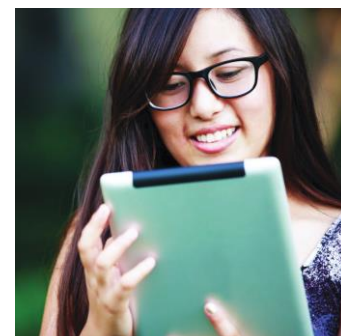


# How-to Guide

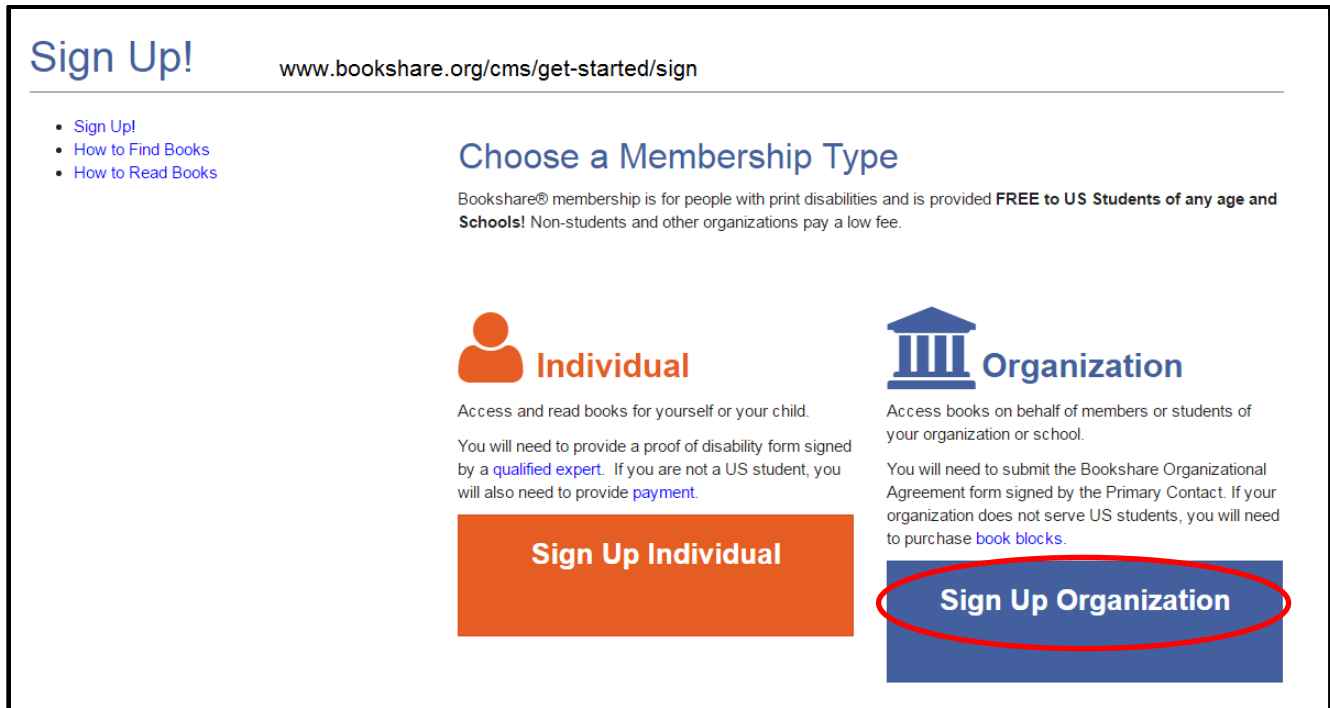
Schools: Get Started with Bookshare



## Step 1: Sign up Your School (if needed)

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 in the address bar is [www.bookshare.org/cms/get-started/sign](https://www.bookshare.org/cms/get-started/sign). On the left, there is a sidebar with links: 'Sign Up!', 'How to Find Books', and 'How to Read Books'. The main heading is 'Choose a Membership Type'. Below this, a paragraph states: '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.' There are two main options: 'Individual' and 'Organization'. The 'Individual' option includes an icon of a person and text explaining that it is for personal use and requires a disability form. The 'Organization' option includes an icon of a building and text explaining it is for groups and requires an organizational agreement. At the bottom, there are two buttons: 'Sign Up Individual' (orange) and 'Sign Up Organization' (blue). The 'Sign Up Organization' button is circled in red.

**Sign Up!** [www.bookshare.org/cms/get-started/sign](https://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**

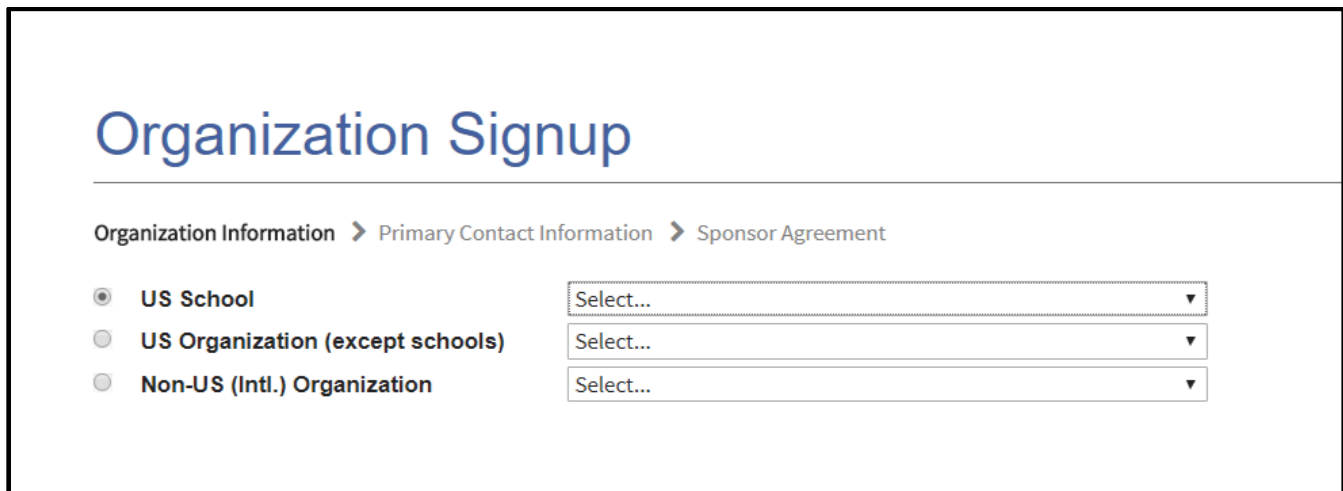
**Organization**

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) Select "US School" and the appropriate type from the drop down menu.



