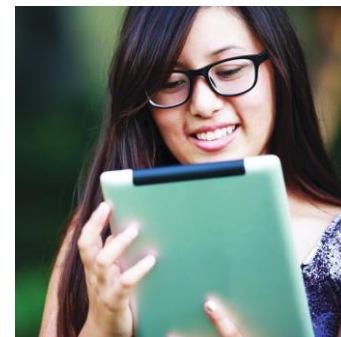




How-to Guide

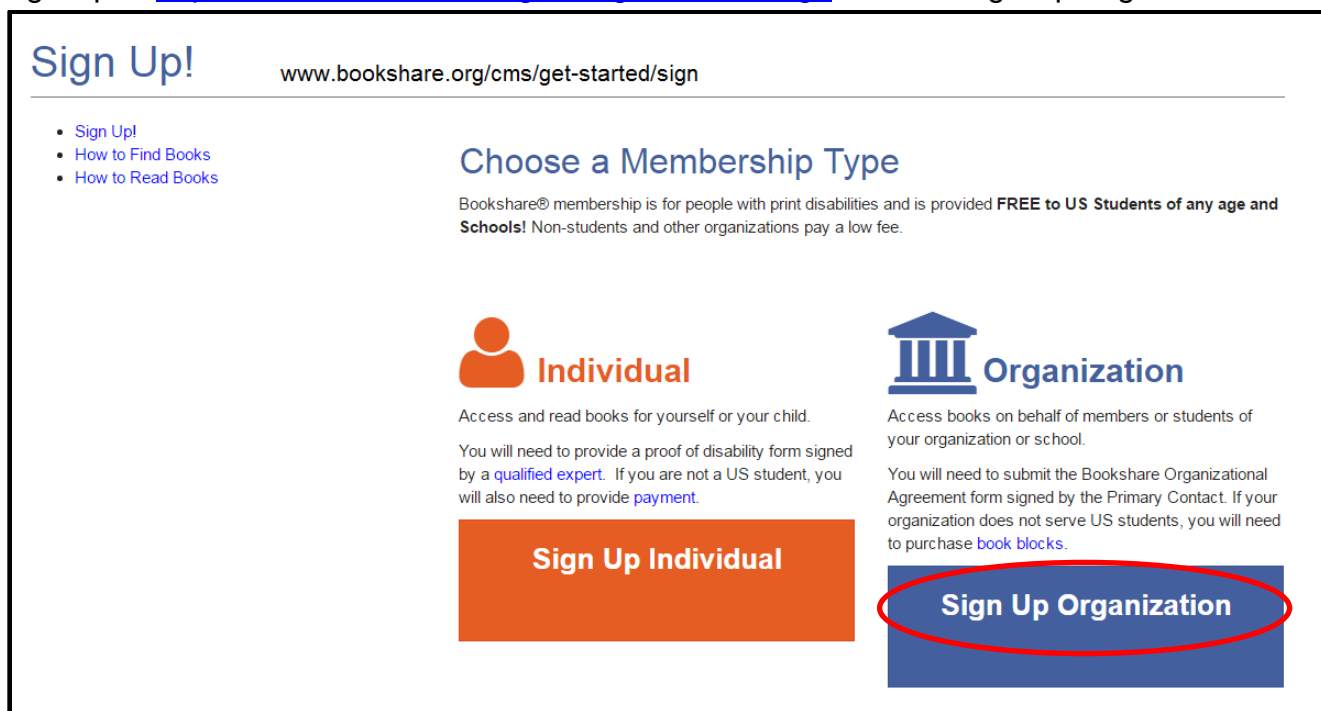
Getting Started with Bookshare for
Job Corps Centers



Step 1: Sign up Your Center (if needed)

If your organization does not already have a Bookshare account, follow these steps to create a new account. If your Center has an account, skip to Step 2 on page 6.

- 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 for '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 a red box around its 'Sign Up Individual' button. The 'Organization' option is highlighted with a blue background and a red box around its 'Sign Up Organization' button. The 'Organization' button is also circled in red.

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) Select "US Organization (except schools)" and then "Community Center" from the drop down menu.



The screenshot shows the 'Organization Signup' page. The breadcrumb trail is 'Organization Information > Primary Contact Information > Sponsor Agreement'. There are three radio button options: 'US School', 'US Organization (except schools)', and 'Non-US (Intl.) Organization'. The 'US Organization (except schools)' option is selected and highlighted with a red box. To the right of this option is a dropdown menu with 'Community Center' selected. Below this is another dropdown menu with 'Select...' selected.

Organization Signup

Organization Information > Primary Contact Information > Sponsor Agreement

☐ US School

☒ US Organization (except schools) Community Center

☐ Non-US (Intl.) Organization Select...

- 3) The Organization Name is the name of your Job Corps Center. Complete required information and select “Next.”

Organization Information

Organization Name *	<input type="text" value="Sample Organization"/>
Address *	<input type="text" value="123 Main street"/>
Address, line 2	<input type="text"/>
City *	<input type="text" value="San Francisco"/>
State/Province *	<input type="text" value="California"/>
Zip or Postal Code *	<input type="text" value="94105"/>
Country *	<input type="text" value="United States"/>
Phone Number *	<input type="text" value="415-555-1212"/>
Website	<input type="text"/>
Promo Code	<input type="text"/>

Next

- 4) Enter contact information and select “Continue.”

