ST. FRANCIS HIGH SCHOOL 2016/17

Textbook Ordering Information

Our textbook ordering instructions have changed, so please read carefully. Although we have made every effort to test this process, some errors may still occur. If, after trying these steps on your own, you are still not able to complete your purchases and/or download your books, please contact the iPad coordinator.

When To Purchase

- You can purchase your books beginning now; however, if you think you may be making a schedule change, don't buy the book(s) for the class in question – buy only those books in which your enrollment is certain
- We are encouraging freshmen to purchase their books now even though they will not be able to load the resources until after orientation on September 6

Where To Purchase

- Unless otherwise specified, all iBooks (books designed specifically for the iPad) and eBooks (books designed for other electronic platforms as well) must be ordered through our online bookstore, EdTech (formerly ESCO); print edition books may be more affordable if purchased through Amazon or other resellers
- The bookstore address online is http://www.escobookstore.com
- In the "Find Your School" field, enter FRA so that St. Francis High School comes up, then click on St. Francis High School, Traverse so it loads into the search field, then click the magnifying glass again, or click Submit
  - o   Or enter into the search field: St. Francis High School, Traverse and enter Return or click Submit
- To order by phone, call (800) 681-4883

How To Purchase

- In order to buy books, you will need:
  - o   Your student's email address
  - o   Your student's ESCO/EdTech/ShelfIt password
  - o   Your student's schedule (available through ParentsWeb)
  - o   A copy of the 2016/17 book list (available on our website)
  - o   A credit or debit card
- Because of changes to the ESCO/EdTech system, you will NOT be able to use your family email address/log in that you may have created in the past; you must create a new account using your student's email and identity
  - o   More than one high school student? You will need to create unique bookstore accounts for each one
- Schedules are available via ParentsWeb or the RenWeb Home app
  - o   Students who wish to make schedule changes need to schedule an appointment with their counselor (Mrs. Maday for 11th/12th and Mrs. DeVol for 9th/10th) by signing up in the book outside the office – again, only buy those books for those classes in which you are certain to have on your final schedule
  - o   If you change your schedule, please allow 24 hours for the new schedule to be uploaded before attempting to purchase books
- When you open the school's bookstore page, you should see the SF logo and an icon for "store;" click the store icon
- Because your student's schedule has been uploaded to the bookstore, his or her required books should automatically appear so you can simply skip to Step 3
  - o   Check this against your schedule and also disregard any resources any that you already own (e.g., if your student took Algebra II last year and is taking College Prep Algebra this year, it is the same book)
- Click add to cart for each item you need
  - o   In some cases, you may need both the digital and print versions
- Proceed to cart
- Proceed to checkout
- Enter your address and payment information and submit your order
- If you sold books during book buyback, your credit should appear during checkout

- After payment, go to the My Shelf tab on the website and click Activate for each book, then Confirm each of them
- Now STOP – the rest of the process is completed on your student's iPad

Loading Books to the iPAD

- In order to load books, you will need:
    - To have completed the book purchase process (above) and activated your books
    - Your Apple ID/student's email address
    - Your Apple ID password
        - ♣ Freshmen/transfers will receive their Apple ID and password at orientation
- Using your student's iPad, launch the ShelfIt Reader app by EdTech
    - This app replaces the former ShelfIt App by Esco (sounds very similar, but it's new)
    - For freshmen/transfers, this app will be pre-installed
    - All other grade levels should delete the old app and install the new one, ShelfIt Reader by EdTech, by going to the Self Service area on the iPad
- In the upper left corner, you should see the ShelfIt app icon OR "My Bookshelf" – click whichever appears
- Now you will see an icon for "External Books" plus icons for specific books
- Click on the External Books icon – you may find multiple titles that open after you click this icon
- Then click Download
- Then Read
- Enter your student's Apple ID
- Then, for each book, Redeem
    - Only click the Redeem button once per item
    - Wait for the status circle to completely fill (it may take a while depending on server traffic)
- Then, for each book, OK
- Then, Done
- Repeat this process until all books have been redeemed
- If you receive a message saying, "This e-book order is being processed," check back later.
- Go to the iBooks app or ShelfIt app and click on titles to make sure they are accessible

More Details

- If you have a printed textbook from an older sibling and the class is using the same book this year, you are welcome to re-use it; please refer to the book list
- We do not recommend buying the printed Anatomy, AP Biology or Pre-Calculus books via this store, even if they appear as options; they are available for less on Amazon.com; emails were sent out in May on this. Parents may use their discretion when it comes to purchasing other printed books which may be more affordable if purchased through Amazon or other sources
- Fees for select classes and extracurricular activities are billed via RenWeb, not through the bookstore as in years past
- If you receive a notice that says a particular book is "processing," wait a while and check back later; occasionally, there is a delay on a particular book while EdTech replenishes its supply of redemption codes