DISTRICT

TIPWeb*IM*

Book Course Relationships
HOT TOPIC

District User: Setup of Book-Course Relationships using TIPWeb-IM

Setting up the book-course relationships is import to have for both the district level and the campus level. The relationship assists in the ordering of the correct number of textbooks. It provides the quantity needed for each title based on the number of students enrolled in a course. With the relationships properly created you have the ability to run reports to give you the overall total student enrollment by course and by campus. This lets you know how many of each title you need district wide as well as where they need to be located in your district.

The Courses area of TIPWeb-IM allows you to maintain courses and the relationships between courses and textbooks by assigning textbooks to courses, setting district and campus (for students and teachers) eligibility percentages, and viewing current and maximum student and teacher enrollment numbers (for each campus in the district). The majority of this course and enrollment information is gathered from data extracted from the Student Information System (SIS) and automatically imported into TIPWeb-IM.

You have the ability to setup the book-course relationships. These two areas are: *Textbooks* by assigning the course to the textbook and *Other Data/Courses* by assigning the textbook to the course.

What is the difference between the Campus and District percentages?

The **Campus Student** and **Campus Teacher** percentages are the percentages that you want to allow your campuses to order in respect to a particular title and enrollment in the course(s) tied to the book.

The **District Student** and **District Teacher** percentages are the percentages that you want to be eligible to order for your entire district in respect to a particular title based on overall campus enrollment totals.

For example: You want to be eligible to receive 103% of a particular title for your entire district. However, you want to allow your campuses to be eligible to order only 100% of this particular title. This allows you to retain 3% in your textbook warehouse for miscellaneous needs.

In addition, there are reports at both the district and the campus level that require the book-course relationship to exist in order to populate membership/data. Examples of these reports are provided beginning on page 7 of this document.

How to Assign a Textbook to a Course

To assign a textbook to a course, use the following steps:

1. Click on ![Other Data icon] **Other Data**, located in the Navigation Bar.

2. Click on ![Courses icon] **Courses**.

3. Search for the course to which you want to assign a textbook.

4. Click on ![Details icon] (**Details**) in the row listing the course to which you want to assign a textbook. The **Course Details** page opens with the **Textbooks** tab already selected.

5. Click on ![Add icon] (**Add**) located underneath the **Textbooks** tab. The **Course/Book Assignment** page opens.

6. Search for the textbook you want to assign to the course.

7. Click on the check box to the left of the textbooks that you want to assign this course.

8. Enter the **District Student %**, **Campus Student %**, **District Teacher %**, and the **Campus Teacher %** in the fields provided.   (Refer to

9. **What is the difference between the Campus and District percentages**?)

    Note: If multiple textbooks are used in a course, different percentages can be used for each.

9. Click on ![Add Selected icon] (**Add Selected**) to assign the selected textbook(s) to the course.

10. Click on ![Previous Page icon] (**Previous Page**) to return to the **Details** page of this course.

How to Assign a Course to a Textbook

To assign a course to a textbook, use the following steps:

1. Click on ![books icon] Textbooks, located in the Navigation Bar.

2. <u>Search</u> for the textbook to which you want to assign a course.

3. Click on ![magnifier icon] (**Details**) in the corresponding row.

4. Click on **Courses** .

5. Click on ![add icon] (**Add**).

6. Search for the course you want to assign to this textbook.

> *Note: If you are experiencing difficulty locating a course in your courses database, search by using part of the course's title or course number .*

> ***For example:*** *You are searching for the course named Biology. However, the district has the course name listed as BIO. When you type in Biology, the search result comes up empty. If you type in bio, the course will be listed.*

> *If you still cannot find the course, check with your district curriculum department.*

7. Select the check box to the left of the courses that you want to assign to this textbook.

8. Enter the **District Student %**, **Campus Student %**, **District Teacher %**, and the **Campus Teacher %** in the fields provided. (Refer to

   What is the difference between the Campus and District percentages?)

   Note: If multiple courses are using the same textbook, different percentages can be used for each.

9. Click on ![add selected icon] (**Add Selected**) to assign the selected course to the textbook.

10. Click on ![previous page icon] (**Previous Page**) to return to the **Details** page of this textbook.

Transfer Book/Course Relationships Overview

The ![icon] Transfer Book-Course Relationships feature allows you to transfer to all campuses the book-course relationships the district has created. This ensures the campus settings match those of the district. Use this feature when a new campus is added to the district or to correct any errors.

