

# Electronic Textbook Cheat Sheet

The web site to purchase and access your textbooks is: <http://sbh.shelfit.com>

Use your school e-mail address and **sbhs2016** for the password. If this doesn't work, use the "**Forgot Password?**" link to reset your password.

To purchase your textbooks, use the instructions in the second section of this cheat sheet.

When ordering, please select the novels for your English class, then add them to cart. These hardcopy textbooks will be fulfilled through Amazon.

Your Theology/Religion textbooks are also hardcopy and will be available for purchase at SBHS.

For your remaining classes, the textbooks will be in electronic format and will be part of your Course Access Bundle.

The Course Access Bundle contains all the textbooks you need for both the first and second semester.

Some classes will have textbook material supplied by the teacher.

Note to textbook scholarship recipients - your scholarship is applied on the payment screen. Click "Apply All Credit" to apply your scholarship to the total payment due.

---

To access your textbooks after purchase, log in (<http://sbh.shelfit.com>) and click on My Shelf.

Click on the desired textbook.

The textbooks with large "i" on the icon can also be viewed using the RedShelf app on your iPad. Log into that app using your e-mail address and **sbh\_2022** for the password.

If you have questions about the ordering process, please contact EdTech support:

**EdTech Support: (855)338-3245**

**EdTech support email: [customersfirst@edtechsoftware.com](mailto:customersfirst@edtechsoftware.com)**

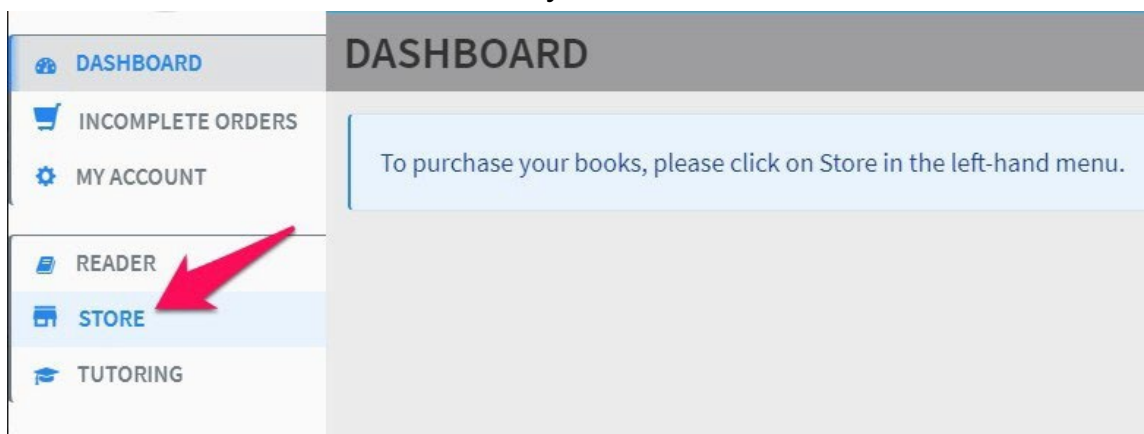
## How to Place an Order

**Step 1:** Access your school's online bookstore at [sbh.shelfit.com](http://sbh.shelfit.com)

**Step 2:** Enter your school e-mail address and sbhs2016 for the password and click the green **Log in** button.

The image shows the Shelfit dashboard login interface. At the top is the Shelfit logo with the word 'dashboard' underneath. Below the logo is a section titled 'Select your school' with a text input field labeled 'SCHOOL NAME'. Underneath this is a horizontal line with the word 'OR' in the center. Below that is a section titled 'Enter your login info' with two text input fields: 'Email' and 'Password'. Red arrows point to each of these input fields. At the bottom of the form is a green button labeled 'Log in'.

**Step 3:** Click **Store** in the left-hand side of your screen.



**Step 4:** Your Course Access Bundle is made up of ebooks and/ or print materials that are required purchases, and is located toward the top of your screen. Click on **View Course Materials** to see which books are included in your Course Access Bundle.

Course Access Bundle

Your school has assembled a list of required ebooks and other digital learning materials based on your schedule. **This is required digital content for your courses. Additional required items that are not included in this bundle can be purchased below.**

**\$519.90**

[View course materials](#)  
\* Added to the Shopping Cart

**Step 5:** There may be books to purchase for other courses that are not included in your Course Access Bundle. To purchase books for courses outside of your bundle, click the orange **Add to Cart** button to add each to your cart. Books may be fulfilled by either EdTech or Amazon.



Print Version

The Broadview Anthology of  
British Literature: One-...

