If you’re already familiar with BookList system, you can use this as a cheat sheet. If you don’t know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other faculty members’ course materials lists!)

I. Log into Citizen CUNY / CUNY Portal (http://portal.cuny.edu) and go to the BookList application

II. Find your course

III. Enter books using a Google search

IV. Enter other course materials (CDs, course packets, DVDs, software, etc.) manually

Warning: If you complete these steps incorrectly, you may do harm to the course materials lists of other faculty members. Make sure that you fully read the instructions before and/or while completing these steps.
V

Indicate that no materials are needed for your course

OR

VII

Duplicate a course materials list from the current semester or a previous semester

OR

VIII

Check your course materials list

IX

Generate a report to send to the bookstore