

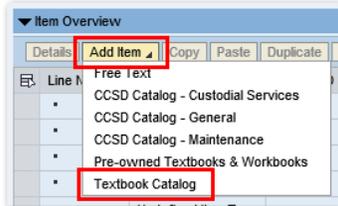
## Adopted Textbook Catalog Help Guide & Helpful Hints

Before you start, work with the teacher and use the Adopted Textbook Buy Guides to get the ISBNs for the textbooks to be ordered. ISBNs are listed in the Buy Guides, which can be found on the Purchasing & Warehousing website: <http://www.ccsd.net/departments/purchasing-warehousing/adopted-textbook-buy-guides>.

### Create Shopping Cart

#### In the CCSD Portal

1. Log on to the CCSD Portal.
2. Create CCSD Shopping Cart.
3. Add Item > Textbook Catalog.

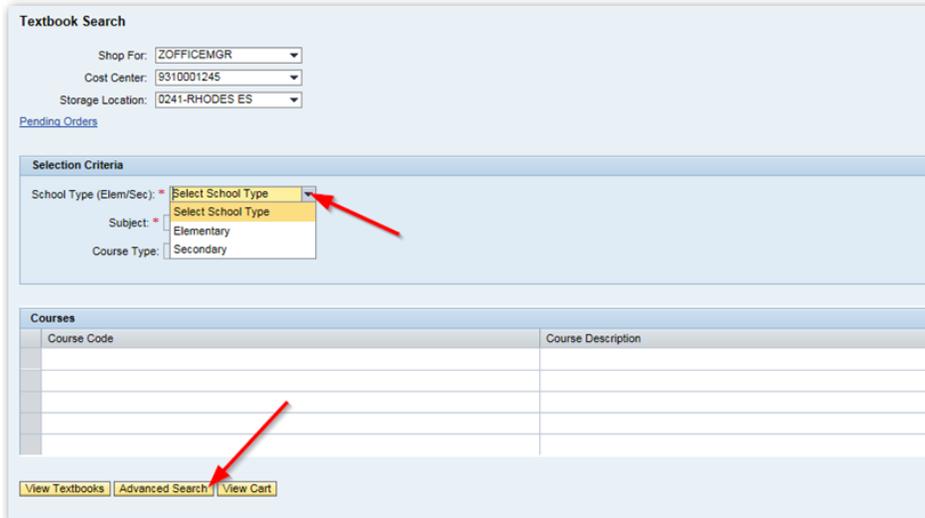


Note: the Textbook Catalog will create a new CCSD shopping cart. Any changes to account assignment or storage location must be made while you are in the Textbook Catalog. The original CCSD shopping cart that you used to open the Textbook Catalog is not used and can be discarded later.

#### In the Textbook Catalog

4. Locate the items to be ordered (by ISBN–step 4a. or by subject–step 4b.).
  - 4a. Locate the item if you have the ISBN.

Select **School Type**, then click **Advanced Search**.



Course Code	Course Description

# Adopted Textbook Catalog Help Guide & Helpful Hints

Fill in the ISBN, then click *View Textbooks*.

**Advanced Search**

**Search Criteria**

Publisher Code:  [View Publisher Details](#)

Grade: From:  - To:

Copyright Year:

ISBN 13:

ISBN 10:

Title:

[Home](#) [View Textbooks](#)

Continue to step 5.

4b. Locate the items by subject

Select *School Type* (Elementary or Secondary)

**Textbook Search**

Shop For:

Cost Center:

Storage Location:

[Pending Orders](#)

**Selection Criteria**

School Type (Elem/Sec): \*

Subject: \*

Course Type:

Select *Subject*

**Textbook Search**

Shop For:

Cost Center:

Storage Location:

[Pending Orders](#)

**Selection Criteria**

School Type (Elem/Sec): \*

Subject: \*

Course Type:

**Courses**

Course Code	Course Description
	Language Arts
	Library
	Mathematics
	Music
	Novels
	P.E.

