ST. FRANCIS HIGH SCHOOL 2022/23
Textbook Ordering Information

Before beginning, please check the 2022-23 Book List to see which books your student will need based on his or her schedule. Some classes will require you to purchase digital books, print books or a combination of both. Each year, we strive to streamline the book ordering process, but we recognize that there are still many details and steps to remember. Please follow the detailed instructions provided even if you have purchased student books in previous years. If you need additional assistance, contact our iPad coordinator, Mrs. Vanessa Tucker.

Important Dates

August 15	Online Bookstore opens for students in grades 10-12
August 30	iPad/Bookstore drop-in support hours for grades 10-12 with Mrs. Tucker in SF Library, 8:30-11:30 am
August 30	Freshman Parent Orientation (iPads will be given to parents), 6:30pm in Kohler Auditorium
September 1	iPad/Bookstore drop-in support hours for all grades with Mrs. Tucker in SF Library, 8:30-11:30 am
September 6	Freshmen first day of school (1/2 day)
September 7	First day of high school classes (please purchase and download books prior to first day of classes)

Important Information

- You will use your student's iPad to purchase and download all books.
- **9th graders and new students** can purchase books AFTER they receive their iPads and login information at Parent Orientation on **August 30**.
- **For grades 10-12**, the bookstore opens on **August 15,** and you are encouraged to purchase and download your books as early as possible; however, if you think you may be making a schedule change, please wait until you meet with your counselor and your schedule is revised.
- Families with multiple students at St. Francis High School will need to complete a separate purchase for each student using that student's iPad and credentials.
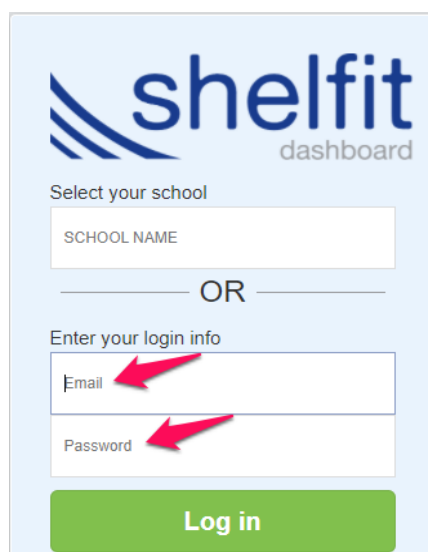
Part I: Getting Set Up
- Before you begin, make sure you have the following items:
  - Your student's iPad
  - Student schedule (available through ParentsWeb or during counseling appointment)
  - Student's Login information (student email address and password)
  - St. Francis book list for 2022/23, see attached
  - A credit or debit card (iTunes gift cards may be used for books that are purchased through Apple)
  - Internet access
- Next, launch Safari and verify that you are connected to the Internet
  *If you encounter a server connection error, please see the Internet Troubleshooting Tips at the end of this document.
- Verify that you are logged in with your student Apple ID
  - Open Settings. The Apple ID at the top should match your @student.gtacs.org account information
- Using Safari on your student iPad, first go to Amazon and login with a personal Amazon account.
  - As you proceed through the following steps, you will be given the option to add books to your Amazon cart. You will make any Amazon purchases at the end, after you've checked out on the EdTech site.
- Open a new tab and log into the online bookstore by EdTech at fra.shelfit.com
  - Note: No "www." before this web address
- Log in using your student GTACS email address and password (e.g., email: smithjo08@student.gtacs.org, password: 31TCSFJo). If you cannot remember your password, please use "Forgot Password" to reset it.
  - Although the fra.shelfit.com web store will serve as the portal, you may be directed to purchase some books through other websites such as iTunes (Buy from Apple) or Amazon.com.
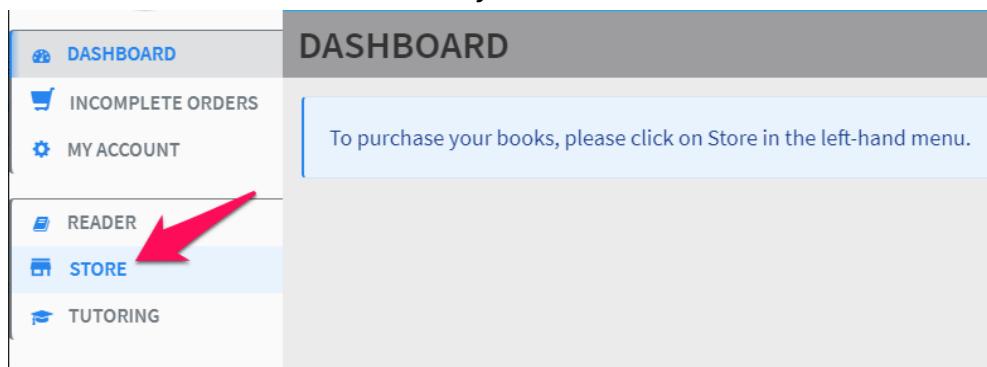- Follow the step-by-step directions below to purchase your books.