The screenshot shows the 'Organization Signup' page. The title is 'Organization Signup'. Below the title, there are three tabs: 'Organization Information', 'Primary Contact Information', and 'Sponsor Agreement'. The 'Organization Information' tab is selected. Under this tab, there are three radio button options: 'US School', 'US Organization (except schools)', and 'Non-US (Intl.) Organization'. The 'US School' option is selected. To the right of these options are three dropdown menus, each with 'Select...' as the placeholder text. The first dropdown menu is for the 'US School' option.

## Organization Signup

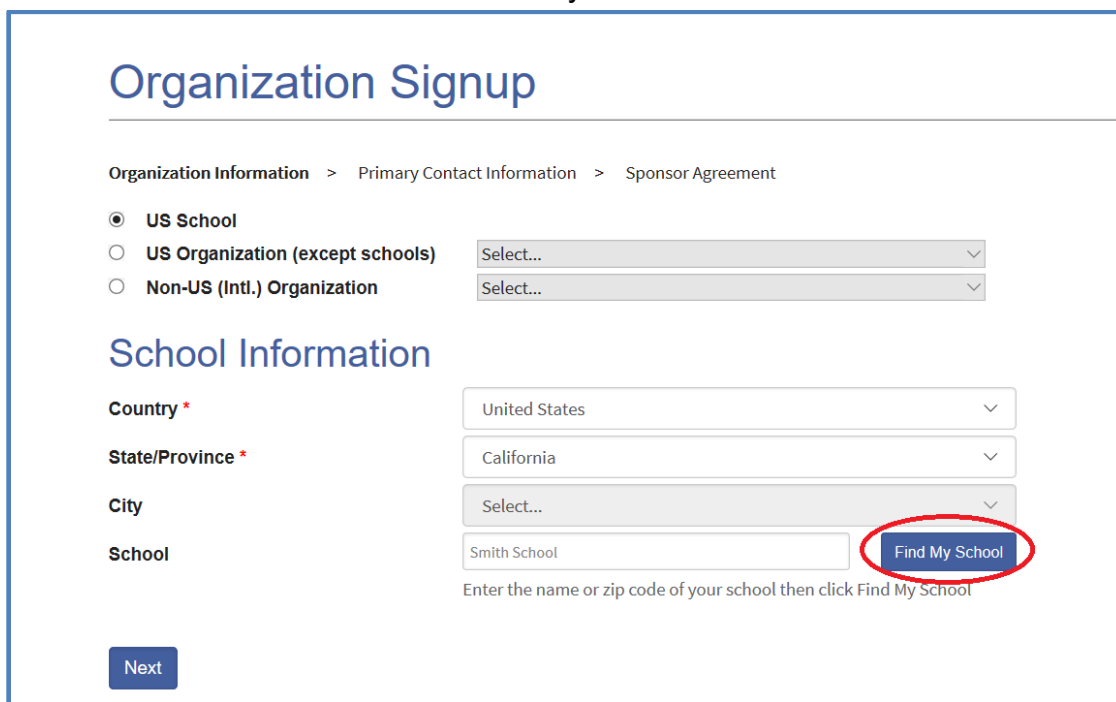
[Organization Information](#) > [Primary Contact Information](#) > [Sponsor Agreement](#)

☒ **US School**

☐ **US Organization (except schools)**

☐ **Non-US (Intl.) Organization**

3) Enter school information and select the “Find My School” button.



**Organization Signup**

Organization Information > Primary Contact Information > Sponsor Agreement

☒ **US School**  
☐ **US Organization (except schools)** Select...  
☐ **Non-US (Intl.) Organization** Select...

