

InformationNOW – Textbook Tracking

About this Guide

This Quick Reference Guide provides an overview of the options available for tracking textbooks in *InformationNOW*.

Note: The term *textbook* as used in this document refers to any media distributed to students, including textbooks, workbooks, CD's, etc.

Setup

Two lookup banks must be created prior to tracking textbooks. To access these lookup banks, go to **System Preferences | Setup** or **School/District | Setup**.

Textbook Condition

Textbook Conditions are used to rank the physical condition of the book.

The screenshot shows the 'Setup: Textbook Condition' interface. It has a 'Lookup' tab selected and a 'Settings' tab. Below the tabs, there is a 'Select a lookup:' dropdown menu set to 'Textbook Condition', a checked 'Active Only' checkbox, and a 'Refresh' button. On the right side, there are three icons: a blue plus sign for 'Add', a green checkmark for 'View', and a red X for 'Delete'. Below this is a table with the following data:

<input type="checkbox"/>	Name	Description	Code	State Code	SIF Code	NCES Number	System	Status
<input type="checkbox"/>	Damaged Level 1		D1					Active
<input type="checkbox"/>	Damaged Level 2		D2					Active
<input type="checkbox"/>	Damaged Level 3		D3					Active
<input type="checkbox"/>	Lost/Damaged Beyond Repair		LD					Active
<input type="checkbox"/>	New		N					Active

At the bottom right of the table, there are three icons: a blue plus sign for 'Add', a green checkmark for 'View', and a red X for 'Delete'.

Textbook Cost Code

Textbook Cost Codes are used to determine a percentage of cost based upon the acquisition cost of the book. This is the percentage of the original cost of the book that will be charged to a student if the textbook is lost or returned in damaged condition.

Setup: Textbook Cost Code

Lookup Settings

Select a lookup: Textbook Cost Code Active Only Refresh

+ ✓ ✗
Add View Delete

<input type="checkbox"/>	Name	Description	Code	State Code	SIF Code	NCES Number	Percentage	System	Status
<input type="checkbox"/>	0	No Charge	0				0		Active
<input type="checkbox"/>	100	100% of original cost of book	100		State Code		100		Active
<input type="checkbox"/>	25	25% of the original cost of the book	25				25		Active
<input type="checkbox"/>	50	50% of the original cost of the book	50				50		Active
<input type="checkbox"/>	75	75% of the original cost of the book	75				75		Active

+ ✓ ✗
Add View Delete

Create Textbooks

- To access textbooks and other media, go to **School/District | Textbook**. To search for an existing textbook, enter search criteria and click **Search**.

Note: Textbooks may also be created under **Scheduling | Valid Courses**. Select to **View** a course, click the *Textbook* tab, click **Add** and then click **Add** again to insert a new textbook record.

- To add a new textbook, click **Add**. Required fields are indicated with an asterisk (*).

Add Textbook

*Name

Description Active Consumable

Author

*Publisher

ISBN

UPC

*Edition *Copyright

*Format *Course Type

Purchase Cost Student Fee

*Code State Code

SIF Code NCES Number

Note

District Inventory

Active Assigned

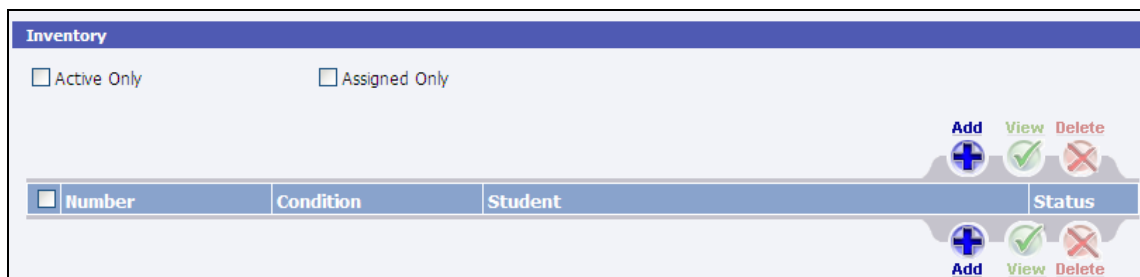
Service Years

Adopted Discontinued

Condition	Charge
Damaged Level 1	0
Damaged Level 2	0
Damaged Level 3	0
Lost/Damaged Beyond Repair	0
New	0