Primary Contact Information

Fields marked with * are required.

By signing up for a new account, 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
- Agree that Bookshare may display your name on public lists of Bookshare Organizational accounts

Primary Contact First Name *	<input type="text" value="Jane"/>
Primary Contact Last Name *	<input type="text" value="Doe"/>
Primary Contact Job Title *	<input type="text" value="Instructor"/>
Phone *	<input type="text" value="415-555-1212"/>

Login Information

Your username for logging into Bookshare will be the email address you enter below. If you forget your password, an email will be sent to this address to reset it.

Email (username) *	<input type="text" value="janedoe@example.com"/>
Confirm Email *	<input type="text" value="janedoe@example.com"/>
Password ? *	<input type="password" value="....."/>
Confirm password *	<input type="password" value="....."/>

Previous Continue

5) Read and agree to the terms, then 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](#)

Previous

Submit

6) You will be taken to your “My Bookshare” page. Select the “Incomplete” link. This will take you to a page with instructions for submitting the Organizational Agreement Form.

My Bookshare

My Bookshare


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

Learn More

- How to Use Reading Lists
- Select a Reading Tool
- Compare Account Types
- Help Your Students Get Individual Memberships
- Join the Bookshare Discussion Forum

Welcome Jane Doe

Organization Status: **INCOMPLETE**



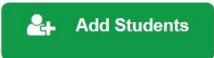
Books Beloved -
Share your favorite Bookshare book!


Recent News


Jolene Nemeth is a Master of Reinvention

Celebrate Neurodiversity During Dyslexia Awareness Month

Bookshare's Special Collections Open the Door to Reading

Add Students

How to Get Books to Students

Get Help

www.bookshare.org

4

2/14/2023

- 7) Download the Organizational Agreement Form by selecting the link in item number three and submit to Bookshare following the instructions on the page.

How can I submit my Organization Agreement remotely?

After creating a new organizational Bookshare account online, typically the person who created the account (whom we call the Primary Contact) would be required to print, sign, scan and return an Organization Agreement form. However, in recognition of the extraordinary circumstances created by the coronavirus, we are offering a temporary work-around for completing the agreement. We are allowing authorized staff to sign via email as outlined below.

The Primary Contact on the account should send an email to membership@bookshare.org from an email account clearly associated with your school or district, and include the following:

1. The statement below confirming your authority and signature
2. Your contact information as noted below
3. Please **download** and attach the blank Organization Agreement to your email. (That is necessary so that it is clear to our auditors that you were aware of what you were signing; you do not need to print or complete the printed agreement form at this time, but please read through it.)

Once we receive your email with these items, we will approve your account as quickly as possible so that you can begin downloading Bookshare books for your qualified students.

Please include this language in the body of your email:

By virtue of this email, I am agreeing to the full terms stated in the attached Bookshare Organization Agreement. I certify that I have the authority to sign this document on behalf of my organization, and I agree to submit a signed copy of this agreement to Bookshare as soon as reasonably possible after my organization resumes regular activity.

Please include your full contact information in the email, including your Name, Title/Role, Organization, City, State, Work Phone Number and Work Email Address.

If you need additional assistance, please email membership@bookshare.org.

- 8) In approximately 2-3 business days you will receive a welcome email from Bookshare notifying you that your account is approved. Please note that sometimes these emails go to the junk or spam filter.
- 9) Once approved, log in at www.Bookshare.org. Your user name is the email address you entered when signing up for Bookshare. You will be taken to your "My Bookshare" page. You are now ready to add qualified students (members)!

Step 2: Add Qualified Members and Sponsors

10) Select the "Members" link in the left column.

My Bookshare

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

Learn More


- What account should my students use?
- Help your students access books independently


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**

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.

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 


Manage 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* Username
Last Name* Password
Birth Date* Quicklist ☒
(MM/DD/YYYY)
Current Grade* District
School

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

Disability* **Plans**
☐ Visual ☐ User has an IEP
☐ Learning ☐ User is 504 Qualified
☐ Physical

Reading Preferences ▼

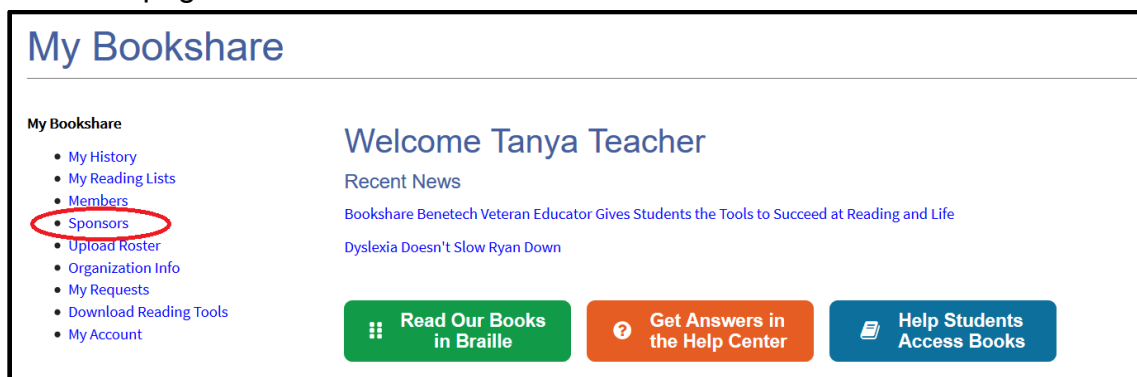
- 13) After you add the member, you will be prompted to "Assign Books." For now, select "Not Now."

