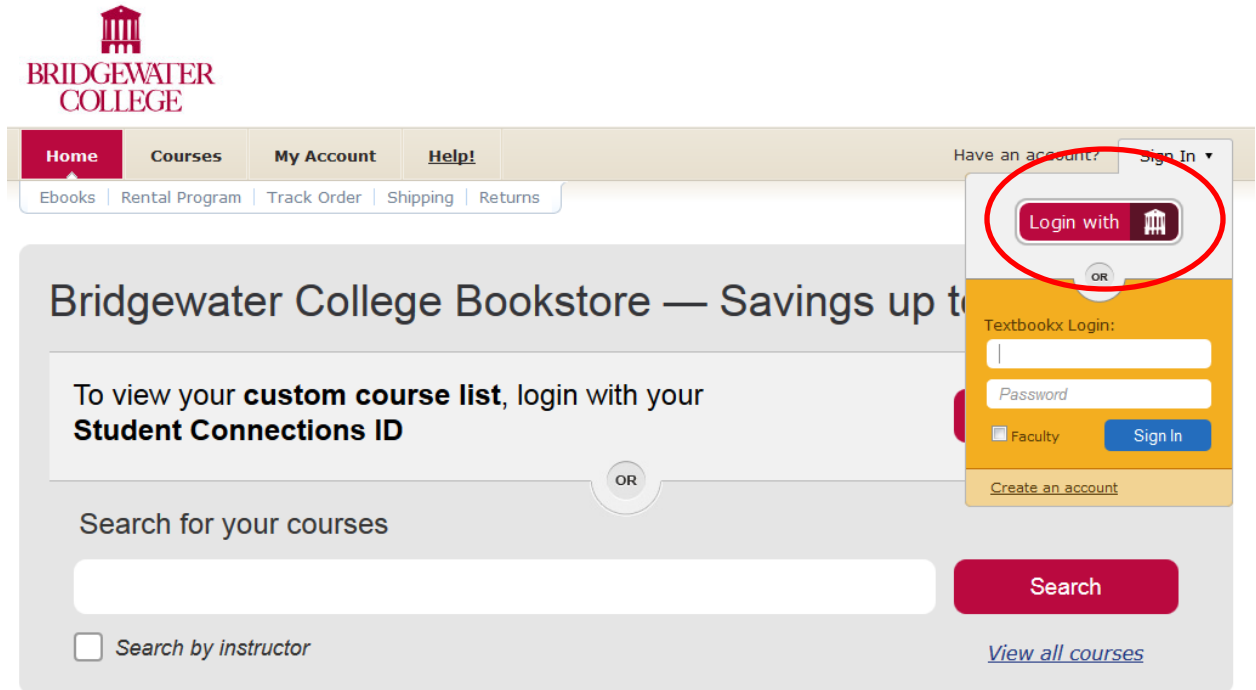
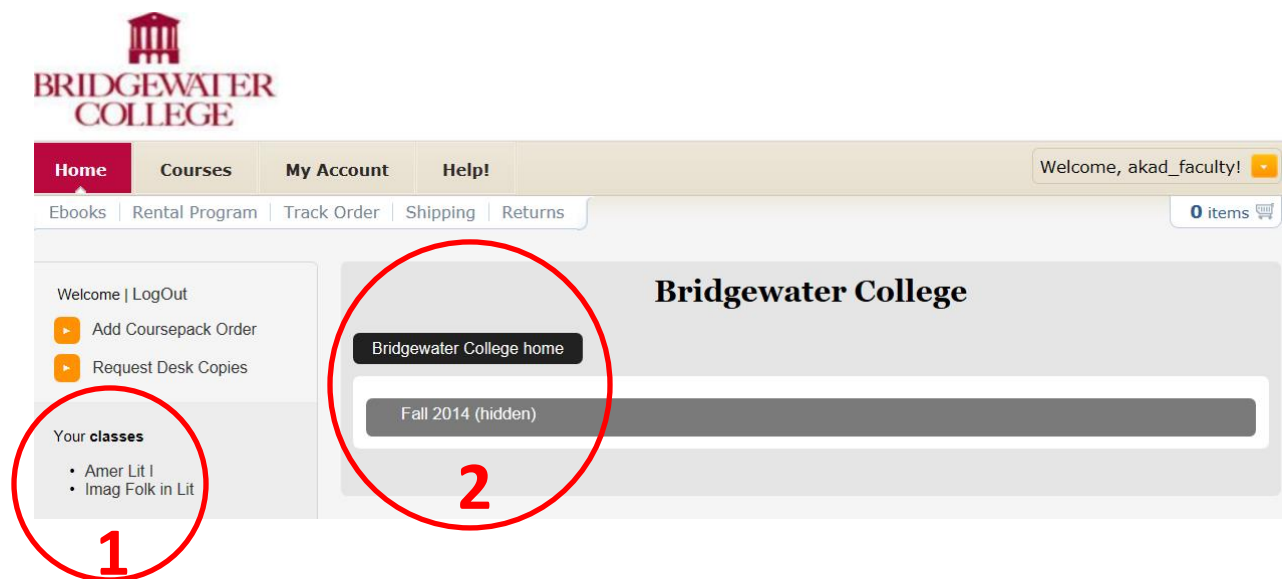