Create Cancel

- **Name**
- **Description**
- **Author**
- **Publisher**
- **ISBN**
- **UPC** (Universal Product Code)
- **Edition**
- **Copyright:** The year the book was copyrighted.
- **Format:** Select the format of **CD, DVD, Online, Text, Text w/ CD, Text w/ DVD** or **Workbook**. These formats are hardcoded and may not be changed.
- **Course Type:** Select the course type associated with this textbook.
- **Purchase Cost:** The original cost to the district for the textbook.
- **Student Fee:** Fee amount to charge the student for this textbook. Textbooks are currently not integrated with the Fee system in *InformationNOW*. However, this field may be used in the future for that purpose.
- **Code**
- **State Code**
- **SIF Code**
- **NCES Number**
- **Note**
- **Active:** Denotes whether text is in active use.
- **Consumable:** Check if this textbook is considered consumable, such as a workbook, which will not be returned by the student upon successful completion of the course.
- **Service Years – Adopted:** Enter the year in which the book was adopted by the district.
- **Service Years – Discontinued:** Enter the year in which the book was discontinued in the district.
- Click **Create**.
- A new *Inventory* section will display at the bottom of the screen allowing the user to enter the specific range of numbers (serial numbers) available for this textbook. Numbers must be created before the textbook may be assigned to students.



- Click **Add**.

- Enter the starting and ending numbers to be created. For example, if creating textbooks number 1 through 400, enter a 1 in the *Start Number* field and a 400 in the *End Number* field.
- Select the *Condition* to be assigned to the textbooks when they are created. Conditions may be assigned to individual books once the records have been created.
- Click **Create**.
- Enter another range of numbers/condition or click **Cancel**.
- The books will be listed in the *Inventory* section at the bottom of the screen along with each book's condition, active status, and the student to which the book is assigned if currently assigned.
- Click to **Add** more textbooks or to **View** existing records. Users may also **Delete** a book number from the list. To filter the list to just *Active Only*, check the box. To filter the list to *Assigned Only*, check the box.
- Click **OK** to save the textbook record.

Additional Features

Once a record is saved, additional features are available if the user selects to **View** the textbook.

- The *District Inventory* section of the textbook screen will be updated with the number of current *Active* records for this textbook and the number of books currently *Assigned*.

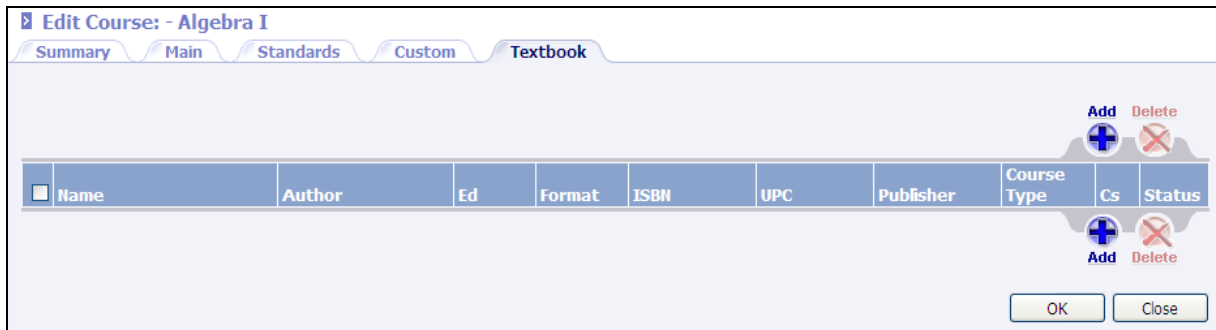
- The *Conditions/Charges* section is now active. Users may click each condition level to edit the dollar amount to charge the student if it is returned in a specific condition. This dollar amount will override the percentage that would be calculated for a flat fee.

