Educator Shortcut Guide

Your quick reference guide to the most common Bookshare features

# Build Your Roster

## Add Students

* Select Members from My Bookshare
* Select Add Members

## Add other educators

* Select Sponsors from My Bookshare
* Select Add Sponsors

Learn more: [pt.bookshare.org/add-students-sponsors](http://pt.bookshare.org/add-students-sponsors)

# Find & Assign Books

## Assign One Book

* Search for a book
* Select Assign
* Select student(s) from roster & select Assign

## Assign Multiple Books

* Select Reading Lists from My Bookshare
* Select the plus sign (+) at the top of the page
* Name Reading List & share with member(s) or Organization
* Select the titles link (at top of list) to add books. Select Save and Close when finished
* Select the checkbox next to the member(s) to whom you want to assign this list
* Select Add Selected Members

Learn more: [pt.bookshare.org/multiple-books](http://pt.bookshare.org/multiple-books)

# Filter Your Roster

## To See Only Your Students

* Select Members from My Bookshare
* Select the drop-down box called Members
* Choose My Quicklist
* Only members on your Quicklist will appear

## Add or Remove Existing Members to Quicklists

* Check the box(es) next to the member(s) you want to add
* Select More Actions, then Add to Quicklist
* To remove members from your Quicklist, select Edit, and choose Remove from Quicklist

Learn more:[pt.bookshare.org/filter-roster](http://pt.bookshare.org/filter-roster)

# Generate Usage Reports

## For One Member

* Select Members from My Bookshare
* Select the last name of a member
* Select Downloaded Books
* Export list as .CSV

## For Your Organization

* Select Organization Info from My Bookshare
* Select Organization Downloads
* Export list as .CSV

Learn more:[pt.bookshare.org/usage-reports](http://pt.bookshare.org/usage-reports)

# Find a Reading Tool

Bookshare works with computers, smartphones, tablets, & AT devices. Use the Reading Tool Wizard online to find a compatible app.

Try it: [pt.bookshare.org/reading-tool-wizard](http://pt.bookshare.org/reading-tool-wizard)

# Independent Reading

## Add Individual Memberships to Student Accounts

* Select Members on My Bookshare
* Place check mark next to student's name
	+ Note: Students who already have Individual Memberships will have Org + Individual
* Select More Actions, then Individual Memberships
* In pop-up box, enter option to send email or download form to get parent permission, choose Submit

Learn more: [pt.bookshare.org/independent-reading](http://pt.bookshare.org/independent-reading)

# Need help?

If you need assistance, please call us at 650-352-0198 (Hours: M-F, 9-5 Pacific Time) or email us at support@bookshare.org.

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