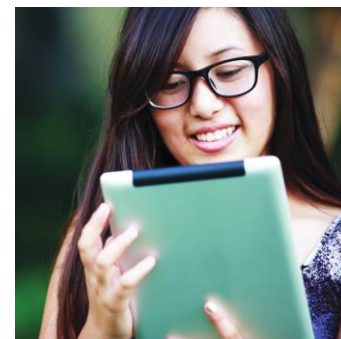




How-to Guide

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 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."

The screenshot shows the 'Sign Up!' page on the Bookshare website. The URL is www.bookshare.org/cms/get-started/sign. On the left, there are links: 'Sign Up!', 'How to Find Books', and 'How to Read Books'. The main heading is 'Choose a Membership Type'. Below this, there are two options: 'Individual' and 'Organization'. The 'Individual' option is highlighted with an orange background and includes a description: '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.' The 'Organization' option is highlighted with a blue background and includes a description: '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.' The 'Sign Up Organization' button is circled in red.

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

The screenshot shows the 'Organization Information' form. The heading is 'Organization Information'. Below the heading, it says 'Please enter your organization's information on the form below. Asterisks indicate required fields.' The form has a breadcrumb trail: 'Organization Information > Primary Contact Information > Membership Agreement'. The form is titled 'Edit basic account information.' and contains the following fields: 'Organization Name *', 'Address *', 'Address, line 2', 'City *', 'Phone *', 'Website', 'Country *' (with a dropdown menu showing 'United States'), 'State or Province *' (with a dropdown menu showing 'Select...'), 'Zip or Postal Code *', 'This organization is a *' (with a dropdown menu showing 'Select...'), 'Population Density *' (with a dropdown menu showing 'Select...'), 'Federal Lunch Program *' (with a dropdown menu showing 'Select...'), and 'Promo Code (optional)'. A 'Continue' button is at the bottom.

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.

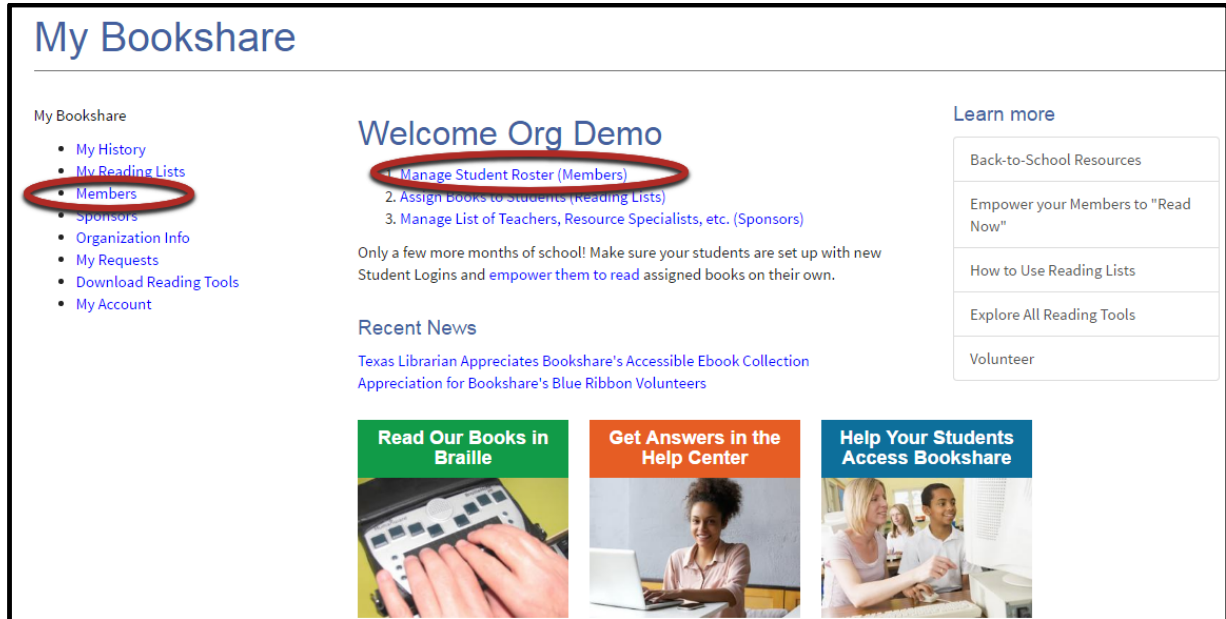
Primary Contact First Name *	<input type="text"/>
Primary Contact Last Name *	<input type="text"/>
Primary Contact Job Title *	<input type="text"/>
Phone *	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password (8-32 letters or numbers, at least 1 letter and at least 1 number) ?	<input type="password"/>
Confirm password *	<input type="password"/>
<input type="button" value="Previous"/>	<input type="button" value="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.