Condition	Charge
<input type="checkbox"/> Damaged Beyond Repair	0.00
<input type="checkbox"/> Damaged Level 1	0.00
<input type="checkbox"/> Damaged Level 2	0.00
<input type="checkbox"/> Damaged Level 3	0.00
<input type="checkbox"/> Lost/Damaged Beyond Repair	0.00
<input type="checkbox"/> New	0.00

Assigning Textbook to Courses

Once the textbook is added, it can be assigned to a course. Each course may have an unlimited number of textbooks assigned to it.

Textbooks are assigned to the course under **Scheduling | Valid Courses**. Click the *Textbook* tab.



- Click **Add**.

Note: Only active textbooks may be assigned to a course

- Enter search criteria and click **Search**.

Note: Click **Add** to insert a new textbook record if one was not already created.

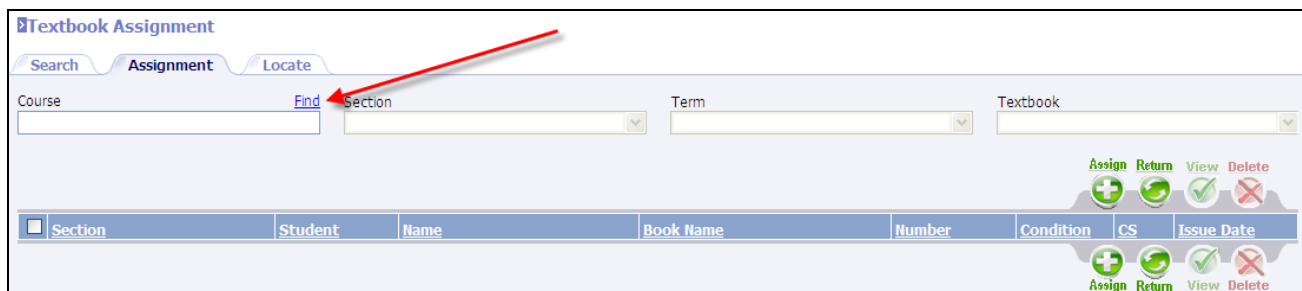
- Select the textbook from the available list on the search result screen and click **OK**.

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.



- 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*.

Textbook Assignment

Search Assignment Locate

Course: 206 Find Section: --- All --- Term: --- All --- Textbook: --- All ---

Assign Return View Delete

<input type="checkbox"/>	Section	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Algebra 1				
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Alg 1 Workbook			Yes	
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Algebra 1				

Assign Return View Delete

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

Add Student Textbook: S1098 - Abbot, Fred

Assigning additional copy of textbook.

Name: Alg 1 Workbook Format: Workbook Consumable: Yes

*Number: 14 *Assigned Condition: Current Inventory Condition

*Issue Date: 08/01/2010 Fee: 15.00

Inventory Numbers: 1 - 400

Record 1 of 16

Create Cancel

- 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.*

Textbook Assignment

Search Assignment Locate

Course: 206 Find Section: --- All --- Term: --- All --- Textbook: --- All ---

Assign Return View Delete

<input type="checkbox"/>	Section	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Alg 1 Workbook	14	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1098	Abbot, Fred	Algebra 1	1	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Alg 1 Workbook	15	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1094	Adams, Monica	Algebra 1	2	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Alg 1 Workbook	16	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1100	Charleston, Casey	Algebra 1	3	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Alg 1 Workbook	17	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1027	Franklin, Gail	Algebra 1	4	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Alg 1 Workbook	18	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1103	Madison, Becky	Algebra 1	5	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Alg 1 Workbook	19	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1105	Sanders, Gene	Algebra 1	6	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Alg 1 Workbook	20	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1107	Suarez, Betty	Algebra 1	7	New		08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Alg 1 Workbook	21	New	Yes	08/01/2010
<input type="checkbox"/>	206.1 Algebra I	S1109	Watson, Darren	Algebra 1	8	New		08/01/2010

Assign Return View Delete

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.