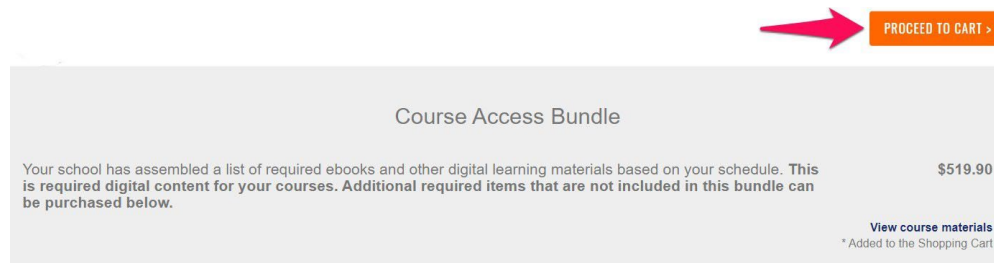
ISBN: 9781554812547

New  
\$75.43

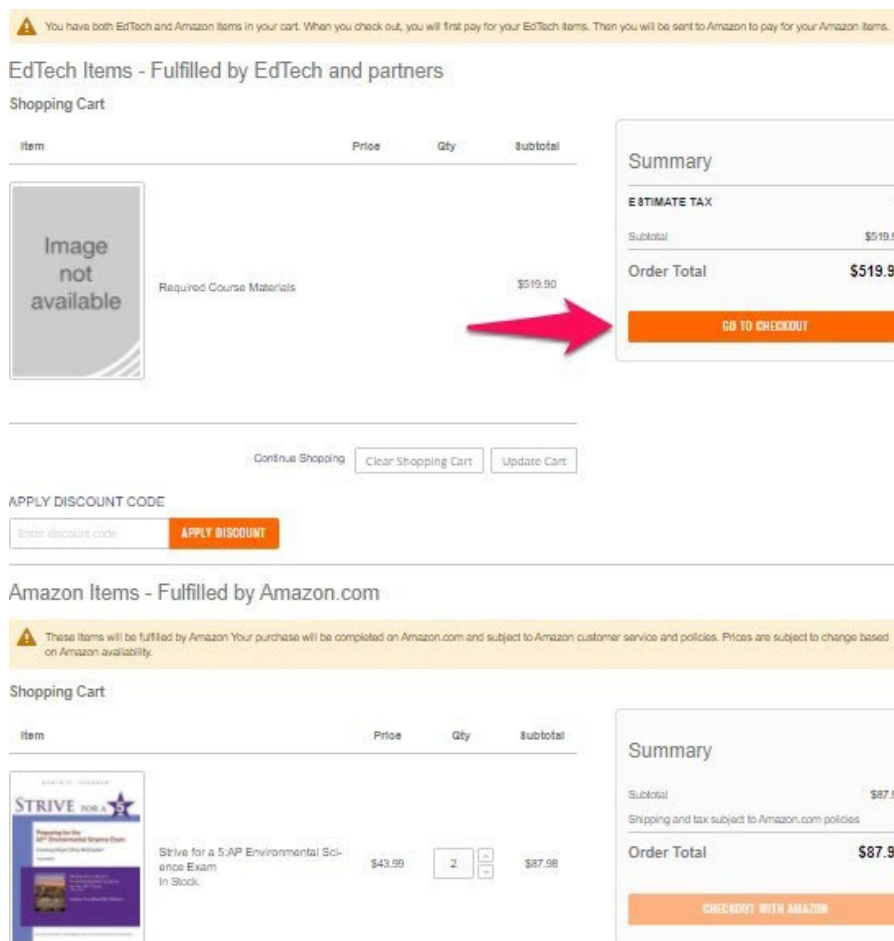
[Check out with Amazon](#)

[ADD TO AMAZON CART](#)

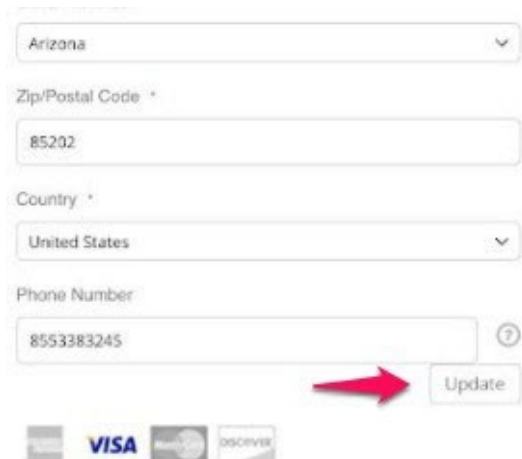
**Step 6:** To Purchase your books, click the orange **Proceed to Cart** button on the right side of your screen.



