5. Under the _____, select the _____ .

8. The _____ pane will give a full description of the course, including Term, Instructor, CRN, Subject, Subject Number, and Section.

9. The _____ pane lists all courses that the Instructor teaches, with the currently selected course on top.

10. The _____ pane will allow you to select whether the selected course uses clickers and whether or not a book is required. Selecting "Yes" or "No" will automatically update the class to reflect these changes.

11. The   pane presents you with the options to add a new book. After filling in the

12. The _____ pane on the right-side of the page allows for any required miscellaneous items (such as a calculator, portfolio, etc.) to be added to the course as a list of materials. Like the _____ pane, the _____ pane allows for the materials to be added to the selected course with the "Add Materials

13. At the bottom of the page there are three panes that summarize books and materials already added to the course: ,   , and
            .

14. The first pane,   , lists the books assigned to the selected course that are currently Active. These books can be edited by clicking on their respective "Edit" button.

Inactive books that are assigned to the selected course can be seen by clicking the "View Inactive" button, which makes the   pane appear. Inactive Books are otherwise hidden from view, but their data still exists within the application.

15. By clicking on a book's "Edit" button, the screen will show two new panes:
    and   . The   pane will allow you to change any
    fields that were entered on the   pane (see Step 11). The   pane
    also adds an option to

17. If you are a department head or dean, you have access to the   . This is a sub-
    tab located under the   (see Step 4).

While the   allows for an instructor to add books and materials to one or
more of their courses, the   will allow a department head or dean to add
books and materials to all course sections of a specific Term, Subject, and Course Number.

18. After clicking on the   , you will be taken to a page much like the course details page described in Step 7.

19. Under the   pane, you can specify a group of course sections by
    selecting their Term, Subject, and Course Number in that order. This will show the affected
    courses in the   pane. You will only be able to see courses
    that belong to your department—or college, if you are a dean.