

Textbook & Instructional Materials Affordability Step-by-Step Guide and FAQs

Textbook Adoptions Process @ FIU

The State mandated deadline for posting required and recommended textbook/course materials adoptions is 45 days prior to the first day of the semester. This is to allow students time to shop for affordable textbook options. Here are easy steps on how to submit the adoption via FacultyEnlight:

- Go to FIU.FacultyEnlight.com.
- When prompted, enter your FIU credentials (user name and password).
- Verify your account settings/profile by clicking on “Welcome [your name].” IMPORTANT: Go to the “Edit Profile” tab, then “School” and check in the drop-down menu whether you are set to “Florida International University – MMC/All Online Courses” or “Florida International University – BBC” to view the course sections taught at the respective locations.
- To enter your adoption on the FacultyEnlight portal, click on the Adopt tab.
- Select your course/section information, using the drop downs. You must wait for each drop down menu choice to complete before the next menu will become available. Once all the menus have the correct choices, hit Continue.
 - *Reminder: If you do not require any course materials/texts, you must check the “No Text Material Required For This Course” box, and then exit FacultyEnlight.*
- You will then locate your course materials using the variety of search functions. Once you have found your course materials, click Adopt for those titles and then Continue. If you need to add more materials, select Add More Materials.
- Once you have added all your course materials, be sure to review them and select Required or Recommended for each. Then hit Submit.
- Upon submission, you will receive a confirmation e-mail with the successful transaction record and the required and recommended course materials information will be posted in the Panthersoft course schedule. FIU Barnes & Noble Bookstores will ensure that a sufficient supply of the required materials will be available there as well.

We recognize that the following types of courses rarely require course materials for purchase and as such we have implemented a default “No Text Material Required For This Course” adoption response effective Summer 2017:

- Directed Individual Study
- Graduate Dissertation
- Graduate Thesis
- Individual Performance Instruction
- Internships
- Other
- Supervised Research
- Supervised Teaching

Instructors of the above course types who do require or recommend course materials for purchase still must submit their adoption in FIU.FacultyEnlight.com by the legal deadline.

The legislative mandate for [Textbook Affordability](#) is intended to pass on cost savings to our students. Timely information lets students to take advantage of purchase and rental options, and enables them to better predict and manage costs for required course materials. It also allows the FIU bookstore to pass greater savings on to students by buying back textbooks for later resale. In past academic years this has added up to more than \$1.5 million annually in savings for our students.

While the FIU Barnes & Noble bookstore staff has in the past graciously accepted textbook adoptions/orders in person or via e-mail, our volume is simply too large and we ask that faculty or staff utilize FIU.FacultyEnlight.com to submit adoptions. If you need assistance, feel free to contact the textbook department or Mike Comiskey, store manager, directly at:

Textbook Department, Gaby Papaterra
fiubook@fiu.edu
305-348-3923 or 305-348-3924

Bookstore Store Manager, Mike Comiskey
sm785@bncollege.com
305-348-3925

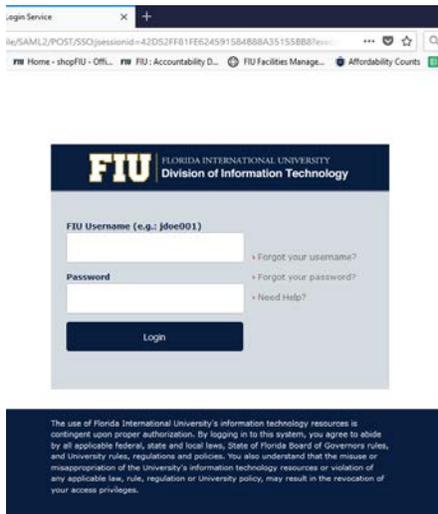
Thank you very much for cooperation.

(see the FAQ below)

Textbook/Course Materials Adoptions FAQs

Question: Where/how do I access FacultyEnlight to submit my adoptions?

Answer: Visit <http://FIU.FacultyEnlight.com>, which will direct you to the FIU single-sign-on (SSO) login page. Use your FIU credentials (user name and password). Once authenticated, you will be directed to the FacultyEnlight portal.



