



Below are instructions to access and use the Book Entry Application.

1. Starting at <u>http://www.valdosta.edu</u>, click on the "Faculty & Staff" link on the left and select "Data Warehouse".



2. Click the "Login" button.

culty Portal
Main





3. Enter your BlazeView username and password and click the "Login" button.

Username	
Password	
Login with your BlazeVIEW username and password	
Click here to reset your BlazeVIEW password	

4. You should now be on the **Academic Affairs Faculty Portal** Main Page. Click on the *Courses main tab*.

VALDOSTA S T A T E UNIVERSITY	Academic Affairs Faculty Portal
	Main Advisor Courses
	Data Warehouse Tools Applic ins/Portals
Contact Brian Haugabrook, Director of Data Wareh You can also email the VSU Data Warehouse depa	ouse, for any questions. Email: <u>bahauqab@valdosta.edu</u> , Phone: (229) 333-744 artment (<u>VSUDataWarehouse@valdosta.edu</u>) for requests, issues, or suggestic
Data Warehouse Business Intellige	nce and Enterprise Reporting Tool New Feature
Data Warehouse Enterprise Reporting	In Tool In Tool In the price of the second

Data Warehouse Valdosta State University





5. Under the *Courses main tab*, select the *Book Entry sub-tab*.

VALDOSTA S T A T E	Academic Affairs Faculty Portal
	Main Advisor Courses
	Course Summary Book Entry Mass Entry
Contact Brian Haugabrook, Director of Data Warehouse, for an You can also email the VSU Data Warehouse department (<u>VS</u> <u>Printer Friendly Page</u>	ny questions. Email: <u>bahauqab@valdosta.edu</u> , Phone: (229) =-7447 SUDataWarehouse@valdosta.edu) for requests, issues, or setions.
Select Term Spring 2013 Rows 20	0 - Go 🀲 -
1 - 200 of 2359 🕟	





6. This will take you to a list of courses, divided by Term. Select the appropriate term from the drop-down box, and then *click on the CRN* of the applicable course. You can also search courses of the currently selected term by inputting keywords (such as the course's CRN or Subject) in the text box and clicking the "Go" button.

					Course Summary	Book Entry Mass Entry
Contact Brian Haug You can also email <mark>Printer Friendly Pa</mark>	jabrook, Di the VSU D <u>ge</u>	irector of Data ata Warehous	Warehouse, for ar e department (<u>VS</u>	ny questions. Email: <u>ba</u> i <mark>UDataWarehouse@</mark> va	<u>hauqab@valdosta.edu</u> , Phon <u>aldosta.edu</u>) for requests, issu	e: (229) 333-7447 Jes, or suggestions.
Course						
Select Term S	ummer 20	13 🗸 🛑				
	contains	ACCT	Bws 20	0 - Go	÷-	
1 - 6 of 6	contains		~			
Term Desc	<u>Crn</u>	<u>Subject</u>	<u>Crse Numb</u>	Course Section	<u>Course Title</u>	
Summer 2013	<u>50269</u>		2101	A	Principles of Accounting I	
Summer 2013	<u>50270</u>	ACCT	2101	IB	Principles of Accounting I	
Summer 2013	<u>50271</u>	ACCT	2102	A	Principles of Accounting II	
Summer 2013	<u>50273</u>	ACCT	3202	A	Intermediate Accounting II	
Summer 2013	<u>50274</u>	ACCT	3400	A	Cost Accounting	
Summer 2013	<u>50275</u>	ACCT	4500	A	Individual Income Tax	
1 - 6 of 6						





7. After clicking on the course's CRN, you will be taken to that course's details page. You may return to the previous page at any time by clicking on the "Return To Courses" button at the top of the page.

Return To Courses	
Printer Friendly Page	
Course Selected	
Ierm Summer 2013 CEN 50269 SUBJECT ACCT COURSE NUMER 2101 SECTION A	
All Courses Taught	
Cm Course Course Title Course Title Course Title Course	
Course Attributes	
O Yes	
Use Lackersy No	
Book(s) Required: Vis	
Add Books	Course materials
Custom Published: Ves No	
New Book Required: Yes	Course Materials
Author	
Inte	Add to A8 Courbes
ISDN	Add Materials
Contract/Agreement: Yes	
© N0	
Additional Notes	
Add Book to Selected	
Add Book to As	





8. The **Course Selected** pane will give a full description of the course, including Term, Instructor, CRN, Subject, Subject Number, and Section.