## Adopted Textbook Catalog Help Guide & Helpful Hints

Select a course, then click [View Textbooks](#)

Course Code	Course Description
001210	Reading K
00141	Writing K
00161	Language K
01121	Reading 1
011210	Reading 1

[View Textbooks](#) [Advanced Search](#) [View Cart](#)

5. Add the items to the Textbook shopping cart.

Fill in the **Quantity** of textbooks and the number of **Teachers**. Make sure to enter the correct quantity and number of teachers to receive free supplements (teachers guides, workbooks, etc.). See [Helpful Hints - Supplementary Materials](#) for more information. If you have questions, contact Purchasing, (702) 799-5225.

Textbook List

Subject: Language Arts

Course Code	Course Description	Title	Publisher	Copyright Year	Hard/Soft	Adoption Date	Price	Quantity	Teachers
001210	Reading K	READYGEN K STU PKG W/DIG CRSWARE 7YR	SCO	2016	H	07/01/2016	1099.97	30	1

Click [Add to Cart](#).

[Home](#) [View Cart](#) [Add to Cart](#)

The Textbook Shopping Cart will be displayed listing the textbook plus any supplements. If you want to add more items to the shopping cart, click [Home](#) and return to step 4.

6. Order the shopping cart.

Click [Order](#).

Textbook Shopping Cart

Name of Shopping Cart:  Cost Assignment:  Cost Center: 931000124

Required On:    WBS Element:

Internal Order:

[Home](#) [Order](#) [Hold](#) [Update](#)

Title/Description	ISBN 13	ISBN 10
READYGEN K STU PKG W/DIG CRSWARE 7YR	9780328895205	

If you get this message, click [Yes](#), then click [Order](#) again.

**Exceptions Warning**

Some textbooks are in their last two years of adoption. If you want to proceed click yes, then click order again.

[Yes](#) [No](#)

## Adopted Textbook Catalog Help Guide & Helpful Hints

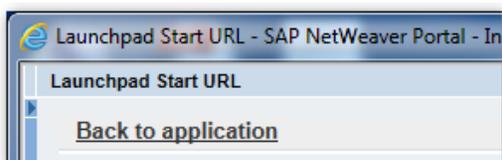
Click **Submit**. (This creates a new CCSD shopping cart and orders it.)



Click **Continue**.



- Return to the CCSD shopping cart.  
Click Back to Application.



### In the CCSD Portal

- Close the original CCSD shopping cart without saving.  
A new shopping cart was created while you were in the Textbook Catalog. The original shopping cart is empty and can be discarded.  
**Note:** The new shopping cart cannot be changed (edited).

### Helpful Hints

#### Advanced Search

- In Advanced Search, the wild card character is a percent sign (%), not an asterisk (\*). For example, search for textbooks with the word *read* anywhere in the title:

#### More Information about a textbook

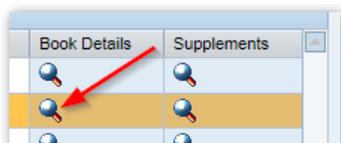
- See more information about a textbook  
Select textbook (Make sure the desired textbook is highlighted to see correct details or supplements)

Textbook List

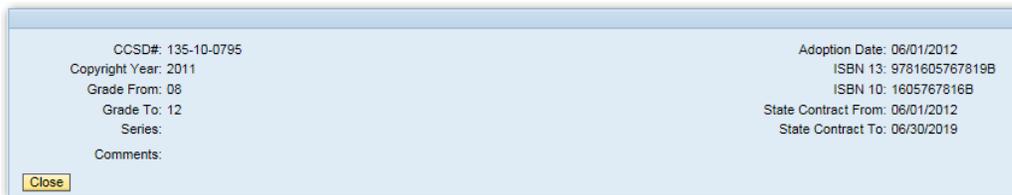
Subject: Foreign Language

Course	Course Des.	Title	Publisher	Copyright Yr	Hard/Soft	Adoption Date	Price	Quantity	Teachers	Book Details	Supplements
7752	French I	D'Accord Lv 1 Student Ed w/Supersite 3Yr	<a href="#">VIS</a>	2011	H	06/01/2012	76.00				
77544	French II H	D'Accord Lv 2 Student Ed w/Supersite 3Yr	<a href="#">VIS</a>	2011	H	06/01/2012	76.00				
77564	French III H	D'Accord Lv 3 w/Supersite 3Yr (Barcoded)	<a href="#">VIS</a>	2011	H	06/01/2012	78.00				