Jane Doe added to roster.
Assign books to this member now?

You can always books to a member at any time or you can add them to your Reading Lists or subscribed lists.

	First Name	Last Name	Username	District	Grade	Quicklist	Birth Date
<input type="checkbox"/>	Edit						

- 14) Next, if you wish to add other Center instructors to the account, select the “Sponsors” link 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

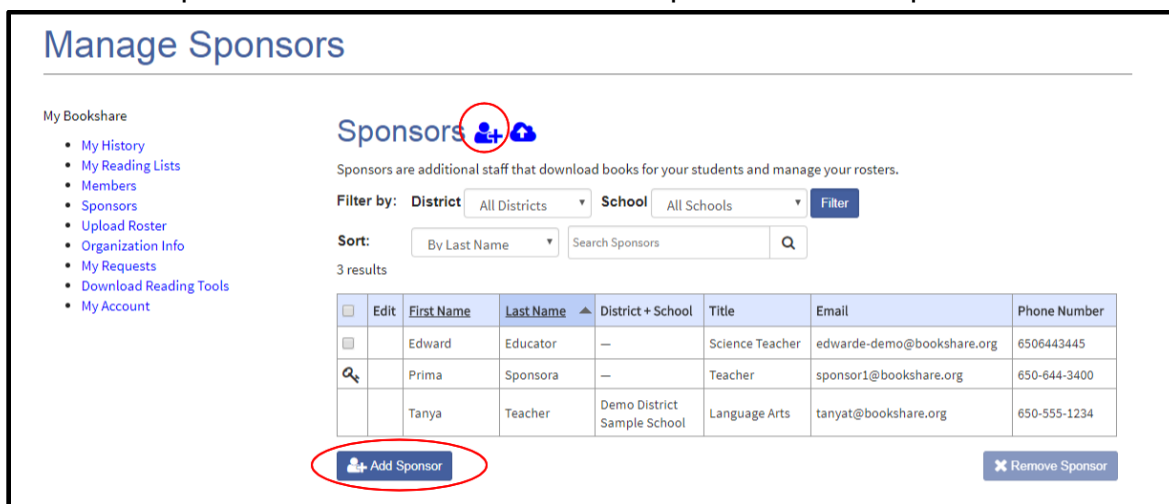
Dyslexia Doesn't Slow Ryan Down

 **Read Our Books in Braille**

 **Get Answers in the Help Center**

 **Help Students Access Books**

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



Manage Sponsors

My Bookshare

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

Sponsors


Sponsors are additional staff that download books for your students and manage your rosters.


Filter by: District All Districts School All Schools Filter

Sort: By Last Name Search Sponsors Q

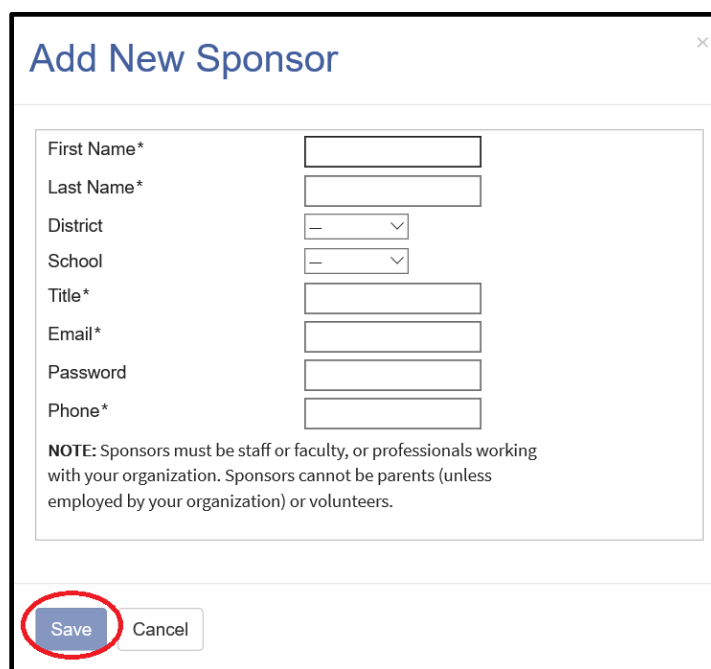
3 results

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
<input type="checkbox"/>		Edward	Educator	—	Science Teacher	edwarde-demo@bookshare.org	6506443445
<input type="checkbox"/>		Prima	Sponsora	—	Teacher	sponsor1@bookshare.org	650-644-3400
<input type="checkbox"/>		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

 **Add Sponsor**

 **Remove 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 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. In addition to the Reading Lists created for [Job Corps Students](#), Bookshare offers a wide variety of lists that you can access on the [Browse](#) page.