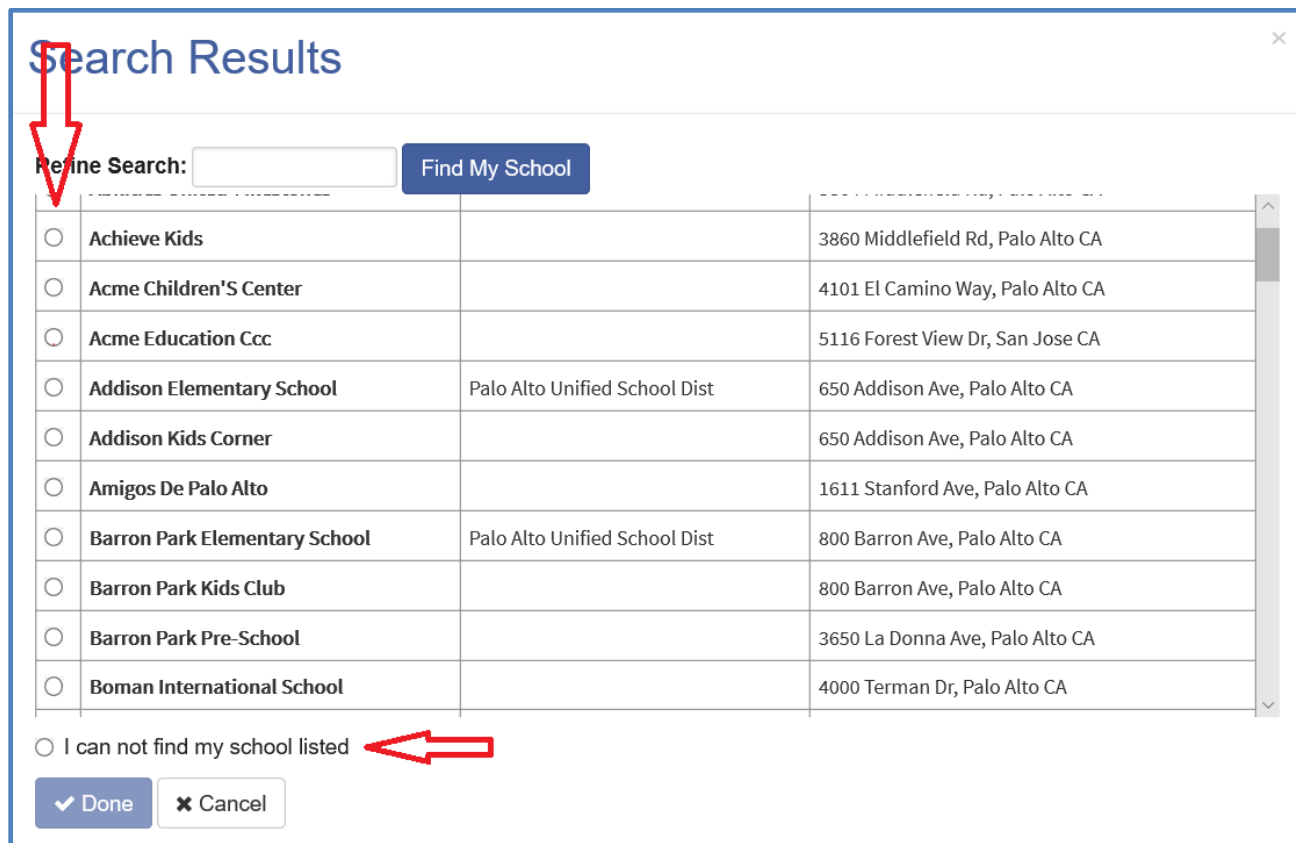
**School Information**

**Country \*** United States  
**State/Province \*** California  
**City** Select...  
**School** Smith School **Find My School**

Enter the name or zip code of your school then click Find My School

Next

4) If your school appears on the list, select it, select the “Done” button, then “Next.” If your school is not on the list select “I can not find my school listed”, select the “Done” button and fill in required information. Select “Next” to continue.



**Search Results**

Refine Search: Find My School

<input type="radio"/>	Achieve Kids	3860 Middlefield Rd, Palo Alto CA
<input type="radio"/>	Acme Children'S Center	4101 El Camino Way, Palo Alto CA
<input type="radio"/>	Acme Education Ccc	5116 Forest View Dr, San Jose CA
<input type="radio"/>	Addison Elementary School	Palo Alto Unified School Dist 650 Addison Ave, Palo Alto CA
<input type="radio"/>	Addison Kids Corner	650 Addison Ave, Palo Alto CA
<input type="radio"/>	Amigos De Palo Alto	1611 Stanford Ave, Palo Alto CA
<input type="radio"/>	Barron Park Elementary School	Palo Alto Unified School Dist 800 Barron Ave, Palo Alto CA
<input type="radio"/>	Barron Park Kids Club	800 Barron Ave, Palo Alto CA
<input type="radio"/>	Barron Park Pre-School	3650 La Donna Ave, Palo Alto CA
<input type="radio"/>	Boman International School	4000 Terman Dr, Palo Alto CA

☐ I can not find my school listed

Done Cancel

## School Information

Country \*

United States

State/Province \*

California

City \*

Palo Alto

School

Not found

[Search again](#)

If you cannot find your school, please provide your school information and your contact so a Bookshare representative can contact you.

School Name \*

Smith School

School Address \*

125 Main Street

Zip or Postal Code \*

94306

Type \*

US K-12 Public School

Next

- 5) Confirm Organization or select "None of the above this is a new organization" and select "Continue."

## Confirm Organization

Organization Information > Primary Contact Information > Membership Agreement

You have entered the following organization information:

Smith School  
123 Main Street  
Palo Alto CA 94306  
United States

Is your organization one of the following?

☐

Smith School – 567 Main Street, Palo Alto CA 94306, United States

☐

Smith School – 123 Main Street, Palo Alto CA 94306, United States

☐

None of the above this is a new organization

Previous

Continue

6) Enter Primary Contact information and select "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 \*

7) Read and agree to the Sponsor Agreement terms online and select "Submit."

## Sponsor Agreement

1. Please review this agreement and select the checkbox indicating that you agree to the Sponsor Agreement terms and conditions.

2. Then select "Submit."

### Summary and Important Acknowledgements:

1. I agree that I will act as a Sponsor on behalf of Booshare School and am responsible for regularly maintaining my roster of Members.

2. I agree that I will provide Bookshare Accessible Media only to members of my organization with qualifying disabilities (significant vision, physical or learning disability.)

3. I am responsible for educating my students or clients that they are not allowed to share the Bookshare Accessible Media with other people.

4. There are consequences for copyright violations, including termination of this account.

☐ I have read the full [Sponsor Agreement](#) and I agree to the terms and conditions. [Download Sponsor Agreement](#)

- 8) You will be taken to your “My Bookshare” page. Download the Organizational Agreement form, scan and email the completed form to: [membership@bookshare.org](mailto:membership@bookshare.org) or send to the address on form.

## My Bookshare

**My Bookshare**

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

### Welcome Tanya Teacher

Organization Status **INCOMPLETE** [Download Agreement](#)

#### Recent News

[Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life](#)

[Dyslexia Doesn't Slow Ryan Down](#)

**Read Our Books in Braille**

**Get Answers in the Help Center**

**Help Students Access Books**

**Learn More**

- [What account should my students use?](#)
- [Help your students access books independently](#)

## Step 2: Add Qualified Members and Sponsors

- 9) Go to [www.Bookshare.org](http://www.Bookshare.org) and log in at the top right of the page. Your user name is the email address you entered when signing up for Bookshare.
- 10) You will 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
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

### Welcome Tanya Teacher

#### Recent News

[Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life](#)

[Dyslexia Doesn't Slow Ryan Down](#)

**Read Our Books in Braille**

**Get Answers in the Help Center**

**Help Students Access Books**

**Learn More**

- [What account should my students use?](#)
- [Help your students access books independently](#)

You may begin reading freely available books while your membership is being processed. [Learn more about your account status.](#)

**Recent Books** | **Reading Lists**

- 11) Select the "Add a Member" button to add members one at a time. For information on adding several members at once view the video under the "Learn More" section on the Members page.

## Manage Members

**My Bookshare**

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

**Learn More**


- [How to add a member](#)
- [Adding several members](#)

### Members

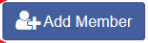
Members are students or clients who have a qualifying reading barrier. For more information visit [Adding Students and Sponsors](#).

**Filter by:** **Members**  **Grade**

**District**  **School**  **Filter**

**Sort:**   

	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
Click the Add Member button to add members.											