**Step 7:** If you have books in your cart from both EdTech and Amazon, you'll see items in both carts here. You must purchase your Course Access Bundle before you can access your Amazon cart. Click the orange **Go to Checkout** button to purchase your bundle and any other books being fulfilled by EdTech.

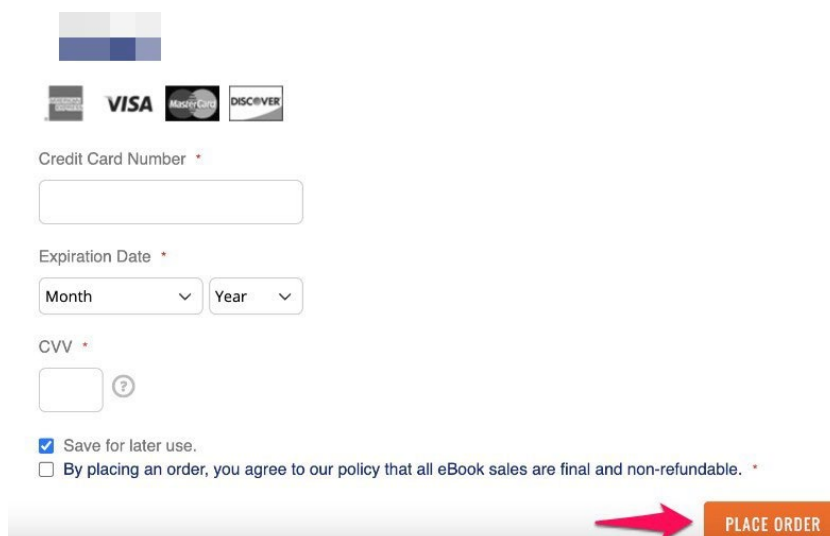


**Step 8:** Select your payment method, enter your billing address, and click the white **Update** button.



A form for entering billing information. It includes a dropdown menu for 'State' with 'Arizona' selected, a text field for 'Zip/Postal Code' with '85202', a dropdown menu for 'Country' with 'United States', and a text field for 'Phone Number' with '8553383245'. A red arrow points to a white 'Update' button. Below the form are logos for Mastercard, VISA, American Express, and Discover.


