

ACCESS

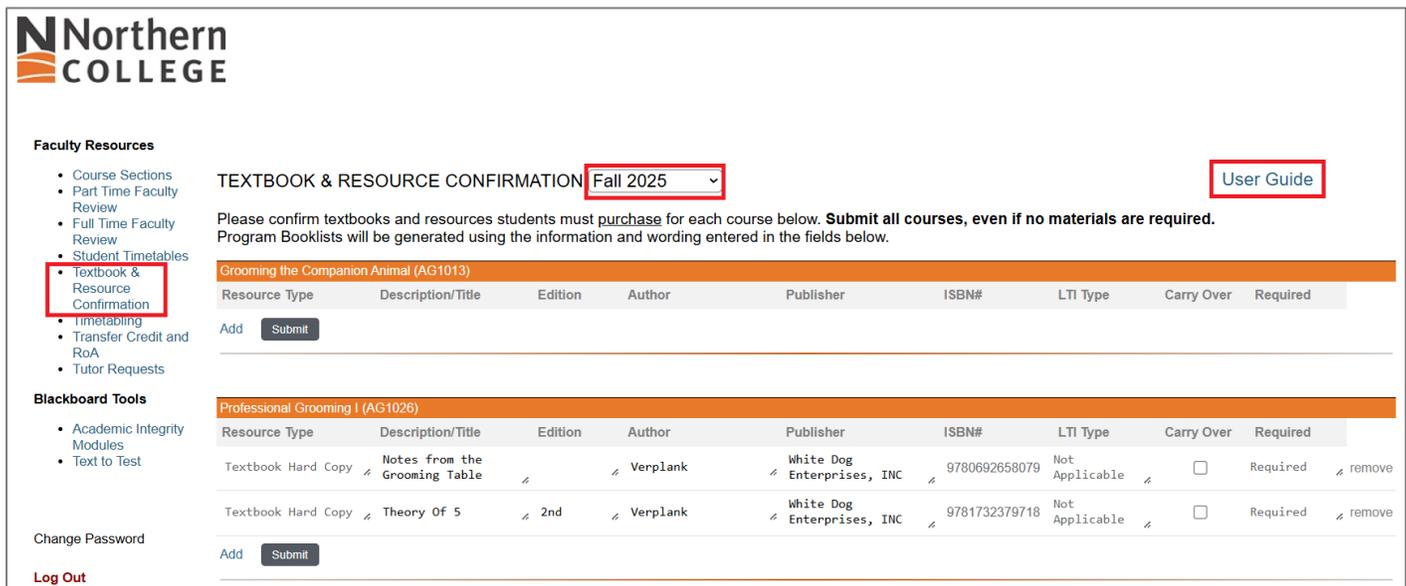
The textbook confirmation application is available through the Employee Login portal under the **Textbook & Resource Confirmation** menu item.

Url: https://secure.northernc.on.ca/employee/nph-CimsConnect.pl?act=textbook_form

- Textbook information will be listed for Master Course Owner (MCO) and/or Program Coordinators who are assigned courses.
- Faculty should contact their Dean or Program Assistant if they have missing or additional courses on their list.
- If a designate person (ex: Program Coordinator) is provided with access to confirm the textbook, they must ensure this information is discussed/shared with the course MCO.
- Once attached to courses in MIS, faculty teaching the courses can “view” the textbook information on the application.

INSTRUCTIONS - HOW TO CONFIRM TEXTBOOK / RESOURCES

- Instructions are available by clicking the “User Guide” found at the top right of the Textbook and Resource Confirmation page (shown below).
- Assigned faculty are asked to confirm the textbooks and/or resources students must purchase for each course listed.
- All courses must be “submitted”, even if no materials are required.
- Program Booklists are generated using the information and wording entered in these fields.
- The application will autoload each term with the most recently entered learning resources. For this first round, resources were loaded from an excel file provided by Follett and in some cases, you may see duplicate entries as the file obtained had the same textbook with different ISBN numbers. In these cases, both entries were kept and can be removed or updated when reviewed. The autoload feature will generate data that will become progressively more accurate with each round of confirmed textbooks.
- The assigned faculty will have the ability to Change, Add, Remove and Submit the textbook or learning resources for each of their courses.