[Learn more](#) about how to subscribe to Bookshare's ready-made 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.

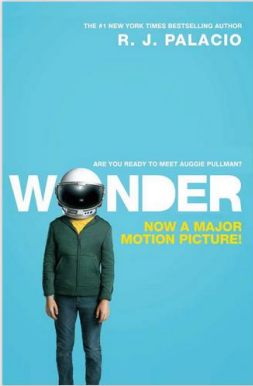
Wonder

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](#)



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.

[View larger image](#)

- 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

Wonder, by R. J. Palacio

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

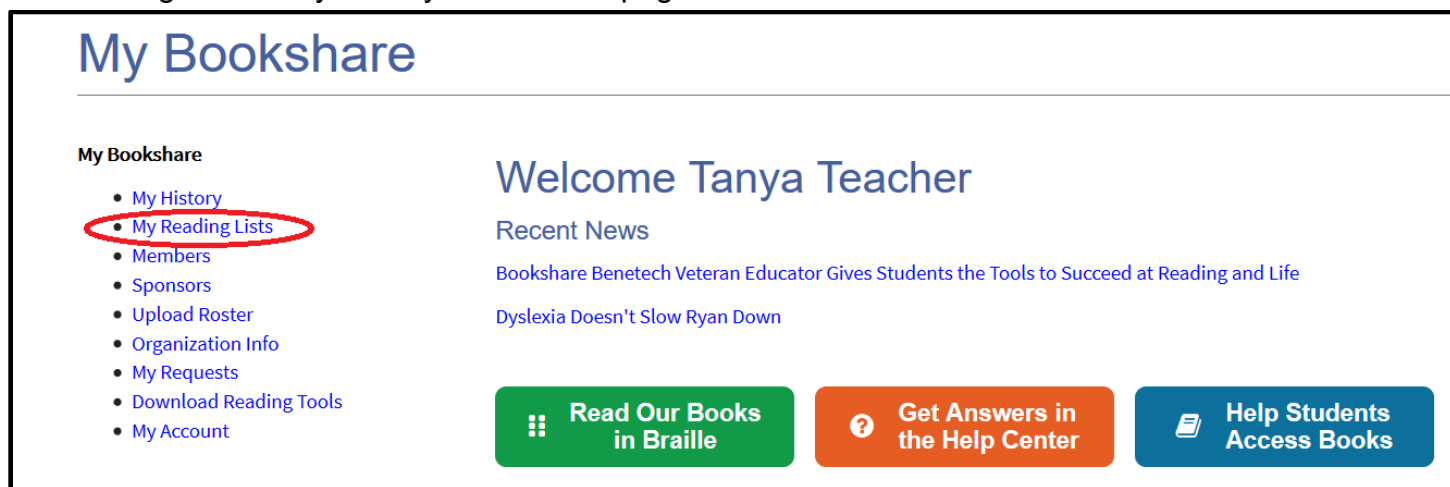
[Q](#)

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

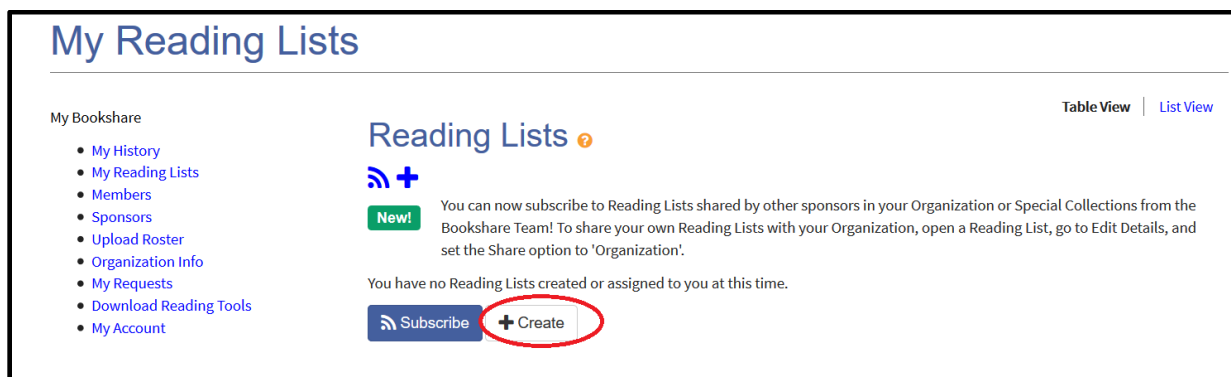
<input type="checkbox"/>	First Name	Last Name	Grade	Quicklist	Date of Birth	Qualifying Disability	Plan
<input type="checkbox"/>	Bookshare	Ben	8	Yes	05/15/08	Learning	
<input checked="" type="checkbox"/>	Jane	Doe	10	Yes	06/23/04	Visual	
<input type="checkbox"/>	Sally	Doe	8	-	05/05/09	Learning	504
<input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



- 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.”