**Step 9:** Click the orange **Place Order** button.

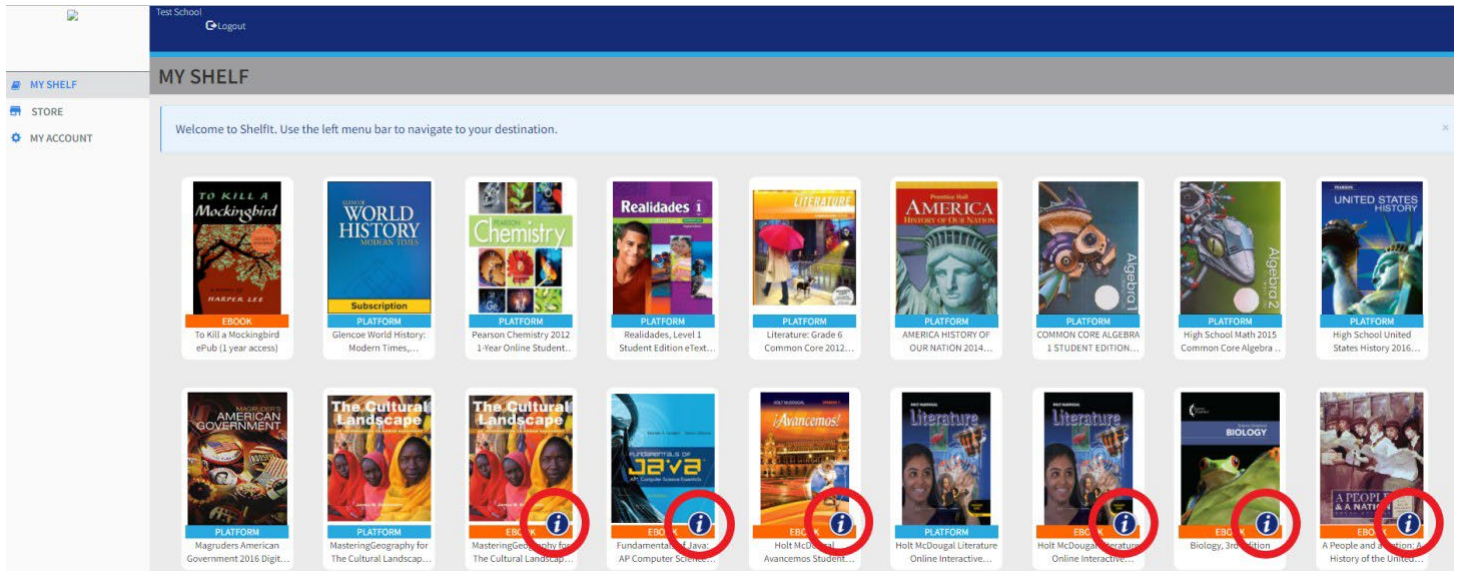


A payment form with a blue header. It includes logos for Mastercard, VISA, American Express, and Discover. The form has fields for 'Credit Card Number', 'Expiration Date' (with 'Month' and 'Year' dropdowns), and 'CVV'. Below these fields are two checkboxes: 'Save for later use.' (checked) and 'By placing an order, you agree to our policy that all eBook sales are final and non-refundable.' (unchecked). A red arrow points to an orange 'PLACE ORDER' button.



# RedShelf App Instructions

Please use these instructions to access the RedShelf App for offline reading of Edtech digital files. These files will be distinguished on the Shelfit web browser with an  icon, shown below circled in red.



Click on the icon and instructions for launching the RedShelf App will be displayed with your username and password. Note: if your password is changed within the RedShelf App that change will NOT show in Shelfit.


**BOOK INFO**
✕

**Holt McDougal Avancemos Student Edition eTextbook 1-Year Level 1 2013 (1 year access) - Interactive 9780544562073IE**

**For Offline Access:**  
Download the Redshelf on [iOS app](#) or [Android app](#) and log in with the following offline credentials:

1. **Username:**
2. **Password:**

*(Please note: These were the offline credentials originally assigned to you when you purchased your book. If they no longer work and you don't know the current credentials, use the Forgot Password feature in the Redshelf App.)*





## Downloading the App

RedShelf's eReader app is available through the [Apple Store](#) for iOS devices or the [Google Play Store](#) for Android devices. The majority of the eReader features and functionality are identical between the web browser and the mobile app experience to ensure students have a consistent experience between their desktop, tablet, and mobile devices.



### *Downloading from the Apple Store (iOS)*

- From your Apple device, go to the App Store (currently not available for macOS)
- Go to the search and type in RedShelf
- Select "Get" and complete the prompts to begin the download

**Pro Tip:** Make sure you are on the most recent version of your operating system as well as the most current version of the app. Most users have their app settings update automatically, but this can be confirmed by going to Settings > Your Name > iTunes & App Store > Turn On/ Turn Off Updates.



### *Downloading from Google Play Store (Android)*

- From your Android device, to to the Google Play Store
- Go to the search and type in RedShelf
- Select "Install" to begin the download

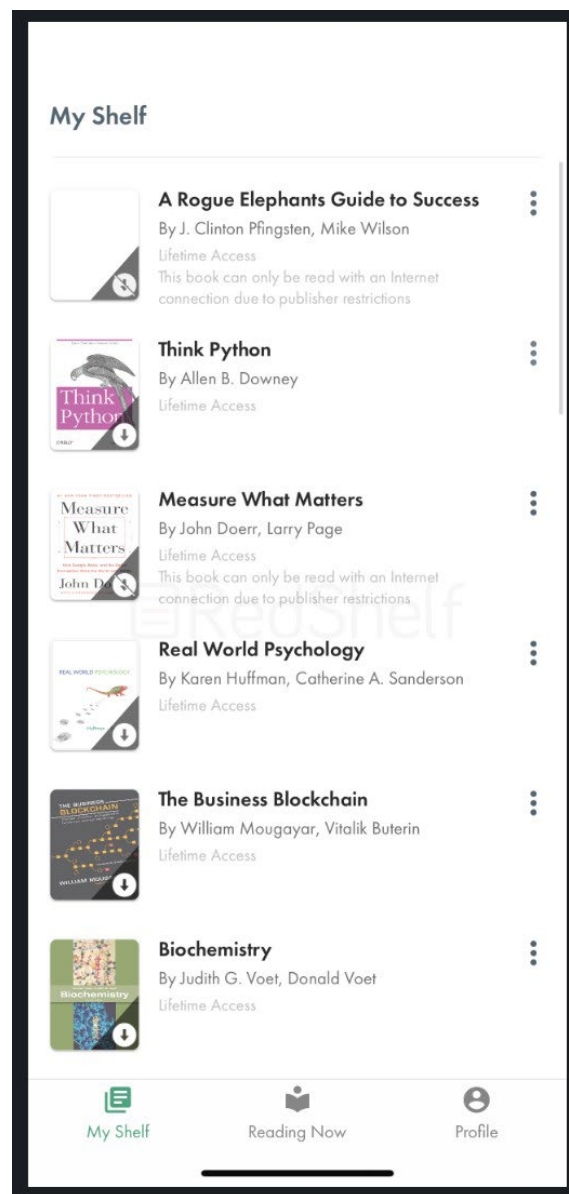
**Pro Tip:** Make sure you are on the most recent version of your operating system as well as the most current version of the app. Most users have their Settings to update apps automatically, but this can be confirmed by going to Settings > Auto-Update Apps > Select/ Deselect Auto-Updates.

