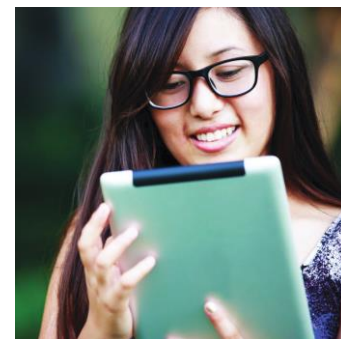


How-to Guide

Schools: Get Started with Bookshare!



Step 1: Sign up Your School (if needed)

NOTE: If your school or district already has a Bookshare account, you can skip this step and ask an educator registered on that account to add you as a Sponsor to the existing account. If you are already a Sponsor, skip to *Step 2: Add Qualified Members and Assign Books*.

If your school or district does not already have a Bookshare account, or if you do not have easy access to an educator who uses the existing account, you should create a new account.


- 1) Sign Up at <https://www.bookshare.org/cms/get-started/sign>. Select "Sign Up Organization."


Sign Up! www.bookshare.org/cms/get-started/sign

- [Sign Up!](#)
- [How to Find Books](#)
- [How to Read Books](#)

Choose a Membership Type

Bookshare® membership is for people with print disabilities and is provided **FREE** to **US Students of any age and Schools!** Non-students and other organizations pay a low fee.

 **Individual**
Access and read books for yourself or your child.
You will need to provide a proof of disability form signed by a [qualified expert](#). If you are not a US student, you will also need to provide [payment](#).
Sign Up Individual

 **Organization**
Access books on behalf of members or students of your organization or school.
You will need to submit the Bookshare Organizational Agreement form signed by the Primary Contact. If your organization does not serve US students, you will need to purchase [book blocks](#).
Sign Up Organization

- 2) Complete basic information about the organization and the designated Primary Contact.

Organization Information

Please enter your organization's information on the form below. Asterisks indicate required fields.

Organization Information > Primary Contact Information > Membership Agreement

Edit basic account information.

Organization Name *	<input type="text"/>
Address *	<input type="text"/>
Address, line 2	<input type="text"/>
City *	<input type="text"/>
Phone *	<input type="text"/>
Website	<input type="text"/>
Country *	<input type="text" value="United States"/>
State or Province *	<input type="text" value="Select..."/>
Zip or Postal Code *	<input type="text"/>
This organization is a *	<input type="text" value="Select..."/>
Population Density *	<input type="text" value="Select..."/>
Federal Lunch Program *	<input type="text" value="Select..."/>
Promo Code (optional)	<input type="text"/>

[Continue](#)

Enter Primary Contact Information

Fields marked with * are required.

Organization Information > **Primary Contact Information** > Membership Agreement

In signing up your school or organization, you become the Primary Contact. You:

- Manage the list of students or clients with print disabilities, called Members
- Manage the list of other staff, called Sponsors, who download books for Members
- Can also download books for Members

Enter basic information concerning the primary contact for this account.

Primary Contact First Name *

Primary Contact Last Name *

Primary Contact Job Title *

Phone *

Email *

Confirm Email *

Password (8-32 letters or numbers, at least 1 letter and at least 1 number) ?

Confirm password *

[Previous](#) [Continue](#)

- 3) Read and agree to the Bookshare terms online.
- 4) Download the Organizational Agreement form, scan and email the completed form to: membership@bookshare.org.

Immediately after creating the account, the Primary Contact can begin adding students as members to Bookshare and other school employees as Bookshare Sponsors.

Step 2: Add Qualified Members and Assign Books

- 1) Log in to www.Bookshare.org using the link in the top right of the page. (The email address entered when signing up is your Bookshare username.)
- 2) You'll be directed to the "My Bookshare" page. Select the "Members" link in the left column.

