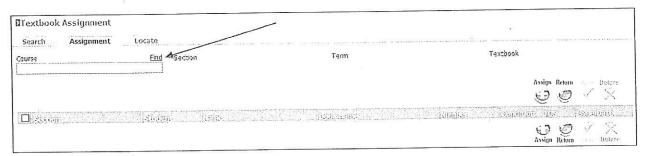
## **Assigning Textbook to Students**

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.

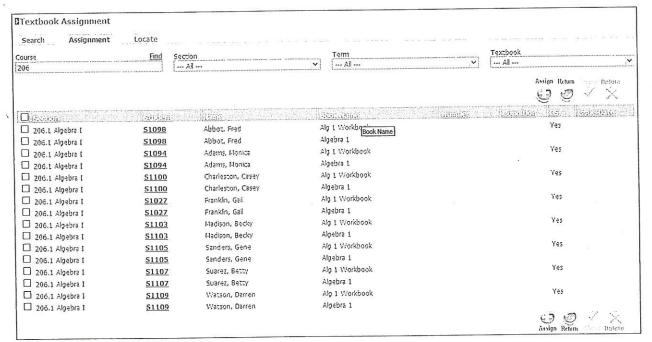
The following example includes the steps to follow under **School/District | Textbook** from the *Assignment* tab. However, the overall process is the same if assigning from the student or classroom.



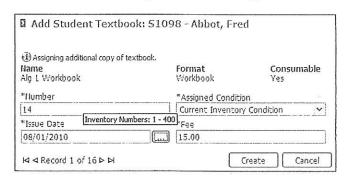
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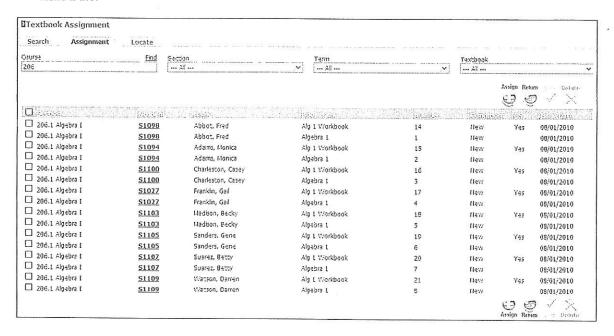
- From the Assignment tab, click Find to select the course.
- Enter search criteria and click Search.
- Select the course from the list.
- All students currently enrolled in the course will display. A line will display for each student and for each
  textbook that has been assigned to the course. Filter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



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



- 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.



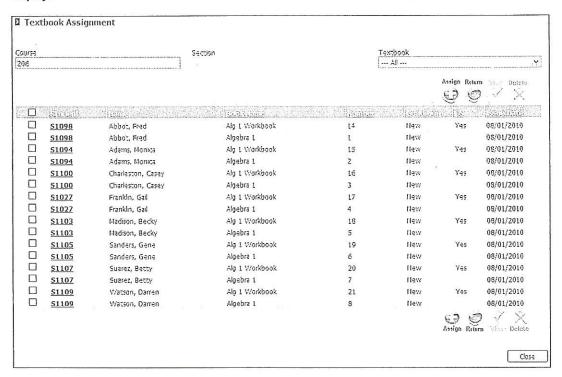
## **Returning Student Textbooks**

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

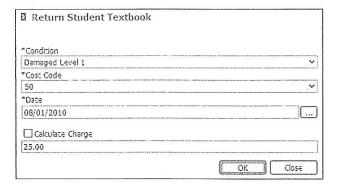
- School/District | Textbook | Assignment tab.
- Students | Student Maintenance. Search for and select to View the student. Click Textbook under the Manage menu on the left.
- Classroom | Textbook. Select the section.

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.



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



- Condition: Select the condition of the textbook at the time it was returned.
- <u>Cost Code</u>: 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.
- <u>Calculate Charge</u>: 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.