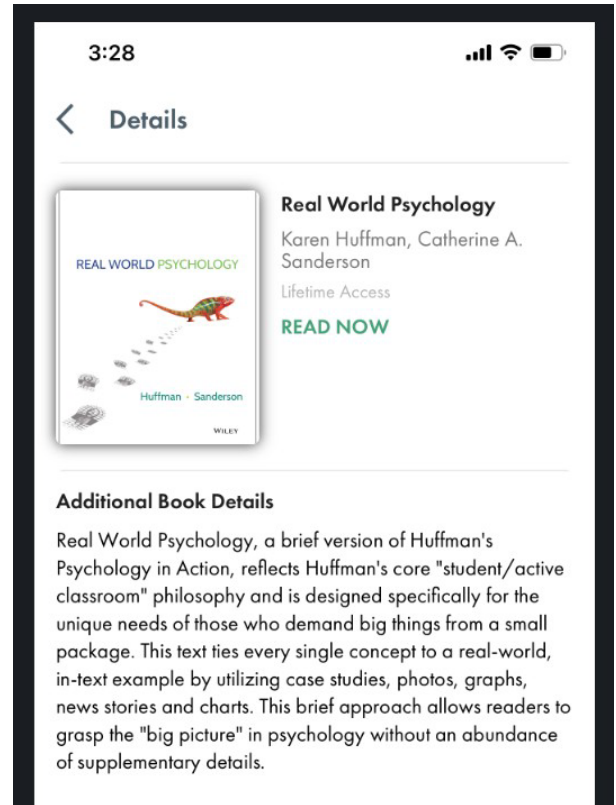
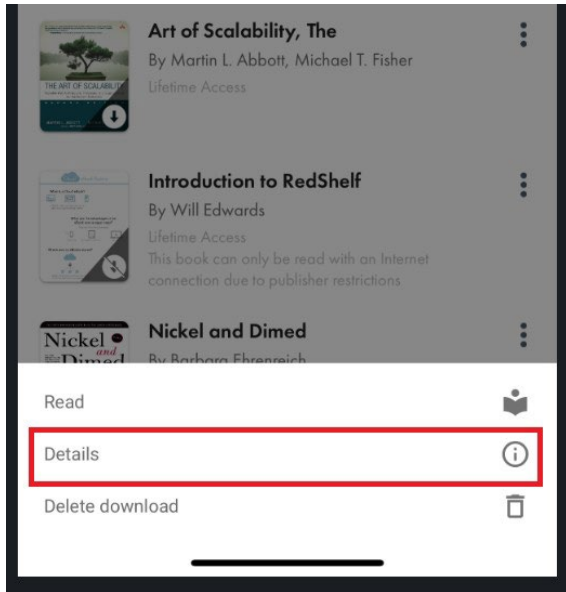


**Pro Tip:** Those looking to use the RedShelf eReader on a desktop can simply use the web version of the eReader by logging in to [redshelf.com](https://redshelf.com).

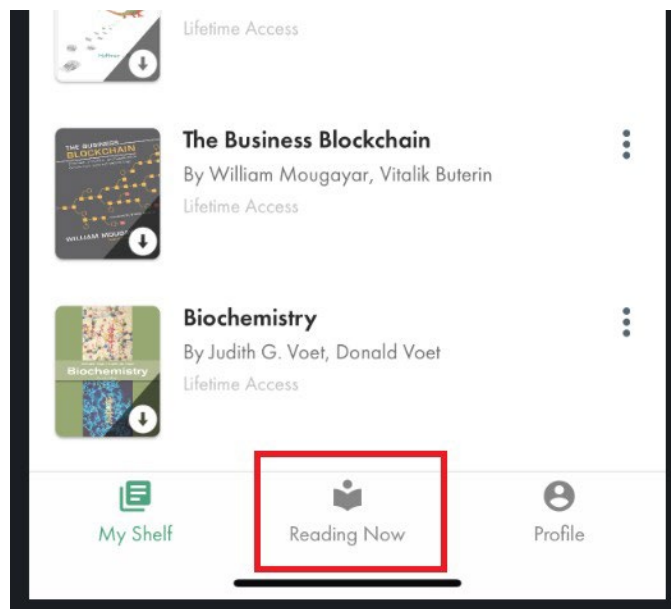
## Start Reading

Once you're logged into the eReader app, you'll be taken directly to the "My Shelf" page. This page will show all the eBooks in your RedShelf account that you are either subscribed to or have purchased. You can select the three dots next to each title to start reading the eBook or get more details on the title.





