Run Textbook Reports

Important Information

- Textbook Reports allow you to view textbook order history for an academic organization code or subject area. You can also run a textbook report to view classes with no textbooks assigned.

- The report data can facilitate the review of entered textbook data, identify classes with no textbook data entered, help determine what "desk copies" to order, be shared with instructors, or be used to post textbook lists to internal departmental websites.

- Refer to the *Textbooks Quick Reference* guide and the *Download Grid Data to Excel Step-by-Step* procedure on My LINC for more detailed information about Textbooks and exporting report data.

Navigation

*Menu > Curriculum Management > Schedule of Classes > Textbooks > **Textbook Reports***

Textbook Data Report Criteria Page

1. Accept the default value or select a term from the **Lookup** 🔍 list in the **Term** field.

2. Turn on the appropriate radio button to search **Only Classes with Textbooks** or to search **Only Classes with No Textbooks**.

Notes:

- **Only Classes with Textbooks** returns results for classes that have one of the following entries for the term:

   - Textbooks or Other Materials

   - Coursepack description

   - Note to students

   - No textbooks required checkbox is turned on

- **Only Classes with No Textbooks** return results for classes that have no entries for the term.

Textbook Data Report Criteria Page (continued)

3. Turn on the appropriate radio button to search **By Academic Organization** or **By Subject Area**.

   Notes:

   - Your search criteria selection in step 3 will determine the active field in step 4.

   - This example uses search By Academic Organization.

4. Type or select the appropriate value from the **Lookup** list in the **Academic Organization** field or the **Subject Area** field.

   Note: Only one field will be active.

5. To add an academic organization or subject area, click **Add Row** and repeat step 4.

Textbook Data Report Criteria Page

6. To include independent study classes, turn on the **Include Independent Study Classes** checkbox.

7. Accept the default or select a range of catalog numbers to include in the report in the **Catalog Nbr From** and **To** fields.

8. Click

9. Click

Class Textbook Data Page

10. View the textbook data on the **Class Textbook Data** page tab.

Note: The **Class Textbook Data Tab** provides data about classes for the term for "Classes with Textbooks" or "Classes with No Textbooks"

11. To view additional textbook data, use the **Textbook Detail Data** page tab.

Notes: The **Textbook Detail Data Tab** provides data about classes for the term for Classes with Textbooks. No data will display on this tab for "Classes with No Textbooks." Other information includes:

   o **Classes and Books Sub-Tabs**: Class information and entered textbooks and other materials. This may be useful to download to excel for department website use.

   o **Other Class Data Sub-Tabs:** Additional information about the Class.

   o **Other Book Data Sub-Tabs:** Additional information about the textbook related data including coursepack location, preferred bookstore, and "note to student."

12. If desired, click the **Download** icon to export textbook data to Microsoft Excel.

Note: Refer to the *Download Grid Data to Excel Step-by-Step* procedure on My LINC for more detailed information.