



# Book Entry Application Instructions

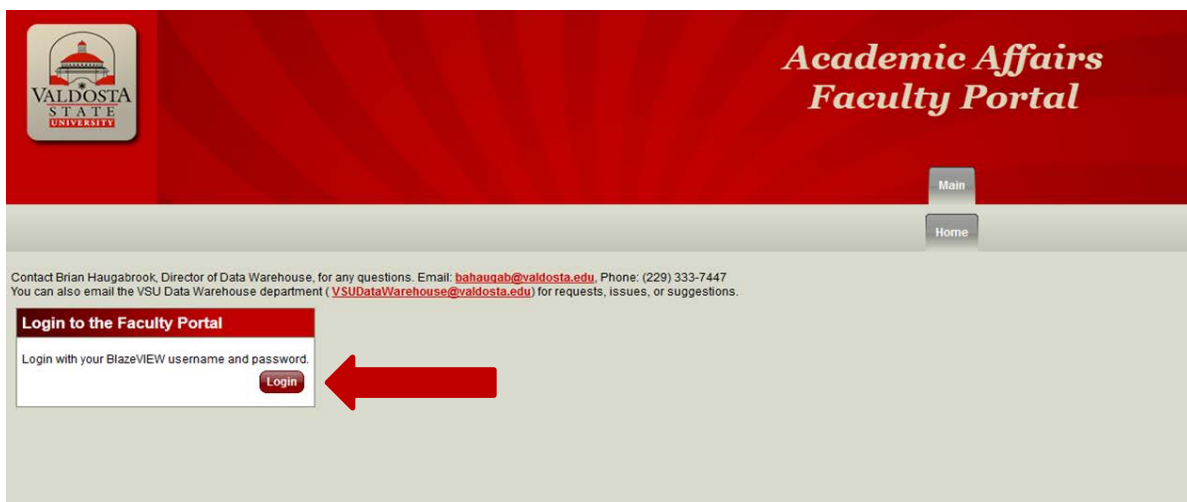


Below are instructions to access and use the Book Entry Application.

