

FOLLETT SHELF FBOOKS – HOW TO USE

Students – are allowed 4 books for 2 weeks

-books will be automatically returned after the 2 weeks/14 days

-to continue reading, sign-out the book again

** “Downloaded” books in your name may ONLY be on one device at a time

Staff – are allowed 35 books for 100 days

To begin:
Go to SMS School Site
Log in
Choose-Programs
 -Learning Commons
 -Links
-FOLLETT SHELF

PCs, LAPTOPS
-From link will go to login screen for Follettshelf

IPADS, IPODS, IPHONES

-*MUST download from APP STORE
-Apple Products – “ENLIGHT” (Enlight K-12)
-Android Products – “Follett Enlight”
-Follettshelf is embedded in the App

LOGIN (PCs, LAPTOPS)

Students

Username: firstnamemiddleinitiallastname

Password: student number

Staff

Username: firstinitiallastname

Password:

**FOLLETT SHELF URL (If required)

wbb44041

LOGIN (Ipad, Ipods, Iphones)

Students

Username: firstnamemiddleinitiallastname

Password: student number

Staff

Username: firstinitiallastname

Password:

**FOLLETT SHELF URL: (REQUIRED)

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DOWNLOAD

- ebooks are best to use “downloaded” and not “online” (cyberspace)

At the shelf page scroll through titles to choose. Can view by “Cover” or “List”
“List” is easiest to use.

To “Checkout” (To open or Download)

“List View”

-To “Open or Download” a book can take 1 ½ mins. – 8 mins.

-“Checkout” button on right side of screen

-has book summary

“Cover View”

-choose “E”

-has summary

-subject headings, etc.

-Checkout button

-click “back arrow” to return to shelf viewing

page

Early Returns

(reminder-books are automatically returned after 14 days)

PCs, Laptops

-click button righthand side of page, answer prompts

Ipads, Ipods, Iphones

-Find book cover

-choose Bookbag, checkout button will appear

Press blue return arrow

-prompt – return “Yes”