My Bookshare

My Bookshare

- My History
- My Reading Lists
- **Members**
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Welcome Org Demo

1. **Manage Student Roster (Members)**
2. Assign Books to Students (Reading Lists)
3. Manage List of Teachers, Resource Specialists, etc. (Sponsors)

Only a few more months of school! Make sure your students are set up with new Student Logins and [empower them to read](#) assigned books on their own.

Recent News

Texas Librarian Appreciates Bookshare's Accessible Ebook Collection
Appreciation for Bookshare's Blue Ribbon Volunteers

Learn more

- Back-to-School Resources
- Empower your Members to "Read Now"
- How to Use Reading Lists
- Explore All Reading Tools
- Volunteer

Read Our Books in Braille

Get Answers in the Help Center

Help Your Students Access Bookshare

- 3) Select the "Add a Member" button to add members one at a time.

Manage Members

My Bookshare

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

Manage Members | View Individual Members | Upload Roster

Members are students or clients that have a qualifying print disability.

Sort Members: By First Name Go

Find Members: District All School All List All Members Filter

Search

	First Name	Last Name	Username	District+ School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
No current members.										

Add a Member Add Individual Membership Increment Grade Level Add to Quicklist Remove Member

Add to Reading List 1st grade Add

- 4) Complete the first two sections by entering information on a [qualified student](#). Be sure to set a user name and password for the student. User names can be anything including: email addresses, nicknames, or student IDs. Select "Save."

Add New Member

Account Details

This account information will allow your member to access books.

First Name* Jane Username JaneDoe

Last Name* Doe Password JaneDoe12345

Birth Date* 05/01/2002 Quicklist ☒ ?

(MM/DD/YYYY)

Current Grade* Select one District — School —

Qualifying Information

This form serves as proof of disability in place of a written statement of documentation.

Disability*

☐ Visual ☒ Learning ☐ Physical

Plans

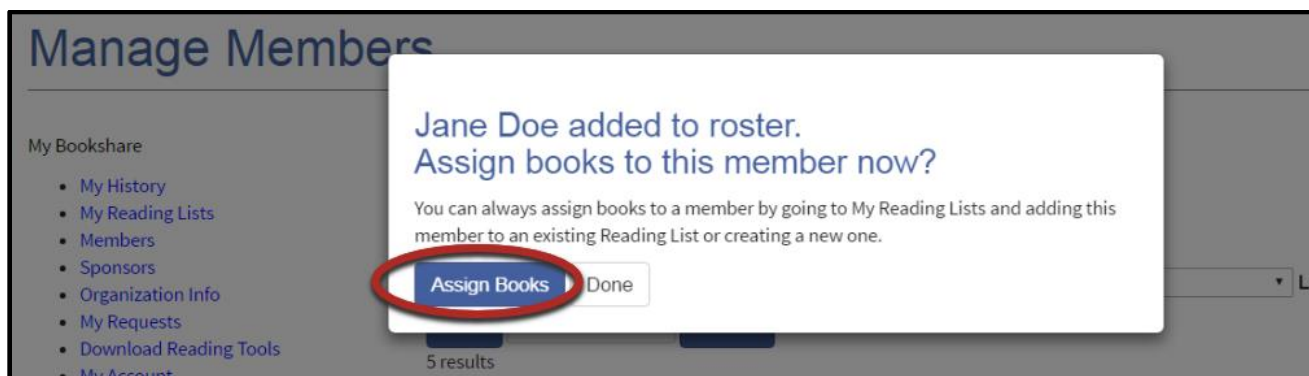
☐ User has an IEP ☐ User is 504 Qualified