You can open your eBook in the eReader by selecting the “Read” option after selecting the three dots, or by selecting “Reading Now” at the bottom center of the navigation item. Selecting “Reading Now” will open the most recent eBook you were reading on the same page you left off.



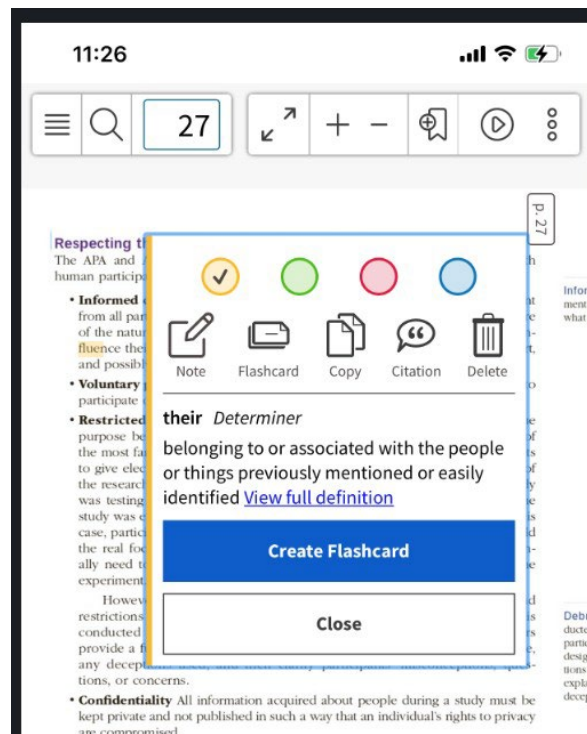
## App Navigation

The eReader app leverages the same tools and functionality that provide an engaging experience in the web browser eReader.

### Pop-up Navigation

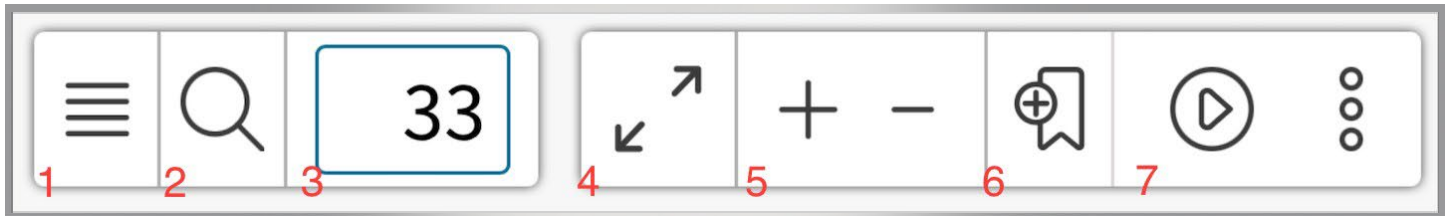
Interactive features that are available in the pop-up navigation after a piece of text is highlighted include:

1. **Note:** Save notes to your highlighted content as a useful reminder for later
2. **Flashcards:** Create flashcards for future studying
3. **Copy:** Save content to your clipboard to easily paste elsewhere
  1. **Pro Tip:** Not all publishers allow content to be copied, so ensure you tack how much copy allowance each title has
4. **Citation:** Create a citation of the eBook title, author, and section for easy copy/paste into another document