Northern COLLEGE

Faculty Resources

- Course Sections
- Part Time Faculty Review
- Full Time Faculty Review
- Student Timetables
- **Textbook & Resource Confirmation**
- Timetabling
- Transfer Credit and RoA
- Tutor Requests

Blackboard Tools

- Academic Integrity Modules
- Text to Test

Change Password

Log Out

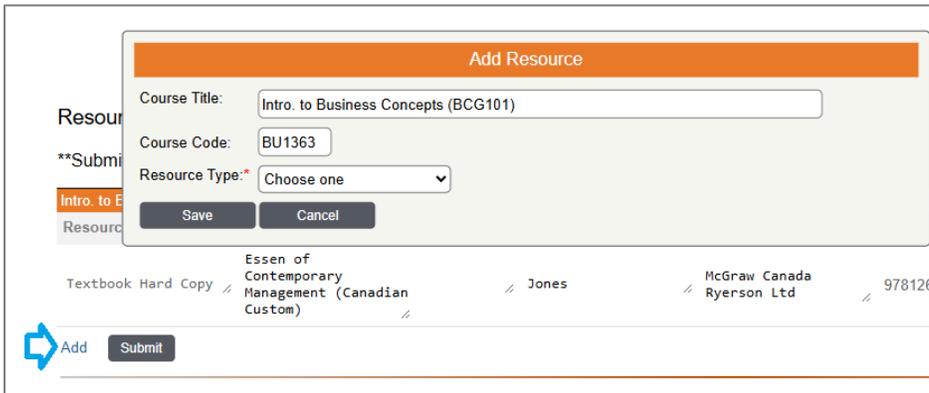
TEXTBOOK & RESOURCE CONFIRMATION Fall 2025 User Guide

Please confirm textbooks and resources students must purchase for each course below. **Submit all courses, even if no materials are required.** Program Booklists will be generated using the information and wording entered in the fields below.

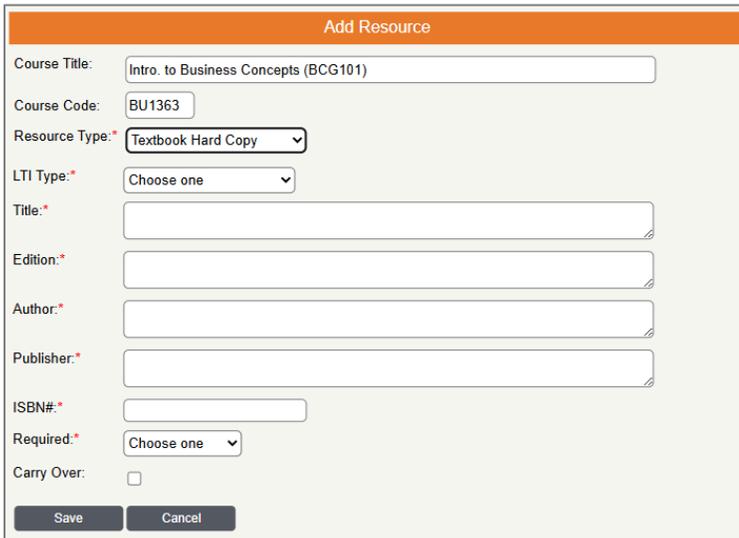
Grooming the Companion Animal (AG1013)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
Add <input type="button" value="Submit"/>									
Professional Grooming I (AG1026)									
Textbook Hard Copy	Notes from the Grooming Table		Verplank	White Dog Enterprises, INC	9780692658079	Not Applicable	<input type="checkbox"/>	Required	remove
Textbook Hard Copy	Theory Of 5	2nd	Verplank	White Dog Enterprises, INC	9781732379718	Not Applicable	<input type="checkbox"/>	Required	remove
Add <input type="button" value="Submit"/>									

1) Adding new textbook/resources

Click on the Add link shown under the course and a popup window will appear.



Once a resource type is selected, more fields will appear, and mandatory fields will be marked with *.



