

Selecting Textbooks with FacultyEnlight

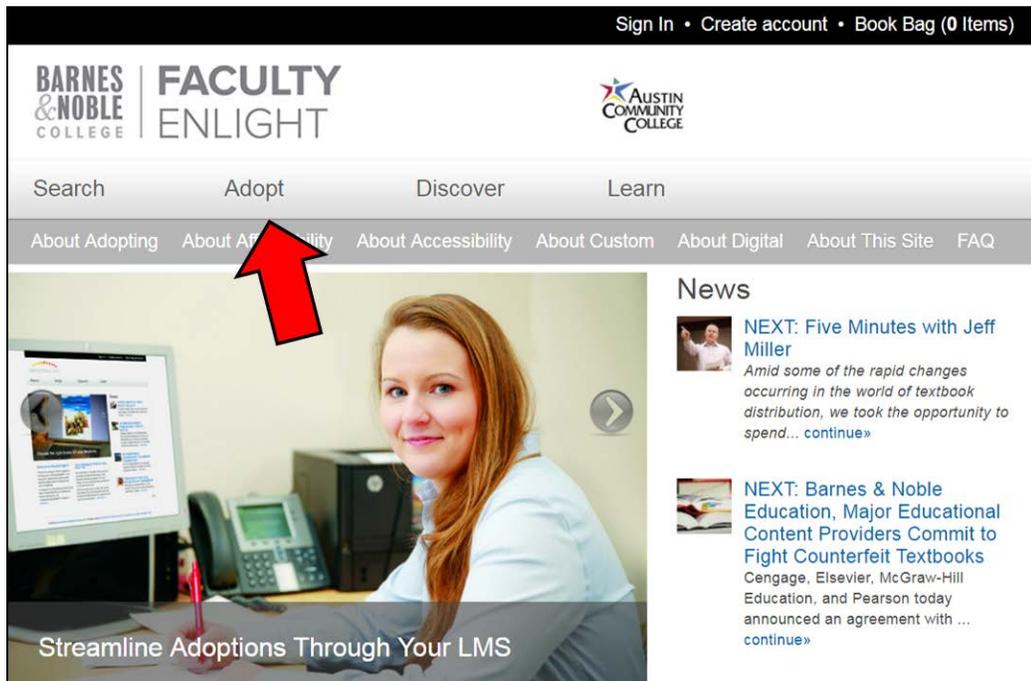
FacultyEnlight is Barnes and Noble's textbook selection software (B&N manages ACC's brick and mortar bookstores). It offers a more streamlined integration between ACC's textbook selection process and B&N's order management system than the former ordering processes in Ellucian. Using *FacultyEnlight* will also assist students view the correct information (textbook and associated costs) when they click on the 'Textbooks' links provided in ACC's online Course Schedule and ensure that B&N has the correct books/materials available for students.

Below is a quick overview of the process for ordering textbooks using *FacultyEnlight*.

1. You will need to first create an account with FacultyEnlight: www.facultyenlight.com/user/register
2. Once you have created your account using your ACCmail address, check your email for a welcome message from *FacultyEnlight* (info@facultyenlight.com). This message confirms your userid and contains a brief introduction to *FacultyEnlight* including research textbook options and ordering custom course packs.

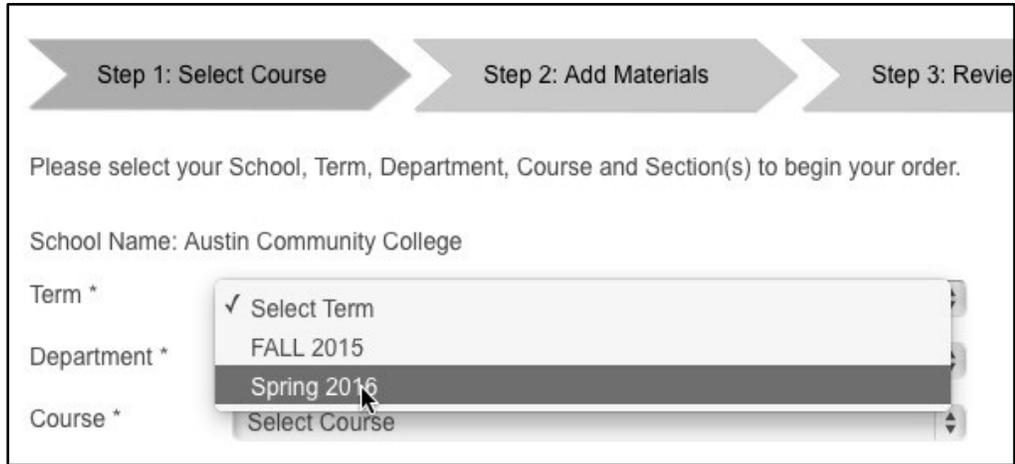
NOTE: By default, the username is the first part of your ACCmail address (the name appearing before the @ symbol). For instance, if your ACCmail address is james.madison@austincc.edu, your *FacultyEnlight* username is james.madison. The default password is "P@ssword1". It is highly recommended to change your password. ***FacultyEnlight* has strict password requirements; your password must include a number (1, 2, 3, etc.) and a special character (! @ # \$ % ^, etc.).**