Click **Book Details** icon

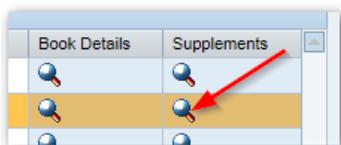


## Adopted Textbook Catalog Help Guide & Helpful Hints



- Supplementary Materials

Click the **Supplements** icon to display the list of supplements available with the selected textbook.



List information includes whether the supplement is free or not, how many supplements are provided free with the number of textbooks ordered, price if ordered separately from the textbook, etc.

Note: The shopping cart will show free items as costing \$.01. The purchase order will show free items as having no cost.

In the example below, Free Ratio indicates

1/30 - 1 item will be provided with every 30 textbooks ordered

7/1 - 1 item will be provided each year with each textbook ordered, for 7 years

1/1 - 1 item will be provided with each textbook ordered

**Supplements List**

Subject: Foreign Language  
 Course: 77544-French II H

Supplements						
Description	Available Free	Free Ratio	Free For	Option Tag	Price	Qu
D'ACCORD LV 2 STUDENT ED W/SUPERSITE 3YR						
D'Accord Lv 2 TE (Barcoded)	Y	1/30	Y		85.00	
D'Accord Lv 2 Cahier D'Exercices	Y	7/1	Y		13.00	
D'Accord Lv 2 Maestro Supersite Passcode	Y	1/1	Y		19.00	

Examples, Ordering textbook if Free Ratio for supplement is 1/30:

Quantity = 29, number of teachers = 1 → no supplement included

Quantity = 30, number of teachers = 1 → receive 1 copy of supplement

Quantity = 90, number of teachers = 1 → receive 3 copies of supplement (even though number of teachers is listed as 1, the number of supplements is calculated from quantity/30 = 3)

The number of teachers is only used if the Free Ratio = 1/T and Free For = T, i.e., one supplement per teacher.

### Holding a Shopping Cart

- Textbook Shopping Carts can be held and worked on or ordered later. They are held only in the Pending Orders area of the Textbook Catalog. Note: Held Textbook Shopping Carts are not listed in the CCSD Portal.

# Adopted Textbook Catalog Help Guide & Helpful Hints

Hold shopping cart.

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

[Home](#) [Order](#) [Hold](#) [Update](#)

**Hold Order**

Your order has been saved.

Your order no is : 24274

Your shopping cart name is : Textbook-ZOFFICEMGR 06/16/2016 13:43:21

[OK](#)

See list of held shopping carts.

**Textbook Search**

Shop For:

Cost Center:

Storage Location:

[Pending Orders](#)

Select the shopping cart.

**Pending Orders**

Text Order#	Shopping Cart Name
24274	Textbook-ZOFFICEMGR 06/16/2016 13:43:21

Choose what you want to do with the held shopping cart.

[Home](#) [Display](#) [Change](#) [Copy](#) [Delete](#)

## Change the Name of Shopping Cart

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

[Home](#)

Cost Assignment

Cost Center :

WBS Element:

Internal Order:

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Teachers	Net Price	E
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# Adopted Textbook Catalog Help Guide & Helpful Hints

## Change Storage Location

Change the Storage Location on the textbook catalog home page.

