

# 11

## ~~10~~ EASY STEPS TO...

### Copy Textbooks

1. Follow the instructions on “10 Easy Steps to Enter Textbooks” through step seven (7)
2. Select “Copy Textbook”
3. Select “OK” to the pop up message
4. Search for the course with the correct textbook information that you wish to copy
  - a. Institution – NYC College of Technology
  - b. Term – select the appropriate term
  - c. Course Subject – select the appropriate subject
  - d. Course Number – enter the appropriate number, if known
  - e. Course Career – Undergraduate
  - f. Uncheck “Show Open Classes Only”; this should NOT be selected
5. Select “Search”
6. Select the correct course
7. Once opened, verify that the textbooks are the correct ones to copy into the originally selected course:
  - a. If yes, select “Select Class” and go to step 8
  - b. If no, select “Cancel” and go back to step 1
8. Select “OK” (do not select “Copy Textbooks”)
9. Select the original course you were working on
10. Select “Textbook Entry Complete”
11. Select “OK”