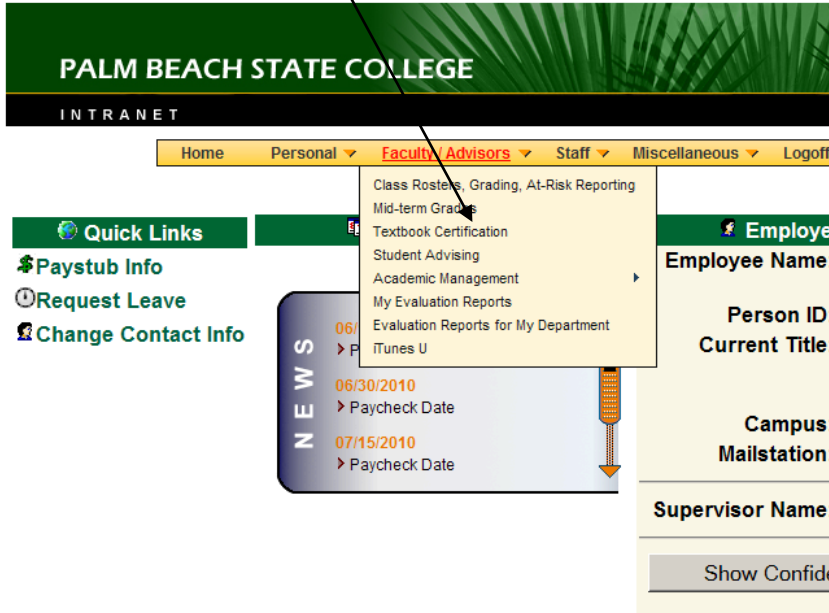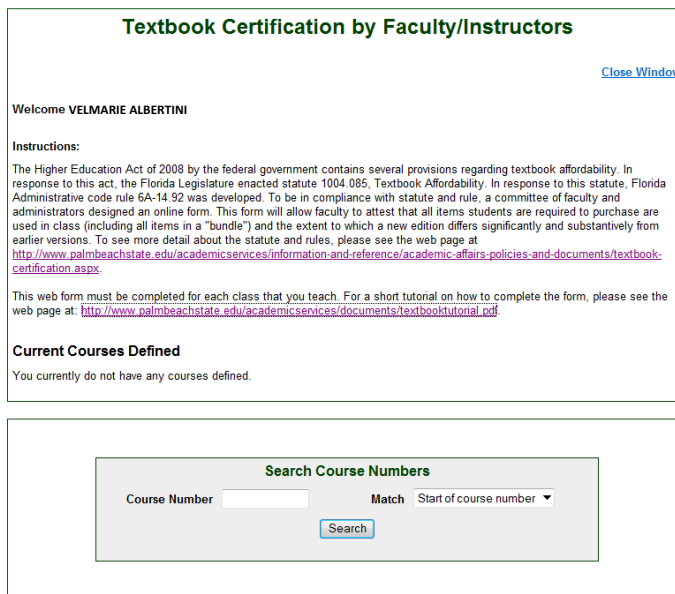**Palm Beach State College**
Tutorial - Online Web Form for faculty/instructor Textbook Certification – V2.0

1. **Sign on to EmployeeWeb –** Go to www.palmbeachstate.edu/employeeweb - and sign on using your user id and password. If you do not know your user id or password, please contact the Help desk (helpdesk@palmbeachstate.edu).

2. Hold your mouse over the Faculty/Advisors menu area and click on **Textbook Certification:**

3. **The following web screen will be displayed:**

4. **Enter the whole course number or the course prefix in the box under Search Course Numbers. Do not put spaces between the course prefix and number – example ENC1101– Click the Search button.**

5. **The system will return the exact course you entered, or all courses that start with the prefix you entered – click the radio button of the course you would like to select and click the Submit button:**

6. **The system will ask if you use a textbook for your selected course: Respond appropriately and click the Next button:**

Textbook(s) for 2010 - ENC1101

You currently do not have any textbooks defined for ENC1101.

1. Do you use a textbook in this course? ⊙ No ○ Yes

Next

7. **Assuming you responded "Yes", please complete the fields as indicated on the form, then click the Next button:**

Textbook(s) for 2010 - ENC1101

You currently do not have any textbooks defined for ENC1101.