Reading Preferences

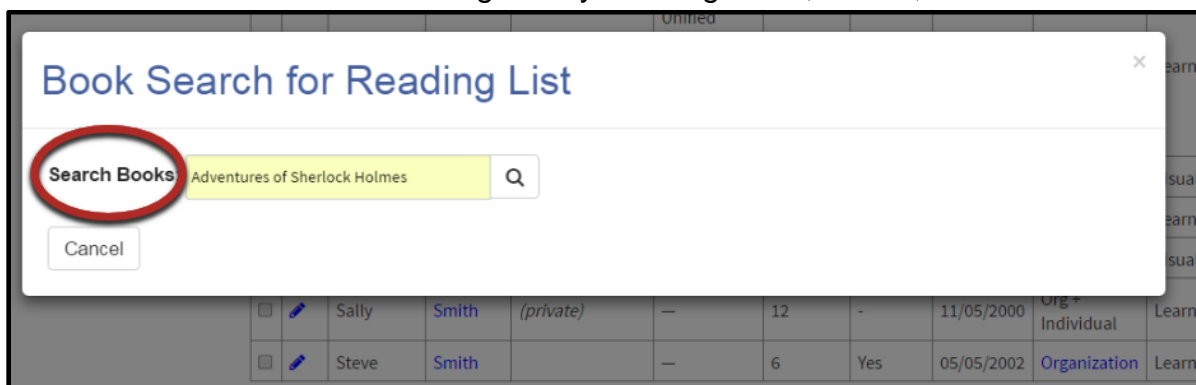
Save Save & Add Individual Membership ? Cancel

Tip: Write down the user names and passwords on the useful form found in the "Help Center" under "Training and Resources > Brochures and How-To Guides>[Student Login Form](#)."

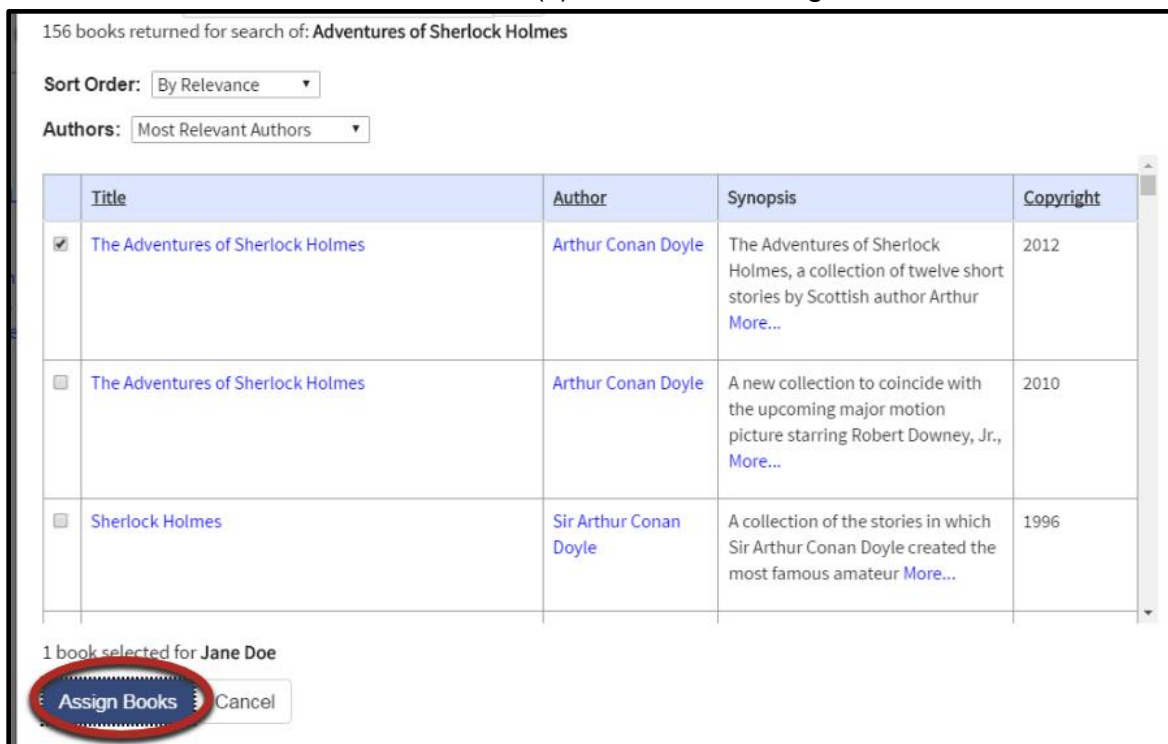
- 5) To assign books to the member now, select "Assign Books." Note: You can also assign books at a later time.