- 12) 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*	<input type="text"/>	Username	<input type="text"/>
Last Name*	<input type="text"/>	Password	<input type="password"/>
Birth Date* (MM/DD/YYYY)	<input type="text"/>	Quicklist	<input checked="" type="checkbox"/>
Current Grade*	<input type="text" value="Select one"/>	District	<input type="text" value=""/>
		School	<input type="text" value=""/>

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

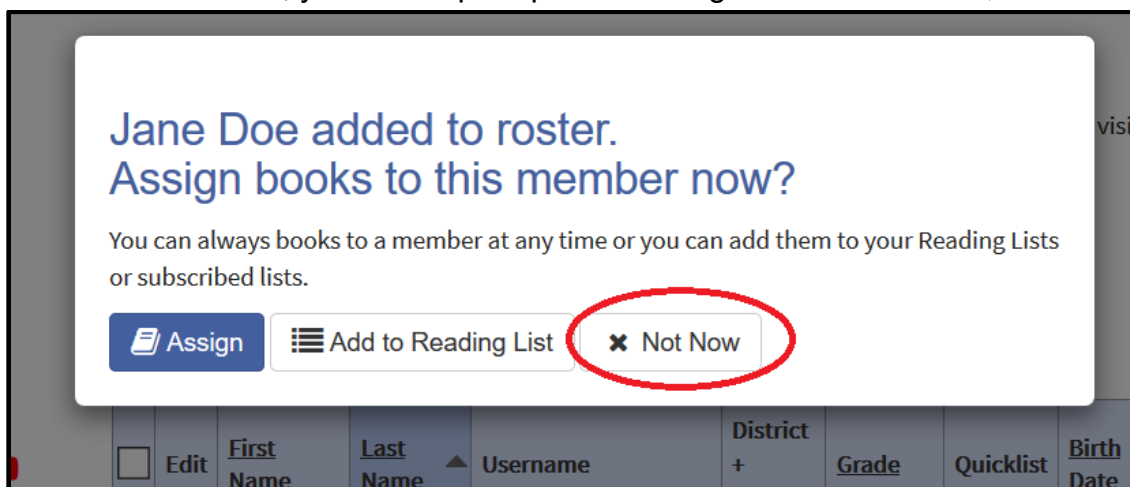
<b>Disability*</b>	<b>Plans</b>
<input type="checkbox"/> Visual	<input type="checkbox"/> User has an IEP
<input type="checkbox"/> Learning	<input type="checkbox"/> User is 504 Qualified
<input type="checkbox"/> Physical	

**Reading Preferences** ▼

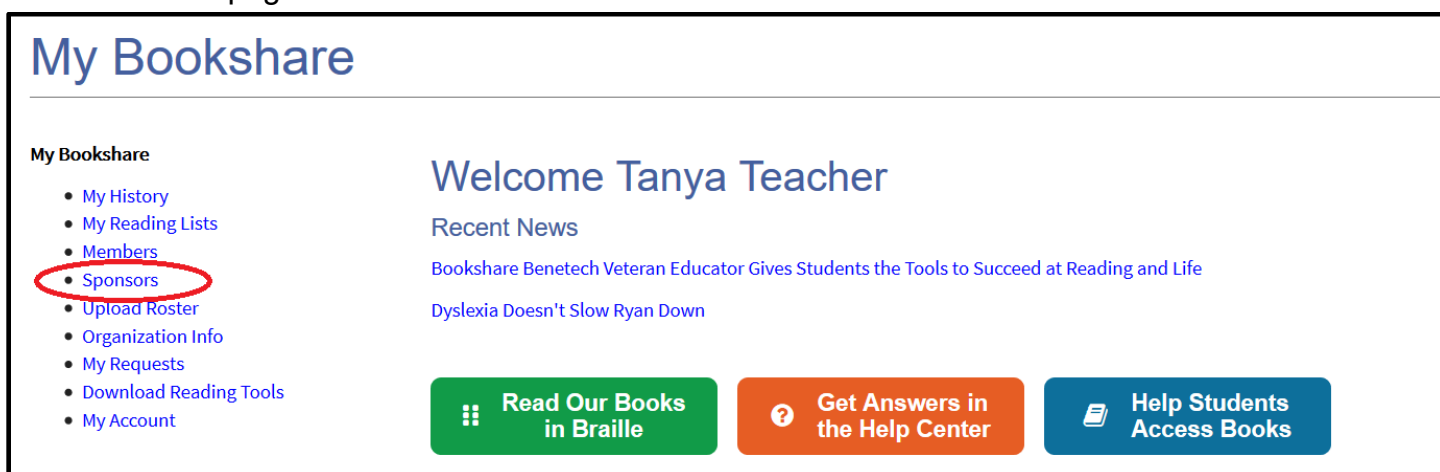
 

*Tip: Record the user names and passwords on the useful form found in the "Help Center" under "Training and Resources > Brochures and How-To Guides > [Student Login Form](#)."*

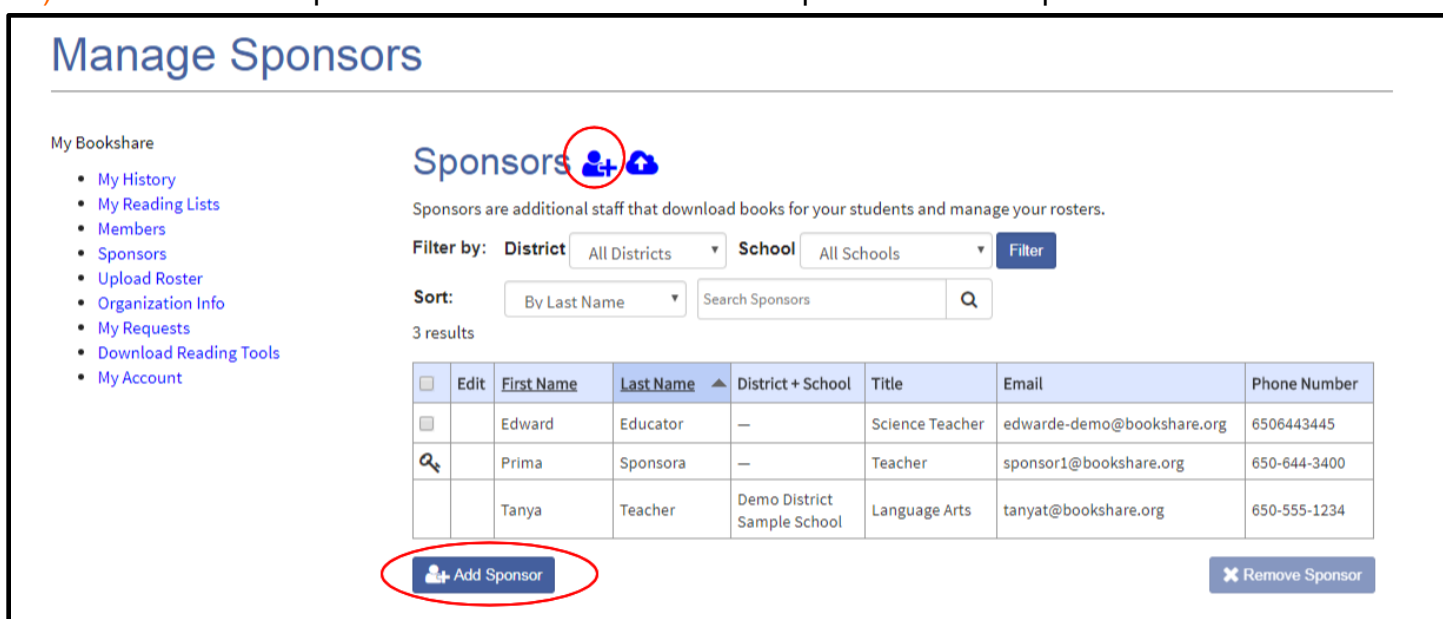
13) After you add the member, you will be prompted to “Assign Books.” For now, select “Not Now.”