Course Select	ted
<u>Term</u> Instructor	Summer 2013
CRN	50269
SUBJECT	ACCT
COURSE NUMBER	2101
SECTION	A

9. The **All Courses Taught** pane lists all courses that the Instructor teaches, with the currently selected course on top.

All Cou	urses Taugh	t			
Crn	Course	Course Title	Course Type	Seats Allowed	Course Campus Code
50269	ACCT 2101 A	Principles of Accounting I	Lecture	25	A
			·		1-1

10. The **Course Attributes** pane will allow you to select whether the selected course uses clickers and whether or not a book is required. Selecting "Yes" or "No" will automatically update the class to reflect these changes.

Course Attribu	tes
Use Clickers?	© Yes ◉ No
Book(s) Required:	Yes No

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11. The **Add Books** pane presents you with the options to add a new book. After filling in the fields, click on the "Add Book to Selected Section" button to add the book to the currently selected course. If you want the book to be added to all of the instructor's courses, click on the "Add Book to All Sections" button. *Clicking on the "Add Book to All Sections" button will add the book to all courses listed in the* **All Courses Taught** pane.

Add Books	
Custom Published:	◎ Yes ◎ No
New Book Required:	♥ Yes♥ No
Author	
<u>Title</u>	
<u>ISBN</u>	
Edition	
Contract/Agreement:	© Yes ◎ No
Additional Notes	
	Add Book to Selected Section
	Add Book to All Sections





12. The **Course Materials** pane on the right-side of the page allows for any required miscellaneous items (such as a calculator, portfolio, etc.) to be added to the course as a list of materials. Like the **Add Books** pane, the **Course Materials** pane allows for the materials to be added to the selected course with the "Add Materials to Select Section" button, or to all courses displayed in the **All Courses Taught** pane with the "Add Materials to All Sections" button. *If the selected course section already has a list of materials, this pane will be empty.* See Step 13 & 16 on how to edit an existing list.

Course Materials	
	Add Materials to Selected Section
	Add Materials to All Sections





13. At the bottom of the page there are three panes that summarize books and materials already added to the course: **Books Added**, **Books Rolled to Next Term**, and **Materials Added**.