The screenshot shows the 'Textbook Search' form. The 'Shop For' dropdown is set to 'ZOFFICEMGR' and the 'Cost Center' is '9310001245'. The 'Storage Location' dropdown is open, showing a list of options. '0990-ED CTR KITCHEN' is highlighted in yellow. Other options include '0237-GOLDFARB ES', '0238-VANDERBURG ES', '0239-CAMBEIRO ES', '0240-ROGER BRYAN ES', '0241-RHODES ES', '0242-WEST PREP INST.', '0243-KELLER MS', '0244-LIED MS', '0245-MOJAVE HS', and '0246-PALO VERDE HS'. Two red arrows point to the selected item and the dropdown arrow.

## Delete Item

Mark the *Delete* checkbox, then click *Update*.

The screenshot shows the 'Textbook Shopping Cart' page. The 'Name of Shopping Cart' is 'Textbook-ZOFFICEMGR 06/16/2016 13:52:1' and 'Required On' is '07/18/2016'. The 'Cost Assignment' section shows 'Cost Center' as '9310001245'. The 'Update' button is highlighted with a red box. The table below shows the items in the cart. The 'CALCULUS W/ANALYTIC GEOMETRY (BARCODED)' item has its 'Delete' checkbox checked.

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Teachers	Net Price	Exception	Delete
CALCULUS GRAPH/NUMERICAL/ALG (BARCODED)	9780132014083B	0132014084B	97.47	2	1	194.94	X	<input checked="" type="checkbox"/>
Calculus Graph/Num/Alg Practice Workbook	9780132014113	0132014114	0.01	14		0.01	X	<input type="checkbox"/>
Calculus Graph/Num/Alg AP Test Prep WB	9780132026490	0132029499	0.01	2		0.01	X	<input type="checkbox"/>
CALCULUS W/ANALYTIC GEOMETRY (BARCODED)	9780618503001B	0618503005B	124.47	1	1	124.47	X	<input type="checkbox"/>
Calculus Test Prep Workbook	9780618149445	0618149449	0.01	7		0.01	X	<input type="checkbox"/>

This will remove the item and its supplementary materials from the shopping cart.

The screenshot shows the 'Textbook Shopping Cart' page after the item has been removed. The 'Update' button is still highlighted. The table now only contains the 'CALCULUS W/ANALYTIC GEOMETRY (BARCODED)' item and the 'Calculus Test Prep Workbook'.

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Teachers	Net Price	Exception	Delete
CALCULUS W/ANALYTIC GEOMETRY (BARCODED)	9780618503001B	0618503005B	124.47	1	1	124.47	X	<input type="checkbox"/>
Calculus Test Prep Workbook	9780618149445	0618149449	0.01	7		0.01	X	<input type="checkbox"/>

## Change the Account Assignment

The Account Assignment is changed in the textbook shopping cart, not in the CCSD shopping cart. It is changed in different places, depending on whether the change is to a Cost Center, to a WBS Element or an Internal Order.

## Cost Center

If changing a cost center, select the Cost Center from the pull-down menu on the Home page of the textbook catalog. The list of cost centers are those assigned to you. You can only select from that list, you cannot enter a cost center that is not on the list. If you need a different cost center, it must be added to your attributes. (Call the Help Desk.)

The screenshot shows the 'Textbook Search' form. The 'Shop For' dropdown is set to 'MILLIES1' and the 'Cost Center' is '1010001070'. The 'Storage Location' dropdown is open, showing a list of options. '1010001070' is highlighted in yellow. Other options include '1010001050', '1010001071', and '1010002050'.

# Adopted Textbook Catalog Help Guide & Helpful Hints

## WBS Element

WBS Element (or Bond Funds) is changed on the textbook shopping cart after you have added items.

Choose WBSElement and fill in the number.

[Back to application](#)

### Textbook Shopping Cart

Name of Shopping Cart:   
Required On:

Cost Assignment  
 Cost Center :   
 WBSElement:   
 Internal Order:

[Home](#) [Order](#) [Hold](#) [Update](#)

Title/Description	ISBN 13
READYGEN K STU PKG W/DIG CRSWARE 7YR	9780328895205

You will get an error message if the number is not valid or if it cannot be used for textbooks.

