How-to Guide:
How Students Access Books
How to Find and Read Assigned Books

Once a teacher assigns a book, students can read the book directly in an Internet browser on a computer, with a compatible app on a tablet or smartphone or on many assistive technology devices. The “Reading Tool” wizard can help you determine what tools will work best with your device.

1) Log into Bookshare with the username and password created by your teacher.

![Bookshare login page]

2) Books that have been assigned to you will be under the “Assigned Books” link. Books that have been assigned on a Reading List are found under the “Reading List” link. Ask your teacher if you are not sure where to find your book.

![Bookshare read your way page]

3) If you want to read the book on your computer, find the book and select the “Read Now” button to open in Bookshare Web Reader. Note: Web Reader is compatible with Google Chrome version 33+, Safari version 6.1+ and Chromebooks version 14+

4) Next, Bookshare packages the book and prepares it for reading in the browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader.

5) To hear the book read aloud, select “Play.”
6) Use the settings button to change the font size, text and background color combination and voice and rate of speech if desired. Select “Save” after making changes.

7) Use the Table of Contents icon to select where you want to start reading.

8) If you want to read a book on a mobile device or other assistive technology device, review the instructions for each device in the Reading Tools Wizard.

Please note that when using tools other than Bookshare Web Reader—where you see both your assigned books and Reading List books—you will have to search for the title in the device.