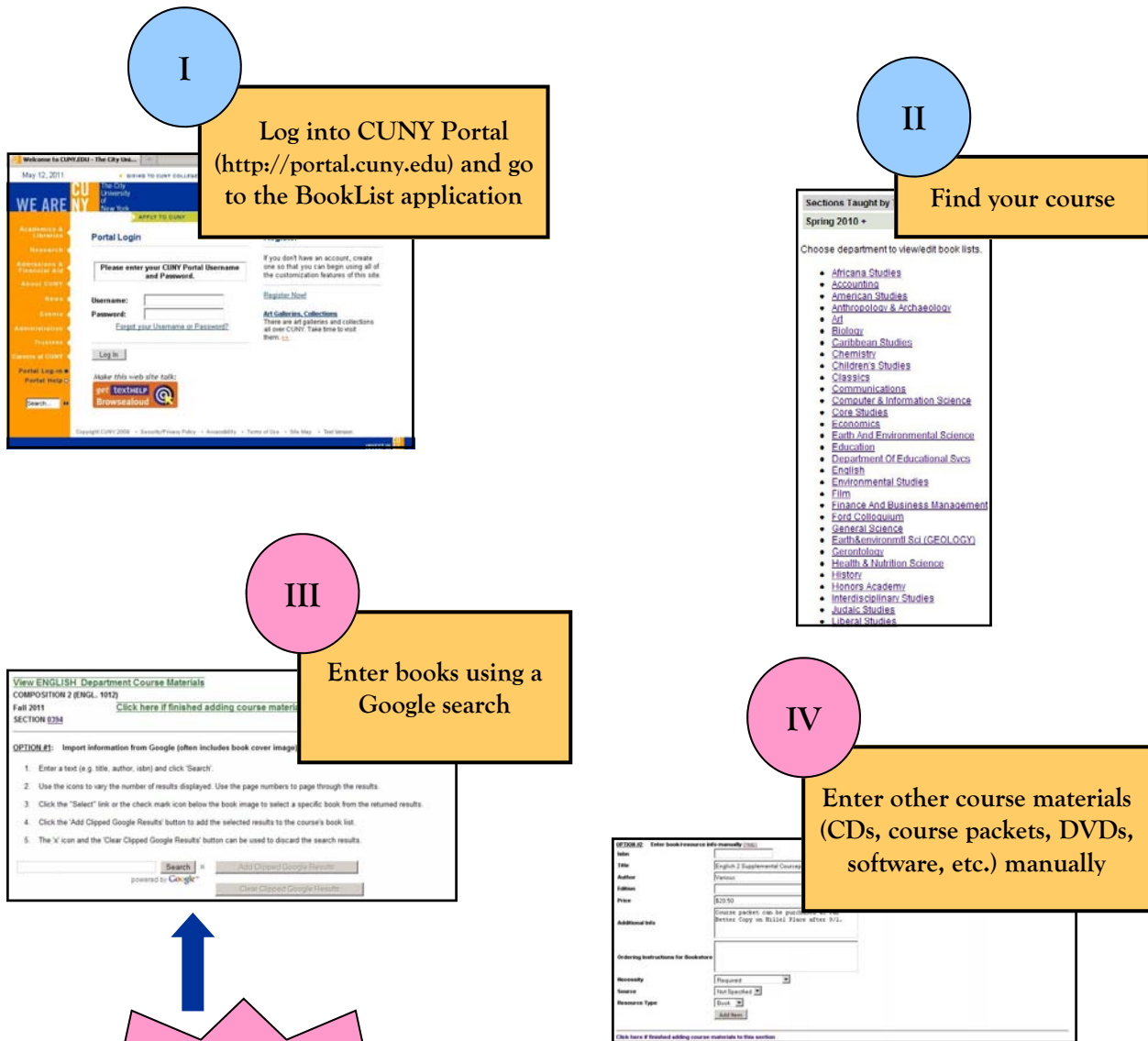# BOOKLIST CHEAT SHEET / INSTRUCTION MAP

If you're already familiar with BookList system, you can use this as a cheat sheet. If you don't know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other individuals' and other department's text lists!)