- 6) Search for books to add to the Reading List by entering a title, author, or ISBN in the Search Box.



- 7) Place a check mark next to the desired title(s) and select "Assign Books."



- 8) By assigning books to this student, you are creating a personal Reading List for him or her. The name of the Reading List will default to the name of the student, but you can rename it if you wish. You can also include a description of the list, but this is not required. When this dialog box is completed, select "Done."

You have just assigned a book (or books) to this student, and he/she can now log in and read!
(See "Step 3: Students Read" below.)

Name this reading list

1 book(s) have been added to the reading list "Jane Doe's Reading List".

List Name: Jane Doe's Reading List

Description: Personal selection of books for Jane Doe

You can see and edit this Reading List by going to **Reading Lists** in the left navigation bar.

Done

- 9) Sponsors can now share Reading Lists within their organization. *Note: this will be the default.* To share any Reading List, open it and select "Edit Details."

My Reading Lists

My Bookshare

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

1 book(s) have been added to the reading list "Jane Doe's Reading List".

Jane Doe's Reading List

Description: Fall semester reading for Jane Doe

Status: Member List shared with members

Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.

[Members \(1\)](#) | [Titles \(1\)](#) | [Activity](#)

Title	Author	Date Added	Action	Remove
The Adventures of Sherlock Holmes	Doyle, Arthur Conan	08/25/2016	Download... View Activity	Remove

[Add Book](#) | [Edit Details](#) | [Delete Reading List](#)

- 10) Select "Org" to share with other sponsors and members in your Organization. To keep list private or to share just with student members, select the appropriate button. Then select "Save."

My Reading Lists

My Bookshare

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

My Reading Lists

Edit Reading List: Jane Doe's Reading List

Fields marked with * are required.

Name *

Description

Sharing

- ☐ Private (owner only)
- ☐ Member (owner and assigned members only)
- ☒ Org (owner, members, and sponsors in your organization)

- 11) Sponsors can also subscribe to shared Reading Lists created by other Sponsors within their organization. Select the "Subscribe" button on your "Reading Lists" page.

