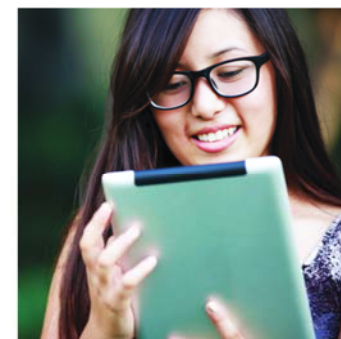


# How-To Guide

Help Students Read with  
Bookshare Web Reader

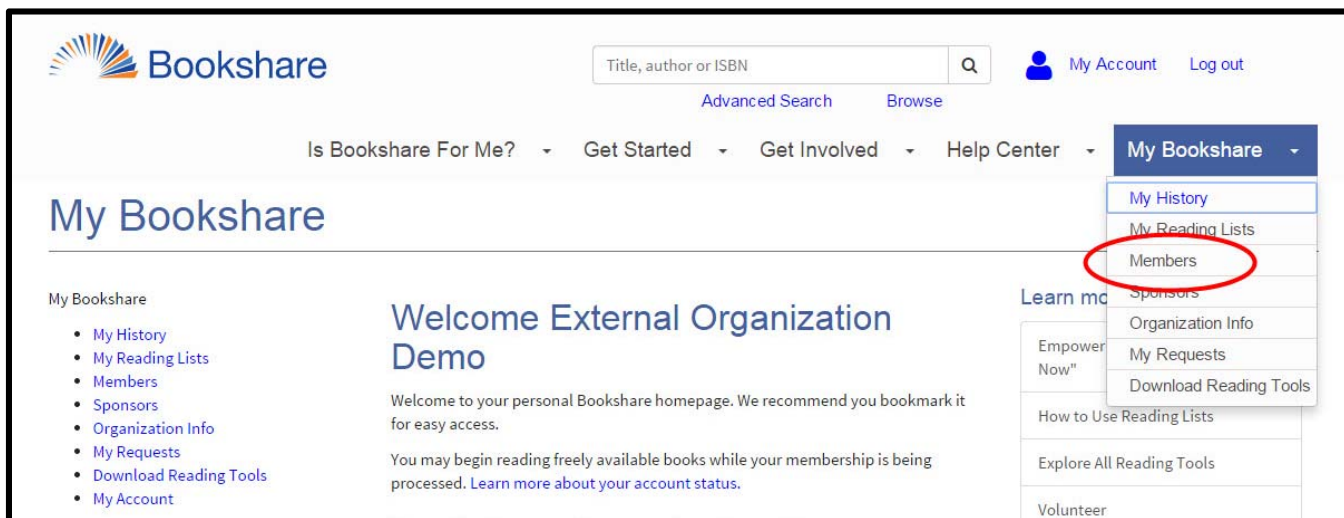


## Help Students Read with Bookshare Web Reader

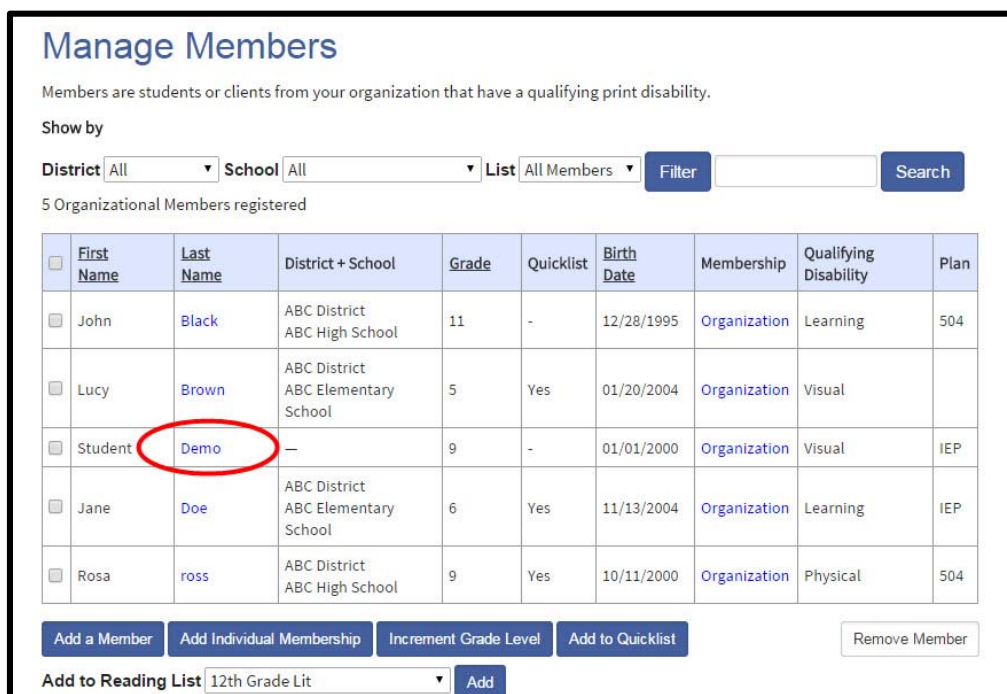
Students can read books assigned by teachers independently using Bookshare Web Reader. Follow these steps to help your members read.

### 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 website interface. At the top, there's a search bar and navigation links like "My Account" and "Log out". Below the search bar, there are tabs for "Is Bookshare For Me?", "Get Started", "Get Involved", "Help Center", and "My Bookshare". The "My Bookshare" dropdown menu is open, showing options like "My History", "My Reading Lists", "Members" (circled in red), "Sponsors", "Organization Info", "My Requests", and "Download Reading Tools". On the left, there's 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 says "Welcome External Organization Demo" and provides instructions on how to use the account.

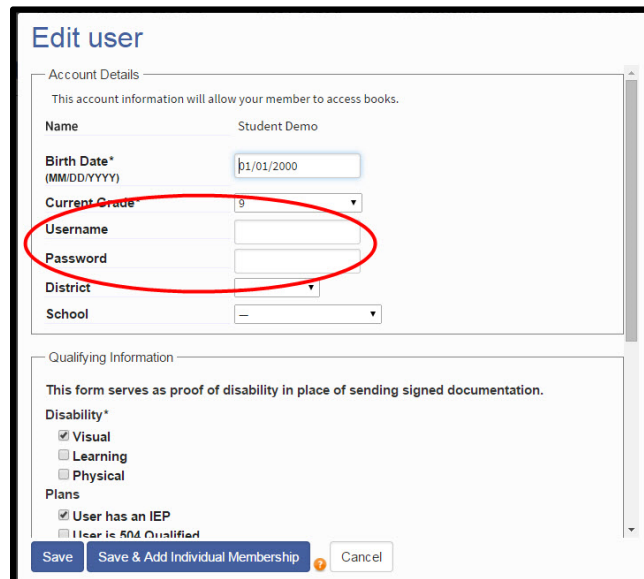


The screenshot shows the "Manage Members" page. It includes a description: "Members are students or clients from your organization that have a qualifying print disability." Below this, there are filters for "Show by", "District", "School", "List", and "Filter". A "Search" button is also present. The page indicates "5 Organizational Members registered". A table lists the members with columns for checkboxes, First Name, Last Name, District + School, Grade, Quicklist, Birth Date, Membership, Qualifying Disability, and Plan. The member "Student Demo" is circled in red. 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's a section for "Add to Reading List" with a dropdown menu showing "12th Grade Lit" and an "Add" button.

	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

- 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.

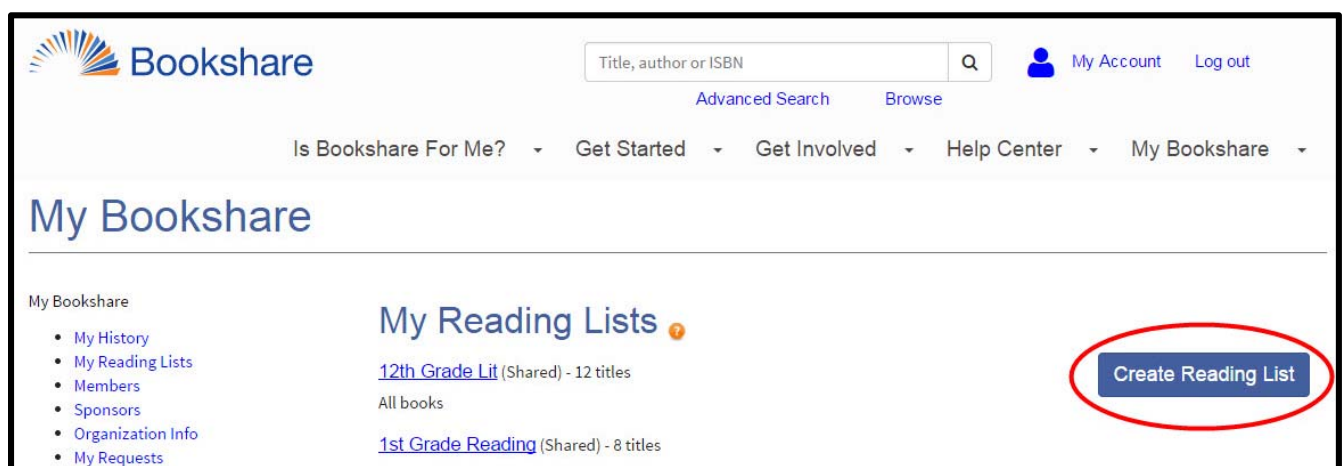
**Tip:** Write down the username and password on a useful form found in the “Help Center” under “Training and Resources > Brochures and How-To Guides.”



- 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.”



- 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 sidebar with links: My History, My Reading Lists, Members, Sponsors, Organization Info, My Requests, Download Reading Tools, and My Account. The main area is titled 'My Reading Lists' and 'Create Reading List'. It includes a note 'Fields marked with \* are required.' and three input fields: 'Name \*' (a text box), 'Description' (a larger text area), and 'Status' (a dropdown menu currently showing 'Reading List is visible to all Reading List members'). At the bottom 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. It displays the status 'Status: Shared (Visible to all Reading List members)'. Below this are three tabs: 'Titles', 'Members', and 'Activity'. The 'Members' tab is circled in red. At the bottom, there 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's 'My Bookshare' interface. At the top, the Bookshare logo is on the left, and a search bar with the placeholder 'Title, author or ISBN' is on the right. Navigation links include 'Advanced Search', 'Browse', 'My Account', and 'Log out'. A secondary navigation bar contains links like 'Is Bookshare For Me?', 'Get Started', 'Get Involved', 'Help Center', and 'My Bookshare'. The main heading is 'My Bookshare'. On the left, a 'My Bookshare' menu lists: 'My History', 'My Reading Lists' (circled in red), 'Quick Search', 'My Requests', 'Download Reading Tools', and 'My Account'. The central area features a 'Welcome Individual Member External Demo' message, followed by 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 link to 'My Reading Lists'. The right sidebar, titled 'Learn more', contains links for 'How to Use Reading Lists', 'Is 'Read Now' for me?', 'Explore All Reading Tools', and 'Volunteer'.