





How-to Guide:

Subscribe to or Copy a Reading List





Subscribe to or Copy a Reading List

You can Subscribe to and/or copy Reading Lists from other Sponsors in your organization and Reading Lists curated by Bookshare. Reading Lists to which you subscribe will automatically update with new titles as the owner of the list makes changes. Copying a list takes a "snapshot" of a Reading List, which you can then customize by adding or removing books or changing the name.

1) To subscribe, select "My Reading Lists" on your "My Bookshare" page.

| My Bookshare | Welcome Tanya Teacher |
|--|--|
| My History | Welcome fanya federier |
| My Reading Lists | Recent News |
| Members | Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life |
| Sponsors | bookshare beneteen veteran Educator olves stadents are roots to succeed at redaining and Ene |
| Upload Roster | Dyslexia Doesn't Slow Ryan Down |
| Organization Info | |
| My Requests | |
| Download Reading Tools | 👷 Read Our Books 💦 👩 Get Answers in 👘 Help Students |
| My Account | in Braille 3 Get Answers in the Help Center Access Books |

2) Select the "Subscribe" button. A list of available Reading Lists will appear.

My Reading Lists Table View List View My Bookshare Reading Lists o A+ My History My Reading Lists You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, New! Members open a Reading List, go to Edit Details, and set the Share option to "Organization." Sponsors Upload Roster **Reading List** Titles Members Action Description Sharing Owned By Organization Info My Requests 3rd Grade Book List Org (0) Myself 4 2 ළුම Download Reading Tools 9th grade American Lit course Edward My Account American Literature Org 10 1 20 Educator materials Jane Doe's Fiction Reading List Members Myself 0 0 ረት 🗎 Junior English Members Myself 2 1 ආ∎ Summer 2017 Picks for Young Copy of Summer 2017 Picks for Young Public Myself 10 0 むき Readers Copy Readers Tessa Crow's Reading List Personal selection of books for Tessa ආ∎ Org (0) Myself 3 1 Subscribe + Create

3) You can view by All Reading Lists, your Organization's Reading Lists or Public Lists (curated by Bookshare) and can sort by "Owner" to see who within your organization created the lists and/or public lists.

| Subscribe | to Reading Lists | | | | | |
|--|--|--------------------|--------|---------|-----------|---|
| Show: All Reading I | | | | ۹ | | |
| All Reading I Re: My Org Lists | Only on | Owner | Titles | Members | Updated | |
| Public Lists 8th saue Language Arts (2016-17) | Only This list contains the standard curriculum for the 8th Grade Language Arts course for 2016-17 | Edward Educator | 5 | 0 | 9/13/2016 | |
| American Literature | 9th grade American Lit course materials | Edward Educator | 10 | 0 | 8/25/2016 | |
| Grade 3-5 Summer 2016 | Summer Reading list for grades 3, 4 and 5 for the Demo School District | Edward Educator | 1 | 1 | 9/12/2016 | |
| Grade 9-10 Summer 2016 | Summer Reading list for grades 9 and 10 for the Demo School District | Edward Educator | 15 | 1 | 9/12/2016 | |
| HS LIT 1 Required Reading | | Edward Educator | 2 | 0 | 8/29/2016 | |
| Physics 101 | | Edward Educator | 2 | 1 | 9/13/2016 | • |
| Subscribe | < Cancel | | | | | |

4) Select a list(s) and then "Subscribe."

| ele | ct one or more Rea | ding Lists to make available to your members. | | | | |
|-----|---|--|--------------------|--------|---------|----------------|
| sho | All Reading | ists V Search name or description | | | Q | |
| | Reading List | Description | <u>Owner</u> 🔻 | Titles | Members | <u>Updated</u> |
| | American Literature | 9th grade American Lit course materials | Edward Educator | 10 | 1 | 8/25/2016 |
| | HS LIT 1 Required Reading | | Edward Educator | 2 | 0 | 8/29/2016 |
| | 8th Grade Language Arts (2016-17) | This list contains the standard curriculum for the 8th Grade Language Arts course for 2016-17 | Edward Educator | 5 | 0 | 9/13/2016 |
| | Physics 101 | | Edward Educator | 2 | 1 | 9/13/2016 |
| | Grade 9-10 Summer 2016 | Summer Reading list for grades 9 and 10 for the Demo School District | Edward Educator | 15 | 1 | 9/12/2016 |
| | Grade 3-5 Summer 2016 | Summer Reading list for grades 3, 4 and 5 for the Demo School District | Edward Educator | 1 | 1 | 9/12/2016 |