My Reading Lists









My Bookshare

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

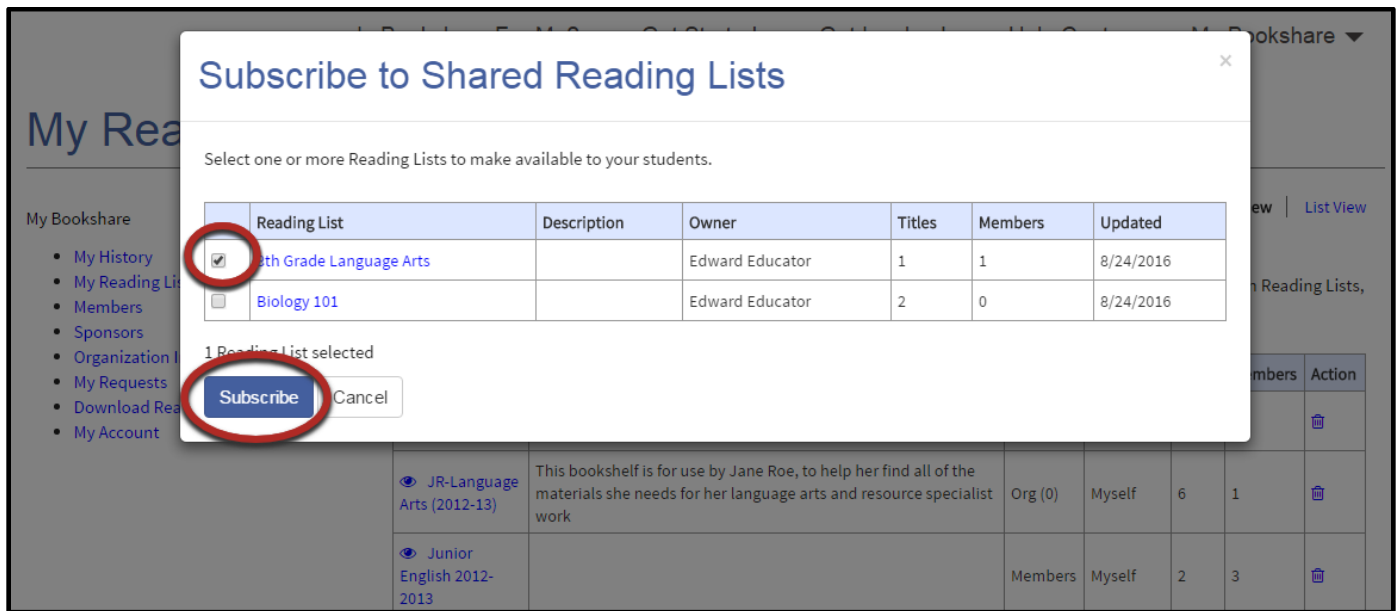
Reading Lists

[Table View](#) | [List View](#)

New! You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, open a Reading List, go to Edit Details, and set the Share option to "Organization."

Reading List	Description	Sharing	Owned By	Titles	Members	Action
 3rd Grade Book List		Org (0)	Myself	3	1	
 JR-Language Arts (2012-13)	This bookshelf is for use by Jane Roe, to help her find all of the materials she needs for her language arts and resource specialist work	Org (0)	Myself	6	1	
 Junior English 2012-2013		Members	Myself	2	3	
 Summer Reading		Members	Myself	3	2	

- 12) A list of shared Reading Lists from within your Organization will be visible in the pop up box. Place a check mark next to the Reading List(s) to which you wish to subscribe and select "Subscribe."



You have now added qualified students, assigned books to them by creating at least one Reading List, learned how to share Reading Lists with other Sponsors in your organization and subscribe to other Reading Lists within your organization. Your students are ready to read!

To add other students or create other Reading Lists, select "My Bookshare" at the top right side of the window. For more in-depth help on creating Reading Lists or adding students, please visit <https://www.bookshare.org/cms/help-center> or select the "Empower your Members to Read Now" link on the right side of your "My Bookshare" page.

Step 3: Students Read

Students log in either through the Bookshare website to use Bookshare Web Reader or through a [Bookshare Integrated application](#).

Bookshare Web Reader allows students to read quickly and easily in an Internet browser without downloading software or books. For a reading experience that includes self-voicing with word highlighting, we recommend using Bookshare Web Reader on the following browsers:

- Google Chrome version 33+
- Safari version 6.1+
- Google Chrome version 14-32 (Bookshare Chrome Extension installation required)
- Chromebooks version 14+ (Bookshare Chrome Extension installation required)

For a student who typically uses a screen reader, we recommend opening Bookshare Web Reader in Internet Explorer.

To read in Bookshare Web Reader, students:

- Log in to Bookshare with the user name and password created by the Sponsor.
- Read books assigned to them on a Reading List or books previously downloaded for them, found under "My History" on their "My Bookshare" page.

- 1) To read a book assigned on a Reading List, students select "View Your Assigned Books (Reading Lists)" in the top middle section of their screen

My Bookshare

My Bookshare

- My History
- My Reading Lists
- My Account

Welcome Jane Doe

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

- The Adventures of Sherlock Holmes - [Read Now](#)

My Reading Lists

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

- Jane Doe by Org Demo (1 title)

[Learn more](#)

How to use your Bookshare account

Want to read more books?

- 2) Students open the appropriate Reading List, find the desired title, and select "Read Now."