Edit	Term	Book C	rn Course	Custom Publis	hed <u>Requ</u>	ired Book Title	<u>Isbn</u>	Edition	Author	Contract Agreeme	ent <u>Notes</u>	Course Clicke
Edit	Summer 20	13 50269	ACCT 210	1A N	Y	Principles of Accounti	ngl 0-538-47500-6		John Doe2	N	None at this tim	ne. N
												1
ew Ina	active											
_												
oks I	Rolled to N	lext Term										
oks F	Rolled to N	lext Term										
oks F Edit	Rolled to N	l ext Term Book Crn	Course	Custom Published	<u>Required</u>	Book Title	<u>Isbn E</u>	<u>dition</u> <u>A</u>	Author Co	ontract Agreement	<u>Notes</u>	Course Clickers
oks F Edit Edit	Term Fall 2013	l ext Term Book Crn 80734	Course ACCT 4410 B	<u>Custom Published</u> N	Required Y	Book Title Principles of Accounting I	<u>Isbn</u> <u>E</u> 0-538-47500-6	<u>dition A</u> Joh	Author Co nn Doe2 N	ontract Agreement	<u>Notes</u> None at this time.	<u>Course Clickers</u> N
oks F Edit Edit	Term Fall 2013 Fall 2013	ext Term Book Crn 80734 80733	Course ACCT 4410 B ACCT 4410 A	Custom Published N	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	<u>Isbn</u> <u>E</u> 0-538-47500-6 0-538-47500-6	dition A Jot Jot	Author <u>Co</u> nn Doe2 N nn Doe2 N	ontract Agreement	Notes None at this time.	<u>Course Clickers</u> N N
oks F Edit Edit	Term Fall 2013 Fall 2013	lext Term Book Crn 80734 80733	Course ACCT 4410 B ACCT 4410 A	<u>Custom Published</u> N N	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	<u>Isbn</u> E 0-538-47500-6 0-538-47500-6	dition <u>A</u> Jot Jot	Author Ca nn Doe2 N nn Doe2 N	ontract Agreement	Notes None at this time. None at this time.	Course Clickers N N 1 - 2
oks F Edit Edit Edit	Term Fall 2013 Fall 2013	lext Term Book Crn 80734 80733	Course ACCT 4410 B ACCT 4410 A	<u>Custom Published</u> N N	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	Isbn Er 0-538-47500-6 0 0-538-47500-6 0	<u>dition</u> <u>A</u> Jot Jot	Author Co nn Doe2 N nn Doe2 N	ontract Agreement	<u>Notes</u> None at this time. None at this time.	<u>Course Clickers</u> N N 1 - 2
oks F Edit Edit Edit	Rolled to N Term Fall 2013 Fall 2013	ext Term Book Crn 80734 80733	Course ACCT 4410 B ACCT 4410 A	<u>Custom Published</u> N N	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	Isbn E 0-538-47500-6 0 0-538-47500-6 0	dition A Jot Jot	Author Ca nn Doe2 N nn Doe2 N	ontract Agreement	<u>Notes</u> None at this time. None at this time.	Course Clickers N N 1 - 2
oks f Edit Edit Edit Edit	Rolled to N Term Fall 2013 Fall 2013	ext Term Book Crn 80734 80733	Course ACCT 4410 B ACCT 4410 A	<u>Custom Published</u> N N	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	Isbn E 0-538-47500-6 0 0-538-47500-6 0	<u>dition</u> <u>A</u> Jot Jot	Author Co In Doe2 N In Doe2 N	ontract Agreement	<u>Notes</u> None at this time. None at this time.	Course Clickers N N 1 - 2
oks F Edit Edit Edit	Rolled to N Term Fall 2013 Fall 2013 Is Added Term	ext Term Book Crn 80734 80733 Crn	Course ACCT 4410 B ACCT 4410 A ACCT 4410 A	Custom Published N N Book Materials	Required Y Y	Book Title Principles of Accounting I Principles of Accounting I	Isbn E 0-538-47500-6 0 0-538-47500-6 0	A <u>noitiin</u> Jot Jot	Author Ca nn Doe2 N nn Doe2 N	ontract Agreement	Notes None at this time. None at this time.	Course Clickers N N 1 - 2

14. The first pane, **Books Added**, lists the books assigned to the selected course that are currently Active. These books can be edited by clicking on their respective "Edit" button.

Books /	Added											
Edit	Term	Book Crn	Course	Custom Published	<u>Required</u>	Book Title	<u>lsbn</u>	Edition	Author	Contract Agreement	<u>Notes</u>	Course Clickers
Edit	Summer 2013	50269	ACCT 2101 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	Ν
View Ina	active											1 - 1

Inactive books that are assigned to the selected course can be seen by clicking the "View Inactive" button, which makes the **Inactive Books** pane appear. Inactive Books are otherwise hidden from view, but their data still exists within the application.

Inactive	Books											
Edit	Term	Book Crn	Course	Custom Published	<u>Required</u>	<u>Title</u>	<u>lsbn</u>	Edition	<u>Author</u>	Contract Agreement	<u>Notes</u>	Course Clickers
Edit	Summer 2013	50269	ACCT 2101 A	N	Y	Accounting 101	0-679-15433-6	3	Jane Doe	Ν		N
												1-1





15. By clicking on a book's "Edit" button, the screen will show two new panes: **Update Books** and **Roll Book to Future Course(s)**. The **Update Books** pane will allow you to change any fields that were entered on the **Add Books** pane (see Step 11). The **Update Books** pane also adds an option to make the book Active or Inactive—books that are Inactive are hidden from view but their data still exists in the application (see Step 14). The **Roll Book to Future Course(s)** pane allows you to copy the book to related courses that are taking place one term in the future.