The screenshot shows the 'Create Reading List' form. The sidebar menu is the same. The main content area has a header 'Create Reading List' and a note 'Fields marked with * are required.' There are three input fields: 'Name *' with the value 'Jane Doe', 'Description' with the value 'Books for Jane Doe', and 'Status' with a dropdown menu showing 'Reading List is visible to all Reading List members' (circled in red). At the bottom are two buttons: 'Save' (circled in red) and 'Cancel'.

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

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

Select the members who you want to assign to this reading list. If the member list is long, use the quicklist filter or search for a member.

Assigned Members (0) | 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
<input type="checkbox"/>	Bookshare	Ben	BookshareBen	EPUB	9	-	03/10/07	Organization	Physical	
<input checked="" type="checkbox"/>	Jane	Doe	JaneDoe12345678	DAISY with Images	6	-	06/30/97	Organization	Learning	
<input type="checkbox"/>	Sharon	Smith	sharonsmith123	DAISY with Images	6	-	05/05/15	Organization	Visual	
<input type="checkbox"/>	Sue	Smith	suesmith	DAISY with Images	9	-	05/05/99	Organization	Visual	

Add selected members New Member Cancel

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		View Activity	Remove

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 + Edit Copy Delete

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: Authors:

Language:

<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 More...	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 More...	2015

1 book selected

You have now added qualified students and assigned books. Be sure to tell your students to log in and review their assigned books. Now 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 Reader for Web. Books can be read in a 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 Reader for Web 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 Reader on the following browsers:

- Google Chrome version 33+
- Safari version 6.1+
- Chromebooks version 14+
- The New Microsoft Edge

To read with Bookshare Reader for web, students:

- Log in to Bookshare with the username and password created for you by your teacher.
- Read books assigned to you, books on a Reading List, or books found under "My History" on your “My Bookshare” page.

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

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

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

- 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 the 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

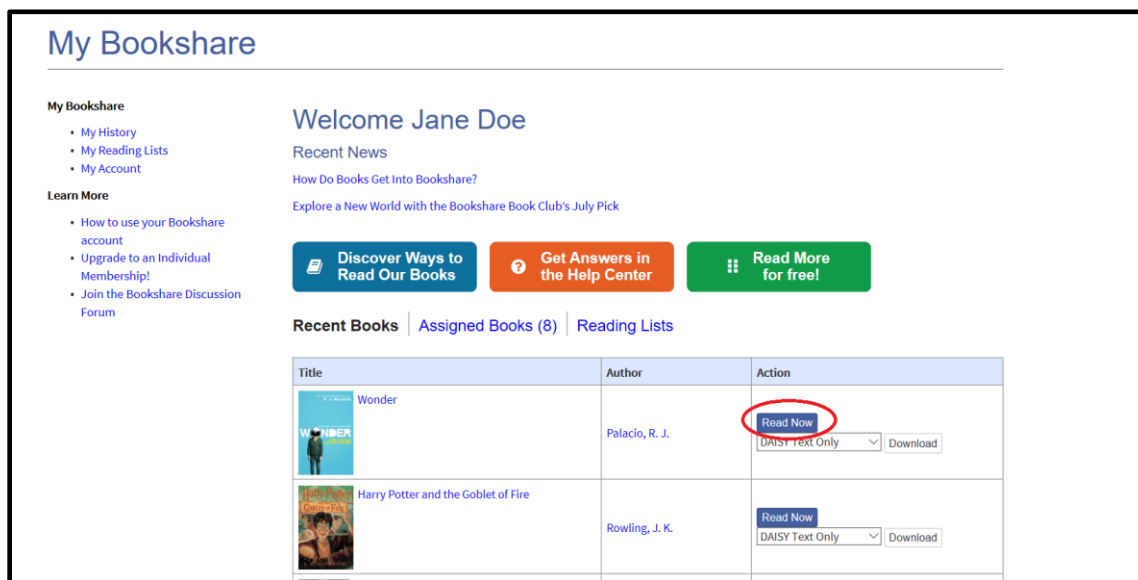
Get Answers in the Help Center

Read More for free!