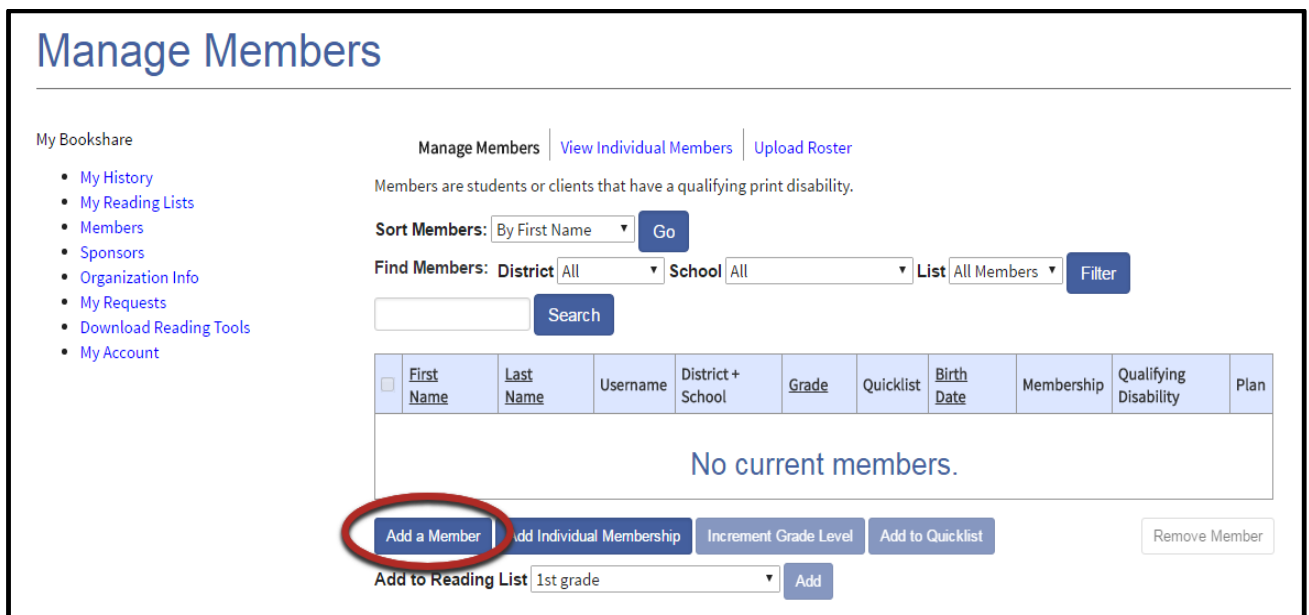
Immediately after creating the account, the Primary Contact can begin adding students as members to Bookshare and other school employees as Bookshare Sponsors.

Step 2: Add Qualified Members

- 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) Once logged in, you'll be directed to the "My Bookshare" page. Select the "Members" link in the left column.



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



- 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.

Add new user

Account Details This account information will allow your member to access books.

First Name*	Jane	Username	JaneDoe
Last Name*	Doe	Password	JaneDoe123
Birth Date* (MM/DD/YYYY)	05/01/2002	District	ABC District ▼
Current Grade*	7 ▼	School	ABC Elementary School ▼

Qualifying Information This form serves as proof of disability in place of sending signed documentation.

Disability* ☐ Visual ☒ Learning ☐ Physical

Plans ☐ User has an IEP ☐ User is 504 Qualified

Download Tools and Preferences No ▼ ?

