ST. FRANCIS HIGH SCHOOL 2023/24

Textbook Ordering Information

Before beginning, please check the 2023-24 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 23	iPad Configuration drop-in hours for 9th grade and transfer students in SF Library, 8am-Noon
August 29	Freshman and Transfer Student Parent Orientation (iPads will be given to parents), 6:30pm in Kohler Auditorium
August 29	iPad Configuration drop-in hours for 9th grade and transfer students in SF Library, 5-6pm, 7:30-8:30pm
August 31	iPad/Bookstore drop-in support hours for all grades with Mrs. Tucker in SF Library, 8:30-11:30 am
September 5	Freshmen and Transfer Student Orientation (1/2 day)
September 6	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 29**.
- **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.
- For print books, you may purchase outside of the online store at retailers like Amazon for better pricing and reduced shipping costs.

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 2023/24, see attached.
  - A credit or debit card (Apple gift cards may be used for books that are purchased through Apple)
  - Internet access
- 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.
- Updates were made to the student email profile over the summer. If you see a Pop-Up that asks you to "Enter the password for the Exchange account," please click **Edit Settings** and enter your password as needed.

Part II: Purchasing Books
- Open **Safari** on your student iPad, and go to the website **fra.shelfit.com**
- Log in using your student GTACS email address and password. If you cannot remember your password, please use "Forgot Password" to reset it.
- Click on **Store** in the left-hand sidebar to see the books you need based on your schedule.
- The **Course Access Bundle** is made up of digital books and course fees that are required purchases. This is located toward the top of your screen. The bundle cannot be removed from your cart.
- Click on **View Course Materials** to see which books and fees are included in your Course Access Bundle.
- You can manually add other books needed for your courses by clicking the orange **Add to Cart** button under each book.
- Print books may be purchased through other retailers, such as Amazon if you prefer. Please make sure to purchase the correct ISBN.

- iBooks offered through Apple will have an orange **Buy from Apple** button underneath. When you click on it, you will be redirected to make your purchase through Apple. This is a separate purchase and will require you to add a credit card or Apple gift card for payment. ***IMPORTANT: Please make sure to remove your payment information from your student's Apple ID after you complete this purchase**. Go to Settings > Apple ID (Name at top) > Payment & Shipping > Click on Card > Remove Payment

Part III: Downloading & Accessing Books
- **Course Access Bundle eBooks -** purchased through EdTech will be accessed from the fra.shelfit.com website by clicking on Shelf after you login. Your instructor will provide you with information on how to access these books a during the first week of school. Access to Social Studies eBooks will be provided by your instructor during the first week of class.
- **iBooks** purchased from Apple, can be accessed through the orange and white Books app on your iPad. Open the Books app and click on the book cover to download.
- **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.

Internet Troubleshooting Steps

If you are having trouble accessing the internet on your iPad, please try the following steps:

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. **Clear Apple Notifications.** Check Settings to see if you have any notifications from Apple that need your attention. Sometimes you have to agree to new terms, confirm your phone number, etc. If you see a red number under settings, please click on the notifications and follow the prompts as needed.

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

4. **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.

5. **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

6. **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.