14) Next, add Sponsors (other school professionals) by selecting the “Sponsors” link on your “My Bookshare” page.



15) Select the “Add Sponsor” button or the icon at the top to add a new Sponsor.





16) Complete form and select "Save."

## Add New Sponsor

First Name\*

Last Name\*

District

— ▾

School

— ▾

Title\*

Email\*

Password

Phone\*

**NOTE:** Sponsors must be staff or faculty, or professionals working with your organization. Sponsors cannot be parents (unless employed by your organization) or volunteers.

Save

Cancel

### Step 3: Assign Books

Books can be assigned individually, or in groups of books at one time via Reading Lists. You can create custom Reading Lists for one student or a group of students, and you can also subscribe to ready-made Reading Lists that Bookshare offers. To learn how to subscribe to Bookshare's ready-made Reading Lists, see the [How to Guide: Subscribe to or Copy Reading Lists](#).

1) To assign one or more books at time, find the book you want to assign to your student and select the "Assign" button.

## Wonder

### Discover

in Accelerated Reader MG Collection

in Andrew Luck's Book Club

in Back to School (K-3) Read Alouds

in Battle of the Books

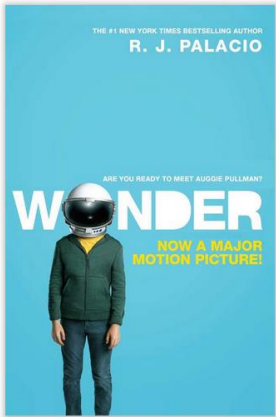
in BCPS Supplemental Texts - Grade 8

+ See more

### Other Books

by R. J. Palacio

in Children's Books



THE #1 NEW YORK TIMES BESTSELLING AUTHOR  
R. J. PALACIO

ARE YOU READY TO MEET AUGGIE PULLMAN?

**WONDER**

HOW A MAJOR MOTION PICTURE!

By: R. J. Palacio

Assign

Add to Reading List

Download... ?

### Synopsis

I won't describe what I look like. Whatever you're thinking, it's probably worse.

August Pullman was born with a facial deformity that, up until now, has prevented him from going to a mainstream school.

Starting 5th grade at Beecher Prep, he wants nothing more than to be treated as an ordinary kid--but his new classmates can't get past Auggie's extraordinary face.

- 2) Select the name(s) of the student(s) to whom you wish to assign this book and select “Assign.” Repeat as necessary.

## Assign to Members

**My Bookshare**

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
- [Upload Roster](#)
- [Organization Info](#)
- [My Requests](#)
- [Download Reading Tools](#)
- [My Account](#)

### Wonder, by R. J. Palacio

Filter by: **Members** All Members Grade All Grades [Filter](#)

Search Members [Q](#)

[Assign](#) [Cancel](#)

<input type="checkbox"/>	First Name	Last Name	Grade	Quicklist	Date of Birth	Qualifying Disability	Plan
<input type="checkbox"/>	Bookshare	Ben	8	Yes	05/15/08	Learning	
<input checked="" type="checkbox"/>	Jane	Doe	10	Yes	06/23/04	Visual	
<input type="checkbox"/>	Sally	Doe	8	-	05/05/09	Learning	504
<input type="checkbox"/>	Sally	Smith	5	Yes	05/09/10	Learning	

[Assign](#) [Cancel](#)

- 3) To assign a group of books, use the Reading List feature. To create a Reading List, select “My Reading Lists” on your “My Bookshare” page.

## My Bookshare

**My Bookshare**

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
- [Upload Roster](#)
- [Organization Info](#)
- [My Requests](#)
- [Download Reading Tools](#)
- [My Account](#)

### Welcome Tanya Teacher

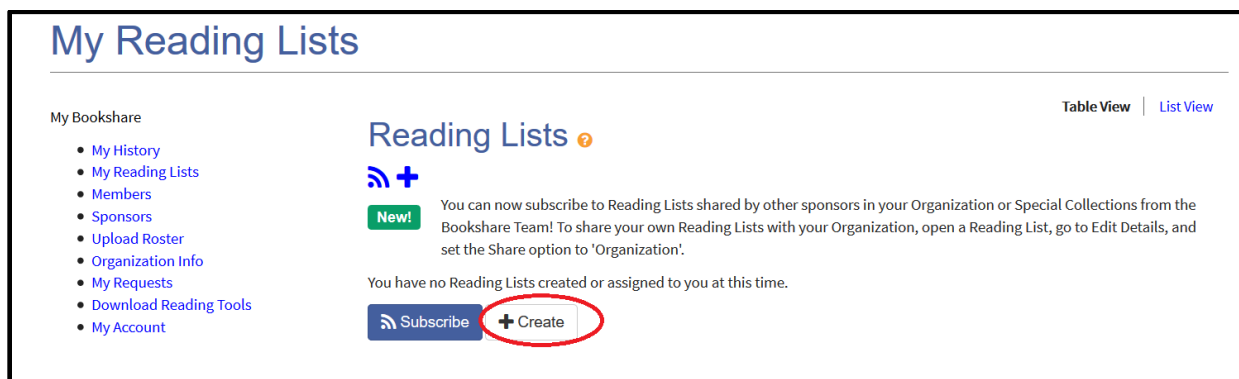
Recent News

[Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life](#)

