Booklist – Getting Started for Faculty

The UNH Booklist enables faculty to post required course books to students. Students can access the course books before the start of the semester and acquire the books before the first day of classes. This document contains the information needed for faculty to step through creating booklist, adding books, and sending notifications to the bookstores (UNH Bookstore and Durham Book Exchange).

In this document you will find steps on how to:
- Search your course to assign a booklist
- Add a new booklist
- Send URL for booklist to students
- Email booklist to Bookstores

Access UNH Booklist
Login to Blackboard.unh.edu (using Bb username/password). Under the UNH tab, MyUNH subtab, locate the faculty module: UNH -- Booklist Creation / FACULTY BOOKLIST FORM and choose CLICK HERE to access Booklist.

Update Contact Information
The first time you access the UNH Faculty Booklist, you may be prompted to update your Contact Information. You can return to the Contact Info tab at any point to update your information if it changes.

1. Enter your name, email address and your telephone number.
2. Click Apply Changes.
My Booklist view

The My booklist view is your initial view that contains a list of courses currently assigned to you. This view allows you to search your existing My Booklist, as well as, update course or book information.
Search My Booklist
Use the Add new booklist function to locate a course and assign a new booklist.

1. Select the **Add new booklists** button.

2. In the search screen, enter your search criteria by selecting any combination of the following fields;
   - Instructor
   - Term
   - Campus
   - Course name

3. Select **Go**.

4. In the results view select the check box next to the desired course.
5. Select **Add selected courses**.
6. Enter the instructor and expected enrollment. You can also enter notes for the students.
7. Select **Save**.
Add Books to your Booklist
The following steps detail how to search and add a specific book to your course.

1. Click the Add book link to the right of the target course.

2. Enter your book search criteria using either an ISBN number or a title and select Go.

3. In the Search Results, select the radio button next to the book you would like to add and click Add selected book.
4. The **Course Book** window opens showing the book details and allowing you to make updates to any of the fields.
5. Click **Save** to add book to the course booklist.
Send Booklist to Students
When you have completed the booklist you can notify the students by either copying/pasting the URL into your Blackboard or MyCourses course announcements or by sending an email to your students.

1. Click the “+” to expand the Show/Hide Booklist URL to reveal a URL link to the booklist.

2. You can copy/paste the URL into your Blackboard course or email it to your students.

3. Click on the All my booklist breadcrumb to return to the My booklist view.
Email Booklist to Bookstore

Use the Send email link to send the booklist to the bookstores. You will receive a copy of the email to the email address you designated in the Contact Info section.

1. Select the checkbox for the course, and select the Send email button.

2. In the Please Confirm window, enter notes for the bookstore.

3. Select Send email now.

4. A confirmation window appears. Select Back to my booklists.
5. In the My booklist view the booklist now indicates the date the email was sent. You can edit the booklist as needed using the Manage books link and then resend the email by selecting the **Resend** link.