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



2. Click the "Login" button.

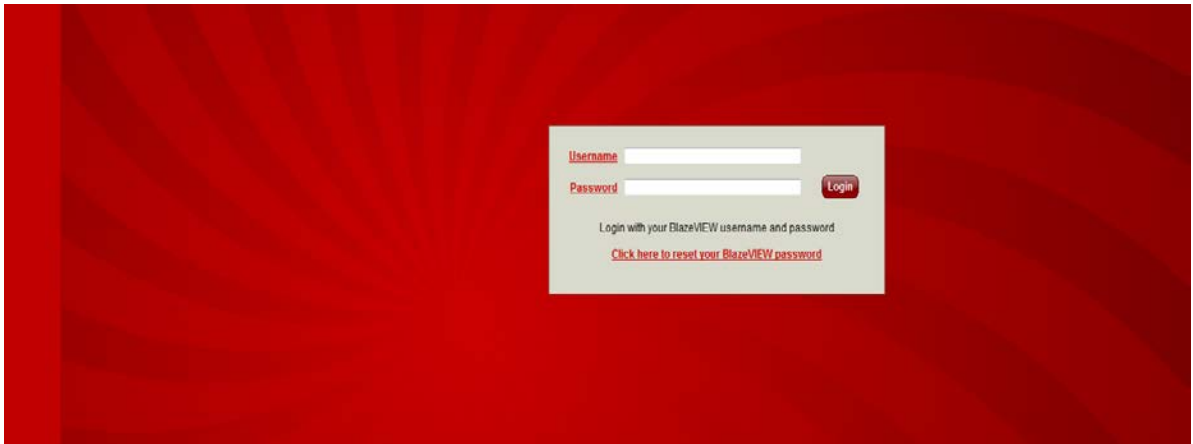




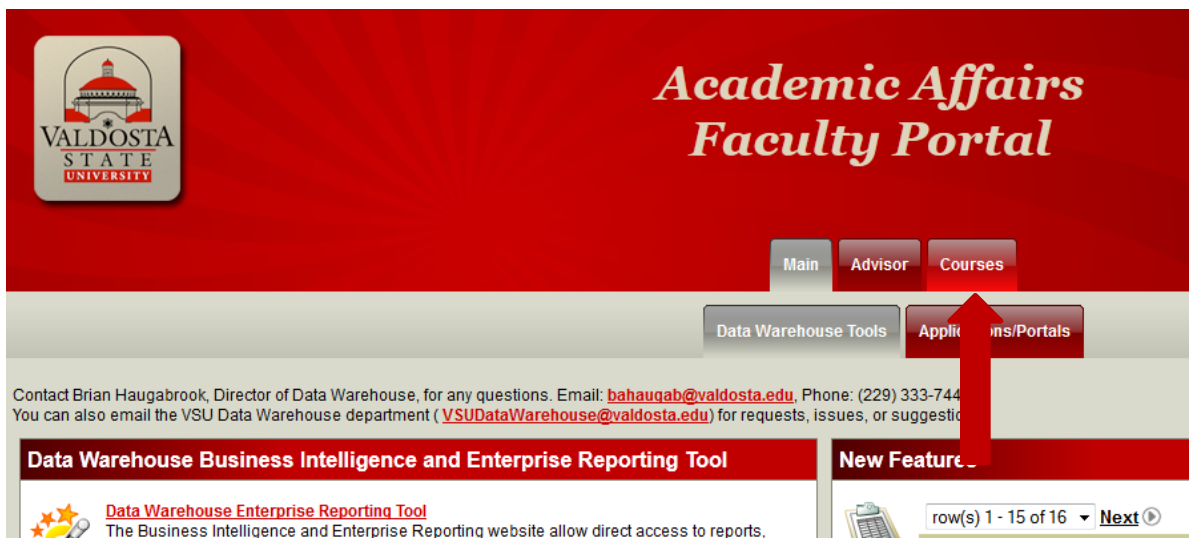
# Book Entry Application Instructions



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



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





# Book Entry Application Instructions



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

**Academic Affairs  
Faculty Portal**

Main Advisor Courses

Course Summary **Book Entry** Mass Entry

Contact Brian Haugabrook, Director of Data Warehouse, for any questions. Email: [bahauqab@valdosta.edu](mailto:bahauqab@valdosta.edu), Phone: (229) 333-7447  
You can also email the VSU Data Warehouse department ([VSUDataWarehouse@valdosta.edu](mailto:VSUDataWarehouse@valdosta.edu)) for requests, issues, or suggestions.  
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**Course**

Select Term Spring 2013

Rows 200 Go

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# Book Entry Application Instructions



- 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

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### Course

Select Term Summer 2013

ACCT Rows 200 Go

Row text contains 'ACCT'

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Term Desc	Crn	Subject	Crse Numb	Course Section	Course Title
Summer 2013	<a href="#">50269</a>		2101	A	Principles of Accounting I
Summer 2013	<a href="#">50270</a>	ACCT	2101	IB	Principles of Accounting I
Summer 2013	<a href="#">50271</a>	ACCT	2102	A	Principles of Accounting II
Summer 2013	<a href="#">50273</a>	ACCT	3202	A	Intermediate Accounting II
Summer 2013	<a href="#">50274</a>	ACCT	3400	A	Cost Accounting
Summer 2013	<a href="#">50275</a>	ACCT	4500	A	Individual Income Tax

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# Book Entry Application Instructions



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**

Term: Summer 2013  
Instructor: [REDACTED]  
CRN: 50269  
SUBJECT: ACCT  
COURSE NUMBER: 2101  
SECTION: A

**All Courses Taught**

CRN	Course	Course Title	Course Type	Seats Allowed	Course Campus Code
50269	ACCT 2101 A	Principles of Accounting I	Lecture	25	A

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**Course Attributes**

Use Clickers?  Yes  No  
Books(s) Required:  Yes  No

**Add Books**

Custom Published:  Yes  No  
New Book Required:  Yes  No

Author:   
Title:   
ISBN:   
Edition:

Contract/Agreement:  Yes  No

Additional Notes:

[Add Book to Selected](#)  
[Add Book to All](#)

**Course Materials**

Course Materials:

[Add to All Courses](#)  
[Add Materials](#)



# Book Entry Application Instructions



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

**Course Selected**  
Term Summer 2013  
Instructor [REDACTED]  
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 Courses Taught**

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 Attributes**  
Use Clickers?  Yes  
 No  
Book(s) Required:  Yes  
 No



# Book Entry Application Instructions



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**

**Title**

**ISBN**

**Edition**

**Contract/Agreement:**  Yes  
 No

Additional Notes

**Add Book to Selected Section**

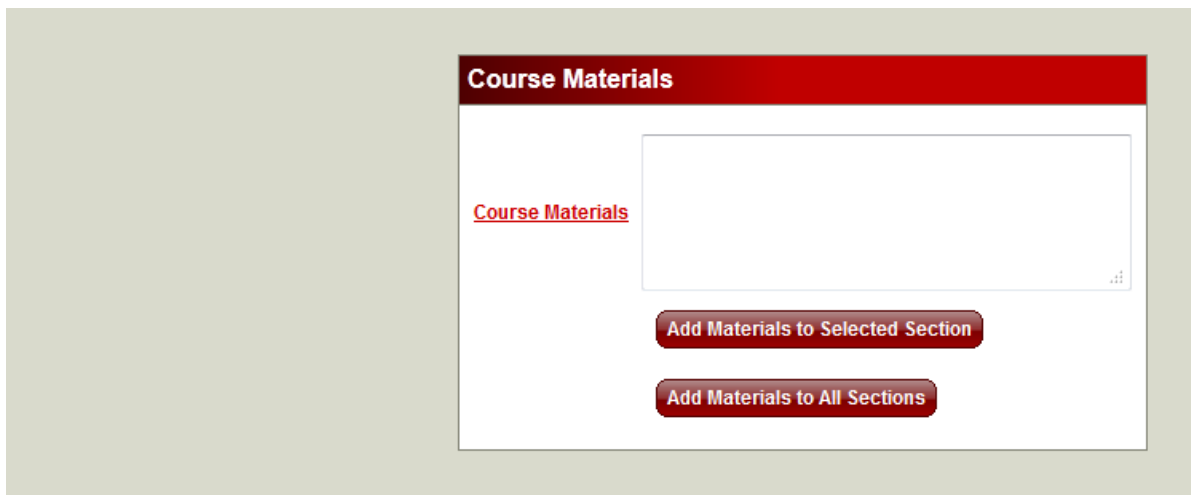
**Add Book to All Sections**



# Book Entry Application Instructions



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 Selected 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.







# Book Entry Application Instructions



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**.

**Books Added**

Edit	Term	Book Crn	Course	Custom Published	Required	Book Title	Isbn	Edition	Author	Contract Agreement	Notes	Course Clickers
<a href="#">Edit</a>	Summer 2013	50269	ACCT 2101 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	N

[View Inactive](#)

**Books Rolled to Next Term**

Edit	Term	Book Crn	Course	Custom Published	Required	Book Title	Isbn	Edition	Author	Contract Agreement	Notes	Course Clickers
<a href="#">Edit</a>	Fall 2013	80734	ACCT 4410 B	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	N
<a href="#">Edit</a>	Fall 2013	80733	ACCT 4410 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	N

**Materials Added**

Edit	Term	Crn	Course	Book Materials
<a href="#">Edit</a>	Summer 2013	50269	ACCT 2101 A	Calculator

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	Required	Book Title	Isbn	Edition	Author	Contract Agreement	Notes	Course Clickers
<a href="#">Edit</a>	Summer 2013	50269	ACCT 2101 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	N

[View Inactive](#)

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	Required	Title	Isbn	Edition	Author	Contract Agreement	Notes	Course Clickers
<a href="#">Edit</a>	Summer 2013	50269	ACCT 2101 A	N	Y	Accounting 101	0-679-15433-6	3	Jane Doe	N		N



# Book Entry Application Instructions



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.