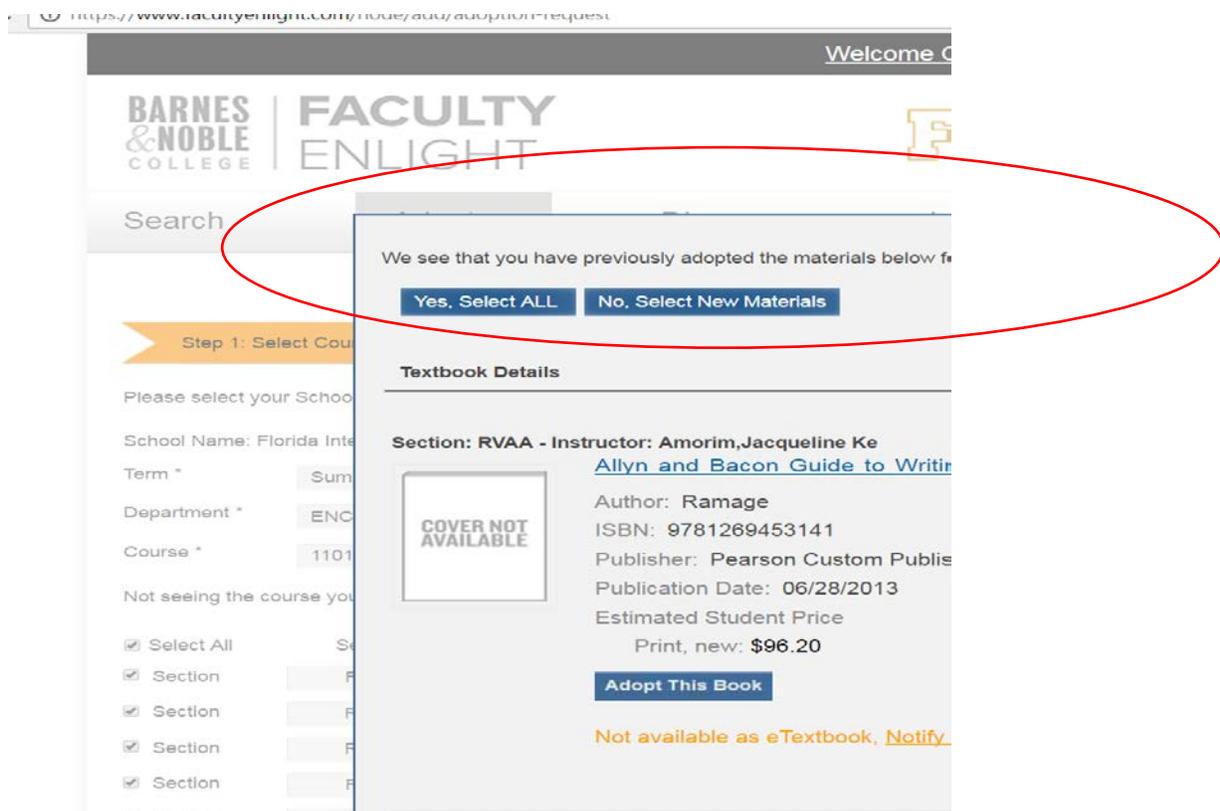
NOTE: the SSO is a new feature as of Summer 2018. If you use the old/bookmarked link to FacultyEnlight, you may still need your past FacultyEnlight account credentials. But for your convenience, the FIU.FacultyEnlight.com url eliminates the need to establish account credentials.

Question: I do not require or recommend any course materials for purchase for my course. Do I still have to make an adoption?

Answer: Yes. As the instructor of record, it is your responsibility to report if you recommend/require any course materials for the upcoming semester, and if you do, which ones. If you do not require any materials, you must still submit your adoption via *FacultyEnlight*, but select the option “No Text Materials Required.”

Question: I will use the same course materials as I did in the previous semester. Will the *FacultyEnlight* system automatically adopt prior materials for the upcoming semester for me?

Answer: No. As the instructor of record, you need to identify materials for the upcoming semester. Conveniently, when course matches are found in the previous year’s term, the *FacultyEnlight* system will ask you if you wish to adopt the same materials from the same term in the previous year and all you have to do is click “Yes, Select All”, or “No, Select New Materials”.



Question: May I delegate the adopting of my course materials to a staff member?

Answer: Yes. All FIU employees may use their FIU AD credentials to log on to FIU.FacultyEnlight.com to create a user profile and make adoptions on behalf of others. Only the user placing the adoption will receive an automated confirmation e-mail for the new adoption, or a change to an existing adoption, unless he/she has additional email addresses listed under Account Preferences. **Note:** *If you are placing adoptions for your department, ask your bookstore about the Department Admin user-role. This role allows you to adopt for multiple courses at once, and add additional email addresses for those who need to receive the confirmation emails.*

Question: In the case that the same course materials are required/recommended across various sections. Is there a way to make the adoption once for all sections?

Answer: Yes. An adoption of the same course material can be made for several course sections at once. The user placing the adoption will receive an automatic notification that the adoption has been submitted in *FacultyEnlight*.