My Reading Lists

My Bookshare

- My History
- My Reading Lists
- My Account

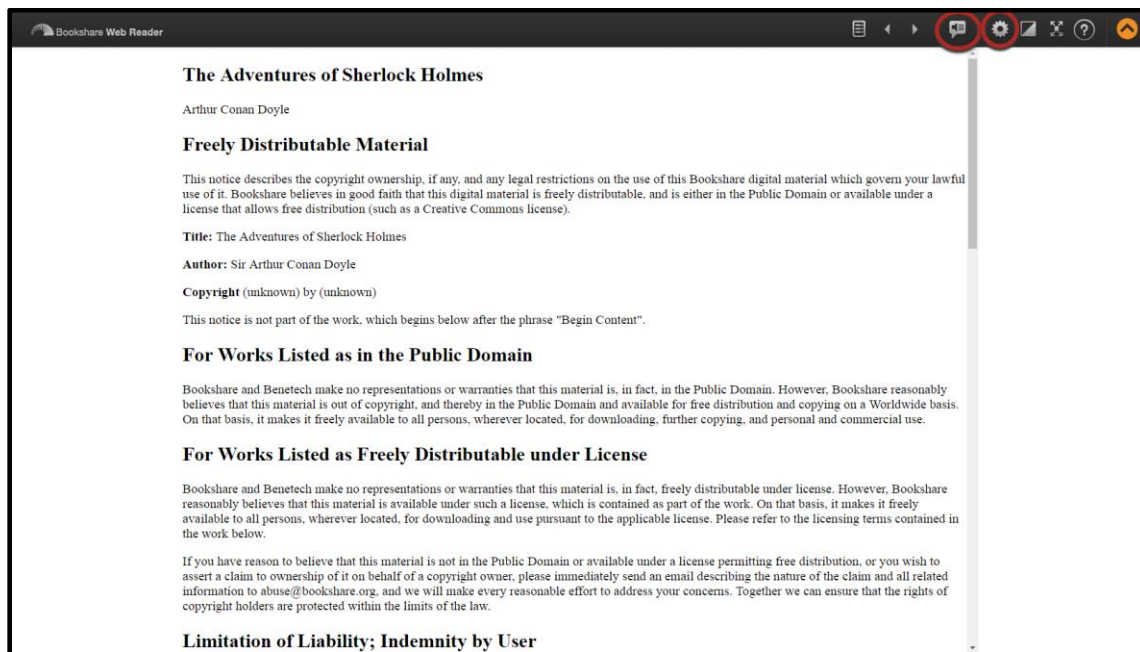
Table View | List View


Reading Lists ?


Edit	Reading List	Description	Owned By	Titles
	1st grade		Org Demo	14
	English	10 grade	Org Demo	0
	Jane Doe's Reading List		Org Demo	2

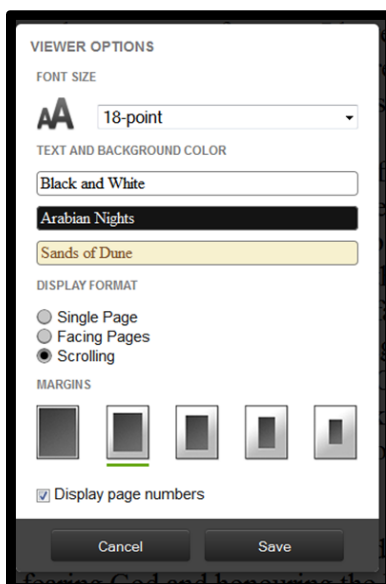
Title	Author	Date Added	Action
The Adventures of Sherlock Holmes	Doyle, Arthur Conan	08/03/2016	Read Now
Cats	Fraser, Charlotte	08/03/2016	Read Now
Charlotte's Web	White, E. B.	08/12/2016	Read Now

- 3) Next, Bookshare packages the book and prepares it for reading in their 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.

