How-to Guide

Reading Lists
Reading Lists let you select and assign books for students so they can read independently. Create lists by class, student, topic, or interest. You can also subscribe to and/or copy Reading Lists from other Sponsors in your organization as well as Bookshare’s Special Collections Reading Lists.

Create New Reading Lists

1) Select "My Reading Lists" on the "My Bookshare" page.

2) Select "Create."

![My Bookshare Interface](image)
3) Assign a name and 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 and add books. Then select “Save.”

4) Put a check mark next to the names of students you wish to add and select "Add Selected Members.”
5) Select "Titles", then "Add Books" to add books to the Reading List.

6) Search for books by title, author, or ISBN. When you find a book you want to add, place a check mark next to the title and select "Assign Books."

You have assigned books to your students by creating at least one Reading List and learned how to share Reading Lists with other Sponsors in your organization. Your students are ready to read!
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 and you can customize it by adding or removing books or changing the name.

1) To subscribe, select "My Reading Lists" on the "My Bookshare" page then select the "Subscribe" button. A list of available Reading Lists will appear.

![My Reading Lists](image)

2) You can view by All Reading Lists, your Organization's Reading Lists or Public Lists and can sort by "Owner" to see lists from within your organization as well as those curated by Bookshare.

![Subscribe to Reading Lists](image)
3) Select a list(s) and then "Subscribe."

![Subscribe to Reading Lists]

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

![My Reading Lists]
5) Select "Assigned Members" to add students from your Member Roster and select "Add Selected Members."

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Username</th>
<th>Format Preference</th>
<th>Grade</th>
<th>Quicklist</th>
<th>Birth Date</th>
<th>Membership</th>
<th>Disability</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshare</td>
<td>Ben</td>
<td>BookshareBen</td>
<td>EPUB</td>
<td>9</td>
<td>Yes</td>
<td>03/10/07</td>
<td>Organization</td>
<td>Physical</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>Doe</td>
<td>Jane12345</td>
<td>DAISY with Images</td>
<td>10</td>
<td>Yes</td>
<td>06/30/11</td>
<td>Organization</td>
<td>Learning</td>
<td></td>
</tr>
<tr>
<td>Janey</td>
<td>Doe</td>
<td></td>
<td>DAISY with Images</td>
<td>7</td>
<td>Yes</td>
<td>05/02/10</td>
<td>Organization</td>
<td>Visual</td>
<td></td>
</tr>
<tr>
<td>Bill</td>
<td>Smith</td>
<td></td>
<td>DAISY with Images</td>
<td>10</td>
<td>Yes</td>
<td>04/23/11</td>
<td>Organization</td>
<td>Physical</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>Smith</td>
<td></td>
<td>DAISY with Images</td>
<td>7</td>
<td>Yes</td>
<td>05/02/04</td>
<td>Org + Individual</td>
<td>Visual</td>
<td></td>
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<tr>
<td>Sharon</td>
<td>Smith</td>
<td>sharonsmith123</td>
<td>DAISY with Images</td>
<td>5</td>
<td>Yes</td>
<td>05/05/15</td>
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<td>Visual</td>
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<tr>
<td>Susan</td>
<td>Smith</td>
<td></td>
<td>DAISY with Images</td>
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<td>11/10/99</td>
<td>Organization</td>
<td>Learning</td>
<td></td>
</tr>
<tr>
<td>Sally</td>
<td>Student</td>
<td></td>
<td>DAISY with Images</td>
<td>6</td>
<td>Yes</td>
<td>03/18/11</td>
<td>Organization</td>
<td>Visual</td>
<td></td>
</tr>
</tbody>
</table>
6) To copy a list, select "My Reading Lists" on your "My Bookshare" page, then select the Copy icon under the "Action" column.

7) The list will now appear as a copy under "My Reading Lists."
8) Select the list to add books and/or edit details by selecting the icons next the Reading List name.

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