Welcome Gitta Montoto • Sign Out • Book Bag (0 Items)

BARNES & NOBLE COLLEGE **FACULTY ENLIGHT** **FIU** FLORIDA INTERNATIONAL UNIVERSITY

Search Adopt Discover Learn History

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: Florida International University - MMC & All Online Courses

Term * Summer 2017

Department * ENC

Course * 1101

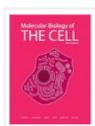
Not seeing the course you are teaching? + Add

Select All	Section	Enrollment	Instructor
<input type="checkbox"/>	RVAA	25	Amorim, Jacquelin
<input type="checkbox"/>	PVBB	25	STAFF
<input type="checkbox"/>	RVEB	25	Gregory, Christine
<input type="checkbox"/>	RX1A	25	Fang, Ming
<input type="checkbox"/>	RXPA	25	Gregory, Christine
<input type="checkbox"/>	RXSA	25	Bartman, Jennifer
<input type="checkbox"/>	R3A	4	STAFF
<input type="checkbox"/>	U01A	27	Harrison, Kimbert
<input type="checkbox"/>	U01B	27	STAFF
<input type="checkbox"/>	U02A	27	STAFF
<input type="checkbox"/>	U02B	27	STAFF
<input type="checkbox"/>	U03A	23	STAFF
<input type="checkbox"/>	U04B	27	STAFF
<input type="checkbox"/>	U07B	27	STAFF

Question: While a newer edition of my required/recommended course material is available, students may purchase an older edition. Can I declare this in FacultyEnlight?

Answer: Yes. If you are adopting a newer edition of a title, but allow the use of the older editions, please be sure to add this to the “Notes” section of your adoption on the Review & Submit page. Your bookstore will receive these notes and ensure that their system contains all the relevant materials.

Textbook Details



Remove

[Molecular Biology of the Cell | Edition: 5](#)

Author: Bruce Alberts, Alexander Johnson, Julian Lewis

ISBN: 9780815341055

Publication Date: 12/31/2007

Publisher: Taylor & Francis

Estimated Student Price **(Savings based on Print, New)**

Print, new: \$165.00

Print, used: \$123.75 **(25% Savings)**

Print, new rental: \$148.50 **(10% Savings)**

Print, used rental: \$66.00 **(60% Savings)**

Student use of this title is

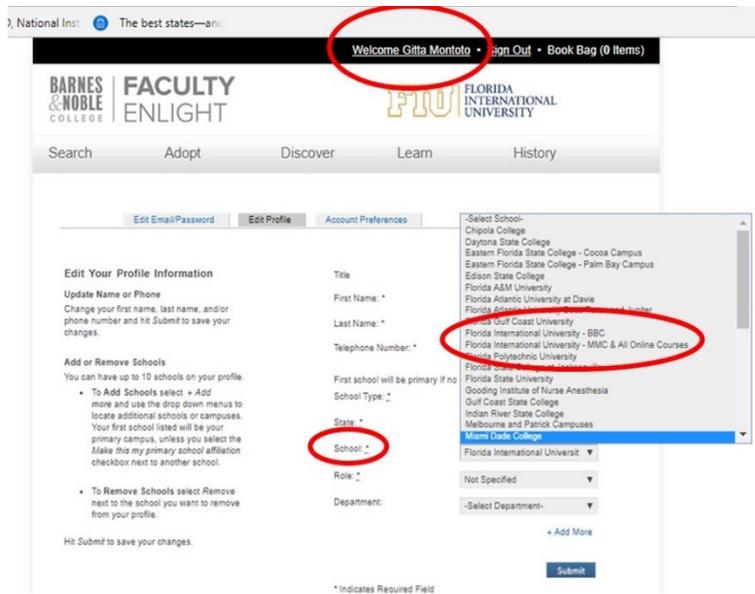
Required Recommended

Add a note:

Students can also use the older edition.

Question: I teach a course section at MMC and at BBC. I cannot see my BBC course section in FacultyEnlight. Why?

Answer: Barnes & Noble stores at MMC and BBC are viewed as separate business entities. As such, FIU's course sections are run on different platforms in FacultyEnlight. Once logged in, please change your user Profile Information by clicking on "Welcome [your name]" and selecting the tab "Edit Profile." In the "School" drop-down menu, select between "FIU MMC & All Online Courses" and "FIU BBC" to populate the respective course sections to make your adoption.



Question: Can I access FacultyEnlight directly from Canvas?

Answer: Yes. From the Canvas dashboard, click on your course and then select the "FacultyEnlight" link from the Home menu.