For example, if a new campus is added to your district, you need to initialize that campus by assigning books to it. However, you need to set the student and teacher percentages to ensure the campus receives the correct quantity of books. You can do this by utilizing the ![icon] Transfer Book-Course Relationships feature.
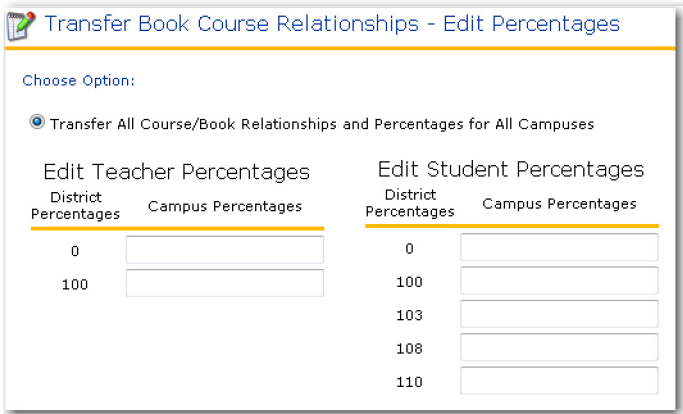
Note: **We have found the percentage for students is generally set to 100%. You may wish to set a percentage increase of 1% to 3% for new student enrollment or schedule changes to allow for textbook availability. For teacher editions, the percentages are generally set to 100% for both the district and campus.**

To transfer book-course relationships, use the following steps:

1. Click on ![icon]Tools, located in the Navigation Bar.

2. Under the **Global Tools** subcategory, click on ![icon] Transfer Book-Course Relationships.

   The ![icon] Transfer Book-Course Relationships - Edit Percentages page opens.

3. Enter the teacher and student percentages for the campus level in the blank fields as shown below:

4. Click on ![GO](**Transfer Book-Course Relationships**). You will be asked to select OK to proceed.

5. Click **OK**. Once the process is complete, you will receive a success message.

6. Click **OK**. You are returned to the ![icon]Tools page.

Reset Course Enrollment Overview

While resetting course enrollment counts is not directly tied to creating your book-course relationships, it does have an effect on eligibility. Use the Reset Course Enrollments feature to reset all course enrollments for all campuses to zero. You will use this feature at the end or at the beginning of a semester or school year. This assures that the prior semester enrollment counts have been removed and you are seeing current correct course enrollment counts.

To reset all campus and course enrollments, use the following steps:

1. Click on Tools, located in the Navigation Bar.

2. Under the **Global Tools** subcategory, click on Reset Course Enrollments.

   The Reset Course Enrollments page opens as shown in the following screen capture.
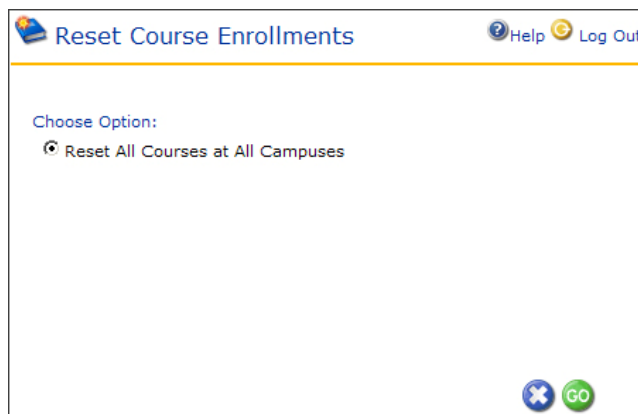
3. Click on (**Reset Course Enrollments**) to reset all your courses for the upcoming semester or school year.

3. You will be asked to click on OK to proceed.

4. You will receive a Success message once the process is complete. Click **OK** and you are returned to the Tools page.

Reports affected by the setup of the book-course relationships:

District Reports/Campus Needs by Title Report
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Purpose: To provide a list of titles displaying the campuses to which the title is distributed. This report is designed to give a quick glance of where books are in the district and who has more or less books than they qualify for based on their eligibility.

Description: The report lists the SLC, ISBN, title publisher and the number in district storage. The number of books distributed to each campus along with the student and teacher count, and eligibility is displayed. The number of books over eligibility and the number of books short of eligibility is displayed along with the number of books not in use by the campus.

Learning ISD
Campus Needs by Title Report
Thursday, March 11, 2010

SLC	ISBN	Title	Publisher	District Storage
4200	0022780998	McGraw-Hill Science, Gr. 4	McGraw-Hill School Division	52

Campus Name	Course ID	Campus Inv	Student Count	Teacher Count	Eligibility			Not In Use
Learning High School	3701	28	112	0	112			
		Totals	112	0	112	Short	-84	

SLC	ISBN	Title	Publisher	District Storage
57H0	0022819401	Macmillan/McGraw-Hill Health and Wellness 5th Grade	McGraw-Hill School Division	598

Campus Name	Course ID	Campus Inv	Student Count	Teacher Count	Eligibility			Not In Use
Learning High School	5500	1	1	1	1			
		Totals	1	1	1		0	

SLC	ISBN	Title	Publisher	District Storage
9423	002636378X	Glencoe French 3: En voyage	Glencoe / McGraw-Hill	3895

Campus Name	Course ID	Campus Inv	Student Count	Teacher Count	Eligibility			Not In Use
Learning High School	5203	5	11	0	11			
		Totals	11	0	11	Short	-6	

District Reports / District Analysis of Need Current Enrollment

Purpose: To provide a list of titles displaying all district materials and what the need is based on the district's overall eligibility. This report is designed to give a quick glance of which materials the district has more or less books than they qualify for based on their eligibility.