Textbook Assignment

Course: 206 Section: 1 Textbook: --- All ---

Assign Return View Delete

<input type="checkbox"/>	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	S1098	Abbot, Fred	Alg 1 Workbook	14	New	Yes	08/01/2010
<input type="checkbox"/>	S1098	Abbot, Fred	Algebra 1	1	New		08/01/2010
<input type="checkbox"/>	S1094	Adams, Monica	Alg 1 Workbook	15	New	Yes	08/01/2010
<input type="checkbox"/>	S1094	Adams, Monica	Algebra 1	2	New		08/01/2010
<input type="checkbox"/>	S1100	Charleston, Casey	Alg 1 Workbook	16	New	Yes	08/01/2010
<input type="checkbox"/>	S1100	Charleston, Casey	Algebra 1	3	New		08/01/2010
<input type="checkbox"/>	S1027	Franklin, Gail	Alg 1 Workbook	17	New	Yes	08/01/2010
<input type="checkbox"/>	S1027	Franklin, Gail	Algebra 1	4	New		08/01/2010
<input type="checkbox"/>	S1103	Madison, Becky	Alg 1 Workbook	18	New	Yes	08/01/2010
<input type="checkbox"/>	S1103	Madison, Becky	Algebra 1	5	New		08/01/2010
<input type="checkbox"/>	S1105	Sanders, Gene	Alg 1 Workbook	19	New	Yes	08/01/2010
<input type="checkbox"/>	S1105	Sanders, Gene	Algebra 1	6	New		08/01/2010
<input type="checkbox"/>	S1107	Suarez, Betty	Alg 1 Workbook	20	New	Yes	08/01/2010
<input type="checkbox"/>	S1107	Suarez, Betty	Algebra 1	7	New		08/01/2010
<input type="checkbox"/>	S1109	Watson, Darren	Alg 1 Workbook	21	New	Yes	08/01/2010
<input type="checkbox"/>	S1109	Watson, Darren	Algebra 1	8	New		08/01/2010

Assign Return View Delete

Close

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

Return Student Textbook

*Condition: Damaged Level 1

*Cost Code: 50

*Date: 08/01/2010

Calculate Charge

25.00

OK Close

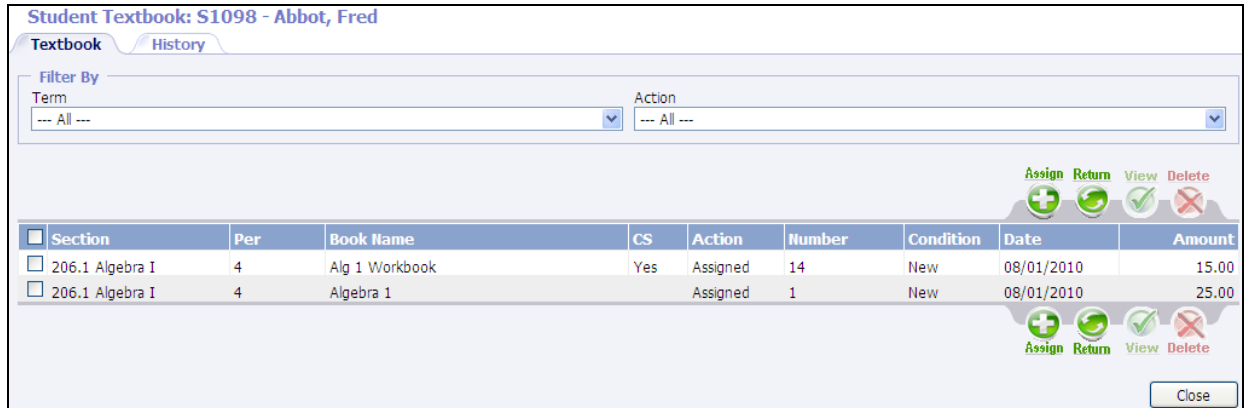
- Condition:** Select the condition of the textbook at the time it was returned.
- Cost Code:** If the student is to be charged a percentage of the original cost of the book, select the percentage here.
- Date:** Enter the date the book was returned.
- Calculate Charge:** Users may either enter the dollar 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.

