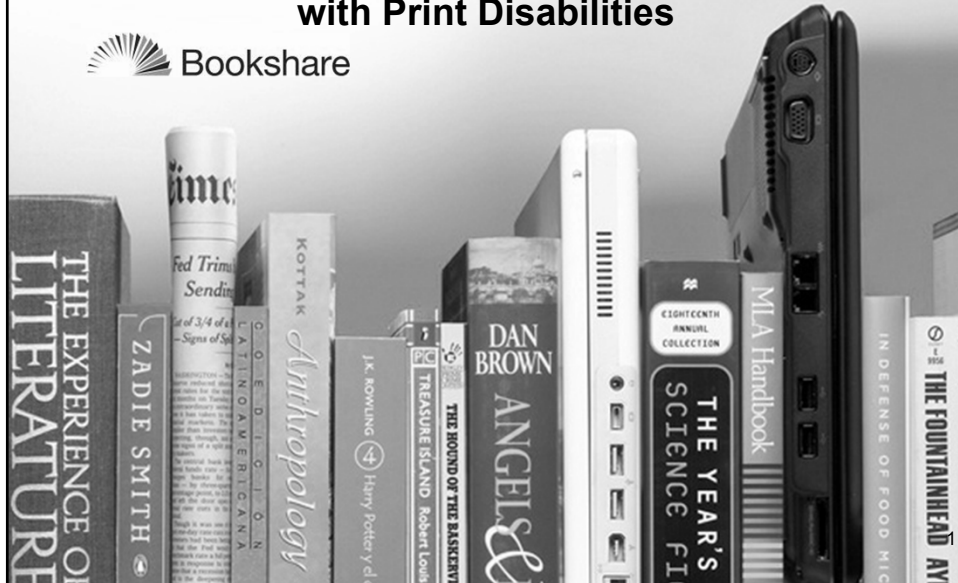# Bookshare:
Providing Accessible Materials to Students with Print Disabilities

Bookshare

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Welcome to Session 3

Today's presenter:

Karen Narvol

Independent assistive technology consultant and trainer

Bookshare

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MANAGING BOOKSHARE ACCOUNTS, NIMAS/NIMAC, AND READING LISTS

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Big Ideas for Today

- What are the legal requirements to provide AEM?
- What is NIMAS and NIMAC?
- How does a Sponsor manage Bookshare Member accounts?
- What is a *Reading List*?
- How can a Sponsor create and share Reading Lists with Members?
- How can a Sponsor provide a Member access to the Bookshare Web Reader?

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LEGAL REQUIREMENTS TO PROVIDE AEM

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Legal Provisions

📖 Provisions within IDEA 2004

- Require state and local education agencies to ensure that textbooks and related core instructional materials are provided to students with print disabilities in specialized formats in a timely manner.
- Establish NIMAS and NIMAC

Section 300. 172, Final Regulations of IDEA 2004

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Timely Manner

At the same time as other students receive their core instructional materials in print format.

Section 300. 172, Final Regulations of IDEA 2004

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Legal Provisions

  Some students served under Chapter 15 of the Rehabilitation Act of 1973 may also qualify as persons with print disabilities and need AEM.

  If the team develops a 504 Plan for a student, it should consider the student's needs for AEM.

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Who Needs AEM?

📖 If any student is unable to read traditional grade level print instructional materials
- □ at a sufficient rate and with adequate comprehension to complete academic tasks with success, relative to same-age peers,
- □ or cannot do this independently,
- □ or cannot do this across environments and tasks,

📖 then the student *may* need AEM.

The National Center on Accessible Educational Materials

📖 Bookshare

PA's AIM Guidelines

PaTTAN Publications

Pennsylvania's Guidelines for the Provision of Accessible Instructional Materials (AIM)
Publication Date: July 23, 2012 | 💬 0 Comments | ★ ★ ★ ★ ★ (0)

The purpose of this document is to provide local education agencies with direction for identifying, locating, and providing accessible instructional materials so that all students can participate fully in the learning environment and achieve academic and functional performance goals. It also provides the information needed to comply with state and federal mandates.