Update Books		
Custom Published:	YesNo	
Required Book:	● Yes ◎ No	
Author	John Doe2	
<u>Title</u>	Principles of Accounting I	
<u>ISBN</u>	0-538-47500-6	
Edition		
Contract/Agreement:	© Yes ◉ No	
Additional Notes	None at this time.	
Active Book	● Yes ● No	
	Update Books	Cancel

16. The final pane is the **Materials Added** pane. This pane shows the list of materials currently assigned to the course. Just like the **Books Added** pane, there is an "Edit" button that lets you alter the list of materials.



This concludes the instructions on entering a book for a specific class or all classes for an instructor. The remainder of these instructions will focus on the Mass Entry option for department heads and deans.





17. If you are a department head or dean, you have access to the *Mass Entry tab*. This is a subtab located under the *Courses main tab* (see Step 4).

VALDOSTA S T A T E UNIVERSITY	Academic Affairs Faculty Portal
	Main Advisor Courses
	Course Summary Book Entry Mass Entry
Contact Brian Haugabrook, Director of Data Warehouse, for any q You can also email the VSU Data Warehouse department (<u>VSUD</u> <u>Printer Friendly Page</u> Course	uestions. Email: <u>bahauqab@valdosta.edu</u> , Phone: (229) 333-7447 <u>ataWarehouse@valdosta.edu</u>) for requests, issues, or suggestions.
Summer 2013 ▼	
Rows 200	• Go 🄃
1 - 200 of 763 🕟	

While the **Book Entry tab** allows for an instructor to add books and materials to one or more of their courses, the **Mass Entry tab** will allow a department head or dean to add books and materials to all course sections of a specific Term, Subject, and Course Number.





18. After clicking on the *Mass Entry tab*, you will be taken to a page much like the course details page described in Step 7.

Course Information Imm Select Term Select Subject Select Subject Select Subject Select Subject Select Subject Courses That Will Be Updated ro data found Course Attributes Wes No Readings Nes Add Books Mather Nes Nes Add Books Nes Nes Nes Nes Nes Statement Nes Addite Nes Addite Nes Addite Nes Addite Nes Nes Addite Nes Addite Nes Nes Addite Nes				
Image: Select Term · · · Select Term · · · Select Subject · · · · · · · · · · · · · · · · · · ·	Course Informat	ion		
SUBJEC Select Subject COURSE NUMBER -Select Course Num TITE courses That Will Be Updated no data found Courses Attributes No Beaktio Researes: Yes No Herr Books Add Books Add Materials Course Attributes Yes No Herr Book Researes: Yes No Addator Addator Ket Herr Book Addator Ket Herr Book	Term -	Select Term - 💌		
Courses That Will Be Updated no data found Course Attributes Use Clicker 2 Yes No Rook Beauties: Yes No Add Books Orange Attributes No No No Author Itile No Author No Auth	SUBJECT -	Select Subject - V		
III.E Courses That Will Be Updated no data found Course Attributes Use Clickers? No Add Books Custom Publishes: No No Author Iste Iste Course Attributes Yes No Author Iste Course Materials Iste Add Books Add Materials Iste No Author Iste Iste Author No Author No Author Iste Additional Note Iste Election	COURSE NUMBER -	Select Course Num - 💌		
Courses That Will Be Updated no data found Course Attributes Use Citkkers? Yes Booktist Required: No Add Books Custom Published: No Author State State State State Course Materials Yes No Add Books Add Materials Yes No Author State State State State No Additional Notes No	TITLE			
no data found Course Attributes Use Clackers 2 No Reaction Published: No Add Books Cusion Published: No No Author Inte SBB SBB SBB SBB SBB SBB SBB SBB SBB SB	Courses That Wi	ill Be Updated		
In o data found Course Attributes Use Clickers? No Book(s) Add Books Add Books Add Materials Custom Published: Yes No Author Itile SBN Edition Contract/Adreement: No Add Materials				
Course Attributes Use Clickers? No Bookis] Requires: Yes No Author Ime SBB1 SBB1 Contract/Anreement No Additional Notes Additional Notes	no data found			
Use Clicker?? Yes Bookish Requires: Yes Custom Publishes: Yes No No New Book Requires: No Author No Author No SBR No Author Mo Gontract/Adreement No Add Moterials Add Materials Contract/Acreement No Add Moterials Image: Contract/Acreement Add Book Image: Contract/Acreement	Course Attribute	8		
Use Clickers? Yes Book(s] Required: Yes No New Book Required: Yes No No New Book Required: Yes No Author SBM Edition Contract/Agreement: Yes No Addtional Notes				
Recok(s) Required: No Add Books Custom Published: No No New Book Required: No Author Itile IsBN IsBN IsBN Kdd Materials Additional Notes	Use Clickers?	Yes		
Booktis Required: Yes Custom Published: Yes No New Book Required: Yes No Author Title SBN Edition Contract/Agreement: Yes No Additional Notes		No		
Add Books Custom Published: Ves No Author Title Stable Edition Contract/Agreement: Ves No Additional Notes	Book(s) Required:	No		
Add Books Custom Published: No No New Book Required: No Author Title ISBN Edition Contract/Agreement: Yes No Additional Notes				
Custom Published: • Yes No New Book Required: • No Author Title ISBN Edition Contract/Agreement: • Yes No Additional Notes	Add Books		Add Materials	
Custom Published: Yes No New Book Required: No Author Title SBBN Edition Edition Contract/Agreement: Yes No				
No New Book Required: Yes Author Title IsBN Edition Contract/Agreement: Yes No	Custom Published:	Yes		
New Book Required Yes No Author Title ISBN Edition Contract/Agreement: Additional Notes		© No		
No Author Title ISBN Edition Contract/Agreement: Additional Notes Add Book	New Book Required:	O Yes	Course Materials	
Add Materials Title Image: Contract/Agreement No Additional Notes Image: Add Book	Author	© N0		h.
International Notes Ves Additional Notes	Title			Add Materials
Loca Edition Contract/Agreement: No Additional Notes	ISDN			Autimaterials
Contract/Agreement: [©] Yes [®] No [™]	13DN			
Contract/Agreement: Ves No Additional Notes Add Book	Edition	No.		
Additional Notes	Contract/Agreement:	© Yes © No		
Additional Notes				
Add Book	Additional Notes			
—		Add Book		