 The WBS element does not exist or not valid for textbook

### Textbook Shopping Cart

## Internal Order: Grant

Internal Order is changed on the textbook shopping cart after you have added items.

Choose Internal Order and fill in the number. (Use an uppercase G. Error occurs if it's a lowercase g.)

[Back to application](#)

### Textbook Shopping Cart

Name of Shopping Cart:   
Required On:

Cost Assignment  
 Cost Center :   
 WBSElement:   
 Internal Order:

[Home](#) [Order](#) [Hold](#) [Update](#)

If you want to change the Functional Area, Hold the textbook shopping cart.

[Back to application](#)

### Textbook Shopping Cart

Name of Shopping Cart:   
Required On:

Cost Assignment  
 Cost Center :   
 WBSElement:   
 Internal Order:

[Home](#) [Order](#) [Hold](#) [Update](#)

**Hold Order**

Your order has been saved.  
Your order no is : 24433  
Your shopping Cart name is : Textbook-ReadyGen K

[OK](#)

Title/Description	ISBN 13
READYGEN K STU PKG W/DIG CRSWARE	9780328895205
ReadyGEN K Lvlid Text Lib 6/60 TtIs 2Pt	9780328814176
ReadyGEN K Reader's/Writer's Journal	9780328851553
ReadyGEN K Reader's/Writer's Journal TC	9780328851621
ReadyGEN K Scaffolded Strategies Hand	9780328851690
ReadyGEN K Assessment Book TM	9780328852444
ReadyGEN K Assessment Student Book	9780328852512

## Adopted Textbook Catalog Help Guide & Helpful Hints

Bring back the textbook shopping cart: On the home page, click on [Pending Orders](#)

[Back to application](#)

**Textbook Search**

Shop For:

Cost Center:

Storage Location:

[Pending Orders](#)

Select the held cart and click [Change](#)

**Pending Orders**

Text Order#	Shopping Cart Name
24433	Textbook-ReadyGen K
24432	Textbook-hold this cart
24429	Textbook-ZOFFICEMGR 09/28/2017 14:30:40
24428	Textbook-copy of held
24427	Textbook-ZOFFICEMGR 09/27/2017 07:30:56
24424	Textbook-change name
24422	Textbook-ZOFFICEMGR 08/23/2017 09:56:38
24409	Textbook-ZOFFICEMGR 04/10/2017 10:15:03

[Home](#) [Display](#) [Change](#) [Copy](#) [Delete](#)

The held shopping cart will open for editing, including the Functional Area

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

Cost Assignment

Cost Center :

WBSElement:

Internal Order:

Functional Area:

[Home](#) [Order](#) [Hold](#) [Update](#) [< Back](#)

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Teachers	Net Price	Exception	Delete
READYGEN K STU PKG W/DIG CRSWARE 7YR	9780328895205		1099.97	1	1	1099.97		<input type="checkbox"/>

**Note: If you hold the shopping cart, the Storage Location (Home page) and Notes for Approval (Shopping Cart) will be cleared. Fill in the information and click the [Update](#) button.**

# Adopted Textbook Catalog Help Guide & Helpful Hints

## Internal Order: 170 Money and Other Funds

Choose Internal Order and fill in the number.

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

Cost Assignment

Cost Center :

WBSElement:

Internal Order:

[Home](#) [Order](#) [Hold](#) [Update](#)

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Te
READYGEN 1 STU PKG W/DIG CRSWARE 7YR	9780328895540		61.47	20	1

When you click order, the Functional Area will be displayed so you can fill it in.

 The order number entered does not have a valid functional area.

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

Cost Assignment

Cost Center :

WBSElement:

Internal Order:  **Functional Area:**

[Home](#) [Order](#) [Hold](#) [Update](#) [< Back](#)

Title/Description	ISBN 13	ISBN 10	Price	Quantity	Teachers	Net Price	Exception	Delete
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