

# 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”.

Sign In • **Create account** • Book Bag (0 Items)

FACULTY ENLIGHT

Search Adopt Discover Learn

**COURSEWARE**  
powered by LoudCloud

- ✓ Lowers the cost of learning materials
- ✓ Is easy to personalize
- ✓ Assures frictionless first day of class delivery

Learn More

### News

**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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As the Class of 2020 settles into the rhythm of their first semester at college, what are they discovering about their new campus and the learning and... [continue»](#)

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### 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 »](#)

(create account, cont'd)

If you have an account and have already signed in, [skip to STEP 3](#). Otherwise, complete the fields in the account creation screen below.

### Create Account

**Why create an account?**  
With a user name and password you will be able to log in and proceed through your adoptions quickly.

**With an account you will have access to more tools and resources.**

- Access your past adoptions for quick, easy reference
- Build and refer back to your "favorite" lists
- Write book reviews and share them with other faculty

**Do I have to create an account?**  
You do not have to create an account to use *FacultyEnlight*, but we encourage you to do so in order to take advantage of the features we've designed with faculty in mind.

Username: \*

E-mail address: \*

Confirm e-mail address: \*

Password \*

Confirm password: \*

Title


First Name: \*

Last Name: \*

Telephone Number: \*

School: MIT  
[This is not my school](#)

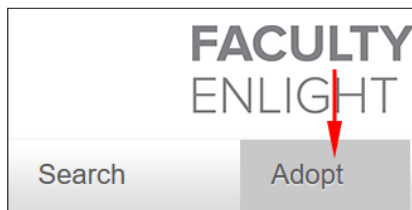
This question is for testing whether you are a human visitor and to prevent automated spam submissions.



Please enter the string of characters appearing in the image.

\* Indicates Required Field

## 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)

Search

Adopt

Discover

Learn

Note that after making a selection in one dropdown list, the second dropdown list is populated - you may have to click twice on the second and/or third dropdown lists to show its contents (there may be a slight delay).

Step 1: Select Course

Step 2: Add Materials

Step 3: Review & Submit

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

School Name: MIT

Term \*

Select Term

Select Term

Fall 2016  
Fall 2016 2nd half  
IAP 2017  
Spring 2017

Department \*

Select Department

Select Department

21W  
22  
24  
3  
4

Course \*

Select Course

Select Course

.021  
.023  
.025  
.024

Not seeing the course you are teaching?

+ Add

If you have no textbook requests

No Text Material Required For This Course

Continue

\* Indicates Required Field

(this appears if you check the box)

Select All

Section

Enrollment

Instructor

Section

1

2

CASO, RENEE

+ Add

No Text Material Required For This Course

Continue

\* Indicates Required Field

Confirmation screen illustrating your choice **not** to place an order for textbooks. Click **“Submit Order”** button to confirm.

(illustration on next page)

Step 1: Select Course

Step 2: Add Materials

Step 3: Review & Submit

## Course Details

School: MIT

Term: Fall 2016    Department: 4    Course: .091

Section: 1 , Estimated Enrollment: 2 , Instructor: CASO, RENEE    [Edit Course?](#)

You still have an option at this point to change your mind and order textbooks for your subject.



<< Add More Materials

Submit Order >>

## No Materials Are Required For This Course

Add a note:

<< Add More Materials

Submit Order >>

## CONFIRMATION

Step 1: Select Course

Step 2: Add Materials

Step 3: Review & Submit



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.