## Top Navigation eReader Controls

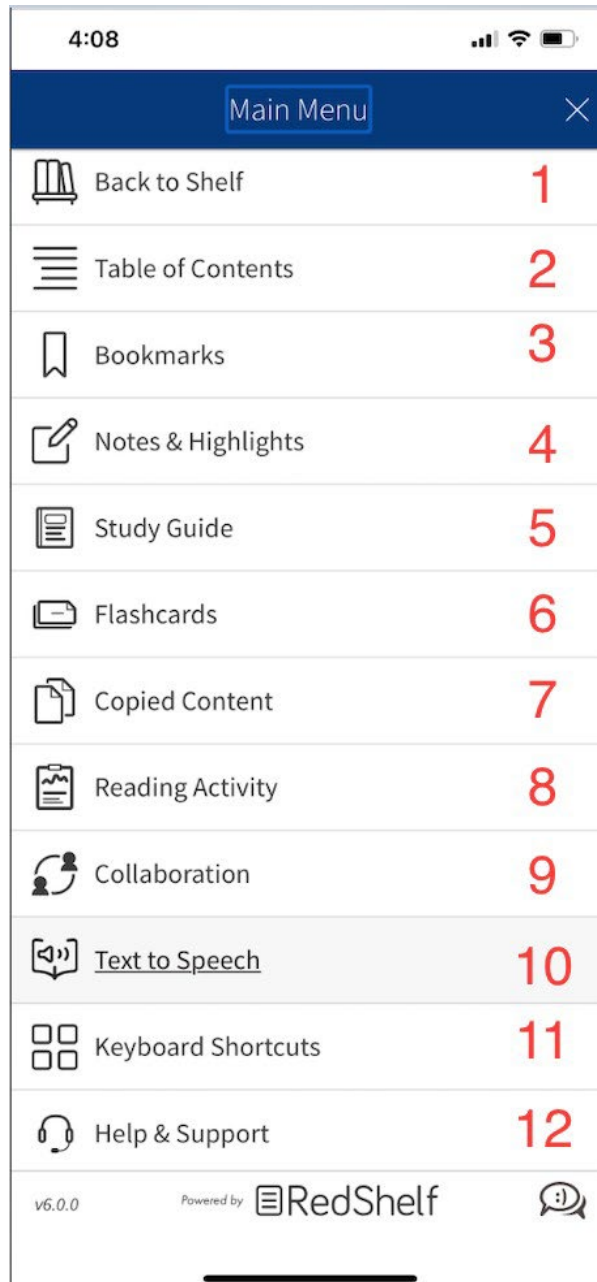
1. **Left Navigation Pane:** This icon will open up the left navigation window, where users can go back to My Shelf, create flashcards, and interact with other eBook elements
2. **Search:** If you are looking for a particular word or phrase, use the search icon to open up search functionality
3. **Page Number:** See what page you are reading of the eBook, or edit the number to navigate to another page
4. **Fit to Screen:** Use this icon to resize the window frame and fit the eBook to the screen size
5. **Zoom In/Zoom Out:** Incrementally adjust the zoom levels of the eBook
6. **Bookmark:** Save your place anywhere in the eBook, or locate saved bookmarks
7. **Text-to-Speech:** Read-aloud options are available on the top right, indicated by the Play icon



## Left Navigation Interactive Tools

1. **Back to Shelf:** Go back to My Shelf to see all of your eBooks
2. **Table of Contents:** Look inside the eBook's table of contents, broken down by chapter for easy navigation through the title
3. **Bookmarks:** See a list of bookmarks generated for the specific eBook you are viewing
4. **Notes & Highlights:** See a list of notes you have made, as well as highlights for this particular eBook
5. **Study Guide:** Access your notes and highlights for a comprehensive review of your interactions with the eBook
6. **Flashcards:** Study previously created flashcards before an exam for better reading comprehension
7. **Copied Content:** See the list of content you have copied for this eBook
  1. **Pro Tip:** Since some titles do not allow users to copy the entire content of an eBook, use this tool to manage what percent you are at for that particular eBook
8. **Reading Activity:** View stats for how you are using the eReader and set reading goals
9. **Collaboration:** Share a code with someone to access your notes or enter a shared code to access others

10. **Text-to-Speech (Read Aloud):** Change your settings for Text-to-Speech, including the voice, volume, and speed
  1. **Pro Tip:** Make sure your device volume is always on as it will override this setting if in Silent Mode
11. **Keyboard Shortcuts:** Review keyboard shortcuts that make the eReader more accessible to navigate with keystrokes instead of a mouse



**Pro Tip:** Printing is not featured in the app navigation as this feature is currently only available on the desktop version of the eReader