5) Next, select the Reading List to which you just subscribed to on your "My Reading Lists" page.

| Reading Lists @ A + | | | | | | | |
|--|---|--|--|--|---|---|--|
| 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 | |
| 1981-2015 Bluebonnet Award Winners | The Texas Bluebonnet Award winning books from 1981-2015. Bluebonnet Award winners are selected by librarians, teachers, parents, students and other interested persons and are appropriate for grades 3-6. | Public | Bookshare Collections Team | 25 | 0 | තුලං | |
| 3rd Grade Book List | | Org (0) | Myself | 4 | 1 | ළ | |
| American Literature | 9 n grade American Lit course materials | Org | Edward Educator | 10 | 0 | තුල | |
| Jane Doe's Fiction Reading List | | Members | Myself | 0 | 0 | තිම | |
| Junior English | | Members | Myself | 2 | 0 | තිම | |
| | Reading List Reading List 1981-2015 Bluebonnet Award Winners 3rd Grade Book List American Literature Jane Doe's Fiction Reading List Junior | New open a Reading List, go to Edit Details, and set the Share option to "O Reading List Description 1981-2015 Bluebonnet Award Winners Arents, students and other interested persons and are appropriate for grades 3-6. 3rd Grade Book List American Literature Jane Doe's Fiction Reading List Junior | Reading List Description Sharing • 1981-2015 Bluebonnet Award Winners appropriate for grades 3-6. • 3rd Grade Book List • org (0) • American Literature Jane Doe's Fiction Reading List Junior Junior Members Suppropriate Supproprise Suppropriate Suppropriate | New! open a Reading List, go to Edit Details, and set the Share option to "Organization." Reading List Description Sharing Owned By 1981-2015 Bluebonnet Award winning books from 1981-2015. Bluebonnet Award winners are selected by librarians, teachers, parents, students and other interested persons and are appropriate for grades 3-6. 3rd Grade Org (0) Myself American Bin grade American Lit course materials Org Edward Educator Jane Doe's Fiction Reading List Junior Members Myself | New: open a Reading List, go to Edit Details, and set the Share option to "Organization." Reading List Description Sharing Owned By Titles 1981-2015 Bluebonnet Award winning books from 1981-2015. Bluebonnet Award winners are selected by librarians, teachers, parents, students and other interested persons and are appropriate for grades 3-6. 3rd Grade Org (0) Myself 4 American Director Bridge American Lit course materials Org Edward Educator 10 Jane Doe's Fiction Reading List Junior Members Myself American Members Myself 2 | Reading List Description Sharing Owned By Titles Members • 1981-2015 Bluebonnet Award Winners appropriate for grades 3-6. • 3rd Grade Book List • appropriate for grades 3-6. • 3rd Grade Book List • appropriate for grades 3-6. • org (0) Myself 4 1 • American Literature • Jane Doe's Fiction Reading List • Junior • Junior • Members Myself • Q • Q • Q | |

6) Select "Assigned Members" to add students from your Member Roster and select "Add Selected Members."

| y Bookshare | | | | Table View | st View | | | |
|---|--|--|---|-----------------------|-------------------------------------|--|--|--|
| My History | American Literatu | ire 🕞 🕇 省 | | | | | | |
| My Reading Lists Members | Description: 9th grade American Lit cour | Description: 9th grade American Lit course materials | | | | | | |
| Sponsors | Status: Org List owned by Edward Educa | Status: Org List owned by Edward Educator | | | | | | |
| Sponsors Upload Roster Organization Info My Requests Download Reading Tools My Account | Use the "Add Books" button to add spec links. To see which assigned Members h Assigned Members (1) Titles (10) Add | ave accessed each title, sel | | g the Advanced Sea | rch or Browse | | | |
| | | | | | | | | |
| | Showing 1 - 10 of 10 results | Sort By title | ٣ | | | | | |
| | Showing 1 - 10 of 10 results | Sort By title | | Date Added | Action | | | |
| | | | | Date Added 09/12/2013 | Action Download View Activity | | | |