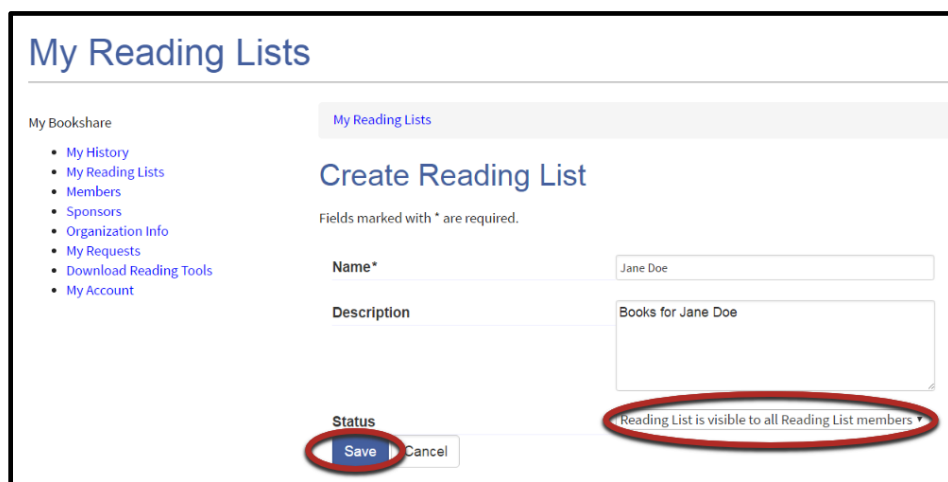
[Dyslexia Doesn't Slow Ryan Down](#)

[Read Our Books in Braille](#) [Get Answers in the Help Center](#) [Help Students Access Books](#)

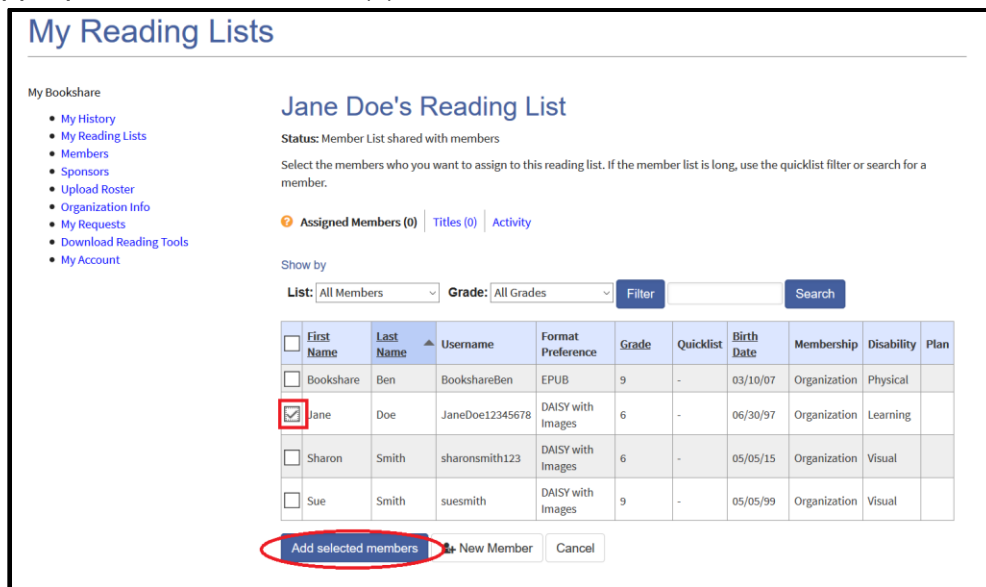
4) Select "Create."



5) Give your Reading List a name, and, if you wish, a description, and choose a sharing option. Select "Member" to share the list between you and your student(s) assigned to this Reading List, or "Org" to allow other Sponsors to view the list, add books to it if desired, and share it with their students. Then select "Save."



6) Select the appropriate member name(s) and select the "Add Selected Members" button.



7) Select the "Titles" link to add books to the Reading List, then select "Add Books."

My Bookshare

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

## My Reading Lists

### Jane Doe's Reading List

Status: Member List shared with members

The following members are assigned to this reading list. Assign other members in your organization using the Add Members button. Use the "View Activity" link to see which titles each member has accessed.

Assigned Members (1) **Titles (0)** Activity

Show by

List: All Members Grade: All Grades Filter Search

First Name	Last Name	Username	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan	Action	Remove
Jane	Doe	JaneDoe12345678	DAISY with Images	6	-	06/30/97	Organization	Learning		<a href="#">View Activity</a>	<a href="#">Remove</a>

Add members

My Bookshare

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

## My Reading Lists

### Jane Doe's Reading List + ✎ 📄 🗑️

Status: Member List shared with members

This reading list has no titles yet. 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.

Assigned Members (1) Titles (0) Activity

**+ Add Books** ✎ Edit Details 📄 Copy 🗑️ Delete Reading List

8) Search for a book, select the title(s) you wish to add, select the book(s) then "Save and Close."




## Book Search for Reading List

Search Books:  🔍

200 books (out of 179,149) returned for search of: **Adventures of Tom Sawyer**

Sort Order: By Relevance Authors: Most Relevant Authors

Language: Most Relevant Languages

<input type="checkbox"/>		Adventures of Tom Sawyer	Mark Twain	9780573808951	Adventure in three acts based on the novel by Mark Twain. Great for young audiences.	2015
<input type="checkbox"/>		The Adventures of Tom Sawyer	Mark Twain • Alfred Kazin	9780553898347	This story recounts the adventures of the ever-resourceful Tom Sawyer and his friend Huckleberry <a href="#">More...</a>	1981
<input checked="" type="checkbox"/>		The Adventures of Tom Sawyer	Mark Twain	9781480475069	The classic story of a boy who makes his own rules and the small Missouri town where he and his <a href="#">More...</a>	2015

1 book selected

**Save and Close** Save and Add More Cancel

You have now added qualified students and assigned books. Your students are ready to read!

## Step 4: Students Read

In this section, you will learn how students can read quickly and easily with Bookshare Web Reader in a web browser on a Mac, PC, or Chromebook. However, there are many ways to read Bookshare books. This “[Reading Tool](#)” wizard can help you determine what tools will work best with your students' devices.

