VII. “NO MATERIALS NEEDED” RECORDS

If you do not plan to require your students to purchase any materials for your course, you must indicate this in the BookList system. This will let your students know that they will not have to buy materials for your course; otherwise it may seem as though you simply haven’t yet completed a course materials list.

1.1 Find your course in your department’s list of courses. Click “Edit Book List.”

1.2 Click the “No Course Materials Needed” button.
1.3 Click “OK” to verify that you are not requiring your students to purchase any materials for your class.

1.4 A note will appear in the record for your course to indicate that you are not requiring your students to purchase any materials.