| | <u>First</u> <u>Name</u> | Last Name | Username | Format Preference | Grade | Quicklist | <u>Birth</u> Date | Membership | Disability | Plan |
|---|-----------------------------|--------------|----------------|----------------------|-------|-----------|----------------------|---------------------|------------|------|
| / | Bookshare | Ben | BookshareBen | EPUB | 9 | Yes | 03/10/07 | Organization | Physical | |
| 2 | Jane | Doe | Jane12345 | DAISY with Images | 10 | Yes | 06/30/11 | Organization | Learning | |
| | Janey | Doe | | DAISY with Images | 7 | Yes | 05/02/10 | Organization | Visual | |
| | Bill | Smith | | DAISY with Images | 10 | Yes | 04/23/11 | Organization | Physical | |
| | Jane | Smith | (private) | DAISY with Images | 7 | Yes | 05/02/04 | Org + Individual | Visual | |
| | Sharon | Smith | sharonsmith123 | DAISY with Images | 5 | Yes | 05/05/15 | Organization | Visual | |
| | Susan | Smith | | DAISY with Images | 11 | Yes | 11/10/99 | Organization | Learning | |
| | Sally | Student | | DAISY with Images | 6 | Yes | 03/18/11 | Organization | Visual | |

7) To copy a list to which you have subscribed in order to modify it, go to your "My Reading Lists" page, find the Reading List you wish to copy, and select the Copy icon under the "Action" column.

| My Bookshare My History My Reading Lists Members Sponsors | Reading Lists ₀ ⋒ + | | | | | | | | |
|---|--|--|---------|--------------------|--------|---------|--------|--|--|
| | 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." | | | | | | | | |
| Upload RosterOrganization Info | Reading List | Description | Sharing | Owned By | Titles | Members | Action | | |
| My Requests | 3rd Grade Book List | | Org (0) | Myself | 4 | 1 | ළුම | | |
| Download Reading Tools My Account | American Literature | 9th grade American Lit course materials | Org | Edward Educator | 10 | 0 | 20 | | |
| | Jane Doe's Fiction Reading List | | Members | Myself | 0 | 0 | ආ∎ | | |
| | Jane Doe's Reading List | Personal selection of books for Jane Doe | Members | Myself | 1 | 0 | ළුම | | |
| | Junior English | | Members | Myself | 2 | 0 | ළුම | | |
| | Summer 2017 Picks for Young Readers Copy | Copy of Summer 2017 Picks for Young Readers | Public | Myself | 10 | 0 | ආ∎ | | |
| | Tessa Crow's Reading List | Personal selection of books for Tessa | Org (0) | Myself | 3 | 0 | ආ∎ | | |

8) The list will now appear as a copy under "My Reading Lists." You may now add books to it or delete books from it.

| My Bookshare My History My Reading Lists Members Sponsors Upload Roster Organization Info | You can now subscribe to | Table View List View List View | | | | | | |
|---|--|--|---------|--------------------|--------|---------|--------|--|
| | Reading List | Description | Sharing | Owned By | Titles | Members | Action | |
| My Requests | ③ 3rd Grade Book List | | Org (0) | Myself | 4 | 1 | ආ∎ | |
| Download Reading ToolsMy Account | American Literature | 9th grade American Lit course materials | Org | Edward Educator | 10 | 0 | ආල | |
| | American Literature Copy | Copy of American Literature | Org (1) | Myself | 10 | 0 | ආ≘ | |
| | Jane Doe's Fiction Reading List | | Members | Myself | 0 | 0 | ආ≘ | |
| | Jane Doe's Reading List | Personal selection of books for Jane Doe | Members | Myself | 1 | 0 | තම | |
| | Junior English | | Members | Myself | 2 | 0 | ආ∎ | |
| | Summer 2017 Picks for Young Readers Copy | Copy of Summer 2017 Picks for Young Readers | Public | Myself | 10 | 0 | ආ≘ | |

