**How to Use Bookshare in Your District:**

1. **Determine if Your School/District Has an Account**

* Ask at your school/district if a Bookshare account exists.
  + If **YES**, ask the Primary Contact, or another educator who is already using Bookshare, to add you as a Sponsor. After you have your login information, you can follow the instructions below.
  + If **NO** or unsure, create a new Bookshare account by following the steps in [this How-to Guide for Schools](https://www.bookshare.org/cms/sites/default/files/quick_start_guide_february_2017.pdf) or [Getting Started: Sign Up Your School](https://www.youtube.com/watch?v=1NJfmA_vMRQ) Video.

1. **Add Students and Assign Books**

* [Add students one at a time and assign one book](https://www.bookshare.org/cms/sites/default/files/add_student_and_assign_book.pdf); [Video Tutorial: Add a Member and Assign Books](https://youtu.be/khmM-MvP0vg)

**-OR-**

* [Add 15 or more students at one time](https://www.bookshare.org/cms/sites/default/files/add_group_of_students.pdf)
  + Once students are added to the roster, assign books using the method below
* [Assign Books to Multiple Members](https://www.bookshare.org/cms/sites/default/files/assign_books_to_multiple_members.pdf)

*How-to Guides and Video Tutorials with further information:*

* [How-to Guide: Add Sponsors and Members](https://www.bookshare.org/cms/sites/default/files/how_to_guide_add_sponsors_and_members.pdf)
* [Video Tutorial: How to Sign Up Your School](https://www.youtube.com/watch?v=SG65MWcSc1A)
* [How-to Guide: Set Up Student Logins](https://www.bookshare.org/cms/sites/default/files/images/media/how_to_guide_web_reader_student_login_final_0.pdf)
* [Video Tutorial: How to Set Up Student Logins](https://www.youtube.com/watch?v=9ADxNDYZrKI)
* [Video Tutorial: Who is Eligible for Bookshare](https://www.youtube.com/watch?v=qBLmimtj3RE)?
* [Video Tutorial: How to Use Bookshare’s Reading Lists](https://www.youtube.com/watch?v=Imx57aw6muY)

1. **Help Students Read**

Note: students’ reading experiences will depend on the tool they are using to read. Check out the list of [member preferred reading tools](https://www.bookshare.org/cms/help-center/reading-tools/member-preferred-tools). Then refer to the appropriate guide(s) and video(s) below:

* [Video Tutorial: Help Students Read Independently with Bookshare Web Reader](https://www.youtube.com/watch?v=y3A9yrLpEik)
* [How-to Guide: Students Get Started](https://www.bookshare.org/cms/sites/default/files/quick_start_guide_for_students_august_9th_2016.pdf) with Bookshare
* [How-to Guide: Bookshare Web Reader](https://www.bookshare.org/cms/sites/default/files/how_to_guide_bookshare_web_reader.pdf)
* [How-to Guide: Read in iBooks](https://www.bookshare.org/cms/help-center/can-i-open-book-ibooks)
* [How-to Guide: Read with Go Read](https://www.bookshare.org/cms/sites/default/files/how_to_guide_read_with_go_read.pdf) on Android
* [Video Tutorial: Read with Bookshare Web Reader](https://www.youtube.com/watch?v=COiUfpTgGmA&feature=youtu.be)
* [Video Tutorial: Read with Go Read Mobile App](https://www.youtube.com/watch?v=C7ksmeb8IcE)

1. **Optional: Add Other Teachers (Sponsors)**
2. [Add teachers one at a time](https://www.bookshare.org/cms/sites/default/files/add_one_sponsor.pdf)
3. [Add a group of teachers](https://www.bookshare.org/cms/sites/default/files/add_a_group_of_sponsors_0.pdf)

*How-to Guides and Video Tutorials with further information*

* [How-to Guide: Add Sponsors and Members](https://www.bookshare.org/cms/sites/default/files/how_to_guide_add_sponsors_and_members.pdf)
* [Getting Started with Bookshare: Add Sponsors (Video)](https://youtu.be/JVnFOqa3U34)
* [Video Tutorial: How to Sign Up Your School](https://www.youtube.com/watch?v=SG65MWcSc1A)

**General Bookshare Resources**

* ["As They See It: Technology for Students with Learning Disabilities"](https://www.youtube.com/watch?v=pqMyXvjAapg&list=UUsdaGZ6BwljeFXCyz694hkQ) – Members describe how Bookshare helps them succeed in school and develop a lifelong love of reading.
* [Bookshare General Flyer](https://www.bookshare.org/cms/sites/default/files/bookshare_brochure_december_2016.pdf)

**Additional Resources for Ensuring an Accessible Classroom:**

* [Build Accessible Coursework](http://www.benetech.org/wp-content/uploads/2017/01/Build-Accessible-Coursework.pdf)
* [Your Guide to Building an Accessible Classroom](http://www.benetech.org/wp-content/uploads/2017/01/Building-A-Accessible-Classroom.pdf)
* [Buy Accessible: What to look for in ebooks](http://www.benetech.org/wp-content/uploads/2016/09/Born-Accessible-Initiative_Buy-Accessible.pdf)