II. FINDING YOUR COURSE

1. Look for a list of your courses on the BookList home page

   OR

2. Click on your department to find your course

   1. Look for your list of courses on the BookList home page.

   2. Click on your department to go to a full list of courses.

   2.1 Click on your department to go to a full list of courses.

   1.2 Click on “+” to expand the list of courses.

   1.3 After you click “+” you will see a full list of your courses. Click on a course to create or edit its course materials list, and skip to step III, “Adding Texts Through a Google Search.”

Tip: If there are multiple instructors of record for a course, all will have access to the text list for the course. To ensure accuracy and avoid confusion, coordinate with co-instructors early in the process of creating your course materials list in BookList.
II. Finding Your Course

2.2 BookList will bring you to a list of course offerings for your department. The "Add a New Book / Material" button and the "Edit Book List" link will appear beneath the courses for which you have full editing privileges.

2.3 If necessary, use this drop-down menu to choose a different semester.

Tip: You will only be able to edit the course materials list for the courses for which you are the instructor of record. If you do not have access to any courses for which you think you are the instructor of record, contact your departmental secretary.

2.4 To create a new course materials list, click "Add a New Book / Material."

2.5 To edit an existing course materials list, click "Edit Book List."

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Section</th>
<th>Add a New Book / Material</th>
<th>Edit Book List</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE EPIC GENRE (CMLT. 3609)</td>
<td>TR2 (reg. code 2320)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOD STORY &amp; NOVELLA (CMLT. 3608)</td>
<td>U12 (reg. code 3713)</td>
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<tr>
<td>AFRICAN LIT (CMLT. 3619)</td>
<td>MW11 (reg. code 1914)</td>
<td></td>
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</tr>
<tr>
<td>CARIBBEAN LITERATURE (CMLT. 3823)</td>
<td>ES6 (reg. code 3616)</td>
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