- Next page: order text materials

## 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:

The screenshot shows the 'Adopt' step of the Faculty Enlight process. At the top, there are navigation tabs for 'Search', 'Adopt', 'Discover', and 'Learn'. Below these is a note: 'Note that after making a selection in one dropdown list, the second dropdown list is populated - you may have to click twice on the second and/or third dropdown lists to show its contents (there may be a slight delay)'. A progress bar shows 'Step 1: Select Course' as the active step, followed by 'Step 2: Add Materials' and 'Step 3: Review & Submit'. The main form area prompts the user to 'Please select your School, Term, Department, Course and Section(s) to begin your order.' The form fields are: School Name: MIT; Term \*: Spring 2017; Department \*: 4; Course \*: .093. There are three dropdown menus open: 'Select Term' (showing Fall 2016, Fall 2016 2nd half, IAP 2017, Spring 2017), 'Select Department' (showing 21W, 22, 24, 3, 4), and 'Select Course' (showing .021, .023, .025, .024). Below the form, there are checkboxes for 'Select All' and 'Section', and a table with columns for Section, Enrollment, and Instructor. The 'Section' checkbox is checked, and the 'Section' column shows '1'. The 'Enrollment' column shows '0', and the 'Instructor' column shows 'CASO, RENEE'. There is a '+ Add' button next to the instructor name. A checkbox for 'No Text Material Required For This Course' is unchecked. At the bottom, there is a '\* Indicates Required Field' note and a 'Continue' button. Red arrows point to the 'Term', 'Department', 'Course', 'Section' checkbox, and 'Continue' button.

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.

(continues on next page)

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.

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

## Course Details

School: MIT  
Term: Spring 2017    Department: 4    Course: .093  
Section: 1 , Estimated Enrollment: 0 , Instructor: CASO, RENEE    [Edit Course?](#)

### How would you like to add materials?

<b>Add by ISBN</b> The quickest way to add materials if you have all of your 13 digit ISBNs on hand.	<b>Search for Course Materials</b> Still trying to find the right materials? Search the catalog by ISBN, Title/Subject, Author, and/or Publisher here.
<b>Add from Favorites List</b> Favorites Lists are only available to registered users and are a convenient place to store your favorites.	<b>Search History</b> Using the same materials as last term? Search here for the materials you adopted through <i>FacultyEnlight</i> .
<b>Add Non-text Materials</b> Don't forget the iClicker! Any non-text materials can be added here.	<b>Search My School Adoptions</b> Search your entire campus's adoptions - including your own - for the past three years.
<b>No Materials Required For This Course</b> To save you time, this option is also available on Step 1.	<b>Search by Other Schools</b> Interested in seeing what course materials your peers are using? Search another school's adoptions here.

➤ Next page

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:

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

### Course Details

School: MIT  
Term: Spring 2017    Department: 4    Course: .093  
Section: 1 , Estimated Enrollment: 0 , Instructor: CASO, RENEE    [Edit Course?](#)

### Add By ISBN

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

Enter ISBN Number \*:  [+ Add More](#)

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

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

### Course Details

School: MIT  
Term: Spring 2017    Department: 4    Course: .093  
Section: 1 , Estimated Enrollment: 0 , Instructor: CASO, RENEE    [Edit Course?](#)

### Add By ISBN

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

Enter ISBN Number \*:  **Added To Book Bag**

**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.

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

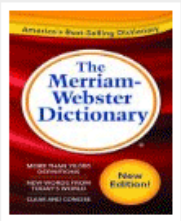
### Course Details

School: MIT  
Term: Spring 2017    Department: 4    Course: .093  
Section: 1 , Estimated Enrollment: 0 , Instructor: CASO, RENEE    [Edit Course?](#)

Also send confirmation to the following email addresses: (separate with comma)

[<< Add More Materials](#)    [Submit Order >>](#)

### Textbook Details

  
[Remove](#)

[The Merriam-Webster Dictionary](#)  
Author: Merriam-Webster Inc.  
ISBN: 9780877792956  
Publication Date: 01/01/2016  
Publisher: Merriam-Webster, Inc.  
Estimated Student Price **(Savings based on Print, New)**  
Print, new: \$7.50  
Print, used: \$5.65 **(25% Savings)**  
Print, new rental: \$4.90 **(35% Savings)**  
Print, used rental: \$3.40 **(55% Savings)**

Student use of this title is  
 Required     Recommended

Rating: ☆☆☆☆☆ [Be the first to write a review](#)

Add a note:

[<< Add More Materials](#)    [Submit Order >>](#)

**END instructions**