On my quicklist?

Member's Download Preferences: Set the member's format preferences based on his or her needs.

Default Download Format	DAISY with Images, when available ▼ ?
Audio Format	MP3 Files ▼ ?
Image Quality	High Resolution ▼ ?
BRF Size and format	Refreshable display, 40 cells wide ▼
Braille Grade	Grade 2 (contracted) UEB ▼
DAISY file extension	.zip ▼ ?
BRF file extension	.zip ▼ ?

Save **Save & Add Individual Membership** ? **Cancel**

5) Select "Save." Continue to add students in this manner.

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](#)."

Step 3: Assign Books to Students

Assign books to your new student by adding him/her to a Reading List, either an existing one or one you create for that student.

- 1) Place a check next to the newly created member on the "Manage Members" page.
- 2) Select "New" from the drop-down menu next to "Add to Reading List" below the roster and click the "Add" button to create a new Reading List.

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

Find Members: District School List

2 results

	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input checked="" type="checkbox"/>	Jane	Doe	JaneyDoe	—	2	-	05/03/2011	Organization	Visual	
<input type="checkbox"/>	Sally	Smith	(private)	—	11	-	11/05/2000	Org + Individual Renew	Learning	

Add to Reading List

- 3) Name the Reading List something meaningful, such as the student's name, subject, or grade. 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

Create Reading List

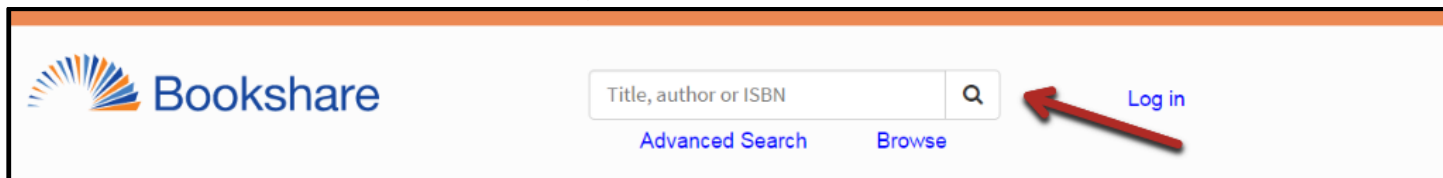
Fields marked with * are required.