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 and using the screen reader that the student typically uses.

### 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) Books that have been assigned using the “Assign” button are found under “Assigned Books” link.

The screenshot shows the 'My Bookshare' user interface. On the left is a sidebar with links for 'My Bookshare' (My History, My Reading Lists, My Account) and 'Learn More' (How to use your Bookshare account, Upgrade to an Individual Membership!, Join the Bookshare Discussion Forum). The main content area welcomes 'Jane Doe' and shows 'Recent News' about summer reading lists. Below the news are three buttons: 'Discover Ways to Read Our Books', 'Get Answers in the Help Center', and 'Read More for free!'. The 'Recent Books' section has three tabs: 'Recent Books', 'Assigned Books (1)' (which is circled in red), and 'Reading Lists'. Under the 'Assigned Books (1)' tab, a table lists a book titled 'Wonder' by R. J. Palacio. The table has columns for Title, Author, and Action. The Action column for 'Wonder' contains a 'Read Now' button, a 'DAISY with Images' dropdown menu, and a 'Download' button.

Title	Author	Action
 Wonder	Palacio, R. J.	<button>Read Now</button> DAISY with Images ▾ <button>Download</button>

- 2) Books that have been assigned on a Reading List can be accessed by selecting the "Reading Lists" link or the "My Reading Lists" link on the left-hand section of their screen.

## My Bookshare

My Bookshare

- My History
- My Reading Lists
- My Account

Learn More

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

### Welcome Jane Doe

Recent News

Kickstart Summer Vacation with the Bookshare Book Club's June Pick

Bookshare's Summer Reading Lists Offer a Universe of Stories

Discover Ways to Read Our Books

Get Answers in the Help Center

Read More for free!

Recent Books | Assigned Books (1) | **Reading Lists**

Reading List	Description	Assigned by	Titles
3rd Grade Book List		Tanya Teacher	12
American Literature Copy	Copy of American Literature	Tanya Teacher	9
Jane Doe's Reading List		Tanya Teacher	2
National Book Award Winners - Young People's Literature	The National Book Awards are presented "to celebrate the best of American literature, to expand its audience, and to enhance the cultural value of good writing in America." Here are the medal winners for Young People's Literature. #award #teens #kids	Tanya Teacher	33

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

## My Bookshare

My Bookshare

- My History
- My Reading Lists
- My Account

Learn More

- How to use your Bookshare account
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Discover Ways to Read Our Books

Get Answers in the Help Center

Read More for free!

Recent Books | Assigned Books (1) | **Reading Lists**

Reading List	Description	Assigned by	Titles
3rd Grade Book List		Tanya Teacher	12
American Literature Copy	Copy of American Literature	Tanya Teacher	9
<b>Jane Doe's Reading List</b>		Tanya Teacher	2
National Book Award Winners - Young People's Literature	The National Book Awards are presented "to celebrate the best of American literature, to expand its audience, and to enhance the cultural value of good writing in America." Here are the medal winners for Young People's Literature. #award #teens #kids	Tanya Teacher	33

www.bookshare.org

14

8/12/2020

# My Reading Lists

## My Bookshare

- [My History](#)
- [My Reading Lists](#)
- [My Account](#)

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

## Jane Doe's Reading List


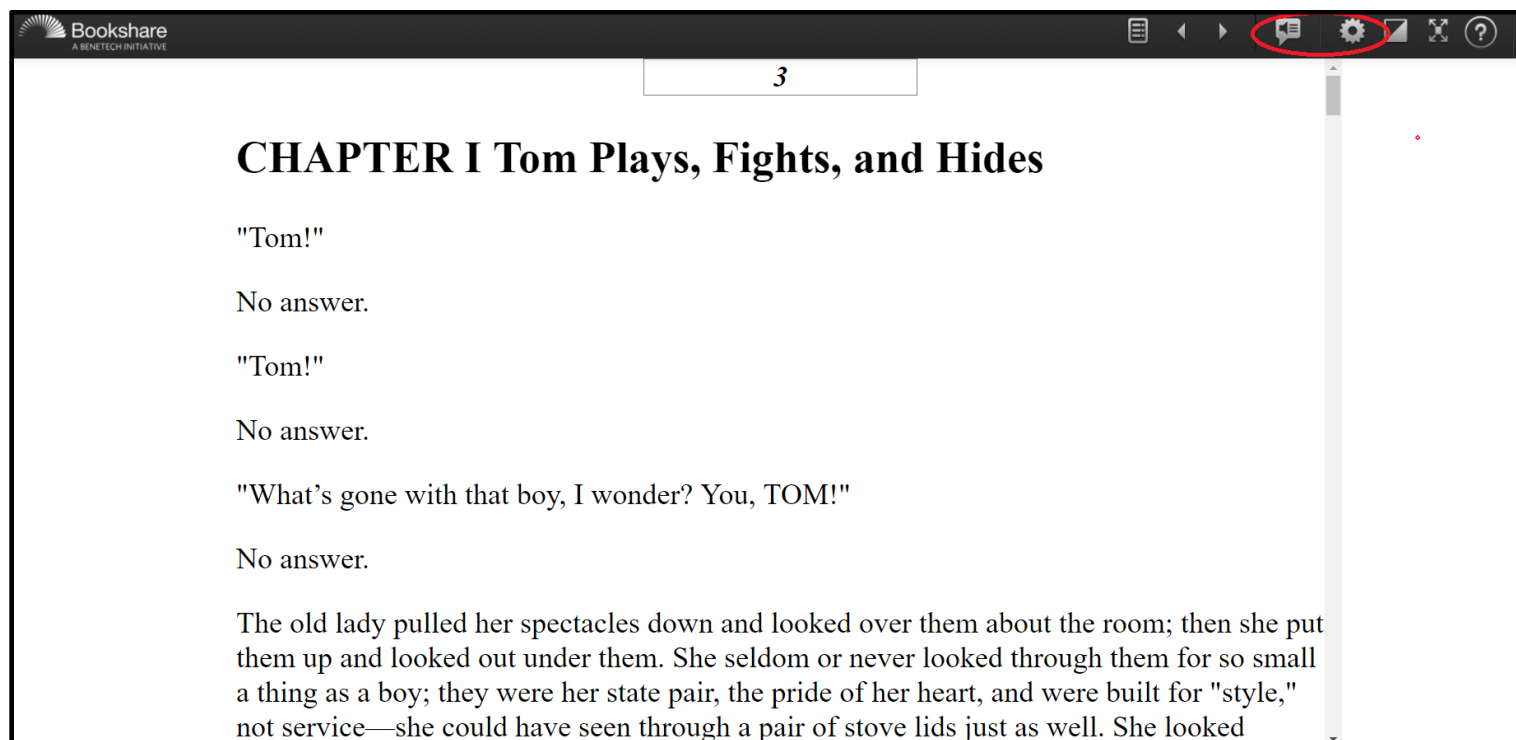
Status: Assigned by Tanya Teacher

Please contact your sponsor to have titles added for you.