The screenshot shows two side-by-side panes. The left pane, titled "Update Books", contains several sections: "Custom Published:" with radio buttons for Yes and No (No is selected); "Required Book:" with radio buttons for Yes and No (Yes is selected); "Author:" with a text field containing "John Doe2"; "Title:" with a text field containing "Principles of Accounting I"; "ISBN:" with a text field containing "0-538-47500-6"; "Edition:" with an empty text field; "Contract/Agreement:" with radio buttons for Yes and No (No is selected); "Additional Notes:" with a text area containing "None at this time."; and "Active Book" with radio buttons for Yes and No (Yes is selected). At the bottom are "Update Books" and "Cancel" buttons. The right pane, titled "Roll Book to Future Course(s)", has a "Select Future Course(s)" section with three checkboxes: "ACCT 4410 A", "ACCT 4410 B", and "MACC 7410 A". At the bottom is a "Roll Book to Next Term" button.

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.

The screenshot shows the "Materials Added" pane with a table of materials. The table has columns for "Edit", "Term", "Crn", "Course", and "Book Materials".

Edit	Term	Crn	Course	Book Materials
<a href="#">Edit</a>	Summer 2013	50269	ACCT 2101 A	Calculator

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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.



# Book Entry Application Instructions



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

Academic Affairs  
Faculty Portal

Main Advisor Courses

Course Summary Book Entry **Mass Entry**

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**Course**

Select Term Summer 2013

Rows 200 Go

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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.



# Book Entry Application Instructions



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

**Term:** -Select Term -  
**SUBJECT:** -Select Subject -  
**COURSE NUMBER:** -Select Course Num -  
**TITLE:**

### Courses That Will Be Updated

no data found

### Course Attributes

**Use Clickers?**  Yes  
 No  
**Book(s) Required:**  Yes  
 No

### Add Books

**Custom Published:**  Yes  
 No  
**New Book Required:**  Yes  
 No

**Author:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**ISBN:** \_\_\_\_\_  
**Edition:** \_\_\_\_\_

**Contract/Agreement:**  Yes  
 No

**Additional Notes:** \_\_\_\_\_

**Add Book**

### Add Materials

**Course Materials**

\_\_\_\_\_

**Add Materials**



# Book Entry Application Instructions



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 Information**

**Term** Summer 2013 ▾

**SUBJECT** ACCT ▾

**COURSE NUMBER** 2101 ▾

**TITLE** Principles of Accounting I

**Courses That Will Be Updated**

Crn	Course	Course Campus	Seats Allowed	Course Type
50269	ACCT 2101 A	Main Campus	25	Lecture
50270	ACCT 2101 IB	Online Campus	25	Lecture

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# Book Entry Application Instructions



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.

The screenshot shows three main panes in the application interface:

- Course Attributes:** Contains two sections of radio buttons. The first section is labeled "Use Clickers?" with "Yes" and "No" options. The second section is labeled "Book(s) Required:" with "Yes" and "No" options.
- Add Books:** Contains several input fields and radio buttons. It includes "Custom Published:" (Yes/No), "New Book Required:" (Yes/No), "Author", "Title", "ISBN", and "Edition" text boxes. There is also a "Contract/Agreement:" section with "Yes" and "No" options, and an "Additional Notes" text area. An "Add Book" button is at the bottom.
- Add Materials:** Contains a "Course Materials" label above a large empty text area. An "Add Materials" button is at the bottom right.

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.*

The screenshot shows two data tables at the bottom of the application:

**Books Added**

Term	Course	Custom Published	New Book	Title	Isbn	Edition	Author	Contract Agreement	Notes	Course Clickers
Summer 2013	ACCT 2101 A	N	Y	Principles of Accounting I	0-538-47500-6		John Doe2	N	None at this time.	N

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**Materials Added**

Term	Course	Book Materials
Summer 2013	ACCT 2101 A	Calculator

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This concludes the instructions on using the Book Entry Application.