This document will walk you through the steps for the following tasks:

- Adding and editing textbooks or other items for your classes.
- Copying items from one class to another.
- Updating the status of a class’s items list.

The My Textbooks site is located at the following address:
http://eagle.northwestu.edu/my-textbooks/

You must be logged into the Eagle Website to manage your classes’ items. Check the top-right corner of the website to see your login status.

**Adding and editing textbooks or other items for your classes**

- After logging in, click the Build My Book Lists link at the top of the page.
  
  *Your current and upcoming classes will be listed.*

- Click the blue Add an Item button near the top of the page.
  
  *You’ll be taken to the form that will allow you to enter information about an item.*

  If students are required to have more than one item (e.g. five bluebooks), enter the quantity to the right of the “Required” text.

- When you have finished entering information about the item, click the blue Add Item button.

- When an item has been approved by your dean, its Status icon will change from 🛑 to ✔️.

- To edit an item that you have already added to a class, click its 📊 icon in the Options column.

- Use the form to make updates, and then click the blue Save Changes button.

  *If the item was already approved, editing its information will reset its approval status to Pending.*

- To remove an item from a class, click its 🗑️ icon in the Options column.

**Copying Items from one class to another**

- Use the form at the very bottom of the Build by Book Lists page to copy items from one class to another.

- After selecting the Copy All From Section and To Section classes, click the blue Copy Items button.

  *Each item will be copied to the new class with a Pending Dean Approval status.*

**Updating a class’s status**

The status of a list of items helps students and deans to know your intention for each class.

- Use the Class Status drop-down menu to indicate the status of a class’s items. As soon as an option is selected, the status will be updated.

  *If a class’s list is set as complete, it will be removed from the drop-down menus for adding or copying into.*