

Schoolstation TextBook

Textbook Inventory Management

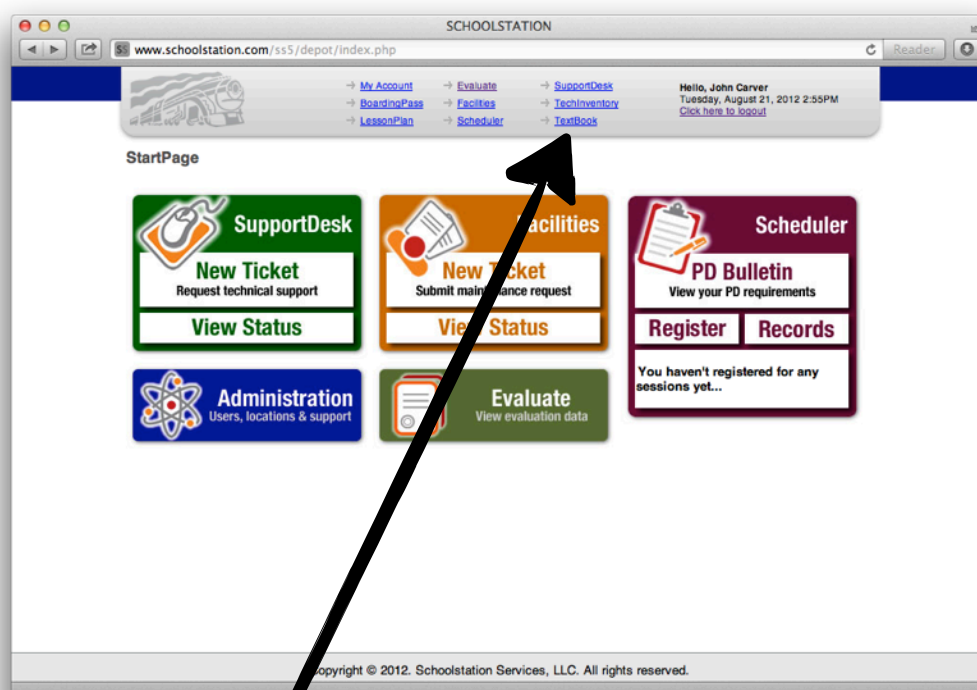


Quick Start Guide

Schoolstation TextBook Web App

Schoolstation TextBook is a web based app for managing your school district's textbook inventory.

Schoolstation TextBook is accessible at <http://www.schoolstation.com/ss5>



TextBook is available from the Schoolstation **StartPage** in the menu box at the top of the page.



From the main TextBook page, you can:

- ▶ Add textbook assets
- ▶ Assign textbooks to users or locations
- ▶ View your textbook assets
- ▶ View settings and generate barcode and QR code labels

The screenshot shows a web browser window with the URL `schoolstation.com/ss3/depot/textbook6/index.php`. The page title is "SCHOOLSTATION". The navigation bar includes links for "My Account", "Evaluate", "SuccessDesk", "ResourceCenter", "Tools", "Textbook", "Licensure", and "Scheduler". A user greeting "Hello, John Carver" is displayed with the date "Wednesday, July 17, 2013 8:33PM" and a "Click here to logout" link. The breadcrumb trail is "StartPage > TextBook". The main content area features a form titled "Add TextBook" with the following fields:

ISBN #:	<input type="text"/>	Adoption Date:	<input type="text"/>
Title:	<input type="text"/>	Adoption Quantity:	<input type="text"/>
Author:	<input type="text"/>	Replacement Value:	<input type="text"/>
Publisher:	<input type="text"/>	Adoption Year:	<input type="text" value="2012-2013"/>
Edition:	<input type="text"/>	Subject:	<input type="text"/>
Description:	<input type="text"/>	Grade Level:	<input type="text" value="PreK"/>
Publication Date:	<input type="text"/>	State Code#:	<input type="text"/>

A "Submit" button is located at the bottom right of the form. The footer of the page reads "Copyright © 2013, Schoolstation. All rights reserved."

