# Step-by-Step Guide: Compare Pricing and Format Options

## Step 1: Navigating to Course Materials

* In the menu under “Course Materials & Textbooks”, select the “Find Course Materials” option.

## Step 2: Choosing the Appropriate Term

* On the “Find Course Materials” page, you will find a form with dropdown selection lists. The first is for academic terms. Select your term followed by the words “OPTOUT term”.

## Step 3: Entering Course Details

* The next selection is to add department, course number and section information.
	+ Department: Enter the course academic department (e.g., “MATH” or “HIST”).
	+ Course Number: Specify the course number (e.g., “2300”).
	+ Section: Provide your section number if needed.
* Note: Accurately filling in these fields allows the platform to return the right course materials for your specific class.
* You can enter as many courses as you need. There is an option to add additional rows after the form.
* When you are finished filling in your classes, select the “Retrieve Materials” button.

## Step 4: Viewing and Comparing Pricing/Formats

* After selecting “Retrieve Materials” the next page will show the course materials for the classes you requested. This will include:
	+ The types of materials available (e.g., print, digital, rental)
	+ Pricing for each available format
* From this page, you can select which options you would like to add to cart and finish the checkout process.