Add new textbook

ISBN: [   ]   Title: [   ]

Author: [   ]   Publisher: [   ]

Edition: [   ]

2. The textbook is used in the following way(s) by students (check all that apply):

☐ Chapter Reading Assignments   ☐ Homework assignment

☐ Support for course learning outcomes ☐ Glossary and/or appendices

☐ In-class exercises   ☐ Technology based interactive exercises

☐ Other - Specify [   ]

3. Did the textbook require a new edition for 2010-11? ⊙ No ○ Yes

Next

8. **If you checked "Yes" that this was a new edition, the web form will prompt you to answer the following questions on why the new edition was needed, the value added by a new edition and if any additional textbooks are used in the course. If you clicked "No" you are sent to the next question in the web form. Click the Next button when finished.**

New Textbook Edition

Title: A Writer's Guide   **Author:** Shakespeare

4. A new edition for the course textbook(s) is needed due to:

☐ Publisher is not producing old edition.   ☐ A sufficient number of used textbooks are not available.

☐ The content in the new textbook is substantially changed.

☐ Other - Specify |_____|

5. The value added by the new edition includes:

☐ More current data   ☐ Corrections in errors of past editions

☐ Updated instructional information   ☐ Contemporary theory is included

☐ More effective technology resources

6. Does this course use an additional textbook?   ⦿ No   ○ Yes

Next

9. **If you indicated that additional textbooks are used in the course, you will complete the same fields as on the previous page. When all textbooks have been entered for the course, you will see the following screen. Question 7 on the form asks if you use any instructional materials OTHER THAN TEXTBOOKS that students must purchase – answer appropriately and click the Next button.**

Textbook(s) for 2010 - PSY2012

                    Textbook Title - Author

Edit   Delete   Introduction to Psychology - Frued

7. Do you use instructional materials (workbook, software, website or other) OTHER THAN TEXTBOOKS which a student is required to purchase?   ⦿ No   ○ Yes

Next

4

10. If you clicked "Yes" the web form will prompt you with the following screen. Click or provide the appropriate responses in questions 8 and 9 on the form below. Click the Finished with this Course button.
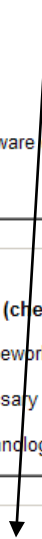
Instructional Materials Used

8. Type of Instructional Item: (check all that apply)

☐ Workbook   ☐ Software (CD-ROM or download)

☐ Website

☐ Other - Specify [   ]

9. The instructional item(s) is used in the following ways by students (check all that apply):

☐ Chapter Reading Assignments   ☐ Homework assignment

☐ Support for course learning outcomes   ☐ Glossary and/or appendices

☐ In-class exercises   ☐ Technology based interactive exercises

☐ Other - Specify [   ]

[Finished with this Course]

11. You will be returned to the original screen. You may choose to edit, delete or print the course you just entered, or you may add additional courses by using the **Click Here** link.

If you have finished, closing the web page will exit the system.

Textbook Certification by Faculty/Instructors

Welcome VELMARIE ALBERTINI   **Close Window**

Instructions:

The Higher Education Act of 2008 by the federal government contains several provisions regarding textbook affordability. In response to this act, the Florida Legislature enacted statute 1004.085, Textbook Affordability. In response to this statute, Florida Administrative code rule 6A-14.92 was developed. To be in compliance with statute and rule, a committee of faculty and administrators designed an online form. This form will allow faculty to attest that all items students are required to purchase are used in class (including all items in a "bundle") and the extent to which a new edition differs significantly and substantively from earlier versions. To see more detail about the statute and rules, please see the web page at http://www.palmbeachstate.edu/textbookcompliance.xml.

This web form must be completed for each class that you teach. For a short tutorial on how to complete the form, please see the web page at: http://www.palmbeachstate.edu/textbooktutorial.xml.

Current Courses Defined

Year - Course ID

Edit	Delete	Print	2013 - PSY2012

Thank you for using the Textbook Adoption Certification webform. **Click here** if you would like to add another course.

The courses and textbooks you entered are saved and can be edited and/or deleted as textbooks change in the future.

If you have any questions, problems or suggested improvements, please contact your Associate Dean.

Thank you!