## Adding Course Materials

- 1) Under “Sign In” choose the option to log in with your Bridgewater username and password.

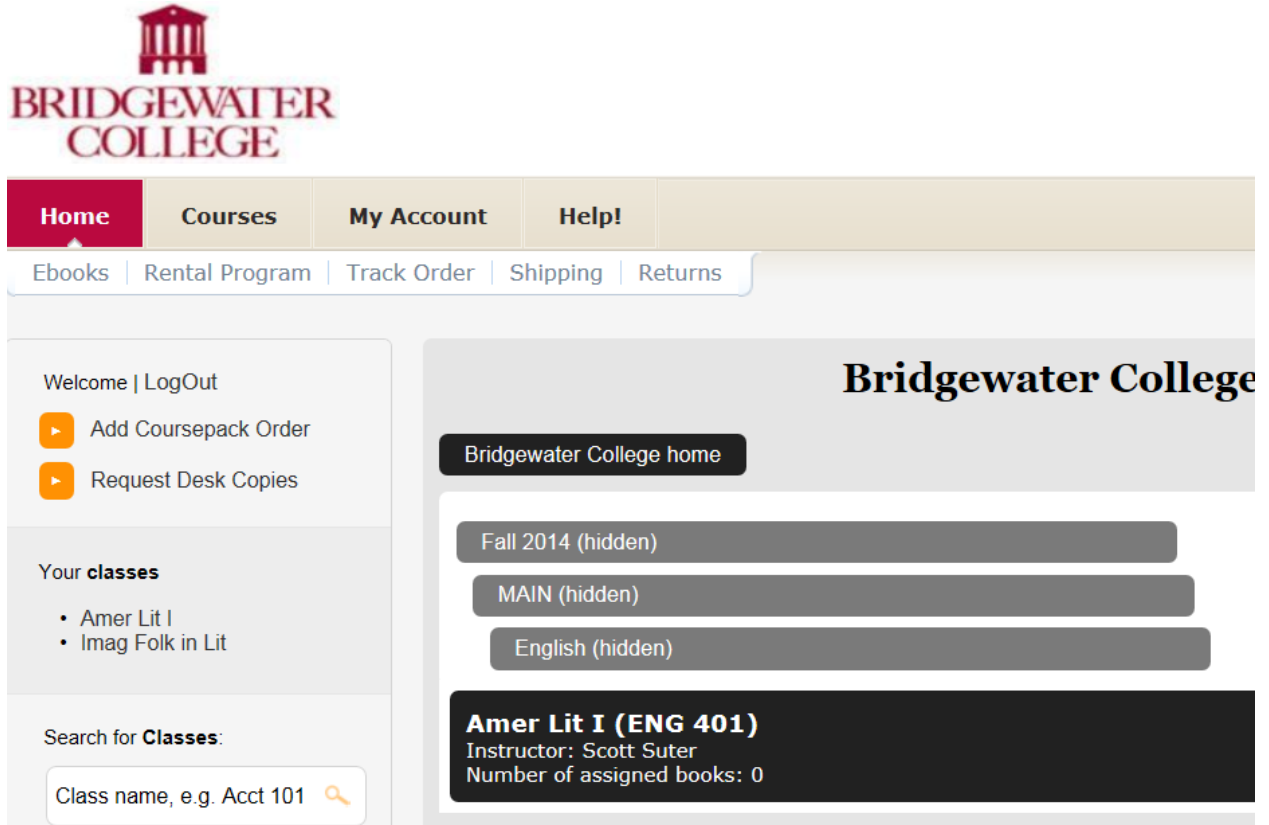


- 2) Once logged in your courses will be listed in the “Your Classes” section on the left menu (See #1). You can also navigate the entire list of current term courses by clicking on the menus under the Bridgewater College Home section (See #2) in the center of the page.

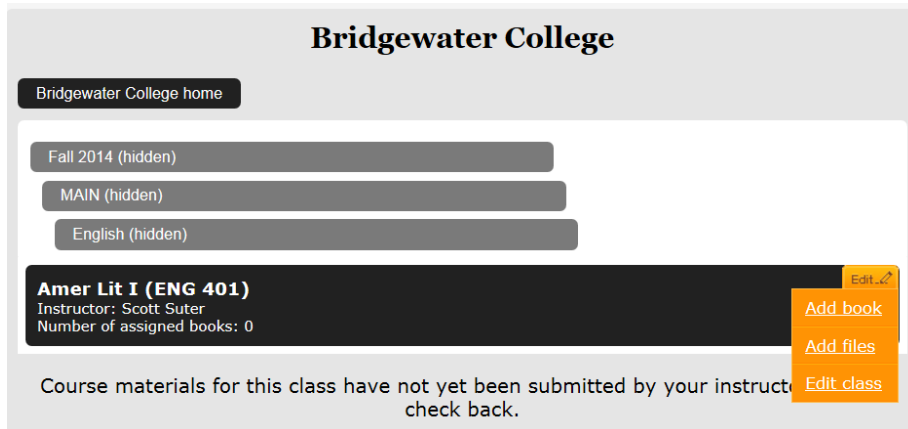


# How to Use the Faculty Online Bookstore Interface

- 3) Choose a course to enter your textbook information (or to indicate the course does not require a textbook. *Required.*)



- 4) Hover your mouse over the block box containing your course title. A yellow "Edit" button will appear.



## How to Use the Faculty Online Bookstore Interface 3

- 5) Choose “Add Book” and enter the ISBN number of your course textbook. If the text is Optional check this option before choosing “Add Book”. Repeat this step for additional textbooks.

The screenshot shows a web interface for adding a book to a course. At the top, a blue header reads "Add a new book into your course" and "Amer Lit I". Below this is a text input field with the placeholder "Enter ISBN number here.". Underneath the input field are two checkboxes: "This book is Optional" and "Sell new condition books only". At the bottom of the form are three orange buttons: "Remove Book", "Add Book", and "Cancel".

- 6) When your text has been added you will see the following screen.

**Amer Lit I (ENG 401)**  
Instructor: Scott Suter  
Number of assigned books: 1

Amer Lit I ( *This course has 1 items* )

**Fast-Pass:** Automatically adds the lowest-price retail copy of each item to your cart

*Please note that books without retail copies available will not be added, and must be selected below.*

Total price for 1 item in course: **\$43.07**

**ADD BOOK**

Or shop for items individually below:



**First Things Fast A Handbook for Performance Analysis**

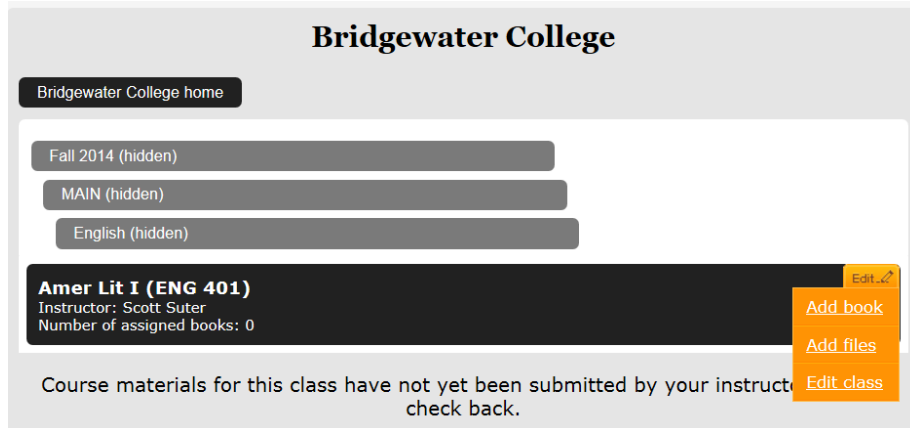
by Allison Rossett

**Item is Required**

ISBN: 9780787988487  
Publisher: Pfeiffer & Co  
Publish date: 2009-06-09  
Edition: 2

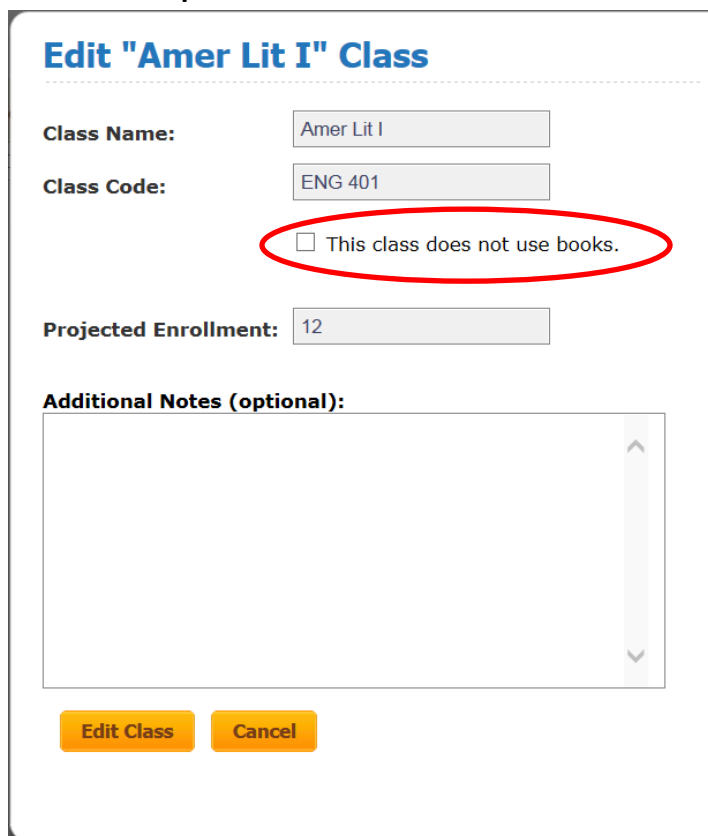
## Indicating course does not require a textbook.

- 1) Navigate to your course and hover over the black box with course title and click "Edit" then "Edit Class" in the yellow dropdown menu.



The screenshot shows the Bridgewater College online bookstore interface. At the top, it says "Bridgewater College" and "Bridgewater College home". Below that, there are three hidden course categories: "Fall 2014 (hidden)", "MAIN (hidden)", and "English (hidden)". The main course card is for "Amer Lit I (ENG 401)" with instructor "Scott Suter" and "Number of assigned books: 0". A yellow dropdown menu is open over the course card, showing options: "Add book", "Add files", and "Edit class". Below the course card, a message states: "Course materials for this class have not yet been submitted by your instructor. check back."