How to Place an Order

Step 1: Access your school's online bookstore at **fra.shelfit.com**.

Step 2: Enter your username and password, and click the green **Log in** button.

Step 3: Click **Store** in the left-hand side of your screen.

Step 4: You may see a Course Access Bundle in your store. This is made up of ebooks and/ or course fees that are required purchases, and is located toward the top of your screen. Click on **View Course Materials** to see which books are included in your Course Access Bundle. **Purchase the Course Access Bundle first, before you purchase books from Amazon.**

Course Access Bundle

Your school has assembled a list of required ebooks and other digital learning materials based on your schedule. This is required digital content for your courses. Additional required items that are not included in this bundle can be purchased below.

$519.90

View course materials
* Added to the Shopping Cart

Step 5: There may be books to purchase for other courses that are not included in your Course Access Bundle. To purchase books for courses outside of your bundle, click the orange **Add to Cart** button to add each to your cart. Books may be fulfilled by either EdTech or Amazon.

Print Version
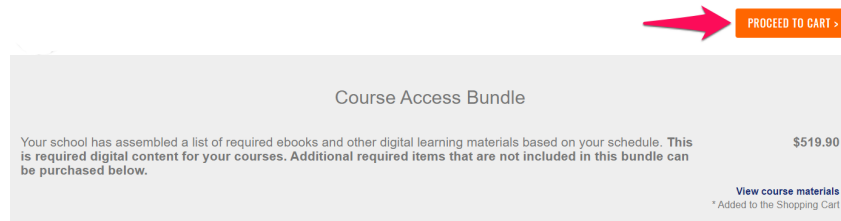
The Broadview Anthology of British Literature: One-...
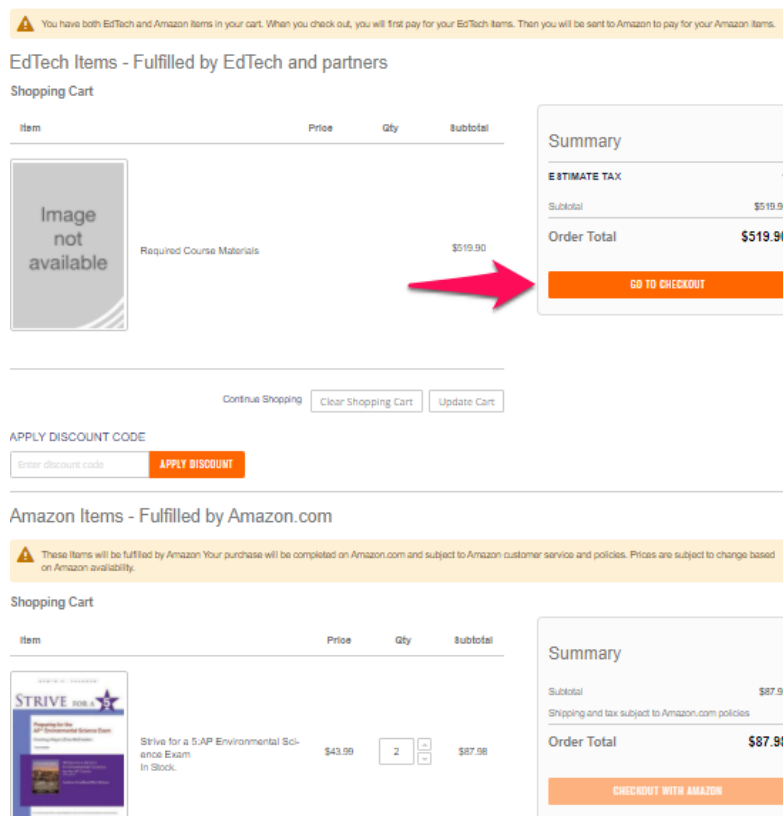
ISBN: 9781554812547