Description: The report lists the SLC, ISBN, Title, Publisher, Price, Student Enrollment, Teacher Enrollment, Eligibility, Inventory, Storage, Over and Short Eligibility.

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Learning ISD

District Analysis of Need Current Enrollment

Thursday, March 11, 2010

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SLC	ISBN	Title	Publisher	Price	Students	Teachers	Eligible	INV	Storage	Over	Short
4200	0022780998	McGraw-Hill Science, Gr. 4	McGraw-Hill School Division	$32.00	2420	0	812	80	52		732
37H0	0022803742	Macmillan/McGraw-Hill Health and Wellness 3rd Grade	McGraw-Hill School Division	$40.00	794	0	794	1018	598	224	
17H0	0022819282	Macmillan/McGraw-Hill Health and Wellness Teacher	McGraw-Hill School Division	$200.00	838	0	838	106	59		732
47H0	0022819398	Macmillan/McGraw-Hill Health and Wellness 4th Grade	McGraw-Hill School Division	$40.00	791	0	791	1020	600	229	
57H0	0022819401	Macmillan/McGraw-Hill Health and Wellness 5th Grade	McGraw-Hill School Division	$40.00	717	1	716	1018	598	302	
9423	002636378X	Glencoe French 3: En voyage	Glencoe / McGraw-Hill	$40.00	55	0	55	3900	3895	3845	
9526	0026759209	Family Health	Glencoe / McGraw-Hill	$34.80	329	0	250	4400	4230	4150	
9520	0026759802	Creative Living	Glencoe / McGraw-Hill	$44.28	11	0	11	3900	3893	3889	
9478	002676170X	Homes: Today And Tomorrow	Glencoe/McGraw-Hill Division	$42.19	99	0	99	28	0		71

District Reports / District Analysis of Need Max Enrollment

Purpose: To provide a list of titles displaying all district materials and what the need is based on the district's overall eligibility. This report is designed to give a quick glance of which materials the district has more or less books than they qualify for based on their eligibility.

Description: The report lists the SLC, ISBN, Title, Publisher, Price, Student Enrollment, Teacher Enrollment, Eligibility, Inventory, Storage, Over and Short Eligibility.

Learning ISD
District Analysis of Need Max Enrollment
Thursday, March 11, 2010

SLC	ISBN	Title	Publisher	Price	Students	Teachers	Eligible	INV	Storage	Over	Short
4200	0022780998	McGraw-Hill Science, Gr. 4	McGraw-Hill School Division	$32.00	2592	0	842	80	52		762
37H0	0022803742	Macmillan/McGraw-Hill Health and Wellness 3rd Grade	McGraw-Hill School Division	$40.00	860	0	860	1018	598	158	
17H0	0022819282	Macmillan/McGraw-Hill Health and Wellness Teacher	McGraw-Hill School Division	$200.00	896	0	896	106	59		790
47H0	0022819398	Macmillan/McGraw-Hill Health and Wellness 4th Grade	McGraw-Hill School Division	$40.00	824	0	824	1020	600	196	
57H0	0022819401	Macmillan/McGraw-Hill Health and Wellness 5th Grade	McGraw-Hill School Division	$40.00	782	1	781	1018	598	237	
9423	002636378X	Glencoe French 3: En voyage	Glencoe / McGraw-Hill	$40.00	79	0	79	3900	3895	3821	
9526	0026759209	Family Health	Glencoe / McGraw-Hill	$34.80	378	0	258	4400	4230	4142	
9520	0026759802	Creative Living	Glencoe / McGraw-Hill	$44.28	16	0	16	3900	3893	3884	
9478	002676170X	Homes: Today And Tomorrow	Glencoe/McGraw-Hill	$42.19	197	0	197	28	0		169

District Reports / Master Course Listing Report

Purpose: To provide a list of courses, displaying the titles that are assigned for use in the course(s). This report is designed to give a quick glance of what has and has not been assigned along with corresponding course enrollments.

Description: The report lists the Course ID, Course Name, Student Enrollment, Teacher Enrollment, Max Student Enrollment, Max Teacher Enrollment for all courses assigned to your campus. Then in the detail section of each it displays the SLC, ISBN, Title, Student Percentage and Teacher Percentage that are for use in the above course.

