee system of *InformationNOW*. However, these fields are available to add that feature in a future release.