

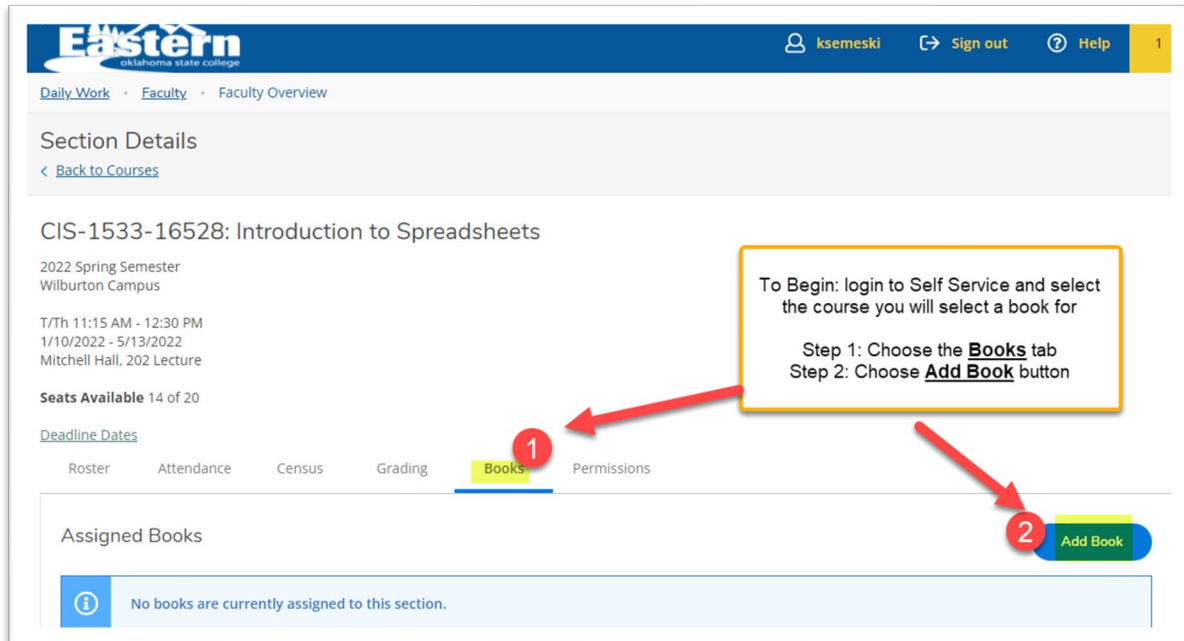
Selecting books that have previously been added to Self-Service

It is easy to search for textbooks that have previously been entered into Self-Service. However, Self-Service will only allow an ISBN or Title to be entered one time in the system. This document will guide you through the process of adding a book that has previously been entered into Self-Service.

