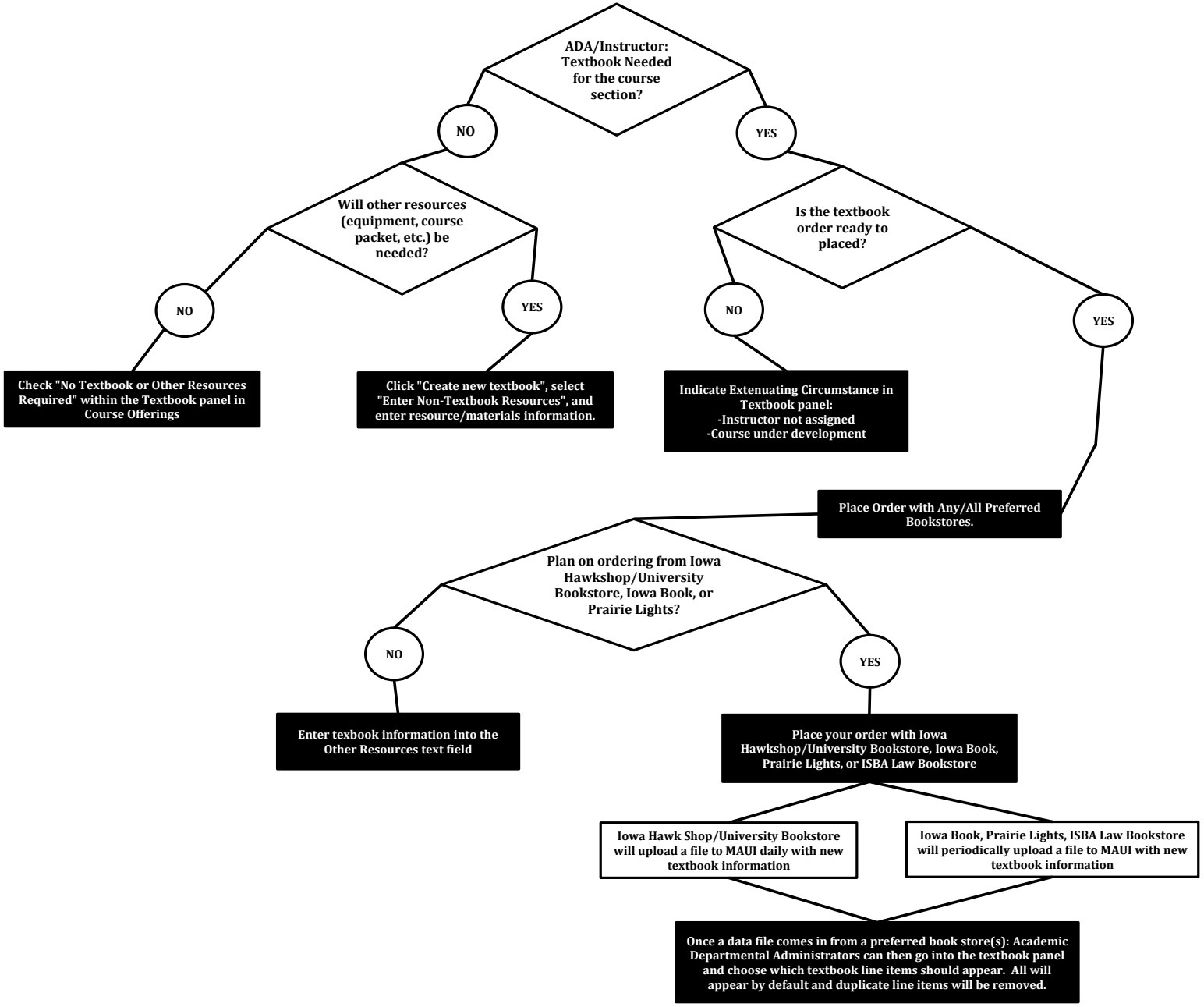
ADA/Instructor: Textbook Needed for the course section?
NO
YES
Will other resources (equipment, course packet, etc.) be needed?
Is the textbook order ready to placed?
NO
YES
NO
YES
Check "No Textbook or Other Resources Required" within the Textbook panel in Course Offerings
Click "Create new textbook", select "Enter Non-Textbook Resources", and enter resource/materials information.
Indicate Extenuating Circumstance in Textbook panel:
-Instructor not assigned
-Course under development
Place Order with Any/All Preferred Bookstores.
Plan on ordering from Iowa Hawkshop/University Bookstore, Iowa Book, or Prairie Lights?
NO
YES
Enter texbook information into the Other Resources text field
Place your order with Iowa Hawkshop/University Bookstore, Iowa Book, Prairie Lights, or ISBA Law Bookstore
Iowa Hawk Shop/University Bookstore will upload a file to MAUI daily with new textbook information
Iowa Book, Prairie Lights, ISBA Law Bookstore will periodically upload a file to MAUI with new textbook information
Once a data file comes in from a preferred book store(s): Academic Departmental Administrators can then go into the textbook panel and choose which textbook line items should appear. All will appear by default and duplicate line items will be removed.