Showing 1 - 2 of 2 results Sort: [By title](#)

Title	Author	Date Added	Action	Activity
 <a href="#">The Adventures of Tom Sawyer</a>	<a href="#">Mark Twain</a>	06/05/2019	<a href="#">Read Now</a> DAISY with Images ▾ Download	--
 <a href="#">Sherlock Holmes</a>	<a href="#">Sir Arthur Conan Doyle</a>	06/05/2019	<a href="#">Read Now</a> DAISY with Images ▾ Download	--

- 4) 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.

3

## CHAPTER I Tom Plays, Fights, and Hides

"Tom!"

No answer.


"Tom!"


No answer.

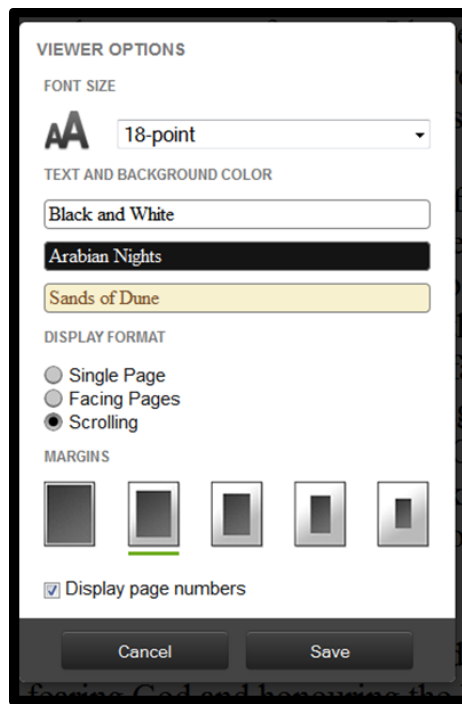
"What's gone with that boy, I wonder? You, TOM!"

No answer.

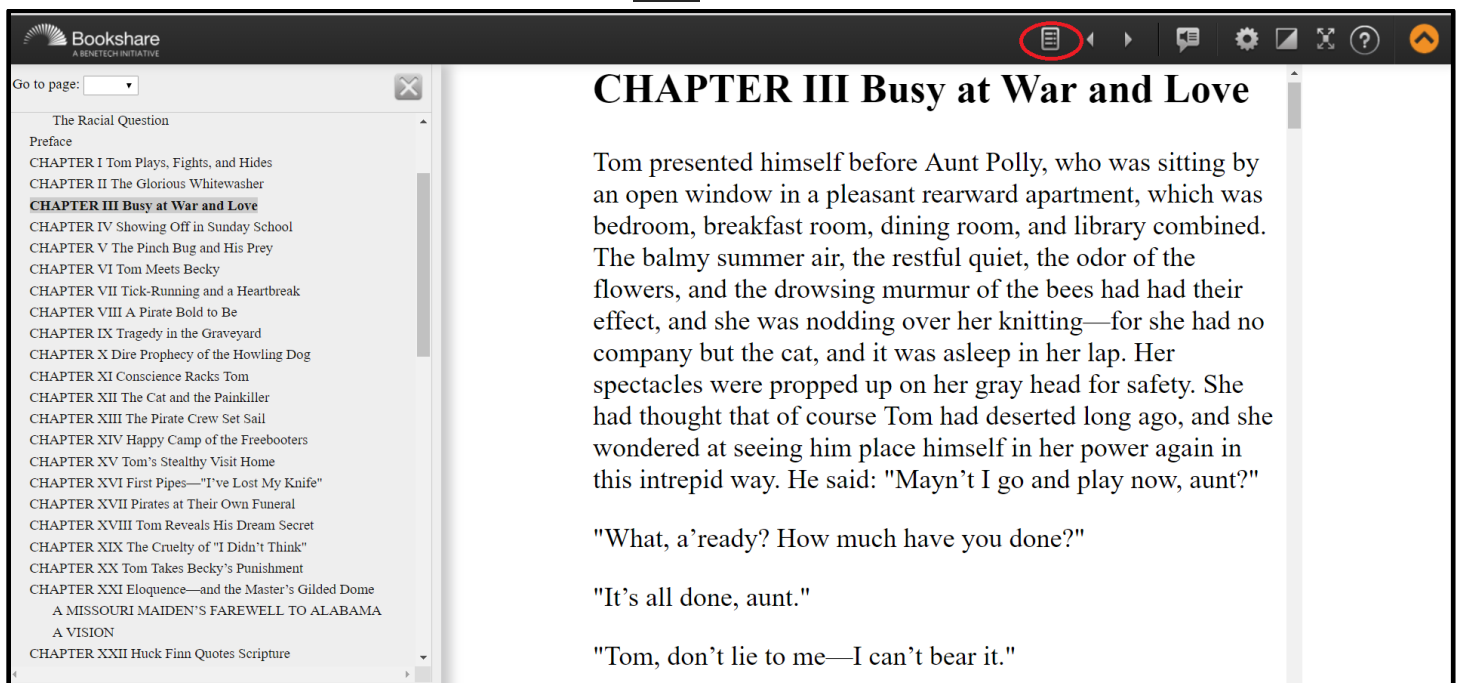
The old lady pulled her spectacles down and looked over them about the room; then she put them up and looked out under them. She seldom or never looked through them for so small a thing as a boy; they were her state pair, the pride of her heart, and were built for "style," not service—she could have seen through a pair of stove lids just as well. She looked

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

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



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



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: In Dolphin Easy Reader, students will find the "Reading Lists" link just as they do when they log in to the Bookshare website. In 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 and read!

Bookshare provides video tutorials for several reading tools under the “Read Books” section in the [Training Resources Library](#). You can also view a complete list of [Bookshare-compatible reading tools](#).

For answers to other questions, please visit the [Help Center](#).