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

1. Starting at [http://www.valdosta.edu](http://www.valdosta.edu), click on the “Faculty & Staff” link on the left and select “Data Warehouse”.

2. Click the “Login” button.
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**.
5. Under the Courses main tab, select the Book Entry sub-tab.
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.
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.
8. The **Course Selected** pane will give a full description of the course, including Term, Instructor, CRN, Subject, Subject Number, and Section.

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

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.
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.**
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.
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** pane lists the books assigned to the selected course that are currently Active. These books can be edited by clicking on their respective “Edit” button.

- 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.

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.
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 and Roll Book to Future Course(s)](image)

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.

![Materials Added](image)

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 sub-tab located under the **Courses main tab** (see Step 4).

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.
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](image1)

![Courses That Will Be Updated](image2)
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.

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.

This concludes the instructions on using the Book Entry Application.