Managing Individual Student Textbooks

Individual student textbooks may be managed from the student’s textbook screen. Go to **Students | Student Maintenance**. Search for and select to **View** the student. Click the **Textbook** link under the *Manage* menu on the left.

Note: A student may be assigned multiple copies of the same textbook but with different serial numbers. However, a single textbook with the same serial number may not be assigned to more than one student.

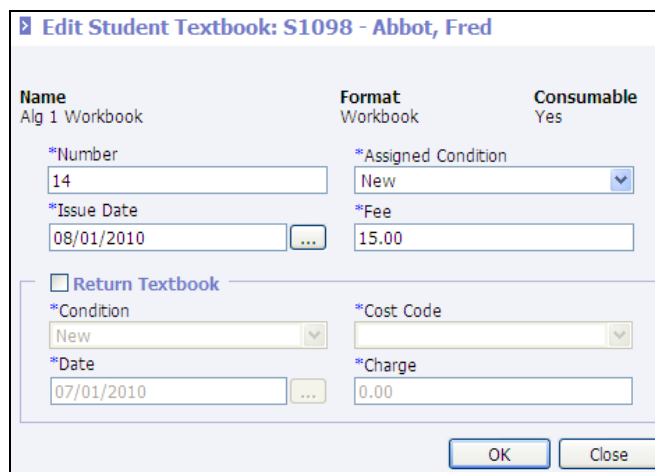


All textbooks assigned to the student will display.

- **Term:** Click the drop-list to filter the list by term.
- **Action:** Click the drop-list to display only *Assigned*, *Returned*, *Unaccounted* or *Unassigned* textbooks.

Note: An *Unaccounted* textbook record is created if a class was deleted from the student’s schedule but the textbook was not marked as returned.

- **Assign:** Place a check next to a textbook record and click to assign the textbook to the student.
- **Return:** Place a check next to a textbook record and click to return the textbook from the student.
- **View:** Place a check next to a textbook record and click to view/edit the record.
- From the view screen, users may check the *Return Textbook* box and enter the *Condition*, *Cost Code*, *Date* and *Charge* associated with this returned textbook.



- **Delete:** Place a check next to a textbook record and click to delete the record.
- **History:** Click the *History* tab to view the history of textbooks assigned to this student for all academic sessions.

Textbook History: S1098 - Abbot, Fred

Textbook History

Number	Book Name	Format	CS	School	Issue Date	Assign Cond	Fee Amt	Return Date	Return Cond	Cost Code	Charge
1	Algebra 1	Text		Hometown High School - 2010-2...	08/01/2010	New	25.00				0.00
14	Alg 1 Workbook	Workbook	Yes	Hometown High School - 2010-2...	08/01/2010	New	15.00				0.00

Close

Note: If the student is rescheduled to a different section of the same course, the student will retain his or her assigned books.

If withdrawing or deleting a section of course from a student and textbooks are assigned, the following prompt will display:

This student has not return textbooks for this section. Return the textbooks now?

OK Cancel

Click **OK** to return all textbooks for the class from the student. If the user selects **Cancel**, the books will not be marked as returned.

Locate Textbook

Users have an option to enter book information to find the student to which the book was assigned.

- Go to **School/District | Textbooks**.
- Click the *Locate* tab.
- Enter the **Textbook Number** and click **Locate**.

Locate Textbook

Search Assignment **Locate**

Textbook Number

17

Locate

- A list will display of all of the textbooks with the number along with the student to which the book was assigned. Click any name that appears as a blue link in the *Student* column to access the student's record.

Locate Textbook

Search Assignment **Locate**

ⓘ At least one book in this list is not assigned.

Textbook Number

Number	Book Name	School	Condition	Cs	Student	HR	GR	Issue Date
17	Linear Algebra: A Modern In...	Hometown High School	New		Hanks, Anthony		12	06/23/2010
17	Algebra 1		New					
17	Alg 1 Workbook	Hometown High School	New	Yes	Franklin, Gail		9	08/01/2010