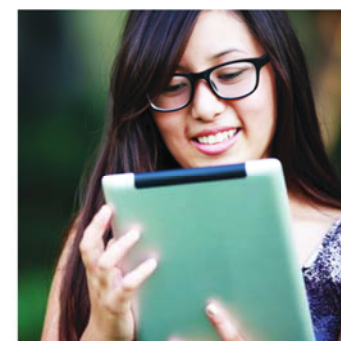


How-To Guide

Using Reading Lists



Access Reading Lists

- 1) Go to the [Bookshare website](#) and log in to your account.
- 2) Select "My Bookshare".
- 3) Select "My Reading Lists".

Sponsor View

My Bookshare

My Bookshare

- My History
- **My Reading Lists**
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Welcome External Organization Demo

Welcome to your personal Bookshare homepage. We recommend you bookmark it for easy access.

You may begin reading freely available books while your membership is being processed. [Learn more about your account status.](#)

Bookshare Organization Demo Account

1. Add or Update Members
2. Add or Update Sponsors
3. **Manage My Reading Lists**
4. View Download History

Learn more

- Empower your Members to "Read Now"
- How to Use Reading Lists
- Explore All Reading Tools
- Volunteer

Individual Member View

My Bookshare

My Bookshare

- My History
- **My Reading Lists**
- Quick Search
- My Requests
- Download Reading Tools
- My Account

Welcome Individual Member External Demo

Welcome to your personal Bookshare homepage. We recommend you bookmark it for easy access.

Recent Books

- The Role of Work in People's Lives: Applied Career Counseling and Vocational Psychology (2nd edition) - [Read Now](#)
- Career Development and Counseling - [Read Now](#)
- Career Development and Counseling - [Read Now](#)

My Reading Lists

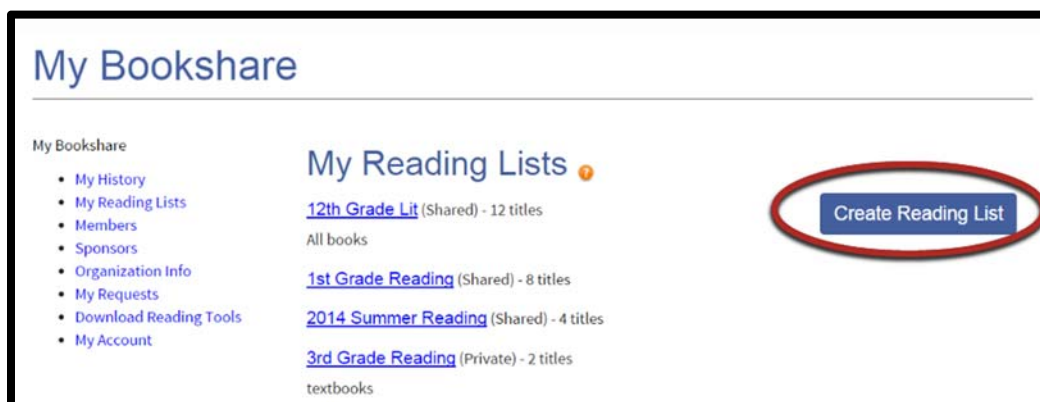
- 1 Demo Student (38 titles)
- 12 grade literature books (9 titles)

Learn more

- How to Use Reading Lists
- Is 'Read Now' for me?
- Explore All Reading Tools
- Volunteer

Create a New Reading List

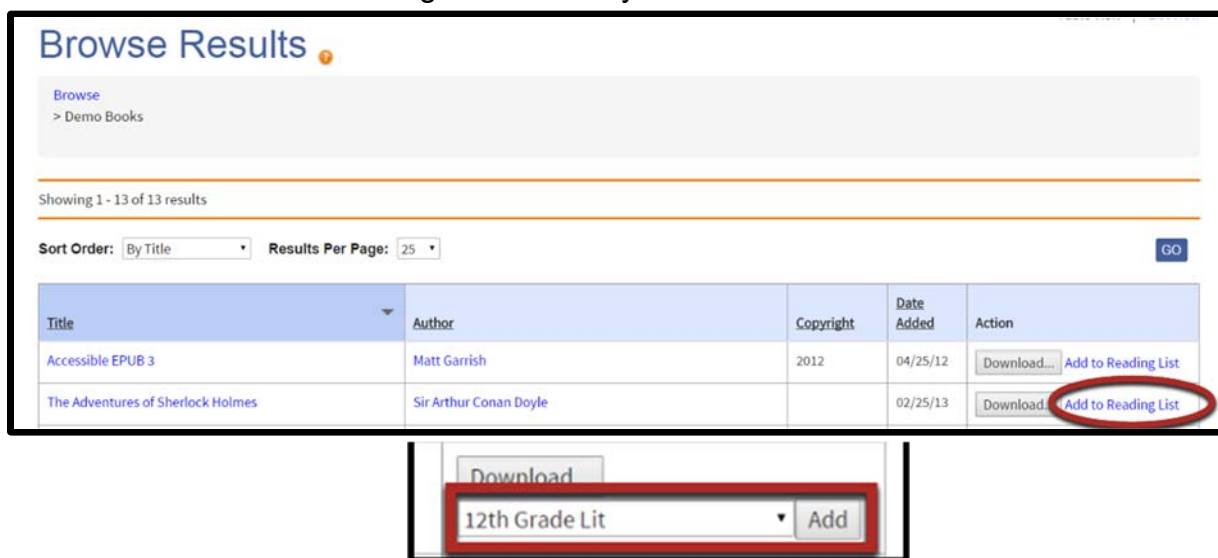
- 1) Select "Create Reading List".



- 2) Assign a name and description
- 3) Select "Save".

The screenshot shows the 'Create Reading List' form. It has a sidebar on the left with the same links as the dashboard. The main area is titled 'Create Reading List' and includes a note: 'Fields marked with * are required.' There are three input fields: 'Name*' with the value '3rd Grade Lit', 'Description' (empty), and 'Status' with a dropdown menu showing 'Reading List is visible to all Reading List members'. At the bottom are 'Save' and 'Cancel' buttons.

- 4) Search or browse for books. When you find a title you want to add, select the "add to reading list" link and select the reading list to which you want to add it.



Sponsors Share Reading Lists with Students

- 1) Select a Reading List.
- 2) Select "Members" to add or remove members.
- 3) Select "Activity" to view student activity.
- 4) Select "Remove" to remove title from list.

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

12th Grade Lit

Description: All books

Status: Shared (Visible to all Reading List members)

Titles | Members | Activity

Table View | List View

Title	Author	Date Added	Action	Remove
Anna Karenina	Garnett, Constance • Tolstoy, Leo	10/02/2014	Download... View Activity	Remove
Biographical Notice of Ellis and Acton Bell	Brontë, Charlotte	09/29/2014	Download... View Activity	Remove
Black Beauty	Sewell, Anna	09/04/2014	Download... View Activity	Remove

- 5) Select "Edit Details" to change name or description.
- 6) Select "Delete Reading List" to delete

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

4th grade language arts

Status: Shared (Visible to all Reading List members)

Titles | Members | Activity

Table View | List View

Title	Author	Date Added	Action	Remove
The Secret Garden	Burnett, Frances Hodgson	01/30/2015	Download... View Activity	Remove
The Wizard of Oz	Baum, L. Frank	03/18/2015	Download... View Activity	Remove

Edit Details | Delete Reading List