Schoolstation attempts to look up textbook asset information using the ISBN number. If successful, some basic textbook information will load automatically. Adding textbooks includes the following information:

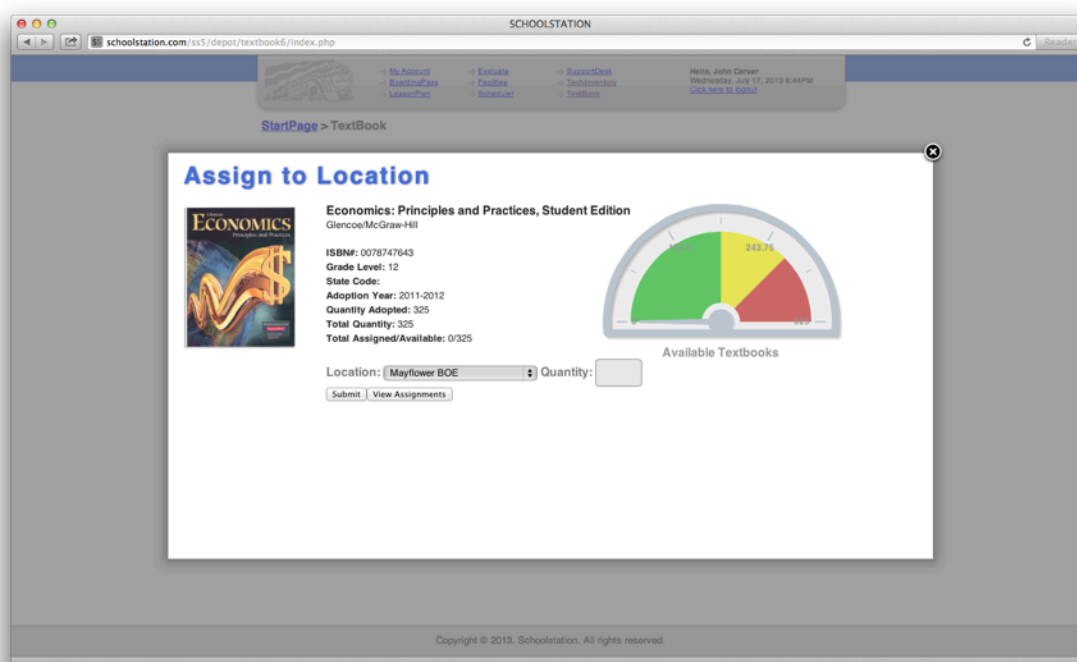
- ▶ ISBN number
- ▶ Title, author, publisher and edition
- ▶ Publication date
- ▶ Adoption date, quantities and adoption year
- ▶ Subject and grade level information
- ▶ Optional description and state codes

When **Assigning** your assets, TextBook uses the ISBN number to begin the assignment process.

Assign TextBook

Type or scan the ISBN#

Submit



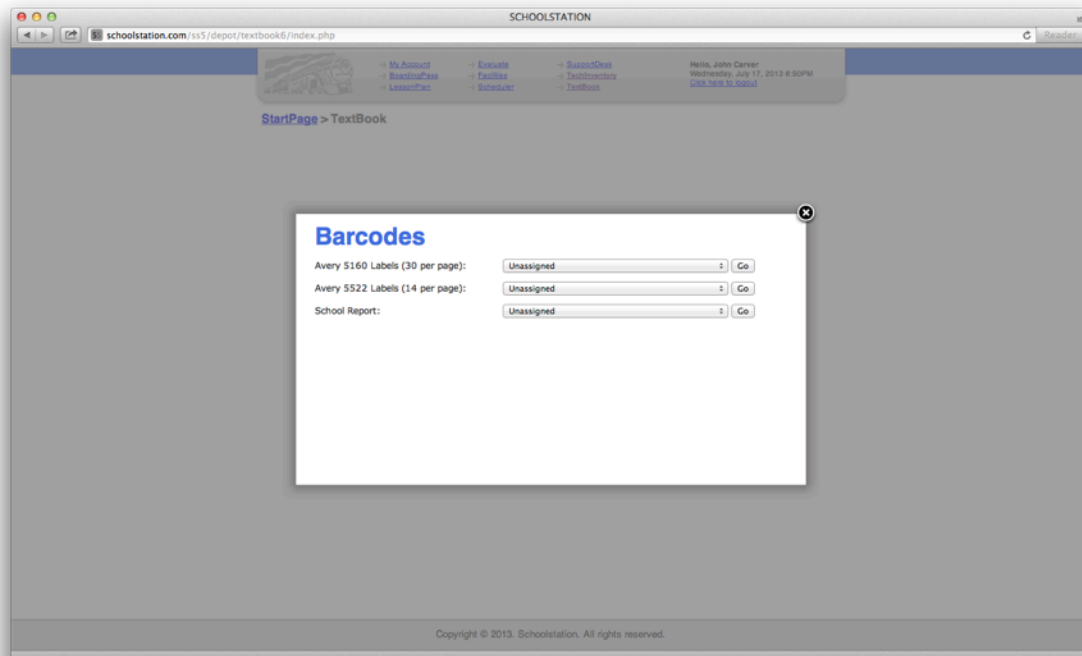
Assigning to Location will show a cover image (if available) and basic textbook information such as title and publisher. A gauge will show available books for assignment. To assign to a location simply select from the drop down and enter the quantity. To view textbook assignments, click on the **View Assignments** button.