19. Under the **Course Information** pane, you can specify a group of course sections by selecting their Term, Subject, and Course Number in that order. This will show the affected courses in the **Courses That Will Be Updated** pane. You will only be able to see courses that belong to your department—or college, if you are a dean.

Course	e Informat	tion		
Course	Term S SUBJECT A NUMBER 2 TITLE Pr es That W	Summer 2013 ACCT CID1 rinciples of Accounting I Fill Be Updated	•	
Crn	Course	Course Campus	Seats Allowed	Course Type
50269	ACCT 2101	1 A Main Campus	25	Lecture
50270	ACCT 2101	1 IB Online Campus	25	Lecture
				1 - 2





20. You will then be able to edit all of the selected courses' **Course Attributes**, **Add Books** to all of the selected courses, and **Add Materials** to all of the selected courses. Selecting any of the radial buttons on the **Course Attributes** pane will result in all of the courses being automatically updated. *Adding a new list of course materials to a course section that already has a list of materials will not have any effect.* See Steps 13 & 16 on how to edit an existing list.

Course Attribute		
Use Clickers?) Yes) No	
Book(s) Required:	/ Yes) No	
Add Books		Add Materials
Custom Published:	◎ Yes ◎ No	
New Book Required:	© Yes © No	Course Materials
Author Title		Add Materials
ISBN Edition		
Contract/Agreement:	◎ Yes ◎ No	
Additional Notes		
	Add Book	

21. At the bottom of the page, the **Books Added** and **Materials Added** panes will show books and materials that have been added to the selected courses through the **Mass Entry tab**. *Books and materials added through the* **Book Entry tab** will not show up in these panes.

Books Added										
Term	Course	Custom Published	<u>New Book</u>	<u>Title</u>	<u>Isbn</u>	Edition	<u>Author</u>	Contract Agreement	<u>Notes</u>	Course Clickers
Summer 2013	ACCT 2101 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	Ν
										1 - 1
Materials Ad	ded									
<u>Term</u>	Course	Book Materials								
Summer 2013	ACCT 2101 A	Calculator								

This concludes the instructions on using the Book Entry Application.