Course Title: Read only field listing course name.

Course Code: Read only field displaying course code.

Resource Type: Please only add **one** version of a textbook, either hard copy or electronic copy. The last option is “Other” and should be used for other learning resources that don’t fall within the first two categories. Equipment lists should NOT be included on the booklists.

LTI Type: Required field, if this option does not apply, please choose “Not Applicable”.

Title:/Edition:/Author:/Publisher: Required fields for booklists

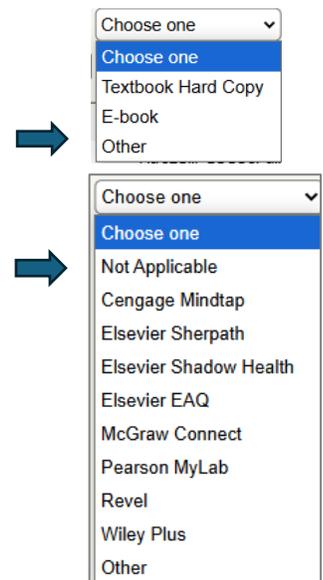
ISBN: Required field with validation, only valid ISBN numbers will be accepted.

Required: Must select either required or recommended.

Carry Over: If this option is checked, it will add a comment to the booklist that this textbook is a “Carry over from a prior semester”. This is optional.

Save: The save button adds this resource to the list for your course.

Clicking “Save” **does not submit** the course, see “Submitting course resources”.



2) Removing textbook/resources

To remove a textbook resource, click on the remove link next to the item.

International Trade Finance (BU1243)								
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required
Textbook Hard Copy	International Trade Finance.		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required remove

Add

3) Changing textbook/resources

Changes to textbook/resource details can be made directly on the main screen but only to sections identified below. Certain fields won't allow for direct changes. If the required changes affect Resource Type, ISBN, LTI Type or Required/Recommended fields, the entire line must be removed, and the updated details should be added as a new textbook/resource by clicking "Add".

International Trade Finance (BU1243)								
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required
Textbook Hard Copy	International Trade Finance.		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required remove

Add

4) Submitting course textbook / resources

Once the textbooks/resources are updated for each course, click on the "Submit" button to send the confirmed information to the program assistants.

Please note that once submitted, no further changes can be made to the course textbook/resource information unless the Program Assistant returns it to the faculty member.

International Trade Finance (BU1243)								
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required
Textbook Hard Copy	International Trade Finance.		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required remove

Add 

If there are no textbook or resources required for a course: The assigned faculty must still click the “Submit” button for this course. They would be submitting blank information confirming there is indeed no textbook required.

Please confirm textbooks and resources students must purchase for each course below. **Submit all courses, even if no materials are required.** Program Booklists will be generated using the information and wording entered in the fields below.

Grooming the Companion Animal (AG1013)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
Add <input type="button" value="Submit"/>									

Once submitted, a course with no textbook or resources will look as follows.

Linux Server Fundamentals (CS1024)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
No textbook - learning resources available on Blackboard									
Submitted									

All submitted courses will be converted to read only on the application and the information will be accessible to the program assistants for textbook ordering and booklist creation.

It is important to ensure all your courses show as submitted.

Submitted

HOW TO ENTER SPECIAL SCENARIOS:

#1 HARDCOPY VS E-BOOK:

- Only choose one primary Resource Type between “Textbook Hard Copy” and “E-book”. If both must be included, enter the hardcopy textbook as the main information and add E-book details within the “Title” field. (ex: E-book also available. ISBN# 978xxxxxxxxx)

International Trade Finance (BU1243)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
Textbook Hard Copy	International Trade Finance. E-book version also available: ISBN# 978xxxxxxxxx		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required	remove

Add

#2 “CARRY OVER” TEXTBOOKS:

- If a textbook was used for another course from a prior semester, click the “Carry Over” checkbox. In doing so, a comment will automatically be added to the booklist saying “Carry over from a prior semester” under the textbook title. The bookstore and students will know not to order/purchase this text as they should already have it.