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The screenshot displays the 'Asset List' page in the Schoolstation interface. The page header includes the Schoolstation logo and navigation links such as 'My Account', 'Evaluate', 'SupportDesk', 'Hello, John Carver', 'Wednesday, July 17, 2013 8:48PM', and 'Click here to Logout'. The breadcrumb trail shows 'StartPage > TextBook > Asset List'. Below the breadcrumb, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A search bar labeled 'Search all columns:' is positioned above the table. The table itself has the following columns: ISBN#, Title, Publisher, Grade Level, Adoption Quantity, Adoption Date, and Adoption School Year. The table contains five rows of data, each representing a textbook asset. The first row is for 'Earth Science' by Holt Rinehart & Winston, Grade Level PreK, with an adoption quantity of 250 and an adoption date of 0000-00-00. The second row is for 'Economics: Principles and Practices, Student Edition' by Glencoe/McGraw-Hill, Grade Level 12, with an adoption quantity of 325 and an adoption date of 0000-00-00. The third row is for 'MCG SCIENCE G5 READING IN SCIENCE WB' by MCGRAW HILL CO-STEM, Grade Level 05, with an adoption quantity of 857 and an adoption date of 2010-07-01. The fourth row is for 'MCG SCIENCE G3 TN TB' by MCGRAW HILL CO-STEM, Grade Level 03, with an adoption quantity of 1096 and an adoption date of 2010-07-01. The fifth row is for 'MCG SCIENCE G4 TN TB' by MCGRAW HILL CO-STEM, Grade Level 04, with an adoption quantity of 1135 and an adoption date of 2010-07-01. Each row has an 'Edit' link in the final column.

ISBN#	Title	Publisher	Grade Level	Adoption Quantity	Adoption Date	Adoption School Year	Edit
003036976	Earth Science	Holt Rinehart & Winston	PreK	250	0000-00-00	2007-2008	Edit
0078747643	Economics: Principles and Practices, Student Edition	Glencoe/McGraw-Hill	12	325	0000-00-00	2011-2012	Edit
9780022801571	MCG SCIENCE G5 READING IN SCIENCE WB	MCGRAW HILL CO-STEM	05	857	2010-07-01	2010-2011	Edit
9780022803234	MCG SCIENCE G3 TN TB	MCGRAW HILL CO-STEM	03	1096	2010-07-01	2010-2011	Edit
9780022803241	MCG SCIENCE G4 TN TB	MCGRAW HILL CO-STEM	04	1135	2010-07-01	2010-2011	Edit

From the **Asset List** page you can make view all your textbook assets and edit assets. To filter, using the **Search all columns** text field at the top the list.



The **Settings** page allows you to:

- ▶ Generate Avery 5160 labels with barcode and QR code (30 per page)
- ▶ Generate Avery 5522 labels with barcode and QR code (14 per page)
- ▶ View location textbook reports