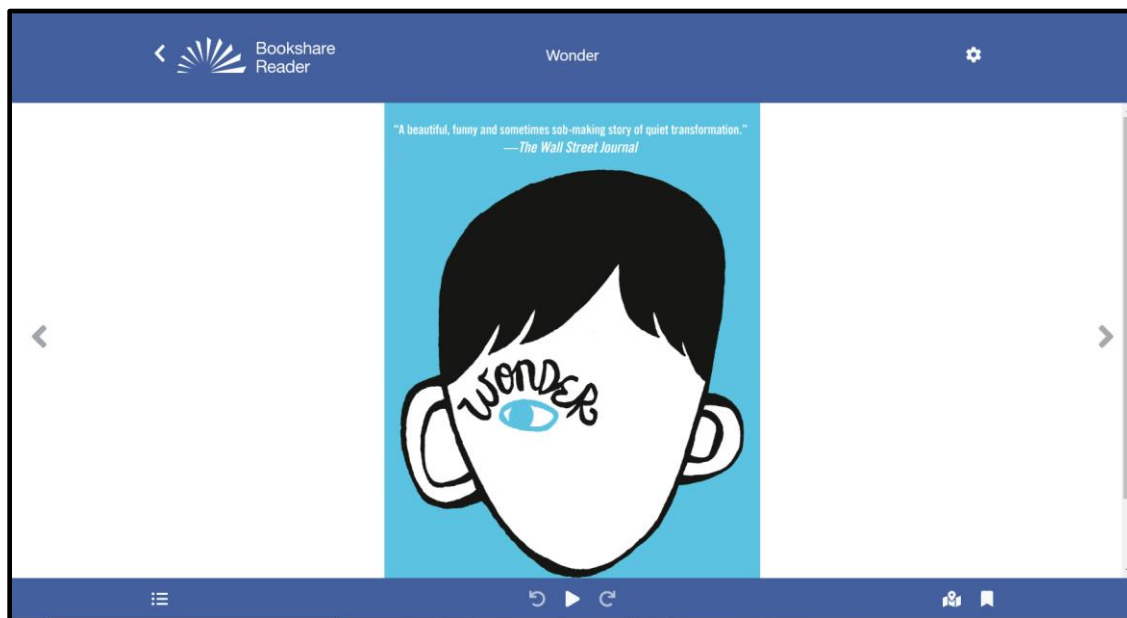
Recent Books | Assigned Books (1) | **Reading Lists**

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 find the desired title, and select "**Read Now.**"



4) Next, the book will open in Bookshare Reader for Web.

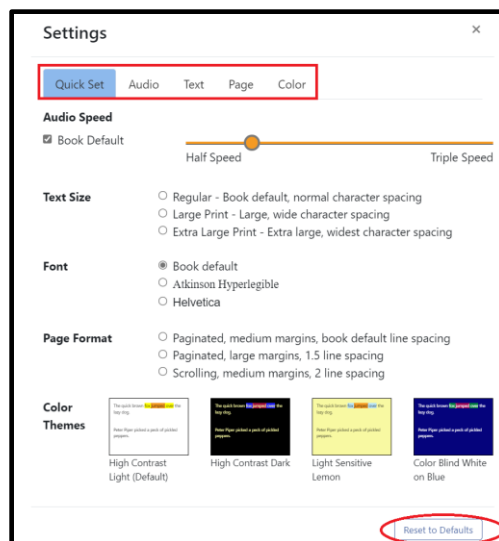


Customization:

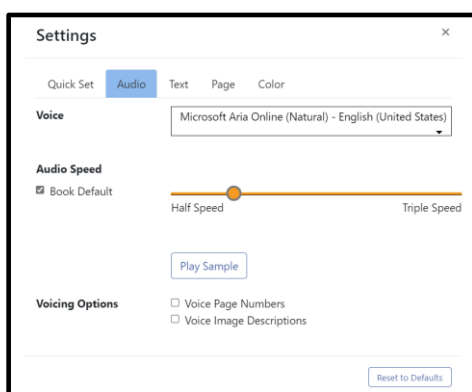
Use the **settings button (gear icon)** to customize audio, text, page, and color settings to your reading style and preference.



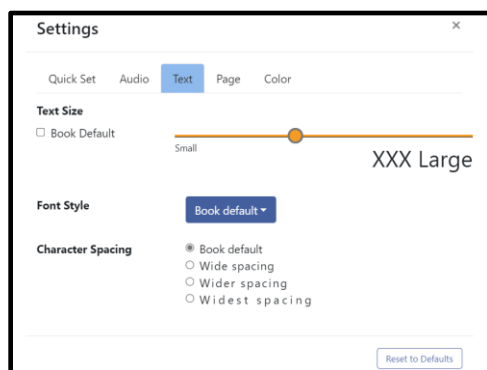
Choose "**Quick Set**" to customize key settings in real time. You can revert to default settings by selecting the "**Reset to Defaults**" button.



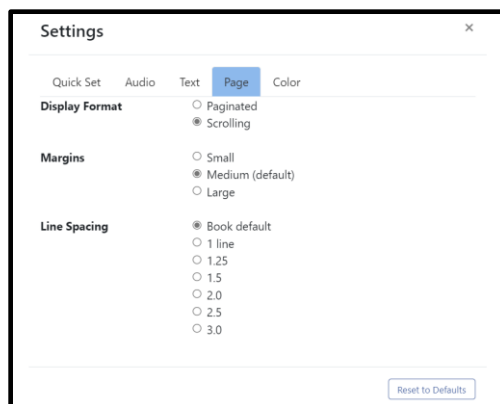
Under the **“Audio”** tab you can select a voice using the drop-down menu and adjust speed and chose voicing options. The voices available to you depend on the browser and device you are using.