To Begin: login to Self Service and select the course you will select a book for

Step 1: Choose the **Books** tab

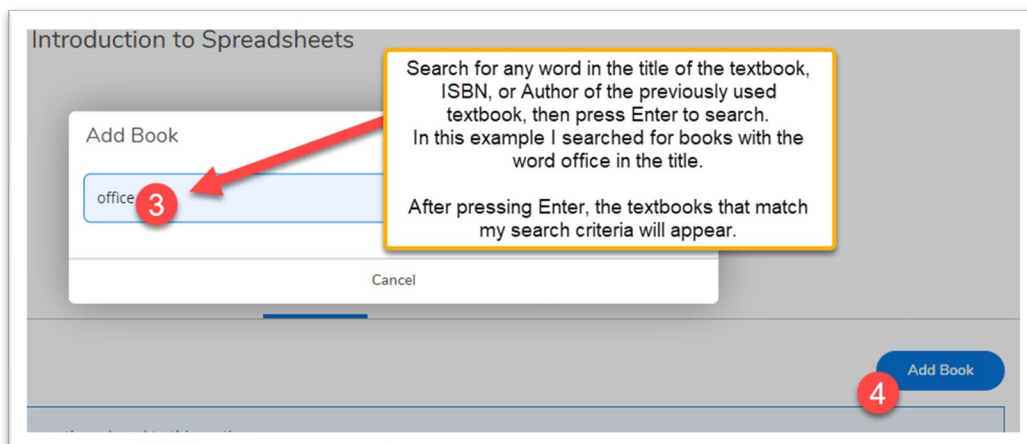
Step 2: Choose **Add Book** button



The screenshot shows the 'Section Details' page for 'CIS-1533-16528: Introduction to Spreadsheets'. The 'Books' tab is highlighted with a red circle and the number '1'. A red arrow points from a yellow callout box to this tab. The callout box contains the text: 'To Begin: login to Self Service and select the course you will select a book for', 'Step 1: Choose the **Books** tab', and 'Step 2: Choose **Add Book** button'. Another red arrow points from the callout box to the 'Add Book' button, which is also highlighted with a red circle and the number '2'. The 'Assigned Books' section below shows a message: 'No books are currently assigned to this section.'

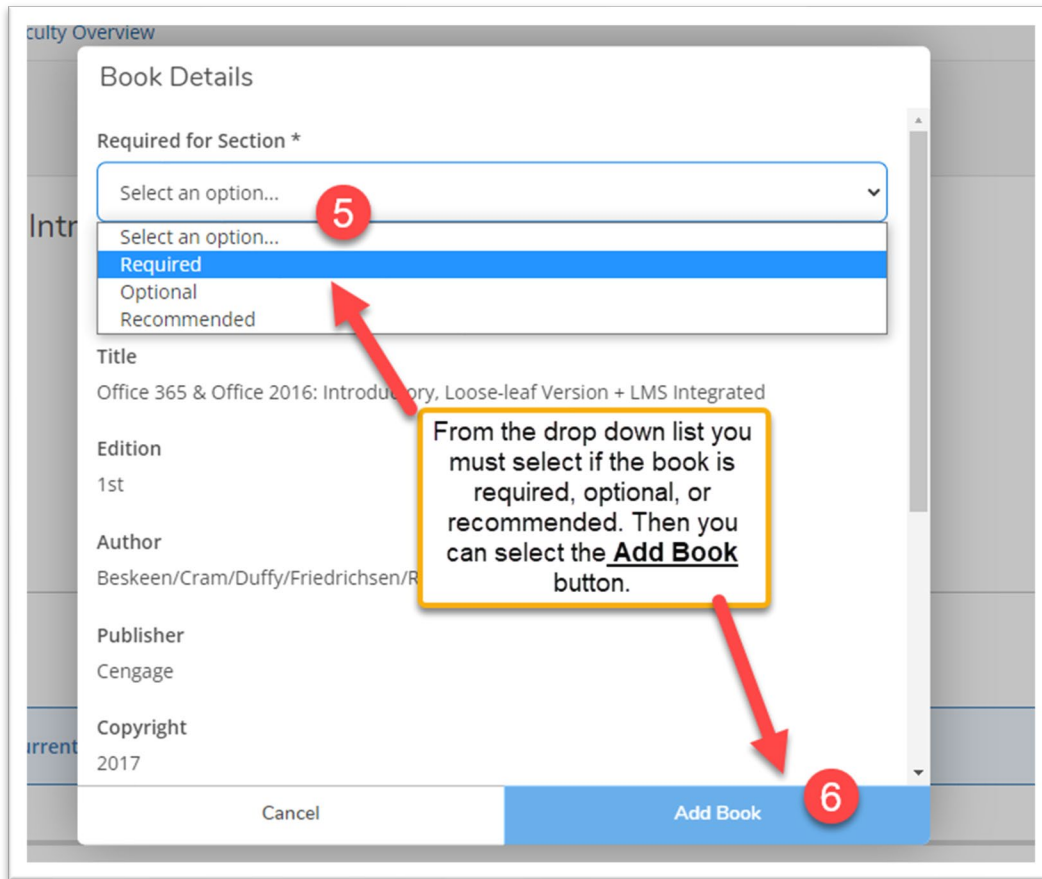
Search for any word in the title of the textbook, ISBN, or Author of the previously used textbook, then press Enter to search. In this example I searched for books with the word office in the title.

