



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) and select one of the Reading Lists that Bookshare has created for its members.

The screenshot shows the Bookshare homepage with a search bar at the top. Below the navigation, there's a section titled "Summer Reading You Will Love" with a sub-header "Looking for books to read this summer?". It features four categories of reading lists: "Picks for Young Readers", "Middle Grade Good Reads", "Young Adult Summer Fun", and "Adult Reading Getaways". Each category has a corresponding illustration.

The screenshot shows the "School's Out for Summer" reading list page. It includes a description: "School is out which means more time to discover new great reads! Explore a new world this summer. Ages 8-12." Below the description is a table of books. At the bottom, there are "Subscribe" and "Copy" buttons, with the "Subscribe" button circled in red.

Title	Author	Date Added	Action	Activity
As Brave As You	Reynolds, Jason	05/05/2017	Read Now DAISY with Images	Download
Belly Up	Gibbs, Stuart	05/05/2017	Read Now DAISY with Images	Download
Booked	Alexander, Kwame	05/05/2017	Read Now DAISY with Images	Download
Forest of Wonders	Madsen, Jim • Park, Linda Sue	05/05/2017	Read Now DAISY with Images	Download
Pax	Pennypacker, Sara • Klassen, Jon	05/05/2017	Read Now DAISY with Images	Download
Summerlost	Condie, Ally	05/05/2017	Read Now DAISY with Images	Download
Tru and Nellie	Neri, G.	05/05/2017	Read Now DAISY with Images	Download
Unusual Chickens for the Exceptional Poultry Farmer	Kath, Katie • Jones, Kelly	05/05/2017	Read Now DAISY with Images	Download
Upside-Down Magic	Myracle, Lauren • Mlynowski, Sarah • Jenkins, Emily	05/05/2017	Read Now DAISY with Images	Download
Wonder	Palacio, R. J.	05/05/2017	Read Now DAISY with Images	Download

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

The screenshot shows the "Assigned Members" section of the "School's Out for Summer" page. It displays a table of members with columns: First Name, Last Name, Format Preference, Grade, Quicklist, Birth Date, Membership, Disability, and Plan. Below the table is an "Add selected members" button, which is circled in red.

First Name	Last Name	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan
<input type="checkbox"/>	Rhoda	Book	3	Yes	04/05/05	Organization	Learning	IEP
<input checked="" type="checkbox"/>	Rita	EPUB	5	-	05/05/06	Organization	Learning	IEP
<input checked="" type="checkbox"/>	John	DAISY with Images	Graduate	Yes	01/01/90	Organization	Visual	IEP
<input checked="" type="checkbox"/>	Val	BRF	9	-	04/04/95	Organization	Visual	IEP

The screenshot shows the "Assigned Members (2)" section of the "School's Out for Summer" page. It displays a table of members with columns: Title, Author, Date Added, and Action. The "Assigned Members (2)" text is circled in red.

Title	Author	Date Added	Action
As Brave As You	Reynolds, Jason	05/05/2017	Download... View Activity
Belly Up	Gibbs, Stuart	05/05/2017	Download... View Activity
Booked	Alexander, Kwame	05/05/2017	Download... View Activity
Forest of Wonders	Madsen, Jim • Park, Linda Sue	05/05/2017	Download... View Activity
Pax	Pennypacker, Sara • Klassen, Jon	05/05/2017	Download... View Activity
Summerlost	Condie, Ally	05/05/2017	Download... View Activity
Tru and Nellie	Neri, G.	05/05/2017	Download... View Activity
Unusual Chickens for the Exceptional Poultry Farmer	Kath, Katie • Jones, Kelly	05/05/2017	Download... View Activity
Upside-Down Magic	Myracle, Lauren • Mlynowski, Sarah • Jenkins, Emily	05/05/2017	Download... View Activity
Wonder	Palacio, R. J.	05/05/2017	Download... View Activity

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

- 1) Ask your students to log in to 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

The screenshot shows the 'My Bookshare' user interface. The main heading is 'Welcome Rita Book'. Below it, there are four numbered steps: 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), and 4. Find other ways to read Bookshare books. There are three buttons: 'Read Our Books in Braille', 'Get Answers in the Help Center', and 'Discover Ways to Read Our Books'. The 'Recent Books' section lists three books with 'Read Now' buttons. The 'My Reading Lists' section is circled in red and contains a list of reading lists assigned by a teacher, including '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)', and '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.

The screenshot shows the 'School's Out for Summer' reading list page. It includes a description, status, and a table of books. The table has columns for Title, Author, Date Assigned, Action, and Activity. The 'Action' column contains 'Read Now' buttons for each book, which are circled in red. The 'Activity' column shows download status for some books.

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

The screenshot shows the 'School's Out for Summer' reading list page with a table of activity. The table has columns for Recipient, Title, Format, Date, and Status. The 'Read Now' buttons are circled in red. The table shows activity for two recipients: Rita Book and Pax.

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>.