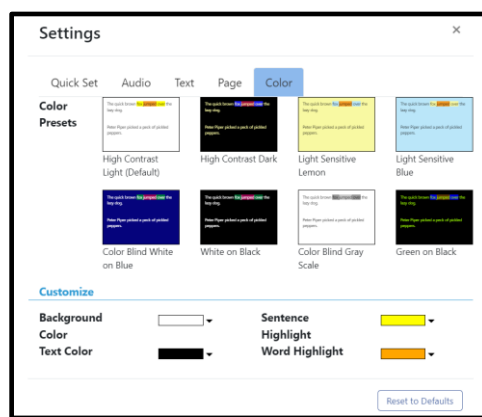
Under the **“Text”** tab you can select font size, a variety of fonts and character spacing.




Under the **“Page”** tab you can select display format, margins and line spacing.

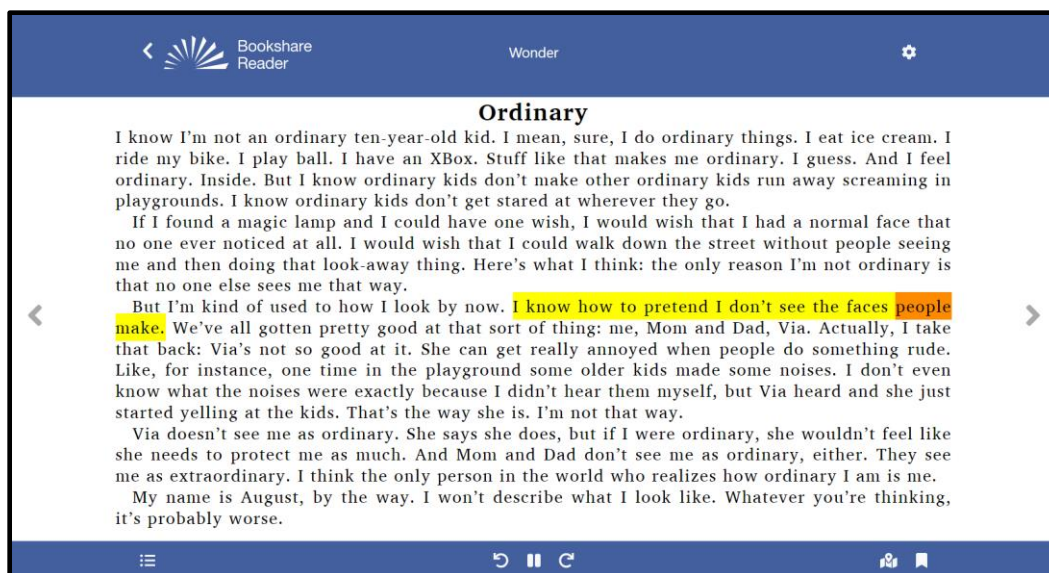


Under the “**Color**” tab you can select from a variety of preset color and contrast options or customize your own by selecting background, text, sentence highlight, and word highlight colors.

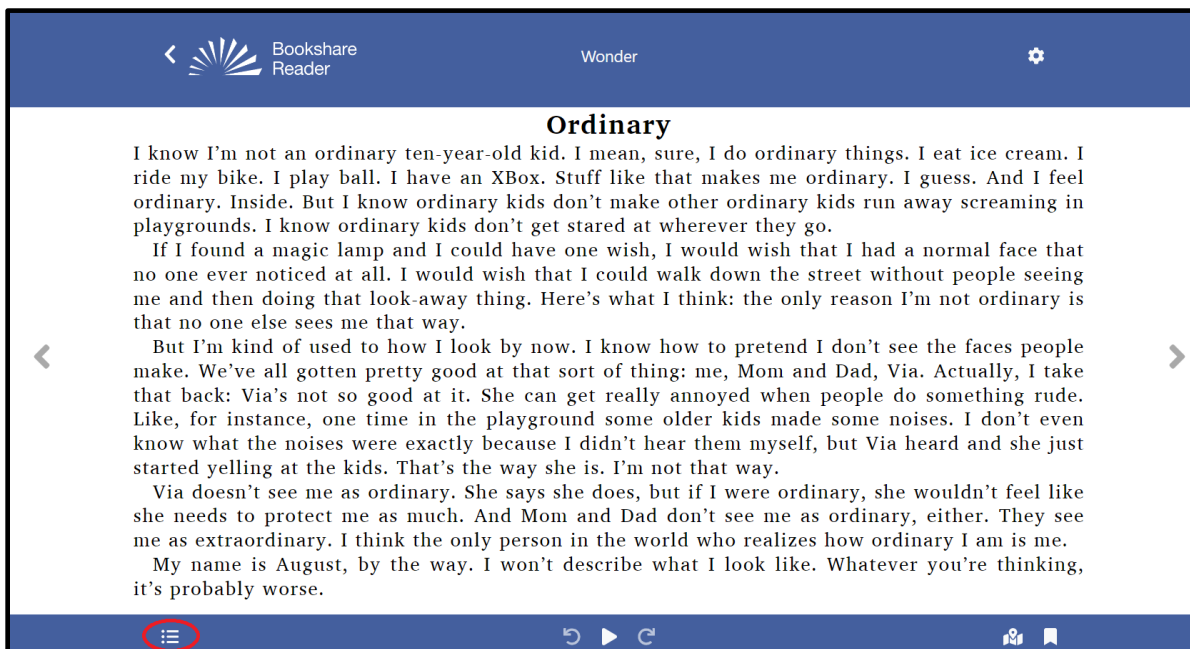


Get Reading!

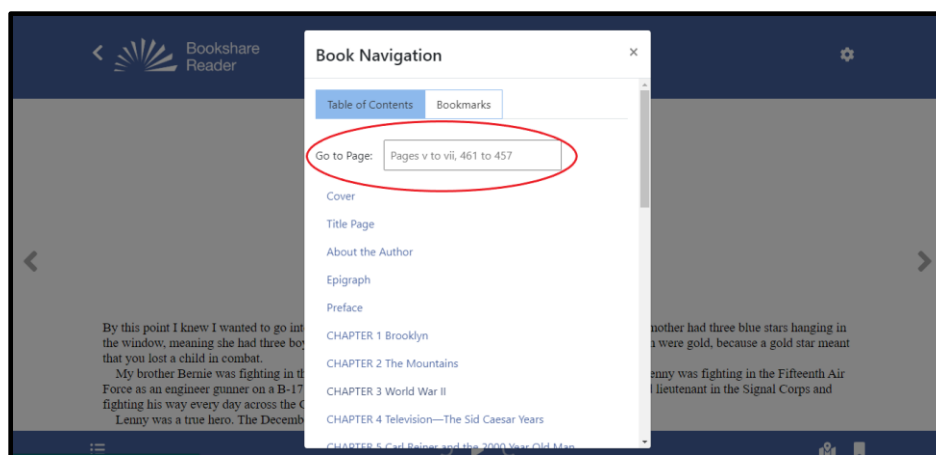
The Play icon  allows you to hear the book read out loud. The arrows move the cursor back or forward one sentence. You can begin reading anywhere on the page. Simply double click where you want to start!




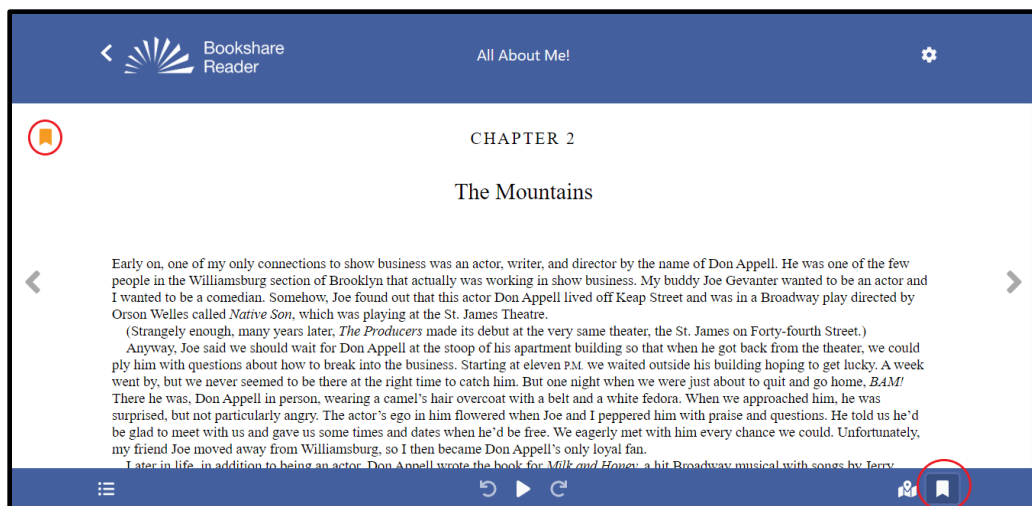
The “Table of Contents” icon  allows you to navigate through the book.



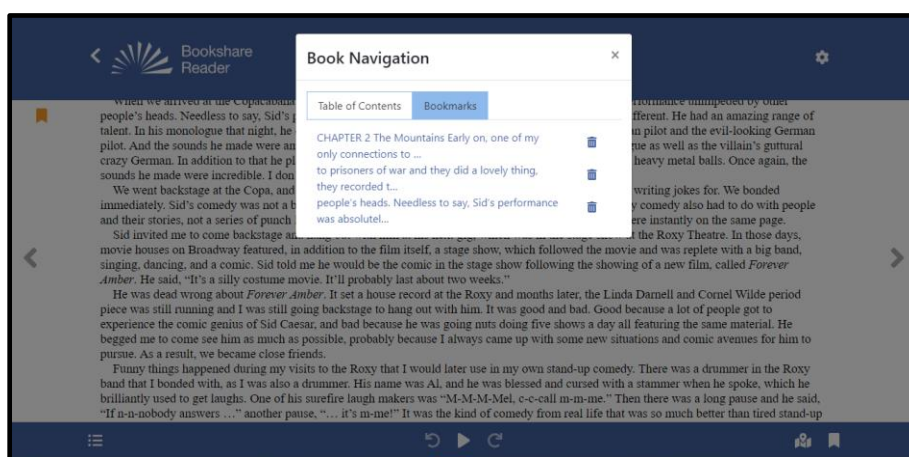
You can also navigate by page number.



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