Topic: Accessible Instructional Materials (AIM)

Download this Item

AIM Guidelines Revised July 2 ▼

⬇ Download

http://www.pattan.net/category/Resources/PaTTAN+Publications/Browse/Single/?id=500d52748b0332bc21000266

📖 Bookshare

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NIMAS AND NIMAC

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How Bookshare Gets Digital Books

Bookshare

Bookshare.org

Chop   Scan   Proofread
Volunteers

NiMAC National Instructional Materials Access Center

Universities   **Publishers**

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NIMAS

- National Instructional Materials Accessibility Standard specified in IDEA
- A standard used by publishers to produce source files that may be used to develop specialized formats for K-12 students with print disabilities.
- NIMAS files are not student-ready files.

IDEA Regulations
[34 CFR 300.172(a)(1)(iii)] [20 U.S.C. 1474(e)(3)(B)]

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The NIMAC

- National Instructional Materials Access Center
  - □ http://nimac.us
- Established under IDEA 2004
- Repository for publisher textbook files (NIMAS files)
- Bookshare converts NIMAS files into specialized formats
- Only students who qualify under the Chafee Amendment AND have IEPs are eligible for NIMAC-sourced files

IDEA Regulations
[34 CFR 300.172(e)(1)(ii)] [20 U.S.C. 1474(e)(2)(A), (B), (C)]

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Bookshare Use by Type of Book

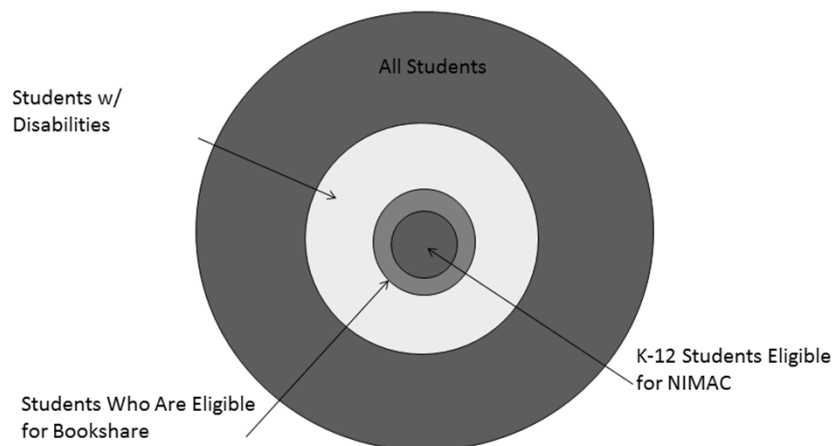| Bookshare Downloads	Who Can Download	Student Qualifications
Public Domain and freely distributable books	Non-Members and Members	None
Books with U.S. copyrights Books with International permissions	Sponsors and Members	Qualified under the Copyright Act as Amended (Chafee Amendment)
NIMAC-sourced books	Educators (K-12 U.S. public schools, some private schools and agencies)	Qualified under the Copyright Act as Amended (Chafee Amendment) + IEP

Bookshare is authorized to produce digital books in accessible formats through an exemption in the U.S. copyright law called the Chafee Amendment.

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Students' Eligibility for Bookshare and NIMAC

All Students

Students w/ Disabilities

Students Who Are Eligible for Bookshare

K-12 Students Eligible for NIMAC

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Purchase Order Language for NIMAS files

📖 By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to prepare and submit, on or before ___/___/_____ a NIMAS file set to the NIMAC that complies with the terms and procedures set forth by the National Instructional Materials Access Center (NIMAC), (IDEA Title I, Part D, sec. 674(e)). The publisher also agrees to mark up materials eligible for NIMAS submission that contain mathematical and scientific instructional content by using the MathML3 (refer to latest applicable version) module of the DAISY/NIMAS Structure Guidelines as posted and maintained at the DAISY Consortium web site (http://www.daisy.org/z3986/structure/SG-DAISY3/index.html). Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities (IDEA Title I, Part B, sec. 612(a)).

http://aem.cast.org/policies/local-purchase-order-contract-language.html#.VTahGmbbrdU
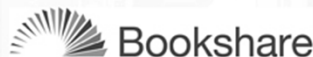
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Bookshare as a State Authorized User

- Search Bookshare's Web site for textbook
- If book is not found in Bookshare, search the NIMAC (http://nimac.us)
- If book is in the NIMAC, use **Contact Us** to request the book https://www.bookshare.org/contactUs. Provide ISBN, title and author.
- Also, you can request the book through the Book Request form:
  - ➢ https://www.bookshare.org/bookRequest
- Bookshare gets book ready for student and sends email
- Sponsor downloads book for qualified student
  - Average turn-around: 7-10 business days

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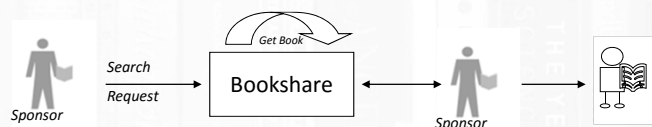
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REQUEST A BOOK

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Requesting a Book

📖 You must be logged in to Bookshare to submit a request.