3. 'Sign In' to *FacultyEnlight*: <https://www.facultyenlight.com/user>. Use the Username and Password supplied in the welcome email message. If you do not have this message, try the default Username (ACCmail user name) and Password (P@ssword1) as described above. If this fails, use *FacultyEnlight*'s password recovery system here: <https://www.facultyenlight.com/user/password>. FacultyEnlight will mail you an one-use password.
4. Click the "Adopt" text link on the *FacultyEnlight* site:



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5. Select the appropriate Term from the drop down menu (ex. Spring 2016):



Step 1: Select Course Step 2: Add Materials Step 3: Review

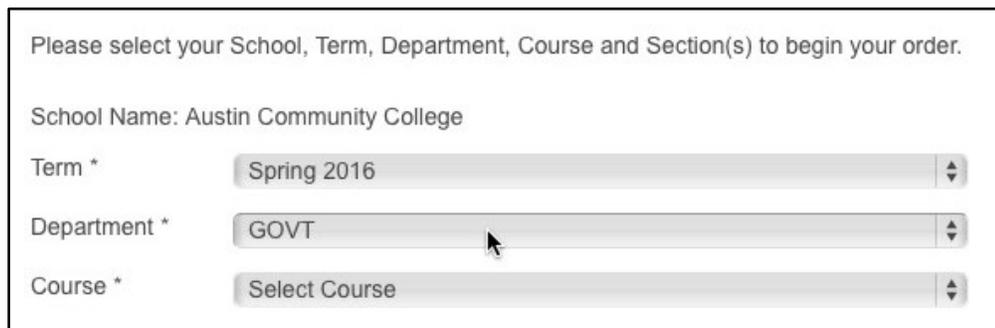
Please select your School, Term, Department, Course and Section(s) to begin your order.

School Name: Austin Community College

Term *
Department *
Course *

- ✓ Select Term
- FALL 2015
- Spring 2016
- Select Course

6. Select the Department from the drop down menu (ex. GOVT):



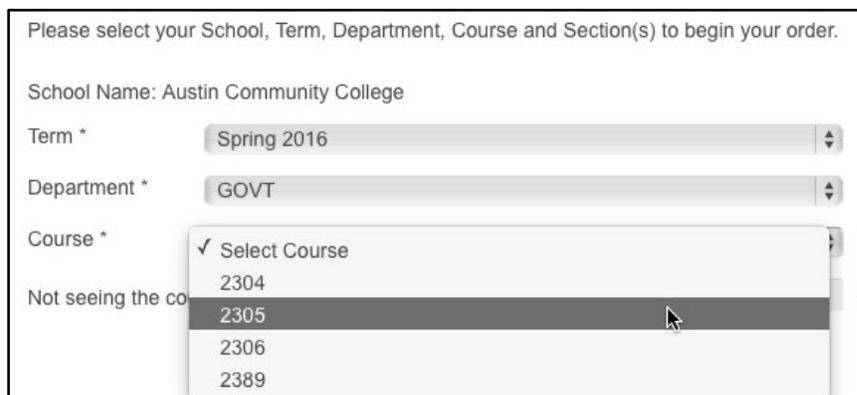
Please select your School, Term, Department, Course and Section(s) to begin your order.

School Name: Austin Community College

Term *
Department *
Course *

- Spring 2016
- GOVT
- Select Course

7. Select the appropriate course (ex. 2305):



Please select your School, Term, Department, Course and Section(s) to begin your order.

School Name: Austin Community College

Term *
Department *
Course *
Not seeing the course you want?

- ✓ Select Course
- 2304
- 2305
- 2306
- 2389

NOTE: If your class does not require a textbook, click the “No Text Material Required For This Course” box.

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8. Select the check box(es) for appropriate section(s):

<input type="checkbox"/> Select All	Section	Enrollment	Instructor
<input checked="" type="checkbox"/> Section	067	20	Seago, Kris
<input type="checkbox"/> Section	075	28	Staff

NOTE: You may not see your name listed. If this is the case, search by the section number listed in the online schedule for your department. If your class does not require a textbook, click the “No Text Material Required For This Course” box.

9. Scroll to the bottom of the page and click "Continue".

10. Select textbooks for your section(s).

NOTE: FacultyEnlight offers several options in selecting a specific textbook. The easiest, fastest, and most accurate method is to copy and paste the appropriate 13-digit ISBN from your department's approved Textbook Inventory list. This list provides the approved textbooks and media formats for your program, which are typically reviewed and approved annually in the spring by your department/advisory committee. If your class does not require a textbook, click the “No Text Material Required For This Course” box.

a. Select "Add by ISBN".



b. Paste the appropriate 13-digit ISBN in the "Enter ISBN Number *" text field.

