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.


2) Select “US Organization (except schools)” and then “Community Center” from the drop down menu.
3) The Organization Name is the name of your Job Corps Center. Complete required information and select “Next.”

4) Enter contact information and select “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 Bookshare 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

Submit

Previous

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

Welcome Jane Doe
Organization Status: INCOMPLETE

Books Beloved - Share your favorite Bookshare book!

Recent News
Jolene Nameth 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
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.

11) Select the "Add a 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](image)

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?](image)
14) Next, if you wish to add other Center instructors to the account, select 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.”
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.

2) Select the name(s) of the student(s) to whom you wish to assign this book and select “Assign.” Repeat as necessary.
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.”
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."
8) Search for a book, select the title(s) you wish to add, select the book(s) then “Save and Close.”

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 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.

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

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.
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.