Add Students and Assign Books

1) Select “Members” from the “My Bookshare” page.

2) Select “Add a Member”.

3) Enter information and select “Save”.

4) Repeat as needed to add more members. If adding 15 or more members please review Add 15 or more students at one time.

5) After saving the new member, you have the option to add the student to an existing Reading List or create a new Reading List. To add to an existing Reading List select, “Add to Reading Lists.”
6) Select the desired Reading List(s) and select "Assign."

7) To create a new Reading List, select "Create New Reading List."

8) Search for books to add to the Reading List by entering a title, author, or ISBN in the Search Box.
9) Place a check mark next to the desired title(s) and select "Assign Books."

10) By assigning books to this student, you are creating a personal Reading List for him or her. The name of the Reading List will default to the name of the student, but you can rename it if you wish. You can also include a description of the list, but this is not required.
11) Select "Org" to share with other sponsors and members in your Organization. To keep list private or to share just with student members, select the appropriate button. Then select "Done."