Departmental administrators can use the BookList reports feature to monitor what courses do not yet have a course materials list in place.

1.1 In the full list of courses offered by your department, click on the “Access Reports” link.

1.2 Choose your department from the drop-down menu, and then click the “Go” link.
1.3 You will see a report that lists all courses from your department that do not yet have a course materials list.