New

$75.43

Check out with Amazon ℹ️

🛍️ ADD TO AMAZON CART

Step 6: To Purchase your books, click the orange **Proceed to Cart** button on the right side of your screen.

Step 7: If you have books in your cart from both EdTech and Amazon, you'll see items in both carts here. You must purchase your Course Access Bundle before you can access your Amazon cart. Click the orange **Go to Checkout** button to purchase your bundle and any other books being fulfilled by EdTech.

Step 8: Select your payment method, complete the required fields and click the orange **Place Order** button.

Step 9: If you have Amazon items in your cart, open a new tab and sign into your Amazon account in that tab.

Step 10: Come back to your EdTech tab and click the orange **Checkout with Amazon** button to launch to your Amazon shopping cart.

Part III: Downloading & Accessing Books
- **iBooks** purchased from Apple, can be accessed through the orange and white Books app on your iPad. Click on the book cover to download.
- **eBooks and Digital Courseware (most Math & Science books this year)** purchased through EdTech will be accessed via a link from the fra.shelfit.com website. Your instructor will provide you with information on how to access these books during the first week of school.
- **For Catholic Apologetics Course– *Men and Women Are from Eden *Kindle Edition -*** this book should be purchased using your own personal Amazon account. Be sure to purchase the Kindle version. After purchasing, open the Kindle app on your iPad, sign in with the same Amazon credentials used for the purchase and access your eBook.
- **For Biology & Honors Biology –** Your digital iBook is included in your Course Access Bundle. To download this title to Apple iBooks, you will access it first on the EdTech website. Click on My Shelf, then click the book cover and follow the directions to copy and paste the Access Code to iBooks. Once downloaded, you will access this book through the Orange & White iBooks app.
- **For Chemistry –** Your digital eBook is included in your Course Access Bundle. To access this book, please log on to fra.shelfit.com, click on My Shelf, then click on the book cover. When school starts, this book will also be available offline through the **new** EdTech Red Shelf app that you can download through Self Service on your iPad.

Internet Troubleshooting Steps
Please try the following steps if you are having trouble accessing the internet.

1. **Hard Reset.** Hold down the Home button and Power button together. Keep holding and don't release until the screen goes black AND the apple logo appears.

2. **Turn OFF Prevent Cross-Site Tracking**
Open Settings
Click Safari
Turn "Prevent Cross-Site Tracking" OFF

3. **Clear your Web Data and log back on to Securly.**
Open Settings
Click Safari
Click Advanced
Click Website Data
Remove All Website Data
*Then open Safari and type in: unsafewebsite.com
This will bring up a blocked page, but it will also authenticate you with Securly (which is what we want).
Close the blocked page and open a new tab to continue using the internet.

4. **Software Update**
Plug your device into power and make sure you're connected to WiFi
Open Settings
Click General
Click Software Update
Tap Download and Install
If asked, enter your passcode

5. **Reset Your Settings**
Open Settings
Click General
Click Reset
Select Reset All Settings (*Be Careful NOT to choose Erase All Content and Settings)
This will power your iPad off and back on. You will lose your wallpaper picture, but no other media will be erased. This usually fixes any glitches.