Add By ISBN

Please enter your ISBN(s) below. (Up to 15 ISBN's per adoption)

Enter ISBN Number *:

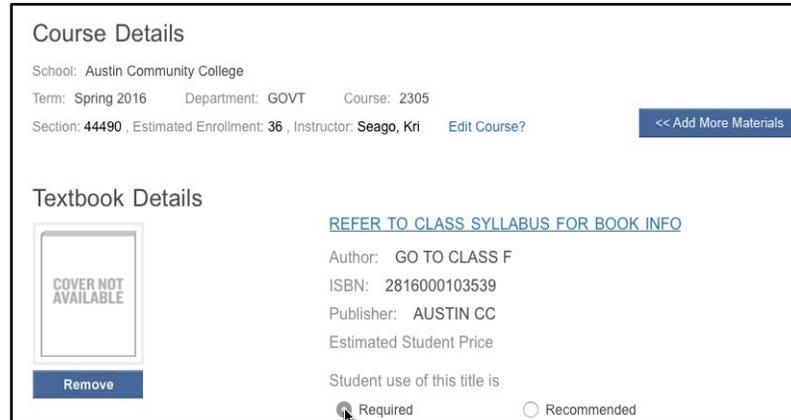
* 13 Digit ISBN Required, without hyphen. e.g. 9780205017027

NOTE: If you use one of the free online educational resources (OER), you'll use 2816000103539 as the ISBN number. This will generate a "Refer to Class Syllabus" note for students to see.

- c. Click the "Search" button. FacultyEnlight will search for the ISBN and display "Added to Book Bag" when located.
- d. Click "Continue".
- e. Select the "Required" or "Recommended" Radio button.

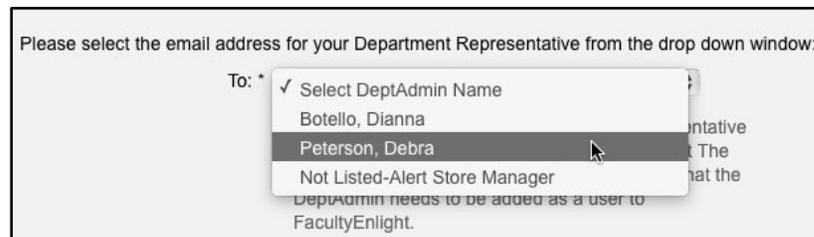
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- f. Click the "Submit Order" button.



The screenshot shows the FacultyEnlight interface. Under "Course Details", it lists: School: Austin Community College, Term: Spring 2016, Department: GOVT, Course: 2305, Section: 44490, Estimated Enrollment: 36, Instructor: Seago, Kri. There is an "Edit Course?" link and a "<< Add More Materials" button. Under "Textbook Details", there is a placeholder image for a book cover with the text "COVER NOT AVAILABLE" and a "Remove" button. To the right, there is a link "REFER TO CLASS SYLLABUS FOR BOOK INFO". Below that, it lists: Author: GO TO CLASS F, ISBN: 2816000103539, Publisher: AUSTIN CC, Estimated Student Price. At the bottom, there is a section for "Student use of this title is" with radio buttons for "Required" (selected) and "Recommended".

11. Select the Department Representative (your Department's Administrative Assistant or designee):



The screenshot shows a form with the instruction: "Please select the email address for your Department Representative from the drop down window:*. To: *". A dropdown menu is open, showing the following options: "Select DeptAdmin Name", "Botello, Dianna", "Peterson, Debra" (highlighted), and "Not Listed-Alert Store Manager". Below the dropdown, there is a message: "DeptAdmin needs to be added as a user to FacultyEnlight."

12. Add a personal message in the text field (for instance, "Here are my Spring 2016 textbook selections") and enter your email address; FacultyEnlight will generate an email of your order for your records. If you are using free or low-cost OER materials please add this information in the text field.
13. Click the "Submit" button.
14. Repeat the process as necessary for your other courses.
15. Your textbook selections will be sent to your Department's Administrative Assistant or designated point person who will verify the ISBN requested is from the approved Textbook Inventory.

The Administrative Assistant or designated point person will review, approve, and submit your order to the Bookstore for processing or decline your selection. Declined selections typically occur when the textbook selected is not on the department's approved Textbook Inventory list. You will receive an email notification either confirming approval of your textbook selections or informing you of a selection being denied and providing you with a link to edit your selection in FacultyEnlight.

16. Send any feedback you may have on this process to your Department Chair and copy your Administrative Assistant and the Office of Curriculum Development.

For help with FacultyEnlight, please contact: Amy Hankey, Assistant Textbook Manager, ACC Bookstores, 512.476.1921 ext 2, email: TM523@bncollege.com.