I

Log into CUNY Portal (http://portal.cuny.edu) and go to the BookList application

II

Find your course

III

Enter books using a Google search

IV

Enter other course materials (CDs, course packets, DVDs, software, etc.) manually

Warning: If you complete these steps incorrectly, you may do harm to other individuals' and departments' course materials lists. Make sure that you fully read the instructions before and/or while completing these steps.

OR

V

Duplicate a course materials list from the current semester

You can also...
- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012) Please Select Go
- View Book Lists By Department: English Go
- View Book Lists for Other Terms: Please Select Go

Course Materials List for Fall 2011		Add a New Book / Material						
Department	ENGLISH	Click Here to Return to Department Listing and Access Reports						
Course	COMPOSITION 2 (ENGL. 1012)							
Section	MW9A (reg. code 0391)	Click Here to Apply These Materials to Another Section						
Title	Author	Edition	Ibn	Price	Additional Info	Ordering Instructions	Necessity	Source
Cane	Jean Toomer		ISBN0871401517	$12.95			Required	Instructor Delete

OR

VII

Indicate that no materials are needed for your course

You can also...
- **See the Student's View of This Section**
- View Prior Book Lists (ENGL. 1012) Please Select Go
- View Book Lists By Department: English Go
- View Book Lists For Other Terms: Please Select Go

Course Materials List for Fall 2011	Add a New Book / Material	No Course Materials Needed	
Department:	ENGLISH	Click Here to Return to Department Listing and Access Reports	
Course:	COMPOSITION 2 (ENGL. 1012)		
Section:	**MW11A (reg. code 0393)**		No Book List

VIII

Check your course materials list

		Add a New Book / Material						
		ELISH	Click Here to Return to Department Listing and Access Reports					
		COMPOSITION 2 (ENGL. 1012)						
Section:		MW11A (reg. code 0393)	Click Here to Apply These Materials to Another Section					
Title	Author	Edition	Ibn	Price	Additional Info	Ordering Instructions	Necessity	Source
Coleridge's poetry and prose: authoritative texts, criticism	Samuel Taylor Coleridge, Nicholas Halmi, Paul Magnuson, Raimonda Modiano	Norton, 2003	0393979040	$19.50	If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.	Expected enrollment = 25	Strongly Recommended	Instructor Delete
Title	Author	Edition	Ibn	Price	Additional Info	Ordering Instructions	Necessity	Source
Selected poems	William Wordsworth	Penguin, 2004	0140424423	$13.00	If you don't want to purchase this text, you may download and print individual poems and essays. Links will be provided during the first week of classes.	Expected enrollment = 25	Strongly Recommended	Instructor Delete

IX

Generate a report to send to the bookstore

		r Fall 2011 (Change Report Term -Please Select- Go)	
	Date from:	06-09-2011	(MM/DD/YYYY)
	Date to:	06-09-2011	(MM-DD-YYYY)
Specify format:		Excel HTML	
		Submit	
Sections with Missing Course Materials list		Please Select	Go
Tallies by a Book/Course Material		Please Select	Go
Tallies by a Book/Course Material **EXCEL FORMAT**		Please Select	Go
Sections where no Course Materials are needed		Please Select	Go

X

Generate a report to monitor a list of courses with missing text lists

	Reports f		
Course Materials by Section within Department			
Select department:		English	
Select a range of dates: (Optional)			
	Date from:	06-09-2011	(MM/DD/YYYY)
	Date to:	06-09-2011	(MM-DD-YYYY)
Specify format:		Excel HTML	
		Submit	
Sections with Missing Course Materials list		Please Select	Go
Tallies by a Book/Course Material		Please Select	Go
Tallies by a Book/Course Material **EXCEL FORMAT**		Please Select	Go
Sections where no Course Materials are needed		Please Select	Go