Learning ISD

Master Courses Listing Report
Thursday, March 11, 2010

CourseID		CourseName	Student Enrollment	Teacher Enrollment	Max Student Enrollment	Max Teacher Enrollment
8102		**ACCOUNTING 1**	74	0	88	
SLC	**ISBN**	**Title**			**Student %**	**Teacher %**
9641	0028036174	Accounting: Concepts/Procedures/Applications, 1st			100	0
9650	0538437316	Century 21 Accounting for Texas, Multicolumn Journal Approach			100	0
8103		**ACCOUNTING 2**	13	0	23	
SLC	**ISBN**	**Title**			**Student %**	**Teacher %**
9642	0028036425	Accounting: Concepts/Procedures/Applications, Adva			100	0
9650	0538437316	Century 21 Accounting for Texas, Multicolumn Journal Approach			100	0
2020		**ADV CON MATH**	34	0	40	
SLC	**ISBN**	**Title**			**Student %**	**Teacher %**
6120	0028336712	Mathematics: Apps. & Connect., Course 1, Enhanced, Gr. 6			100	0
8251		**ADVERTISING**	0	0	137	
SLC	**ISBN**	**Title**			**Student %**	**Teacher %**
9554	0538435763	Marketing, Anniversary Edition			100	0
8069		**AG COMM**	9	0	28	
SLC	**ISBN**	**Title**			**Student %**	**Teacher %**
9504	0766814106	Agricultural Mechanics, 4th Edition			100	0

Campus Reports / Campus Reports / Campus Analysis of Need Report

Purpose: To provide a list of titles displaying all campus materials and what the need is based on the campus's overall eligibility. This report is designed to give a quick glance of which materials the campus has more or less books than they qualify for based on their eligibility.

Description: The report lists the SLC, ISBN, title publisher, price, student enrollment, teacher enrollment, eligibility, inventory, storage, over and short eligibility.

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Learning High School
Campus Analysis of Need Report
Tuesday, March 22, 2011

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SLC	ISBN	Title	Publisher	Price	Students	Teachers	Eligible	INV	Storage	Over	Short
94G1	0030372542	Holt German 1, Komm mit!	Holt, Rinehart and Winston / Harcourt	$53.00	51	0	51	54	13	3	
94G2	0030372569	Holt German 2, Komm mit!	Holt, Rinehart and Winston / Harcourt	$54.30	38	0	38	43	9	5	
94G3	0030372577	Holt German 3, Komm mit!	Holt, Rinehart and Winston / Harcourt	$55.20	14	0	14	18	4	4	
97H1	0030379814	Texas Holt Lifetime Health	Holt, Rinehart and Winston / Harcourt	$60.30	30	0	30	572	534	542	
9041	0030520037	Elements Of Language, Grade 9	Holt, Rinehart	$46.50	604	0	604	101	100		-503
9051	0030520622	Elements Of Literature I	Holt, Rinehart	$50.85	678	0	678	620	407		-58
9052	0030520630	Elements Of Literature II	Holt, Rinehart	$50.85	563	0	563	502	136		-61
9053	0030520649	Elements Of Literature III	Holt, Rinehart	$52.20	477	0	477	475	251		-2
9054	0030520673	Elements Of Literature IV	Holt, Rinehart	$52.20	302	0	302	482	268	180	
9042	0030526671	Elements Of Language, Grade 10	Holt, Rinehart	$46.50	557	0	557	454	454		-103
9043	003052668X	Elements Of Language, Grade 11	Holt, Rinehart	$47.85	586	0	586	0	0		-586
9044	0030526698	Elements Of Language, Grade 12	Holt, Rinehart	$47.85	374	0	374	59	59		-315
9251	0030565375	Modern Chemistry	Holt, Rinehart & Winston	$53.85	424	0	424	438	225	14	

Campus Reports / Student Reports / Class Roster Book Check Report

Purpose: To provide a list of student textbook distributions by teacher, by course and section that will allow teachers to conduct periodic book checks.

Description: By teacher, the report lists the course ID, section, period and course name. Below that are the SLC, ISBN, title of the textbooks and the price of the textbook. Below that are the student ID, student name, the accession number of the book distributed and the status of the distribution.

Teacher: DAVID W KILLIAN

Class Roster Book Check
Wednesday. March 17. 2010

Course ID			Course Name		
1110			**ENGLISH 1**		

Section
72

	SLC	ISBN	Title		Price
	9051	0030520622	Elements Of Literature I		$50.85

Period	Student ID	Name	Accession	Status
07	838180	ABIGAIL BUETHE	3007748	Collected
07	835638	MEGAN M COLEMAN	3019512	Distributed
07	843606	ANNAKA L GARY	2104122	Distributed
07	824705	DANICA R ROUNDS	3019493	Distributed
07	839318	JESSICA L SINGLETON	2104561	Distributed

Note: If the book-course relationships are not created this report will be blank.