Name*

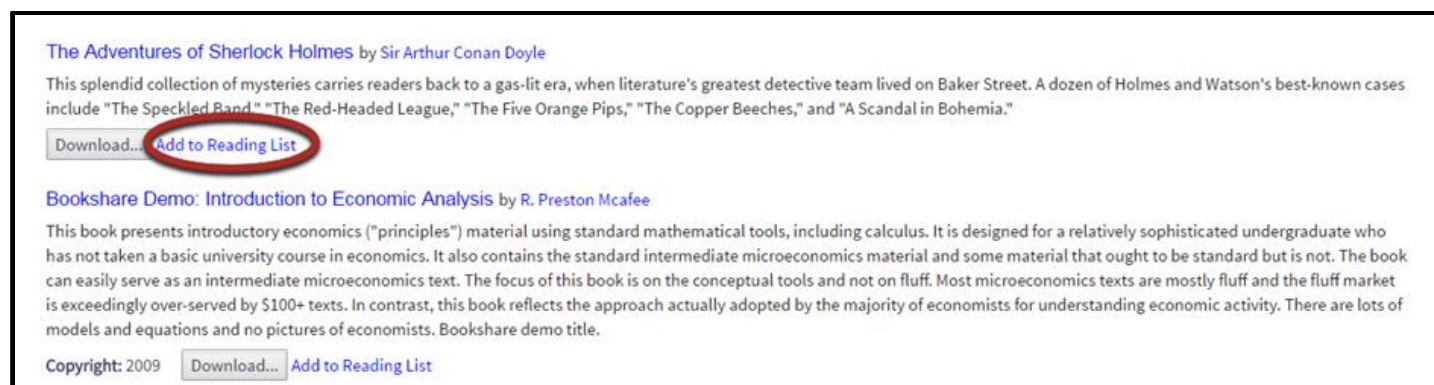
Description

Status

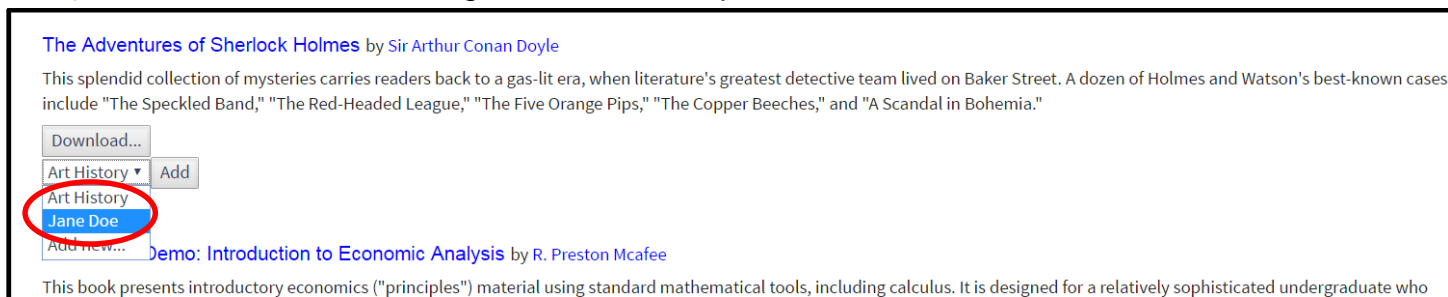
- 4) Search for books to add to the reading list by entering a title, author, or ISBN in the Search Box located at the top of every page.



- 5) When you find a desired title, select the “Add to Reading List” link found next to the “Download” button.



- 6) Select the correct Reading List from the drop-down menu and select “Add.”



- 7) Repeat steps 4 through 6 to add other books to this Reading List.

You have now added qualified students, created at least one Reading List for your new member(s), and added books to the Reading List. Your students are ready to read!

To return to the beginning of the process to add other students or create other reading lists, select the “My Bookshare” link 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 4: 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)

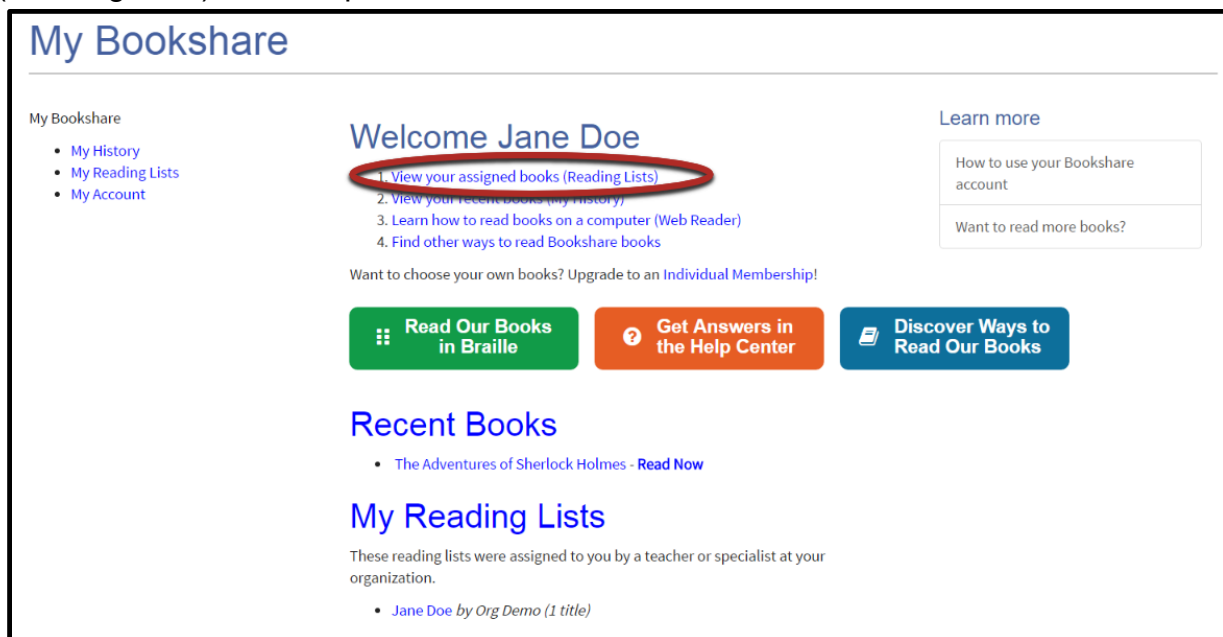
For a student who typically uses a screen reader, we recommend opening Bookshare Web Reader in Internet Explorer.

