



# How-to Guide

Keep Your Students Reading this Summer!



# Step 1: Subscribe to and Assign Summer Reading Lists

- 1) Go to the [Bookshare Summer Reading](http://www.bookshare.org/cms/campaign/summer-2017) page ([www.bookshare.org/cms/campaign/summer-2017](http://www.bookshare.org/cms/campaign/summer-2017)) and select one of the Reading Lists that Bookshare has created for its members.

The screenshot shows the Bookshare website interface. On the left, the 'Summer Reading You Will Love' section features four categories: 'Picks for Young Readers', 'Middle Grade Good Reads', 'Young Adult Summer Fun', and 'Adult Reading Getaways'. On the right, the 'School's Out for Summer' reading list page is displayed. The page title 'School's Out for Summer' is circled in red. Below the title, there is a description, status, and a 'Subscribe' button, which is also circled in red. A table lists 10 books with columns for Title, Author, Date Added, Action, and Activity. A red arrow points from the 'Subscribe' button on the right page to the 'School's Out for Summer' title on the left page.

- 2) Subscribe to the list, and then add students from your organization's Member roster.

The screenshot shows the 'School's Out for Summer' reading list page after subscription. The 'Assigned Members (0)' section is circled in red, showing a table with columns for First Name, Last Name, Format Preference, Grade, Quicklist, Birth Date, Membership, Disability, and Plan. Below this table are 'Add selected members' and 'Cancel' buttons. The 'Titles (10)' section is also circled in red, showing a table with columns for Title, Author, Date Added, and Action. A red arrow points from the 'Assigned Members' section to the 'Titles' table.

## Step 2: Have your Students Start their Summer Reading Now!

- 1) Ask your students to log in to [www.Bookshare.org](http://www.Bookshare.org) with their own user names and passwords.
- 2) They will see the newly-assigned Reading List on their My Bookshare page or from their own My Reading Lists page

My Bookshare

Welcome Rita Book

Learn more

- How to use your Bookshare account
- Upgrade to an Individual Membership!
- Join the Bookshare Discussion Forum

1. View your assigned books (Reading Lists)
2. View your recent books (My History)
3. Learn how to read books on a computer (Web Reader)
4. Find other ways to read Bookshare books

Want to choose your own books? Upgrade to an Individual Membership!

[Read Our Books in Braille](#) [Get Answers in the Help Center](#) [Discover Ways to Read Our Books](#)

Recent Books

- To Kill a Mockingbird - [Read Now](#)
- A Camping Spree with Mr. Magee - [Read Now](#)
- Scott Foresman Sidewalks, Doing the Right Thing (Grade 5, Level E2) - [Read Now](#)

My Reading Lists

These reading lists were assigned to you by a teacher or specialist at your organization.

- 5th Grade Required Reading by Paige Turner (5 titles)
- April 24th by Paige Turner (1 title)
- General Reading by Paige Turner (2 titles)
- Rita's Reading List by Paige Turner (4 titles)
- School's Out for Summer by Bookshare Collections Team (10 titles)

- 3) Ask each student to choose a book from the list and select "Read Now" or download the book in their preferred format. They can see their own activity, and [you can look at all download activity](#) for your students.

School's Out for Summer

Description: School is out which means more time to discover new great reads! Explore a new world this summer. Ages 8-12.

Status: Assigned by Paige Turner

Showing 1 - 10 of 10 results

Title	Author	Date Assigned	Action	Activity
As Brave As You	Reynolds, Jason	05/05/2017	<a href="#">Read Now</a>	Downloaded as EPUB on 05/08/2017
Belly Up	Gibbs, Stuart	05/05/2017	<a href="#">Read Now</a>	--
Booked	Alexander, Kwame	05/05/2017	<a href="#">Read Now</a>	--
Forest of Wonders	Madsen, Jim • Park, Linda Sue	05/05/2017	<a href="#">Read Now</a>	--
Pax	Pennypacker, Sara • Klassen, Jon	05/05/2017	<a href="#">Read Now</a>	Downloaded as EPUB on 05/08/2017
Summerlost	Cordie, Ally	05/05/2017	<a href="#">Read Now</a>	--

School's Out for Summer

Description: School is out which means more time to discover new great reads! Explore a new world this summer. Ages 8-12.

Status: Public List from Bookshare Collections Team

The following activity has been tracked for books and members associated with this reading list. Filter to just a member or a title as needed.

Assigned Members (2) | Titles (10) | Activity

Sort Order: By Title

Recipient: All | Title: All

Go

Recipient	Title	Format	Date	Status
Rita Book	As Brave As You	EPUB	05/08/2017 5:42 PM	Downloaded (Rita Book)
Rita Book	Pax	EPUB	05/08/2017 5:42 PM	Downloaded (Rita Book)

## Questions?

---

*Q: When would I copy the Reading List instead of subscribe to it?*

*A: If you want to take a “snapshot” of a Reading List that Bookshare is managing, then you might want to copy it, name it as your own, add your own books or remove some. Bookshare may continue to add books to their public Reading List, but your copy of the list is yours.*

*Q: Some of my students have individual memberships. Can I assign them Reading Lists too?*

*A: Yes! And if you want to be able to track the reading that you assign to your students to make sure that they are getting their books, we highly recommend that you add all of your students to the Reading List. Students with Individual Memberships can also subscribe to public Reading Lists themselves, but then you won't be able to see their work.*

*Q: Will there be more Reading Lists to which I can subscribe and assign to my students?*

*A: Yes! Bookshare is actively working on adding more Reading Lists that will replace the Special Collections. We hope that you will like these new additions that make it easier to discover books and get them to your students.*

For answers to other questions, please visit <https://www.Bookshare.com/cms/help-center>.