MAINTAIN COURSE TEXTBOOKS

1. Login to MyBobcat at bocat.stu.edu
2. Under Webadvisor, click the Faculty link then select the Faculty Information menu.
3. Choose the Maintain Books for Courses link.
4. At Select a Term, choose the applicable term using the drop down menu OR enter a date range. Please do not enter both term and dates.
5. Click the Submit button to continue.
6. Choose the relevant course then click Submit to continue.

7. To search for and add a book you know is already in the system, such as one you've used before, click on Search and add Books, then choose Submit.
   a. At the Search box, enter either a title, author or ISBN then choose Submit.
   b. Check the "Add" box at the relevant book, and choose whether the book is required, optional or recommended then click Submit.
   c. The book will then appear in the book list for that class.

8. To add a New book to this class, choose "Add new book" then Submit.
   a. Enter all information highlighted by a red asterisk, as well as the book's ISBN number then Submit.
   b. The new book will then be added to the book list as well.

9. To remove a book, check the box under the Delete heading, then click Submit. The book will be removed from the book list.