Please note that Bookshare Web Reader is not supported on phones or tablets.

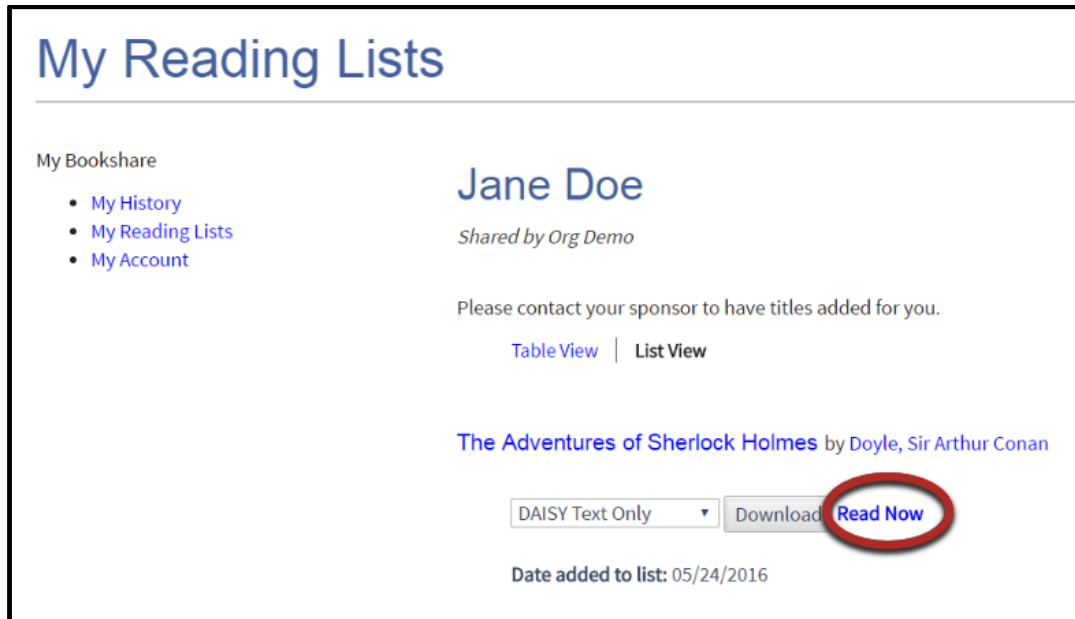
To read in Bookshare Web Reader, students:

- 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.