9) To modify your newly copied list, select it and then use the icons next to the Reading List name to complete your desired action.

| My Bookshare My History | American Literature Co | pp(+ | | Table V | iew List View | | |
|---|--|----------|-------------|--------------------------|-------------------------------------|------------------|--|
| My Reading Lists Members | Description: Copy of American Literature | | | | | | |
| Members Sponsors | Status: Org List owned by Myself | | | | | | |
| Upload Roster Organization Info My Requests | Use the "Add Books" button to add specific titles to links. To see which assigned Members have accessed | | | - | anced Search or I | Browse | |
| Download Reading Tools My Account | Assigned Members (1) Titles (10) Activity | | | | | | |
| My Account | | | | | | | |
| | Showing 1 - 10 of 10 results Sort | By title | ٠ | | | | |
| | Showing 1 - 10 of 10 results Sort | By title | • Author | Date Added | Action | Action | |
| | | sy title | | Date Added 08/17/2017 | Action Download View Activity | Action Remove | |

10) Select the "Assigned Members" link to add or edit members.

| y Bookshare | | | | Table V | fiew List View | | | |
|---|--|-------|---------|-----------------------|-------------------------------------|------------------|--|--|
| My History | American Literature C | ору 🕇 | · 🖉 🔁 🛍 | | | | | |
| My Reading Lists | Description: Copy of American Literature | | | | | | | |
| Members Sponsors | Status: Org List owned by Myself | | | | | | | |
| Upload Roster Organization Info My Requests Download Reading Tools My Account | Use the "Add Books" button to add specific titles links. To see which assigned Members have acces | | | - | anced Search or I | Browse | | |
| | Assigned Members (0) Titles (10) Activity | | | | | | | |
| | Showing 1 - 10 of 10 results Sort By title | · | | | | | | |
| | | • | Author | Date Added | Action | Action | | |
| | Sort By title | * | | Date Added 08/17/2017 | Action Download View Activity | Action Remove | | |

11) To copy or subscribe to one of Bookshare's curated lists, you can also select "Browse" from any page on the Bookshare website to access the page of Special Collections.

| DUURSHALE | Title | , author or ISBN | 🔍 🔮 Tanya Tead | cher Log out |
|---|--|---|-------------------------|--------------|
| A BENETECH INITIATIVE | | Advanced Search | Browse | |
| | Is Bookshare For Me? 🔻 | Get Started ▼ Ge | t Involved Help Center | My Bookshare |
| Popular Collection | ons | | Q Search Collections | |
| New York Times Children's Best Sellers | New York Times Fiction Best Sellers Barbara Kingsolver Unsheltered | New York Times Non- Fiction Best Sellers | Cozy Mysteries Series | |
| True Crime Books | Most Popular Downloads | New Books | Popular Series | |
| The Calif Singer | | | Jesse Ovvers? | |
| Browse Other C | ollections | | | |
| For Kids | For Teens | For Adults | Awards | |
| Q General Resources | Disability Resources | Libros en Español | For Teachers | |

12) Select the list you wish to subscribe to/copy and select the appropriate icon (you must be logged in to your Bookshare account to do this). This list will now appear on your "Reading Lists" page under "My Bookshare."

| Lite Descript its audie | Table View List View List View | | | | | | | | | |
|-------------------------------|---|---|------------|---------------------------------|--|--|--|--|--|--|
| Showing | Showing 1 - 25 of 32 results Sort: By title v C 1 2 | | | | | | | | | |
| Year: | Year: All Years V Filter | | | | | | | | | |
| <u>Year</u> | Title | Author | Date Added | Action | | | | | | |
| 2017 | FAR FROM THE TREE | Robin Benway | 11/21/2017 | Add to Reading List Download | | | | | | |
| 2015 | Challenger Deep | Brendan Shusterman • Neal Shusterman | 05/25/2017 | Add to Reading List Download | | | | | | |
| 2014 | Brown Girl Dreaming ACCUPENTER ACCUPENTER | Jacqueline Woodson | 05/25/2017 | | | | | | | |