Using Faculty Enlight to Request/Decline Ordering of Textbooks (TIP)

Create a Faculty Enlight Account

Go to Faculty Enlight homepage at https://www.facultyenlight.com. From the top menu bar, click “Sign in” or “Create account”.

Welcome to FacultyEnlight®
Thanks for joining us. We’re excited to introduce you to FacultyEnlight®, your source for researching, adopting and sharing insights about textbooks and course materials.

In response to conversations with faculty from multiple disciplines at campuses across the country, we created FacultyEnlight to make it easier... continue »

Your Colleagues Want to Hear From You
You have told us that peer reviews are an invaluable source of information in the textbook evaluation process. For that reason, we are including these reviews as a core part of this site. We encourage you to submit your candid evaluations of current and past texts and course materials that you’ve used, as well as tips for using them... continue »

Desk Copy Requests
FacultyEnlight makes it easy to request desk copies of your course materials. Faculty members can request print desk copies as logged-in, registered users in a... continue»

Adoptions are Due
We still need textbook requests for the Spring 2017. Without this information, we may not... continue»

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Two years ago, in their research of ... continue»

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More
If you have an account and have already signed in, skip to STEP 3. Otherwise, complete the fields in the account creation screen below.
Completing the form when NO materials are needed.

Once you have created an account and/or signed in, navigate back to the homepage (https://www.facultyenlight.com), click “ADOPT” from the gray menu bar at top.

A form will appear. Select term, Department and Course number. Put a check in the box next to your section (99% will only have one section).

If you have no textbook requirements, click the “No Text Material Required for this Course” checkbox. Another block of text now appears where you check the section(s) affected. Then click the “Continue” button. If you *DO* need to order textbooks, do not click the checkbox, just click the “Continue” button and skip to the instructions for Ordering text materials

(illustration on next page)
Confirmation screen illustrating your choice **not** to place an order for textbooks. Click “Submit Order” button to confirm.

(illustration on next page)
CONFIRMATION

Thank you for submitting your adoption. We will contact you if we have any questions.

Course Details

School: MIT
Term: Spring 2017  Department: 4  Course: .092
Section: 1, Estimated Enrollment: 0  Instructor: CASO, RENEE

Textbook Details

No materials are required for this course.

END OF Completing the form when NO textbooks are needed.
Completing the form when text materials ARE needed

Once you have created an account and/or signed in, navigate back to the homepage (https://www.facultyenlight.com), click “ADOPT” from the gray menu bar at top.

A form will appear:

Select term, Department and Course number. Put a check in the box next to your section (99% will only have one section). Click the “Continue” button.

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The resultant page asks you how you would like to add materials and has several options.

If you know for sure you’ve ordered materials in the past for a specific course and want a quick way to reorder the same materials, click the “Search History” button. If you haven’t ordered materials before for this class, select any of these: **Add by ISBN**, **Search for Course Materials**, **Add from Favorites List**, or **Add Non-text Materials**. Note that your Favorite’s list will likely not be populated yet. You also have the option of selecting “No Materials Required for this Course” if you forgot to check the box on the first screen. Once you select an option, the resultant screens are pretty easy to follow, thus are not detailed here.
This example shows ordering materials by searching by ISBN. Please note that 10 digit ISBN numbers will not work. You must use the 13 digit version and remove the hyphen. After you enter the ISBN number in the search box and click the Search button, there is a little lag time and you’ll think nothing is happening. But suddenly red text will appear to the right of the box that says “Added to Bag”. Two screenshots below illustrate this:

Note that a 10 Digit ISBN number will not work.
* 13 Digit ISBN Required, without hyphen. e.g. 9780205017027

Note that a 10-digit ISBN number will not work.
* 13 Digit ISBN Required, without hyphen. e.g. 9780205017027
The next screen will show you what you ordered with details. It gives you the option to send a copy of the confirmation to another email address in addition to yours or add a note. If everything looks good, you can either click the blue button, “Add More Materials” to add more materials for your class, or click the orange “Submit Order” button and you will see a confirmation screen.

END instructions