International Trade Finance (BU1243)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
Textbook Hard Copy	International Trade Finance.		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input checked="" type="checkbox"/>	Required	remove

Add

Northern COLLEGE Supply Chain Management (B307_03) Fall 2025									
Course Code	Course Title	Resource Type	Book Title/Resource Description	LTI Type	Author	Edition	Publisher	ISBN	Price
BU1243	International Trade Finance	Textbook Hard Copy	International Trade Finance. Carry over from prior semester	Not Applicable	Fitt		Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	\$
BU1263	Distribution Management	To be determined							\$
BU2103	International Trade Law	To be determined							\$
BU2163	Transportation	To be determined							\$
BU3023	Logistic Strategy	To be determined							\$
BU3083	Work Placement Preparation	To be determined							\$

#3 TEXTBOOK USED FOR MULTIPLE COURSES – SAME SEMESTER:

- If a textbook is used for multiple courses within the same booklist/semester, wording can be added in the Title section (ex: Same text as BU1123).

International Trade Finance (BU1243)								
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required
Textbook Hard Copy	International Trade Finance ** Same textbook as BU1123 **		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required
Add <input type="button" value="Submit"/>								

#4 ADDITIONAL INFORMATION ON THE BOOKLISTS:

- If additional information or instructions are required on the booklists, details can be added in the Title field following the textbook title (example below).

International Trade Finance (BU1243)								
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required
Textbook Hard Copy	International Trade Finance. Wiley plus activation card is incorporated in the bundle purchase or requires a separate purchase when completing registration if student has not purchased bundle.		Fitt	Forum for International Trade Training Forum pour la formation en commerce international	9781989834718	Not Applicable	<input type="checkbox"/>	Required
Add <input type="button" value="Submit"/>								

#5 NO TEXTBOOK REQUIRED

There are two options for submitting a course that doesn't require a textbook or purchased resources:

1. **Leave it blank and simply click Submit.** The description on the booklist will automatically state "No textbook – learning resources available on Blackboard".

Grooming the Companion Animal (AG1013)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
No textbook - learning resources available on Blackboard									
Submitted									

2. **Choose "Other" for Resource Type.** Specific wording or instructions can then be entered for this particular course.

Grooming the Companion Animal (AG1013)									
Resource Type	Description/Title	Edition	Author	Publisher	ISBN#	LTI Type	Carry Over	Required	
Other	No Textbook. Students will be provided a link via email.	/	/	/	/		/	<input type="checkbox"/>	/ remove
Add Submit									

#6 EQUIPMENT

- Booklists should only contain learning materials and textbooks that need to be purchased.
- Equipment lists, personal protective equipment (PPE), etc. should not be included. Please contact your Dean for instructions on how to post these items for students.

#7 LTI

- When selecting an LTI, ensure the textbook details and appropriate edition are updated on the Publisher site and the Blackboard Master Course. Contact LEID for information on this process.

SUPPORT

- 1) Faculty should contact their Dean or Program Assistant if they have missing or additional courses on their list.
- 2) Faculty should contact their Program Assistant if they've already submitted a course and would like to make changes. Program Assistants can reopen the courses for them on the application.
- 3) For technical assistance, contact paadmin@northern.on.ca

DEPARTMENT CONTACTS

School of Business & Community Services

Includes Firefighter and Police Foundation

Christine Raycraft (raycraftc@northern.on.ca), Dean

Carrie Mallette (mallettec@northern.on.ca), Program Assistant

Health Sciences & Emergency Services

Sarah Campbell (campbells@northern.on.ca), Dean

Merranda Rivers (riversm@northern.on.ca), Program Assistant

Technology & Trades

Jamie Johnston (johnstonj@northern.on.ca), Dean

Denise Morrissette (morrissetted@northern.on.ca), Program Assistant

Sciences

Sarah Campbell (campbells@northern.on.ca), Dean - Vet Sciences

Christine Raycraft (raycraftc@northern.on.ca), Dean - Law Clerk

Jamie Johnston (johnstonj@northern.on.ca), Dean - Mining, Instrumentation and Environmental Tech

Kellie Broderick (broderickk@northern.on.ca), Program Assistant

TEXTBOOK PROCESS FLOW CHART:

