



How-To Guide

Help Students Read with
Bookshare Web Reader



Help Students Read with Bookshare Web Reader

Students can read books assigned by teachers independently using Bookshare Web Reader. Follow these steps to help your members read.

Step 1 - Set up your Student's Login:

- 1) Log in and go to "My Bookshare."
- 2) Go to "Members" under "My Bookshare."
- 3) Select a student with an organizational membership and select their last name to edit.

The screenshot shows the Bookshare 'My Bookshare' dashboard. At the top, there is a search bar and navigation links for 'My Account' and 'Log out'. Below the search bar are links for 'Advanced Search' and 'Browse'. The main navigation menu includes 'Is Bookshare For Me?', 'Get Started', 'Get Involved', 'Help Center', and 'My Bookshare'. The 'My Bookshare' dropdown menu is open, and the 'Members' option is circled in red. On the left, there is a 'My Bookshare' sidebar with links to 'My History', 'My Reading Lists', 'Members', 'Sponsors', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area displays a 'Welcome External Organization Demo' message.

The screenshot shows the 'Manage Members' page. It includes a description: 'Members are students or clients from your organization that have a qualifying print disability.' Below this, there are filters for 'Show by', 'District', 'School', and 'List'. A 'Filter' button and a 'Search' button are also present. The page indicates '5 Organizational Members registered' and displays a table with the following data:

<input type="checkbox"/>	First Name	Last Name	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	John	Black	ABC District ABC High School	11	-	12/28/1995	Organization	Learning	504
<input type="checkbox"/>	Lucy	Brown	ABC District ABC Elementary School	5	Yes	01/20/2004	Organization	Visual	
<input type="checkbox"/>	Student	Demo	-	9	-	01/01/2000	Organization	Visual	IEP
<input type="checkbox"/>	Jane	Doe	ABC District ABC Elementary School	6	Yes	11/13/2004	Organization	Learning	IEP
<input type="checkbox"/>	Rosa	ross	ABC District ABC High School	9	Yes	10/11/2000	Organization	Physical	504

Below the table, there are buttons for 'Add a Member', 'Add Individual Membership', 'Increment Grade Level', 'Add to Quicklist', and 'Remove Member'. At the bottom, there is an 'Add to Reading List' section with a dropdown menu set to '12th Grade Lit' and an 'Add' button.

- 4) Set a username and password for your student. Usernames can be an email, nickname, or student ID, and must be unique and a minimum of 6 characters long.

Tip: Write down the username and password on a useful form found in the “Help Center” under “Training and Resources > Brochures and How-To Guides.”

Edit user

Account Details

This account information will allow your member to access books.

Name Student Demo

Birth Date* (MM/DD/YYYY) 01/01/2000

Current Grade 9

Username

Password

District

School

Qualifying Information

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

Disability*

Visual

Learning

Physical

Plans

User has an IEP

User is 504 Qualified

Save Save & Add Individual Membership Cancel

- 5) Save the student information and repeat these steps for other students.

Step 2 - Assign Books to Students on a Shared Reading List:

- 1) To get your student members their reading materials we encourage you to set up “Reading Lists” or share Reading Lists that you already created.
- 2) To create a new “Reading List” go to “My Bookshare.”

Bookshare

Title, author or ISBN

My Account Log out

Advanced Search Browse

Is Bookshare For Me? Get Started Get Involved Help Center My Bookshare

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests

My Reading Lists

[12th Grade Lit](#) (Shared) - 12 titles

All books

[1st Grade Reading](#) (Shared) - 8 titles

Create Reading List

- 3) Name the reading list something meaningful, and ensure the drop down box indicates the reading list is visible to all reading list members.

The screenshot shows the 'My Bookshare' interface. On the left is a navigation menu with links: My History, My Reading Lists, Members, Sponsors, Organization Info, My Requests, Download Reading Tools, and My Account. The main content area is titled 'My Reading Lists' and contains a 'Create Reading List' form. The form has a title 'Create Reading List' and a note 'Fields marked with * are required.' Below this are three main sections: 'Name *' with a text input field, 'Description' with a larger text area, and 'Status' with a dropdown menu. The dropdown menu is currently set to 'Reading List is visible to all Reading List members'. At the bottom of the form are 'Save' and 'Cancel' buttons.

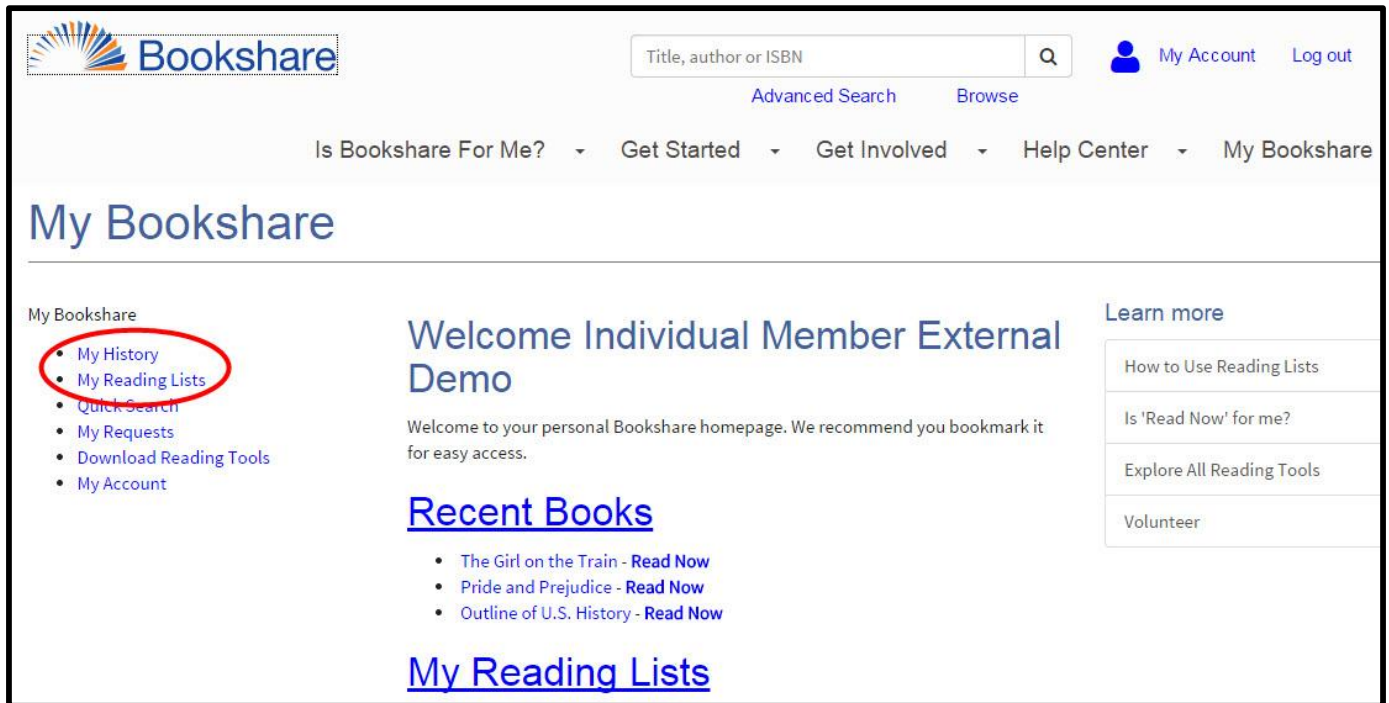
- 4) Select the “Members” link from the top of the reading list.

The screenshot shows the '1st Grade Reading' reading list page. The title '1st Grade Reading' is at the top. Below it, the status is 'Status: Shared (Visible to all Reading List members)'. There are three tabs: 'Titles', 'Members', and 'Activity'. The 'Members' tab is circled in red. Below the tabs are two view options: 'Table View' and 'List View'.

- 5) Select the “Add Members” button and place a check mark next to the members you wish to assign books.
- 6) Select the “Add selected members” button.
- 7) Assign books to the students by searching Bookshare and select the “Add to Reading List” link.
- 8) Select the newly created reading list from the drop down box and select “Add.”

Step 3 - Student Reads with Bookshare Web Reader Independently:

- 1) Log out and let your student log into Bookshare.
- 2) Select a book from a Reading List (or recent books from My History).
- 3) Select "Read Now."



The screenshot displays the Bookshare website interface. At the top left is the Bookshare logo. To its right is a search bar with the placeholder text "Title, author or ISBN" and a magnifying glass icon. Further right are links for "My Account" and "Log out". Below the search bar are links for "Advanced Search" and "Browse". A navigation menu includes "Is Bookshare For Me?", "Get Started", "Get Involved", "Help Center", and "My Bookshare". The main heading is "My Bookshare". On the left, a sidebar titled "My Bookshare" contains a list of links: "My History", "My Reading Lists" (circled in red), "Quick Search", "My Requests", "Download Reading Tools", and "My Account". The main content area features a "Welcome Individual Member External Demo" section with a welcome message and a "Recent Books" section listing "The Girl on the Train - Read Now", "Pride and Prejudice - Read Now", and "Outline of U.S. History - Read Now". Below this is a "My Reading Lists" section. On the right, a "Learn more" section contains links for "How to Use Reading Lists", "Is 'Read Now' for me?", "Explore All Reading Tools", and "Volunteer".