- 2) Choose the option for "This class does not use books."



The screenshot shows the "Edit 'Amer Lit I' Class" form. The form has the following fields and options:

- Class Name:** Amer Lit I
- Class Code:** ENG 401
- This class does not use books. (This checkbox is circled in red in the original image)
- Projected Enrollment:** 12
- Additional Notes (optional):** A large text area for notes.
- Buttons:** "Edit Class" and "Cancel"

## Entering Course Notes

If your course requires additional materials (such as a calculator or safety goggles) you can add notes to your course giving students information on what to purchase.

- 1) Navigate to your course and hover over the black box with course title and click "Edit" then "Edit Class" in the yellow dropdown menu.

**Bridgewater College**

Bridgewater College home

Fall 2014 (hidden)

MAIN (hidden)

English (hidden)

**Amer Lit I (ENG 401)** Edit  
Instructor: Scott Suter  
Number of assigned books: 0

Add book  
Add files  
Edit class

Course materials for this class have not yet been submitted by your instructor. Please check back.

- 2) In the "Additional Notes" section enter information to display to students and choose "Edit Class" to save.

### Edit "Amer Lit I" Class

**Class Name:** Amer Lit I

**Class Code:** ENG 401

This class does not use books.

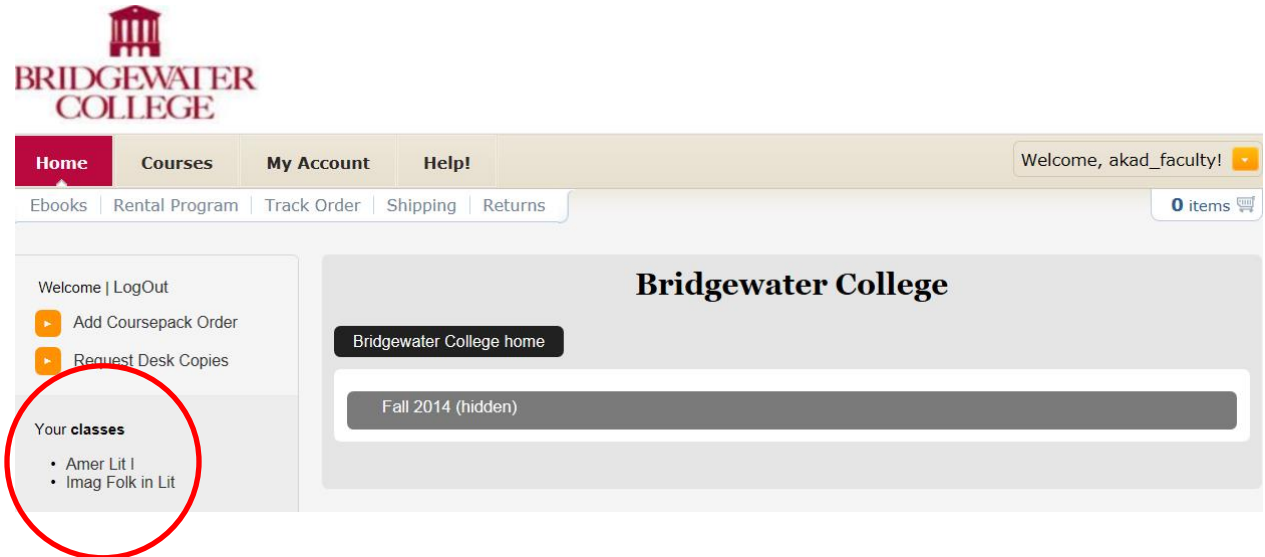
**Projected Enrollment:** 12

**Additional Notes (optional):**  
This class requires a TI-36X Pro Scientific Calculator and must be brought to the first day of class.

Edit Class Cancel

## Removing a Textbook Entry

- 1) Choose your course listed in the “Your classes” section on the left menu.



- 2) Hover over the course textbook you wish to remove. A yellow “Edit” button will appear. Click “Edit” and “Remove Book” and the item will be removed from the course.