After pressing Enter, the textbooks that match my search criteria will appear.

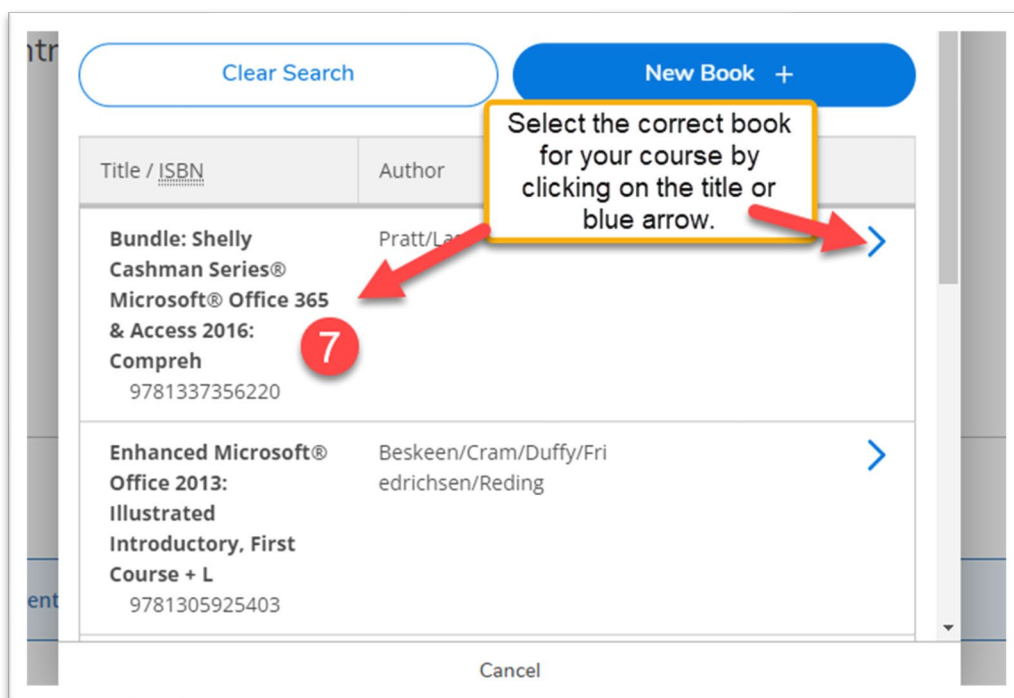


The screenshot shows the 'Add Book' dialog box with the search term 'office' entered in the search field, which is highlighted with a red circle and the number '3'. A red arrow points from a yellow callout box to this search field. The callout box contains the text: 'Search for any word in the title of the textbook, ISBN, or Author of the previously used textbook, then press Enter to search. In this example I searched for books with the word office in the title.' and 'After pressing Enter, the textbooks that match my search criteria will appear.' The 'Add Book' button is highlighted with a red circle and the number '4'.

From the drop-down list you must select if the book is required, optional, or recommended. Then you may select the **Add Book** button.



Select the correct book for your course by clicking on the title or blue arrow.



Good job! Now check to make sure your textbook appears in the Books tab of your course.

CIS-1533-16528: Introduction to Spreadsheets

2022 Spring Semester
Wilburton Campus

T/Th 11:15 AM - 12:30 PM
1/10/2022 - 5/13/2022
Mitchell Hall, 202 Lecture

Seats Available 14 of 20

[Deadline Dates](#)

Roster Attendance Census Grading **Books** Permissions

Your textbook will now appear in the BOOKS section of your course.

Assigned Books Add Book

Title / ISBN	Author
Office 365 & Office 2016: Introductory, Loose-leaf Version + LMS Integrated 9781337348126	LesKeen/Cram/Duffy/Friedrichsen/Reding