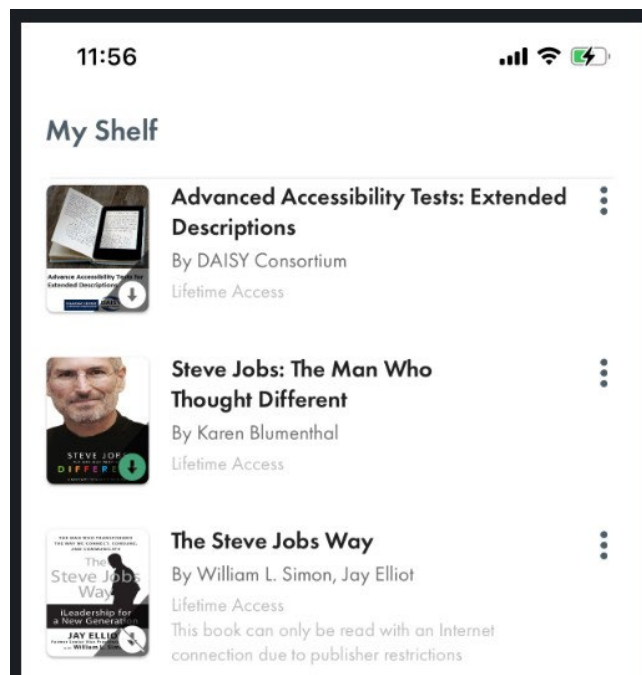
## Offline and Downloading

Depending on the publisher, some eBooks are available to be read offline through the eReader app. This means that you will be able to read and engage with your eBook even without an internet connection.

An eBook's download availability is indicated by the down arrow on the title cover in My Shelf:

- eBooks available to read offline will show a down arrow with a white circle
- eBooks not available to read offline will have a cross through the down arrow with a white circle
- eBooks already downloaded to your device will have a down arrow with a green circle

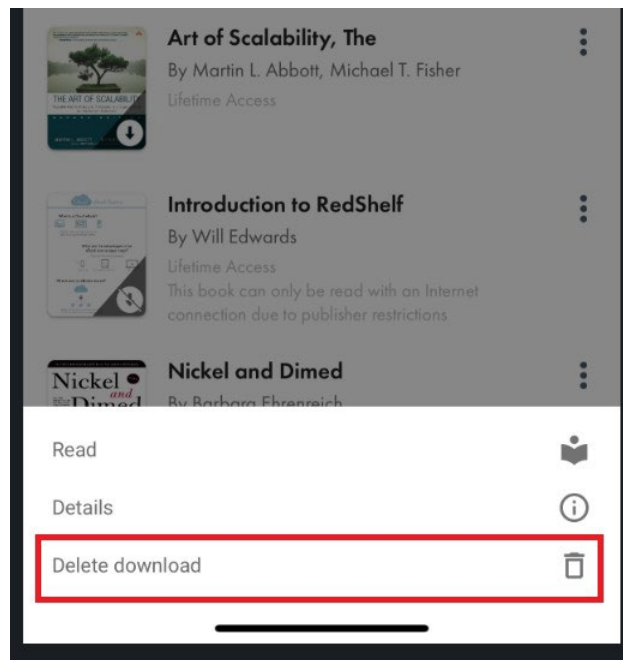
**Pro Tip:** Make sure your device has enough space to complete a download of the title. Depending on the size of the eBook, you may want to free up space before attempting to download it.



### *Deleting Offline Content*

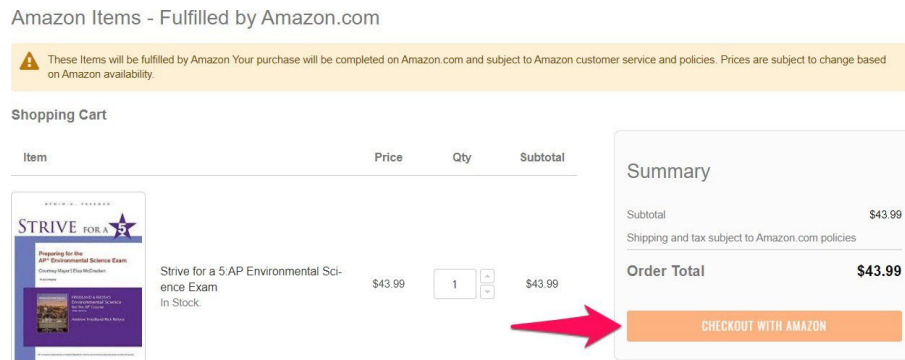
Since some publishers don't always allow for multiple copies of an eBook across all your devices, you may need to remove the download from your eReader app in order to access the title through another device. You can delete downloaded content from the app by:

- Find the downloaded title with the arrow and green circle
- Select the three dots to the right of the title
- Select "Delete Download" to remove the download from your app





**Step 10:** If you have Amazon items in your cart, open a new tab and sign into your Amazon account in that tab.



**Step 11:** Come back to your EdTech tab and click the orange **Checkout with Amazon** button to launch to your Amazon shopping cart.