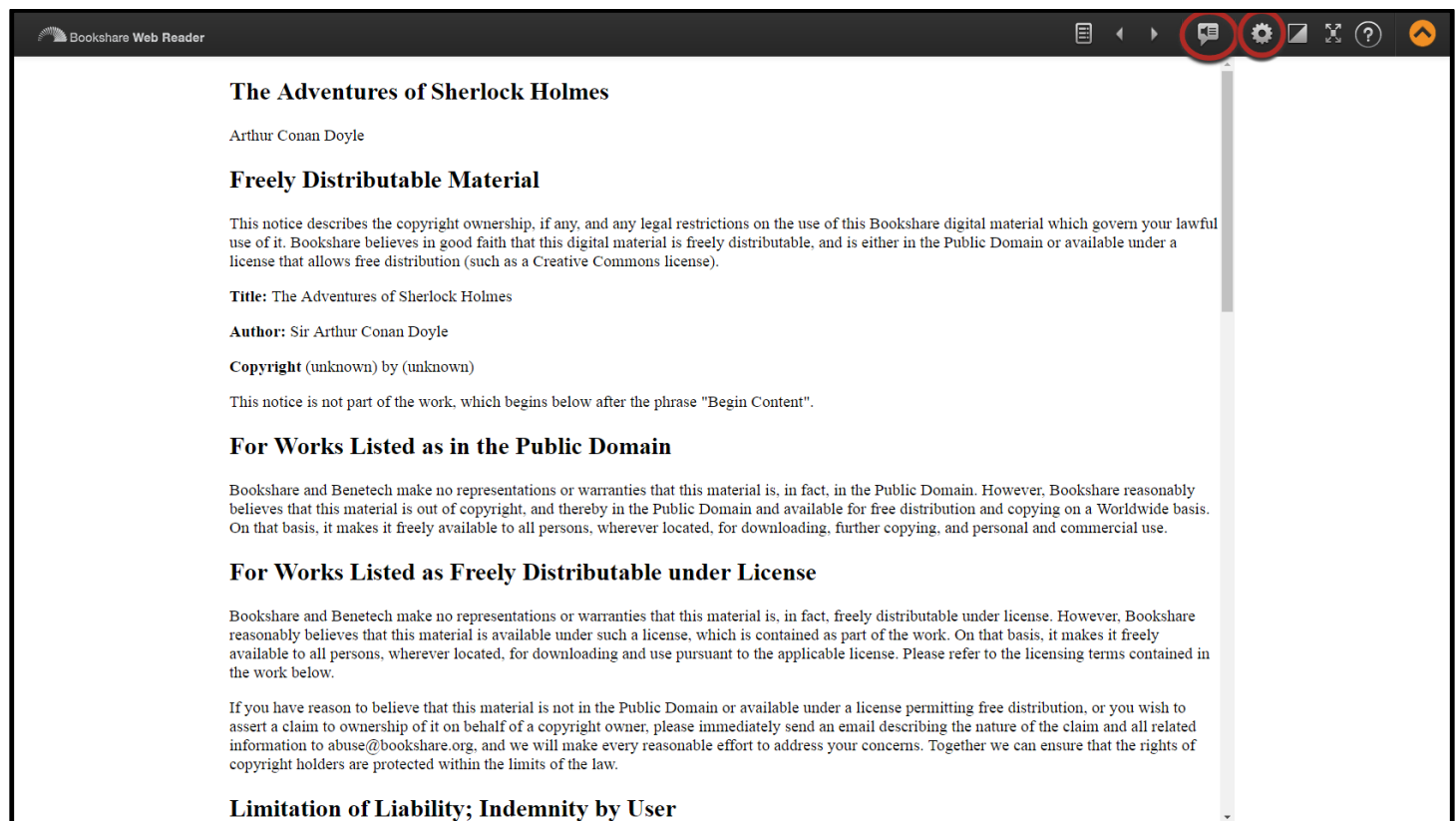
- 1) To read a book assigned on a Reading List, students select "View Your Assigned Books (Reading Lists)" in the top middle section of their screen.





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

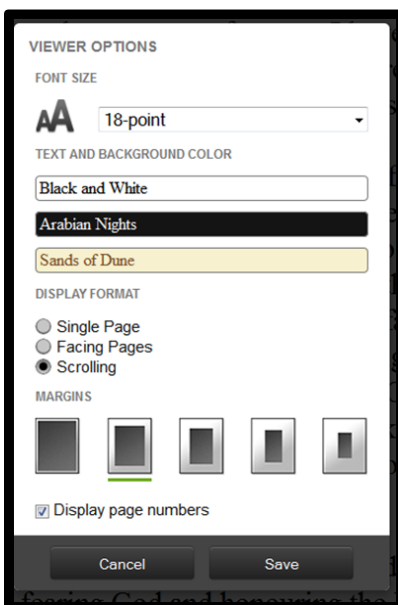


- 3) Next, Bookshare packages the book and prepares it for reading in their browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader.



- 4) To hear the book read aloud, select "Play." 

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



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

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