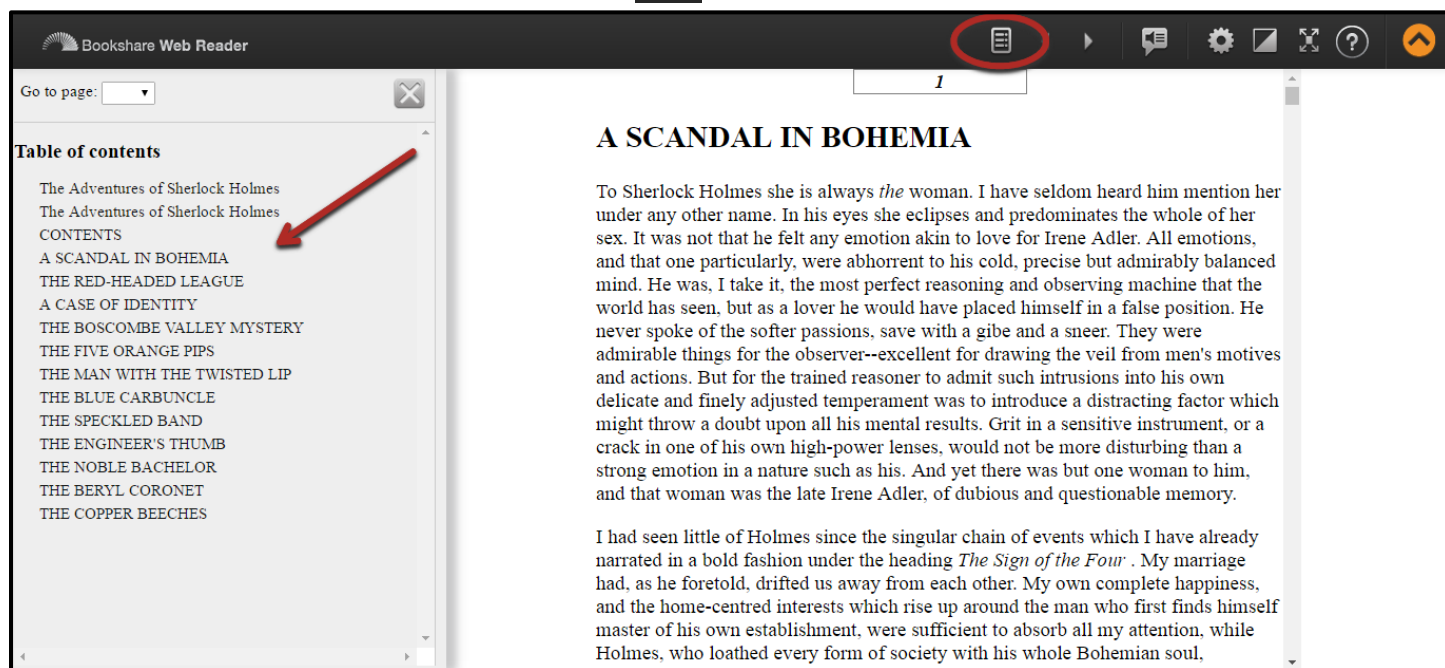


- 4) To hear the book read aloud, students select “Play.” 

- 5) Students can use the settings button  to change the font size and/or text and background color combination, if desired.



6) Students use the Table of Contents icon  to select where they want to start reading.



For additional assistance with Bookshare Web Reader, please click the “?” link at the top right of the Bookshare Web Reader screen.

To read in a Bookshare Integrated Application, students:

- 1) Log in to the reading application.
- 2) Search for the book using the tool’s search function.
Note: With VoiceDream Reader and Capti Narrator, students can see in “History” the books that have recently been downloaded for them or that they opened in Bookshare Web Reader.
- 3) Download the book through the tool’s download function.
- 4) Read!

For a partial list of Bookshare Integrated Applications, go to: [Bookshare Member Preferred Reading Tools](#).

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