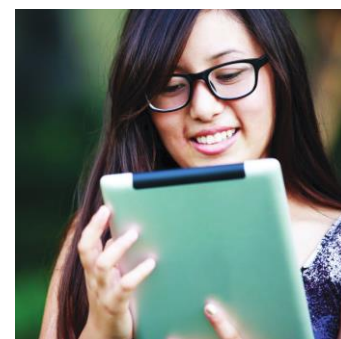# How-to Guide

Reports of Members' Bookshare Usage

Generate Reports of Members' Bookshare Usage

For a Single Member

1) Select the "Members" link on your "My Bookshare" page.

2) Select the last name of a member. This will take you to that member's dashboard.

3) At the top of the page, you will see some basic information about the student. You can edit the member's information by selecting the pencil icon. Below that section, you will find tabs for Assigned Books, Downloaded Books and Reading Lists to which that member is assigned.

4) The Downloaded Books tab lists the titles, dates, and formats of that member's downloaded books. This history can also be exported to a spreadsheet (a .CSV file, which stands for "Comma-Separated Values.") You can open and manipulate the .CSV file in Excel.

Example of a Member's Download History, exported to a .CSV file

	A	B	C	D	E	F	G
1	District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
2		Palo Alto H	Doe, Jane	Doe, Jane	Wonder	EPUB	9/25/2020 10:39
3		Palo Alto H	Doe, Jane	Doe, Jane	Earth Scien	Web Read	9/25/2020 10:36
4		Palo Alto H	Doe, Jane	Doe, Jane	Wonder	Web Read	9/25/2020 10:35
5							

Download Data for the Organization

1) On your "My Bookshare" page, select the "Organization Info" link.

My Bookshare

My Bookshare
- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Welcome Tanya Teacher

Recent News

How Bookshare is Closing the Literacy Gap in Alaska (Part 2)

How Bookshare is Closing the Literacy Gap in Alaska (Part 1)

Add Students and Teachers | Get Books to Students | Find Answers Get Help

2) Select the "Organization Downloads" link.

Organization Information

My Bookshare
- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Basic Information | Organization Downloads

Organization Status

Confidentiality Rider signed:
Yes

Organizational Membership Agreement signed:
Yes

Can download NIMAC-sourced books:
Yes

3) Here you'll find a list of all downloads by or for members on your organizational account. You can sort and/or filter this information by Date Downloaded, Title, Author, Sponsor, Recipient, District, or School. Select the "Export list as .CSV" link to download a spreadsheet of the information.

Example of an Organization's Download History, exported to a .CSV file