- ☐ https://www.bookshare.org/cms/help-center/request-book
- ☐ https://www.bookshare.org/bookRequest

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Requesting a Book

Book Request

Have you used the Advanced Search form? If so and you still could not find the title you need, please complete the following form. Title or ISBN is required, and the more information you provide makes a faster turnaround time for the Bookshare team. Priority for content acquisition is for members and educational materials. Thank you.

The title and/or the ISBN are required

ISBN number must be provided in a valid format such as 0-123456-47-9 (10-digit) or 978-0-123456-47-2 (13-digit). You may also use spaces instead of dashes, or no spacing at all, if you prefer.

Is this title required for school?

○ Yes ⊙ No

Title

ISBN

Author

Publisher

Copyright Year

Additional Comments/Hints for the Bookshare Staff:
(e.g. would National or other state edition work? Is there another ISBN or year? Is the book available from the NIMAC? etc.)

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MANAGING MEMBER ACCOUNTS

Bookshare

Managing Member Accounts

My Bookshare

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

Welcome Karen Narvol

Get ready for back to school. Make sure your students are set up with new Student Logins and empower them to read assigned books on their own. Learn more!

For more tips, tutorials, and training opportunities, visit our back-to-school resources page.

You may begin reading freely available books while your membership is being processed. Learn more about your account status.

Karen Narvol's Trainer Account

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

Log in to Bookshare. Select *Add or Update Members.*

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Managing Member Accounts

Manage Members | View Individual Members | Upload Roster

Manage Members

Members are students or clients from your organization that have a qualifying print disability.

Show by

District All   **School** All   **List** All Members   Filter

Search

3 Organizational Members registered

	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
☐	Demo	Student A	DemoAStudentA	ABC District George Washington High School	12	Yes	03/24/1998	Organization	Visual, Physical	IEP
☐	Demo	Student B	DemoBStudentB	ABC District Eleanor Roosevelt Middle School	6	Yes	06/20/2003	Organization	Learning	IEP
☐	Demo	Student C		ABC District Eleanor Roosevelt Middle School	8	Yes	03/04/2001	Organization	Learning, Physical	IEP

Add a Member | Add Individual Membership | Increment Grade Level | Add to Quicklist | Remove Member

Add to Reading List 10th Grade Biology   Add

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Managing Member Accounts

Click Member's Last Name to *Edit User*.

Managing Member Accounts

NEW! For students without Individual Memberships, Sponsors can provide them with unique usernames and passwords that they use to log in and open books in Bookshare Web Reader. Students are limited to books that have been shared with them on a Reading List or previously downloaded for them. This access is available only on computers.

Managing Member Accounts

Add Members to your Quicklist

Then Filter by Quicklist

Managing Member Accounts

Add a Student to a Shared Reading List

Managing Member Accounts

Sponsors can view members who are registered for Individual Memberships.

Manage Members | **View Individual Members** | Upload Roster

View Associated Individual Members

These Members are registered for Individual Membership. Individual Members access Bookshare directly using their own login information.

Back To Manage Member(s)

First Name	Last Name	Account Status	IM Subscription
		No current members.	

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DEMONSTRATION: MANAGING MEMBER ACCOUNTS

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READING LISTS

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Reading Lists

- Similar to physical bookshelves
- Sponsors and Individual Members can compile book titles in one location
- Primarily used to organize and classify the titles that you have already downloaded and/or the ones that you want to download in the future
- Sponsors can create Reading Lists and easily share with students so they can download books on their own – including NIMAC books
- A Sponsor can create a "syllabus" to assign to one or more members, allowing students with individual accounts to access from home

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Reading Lists

📖 Students with Individual Memberships/assigned usernames & passwords can download books from shared Reading Lists, **including NIMAC textbooks** (if they have an IEP)**!**
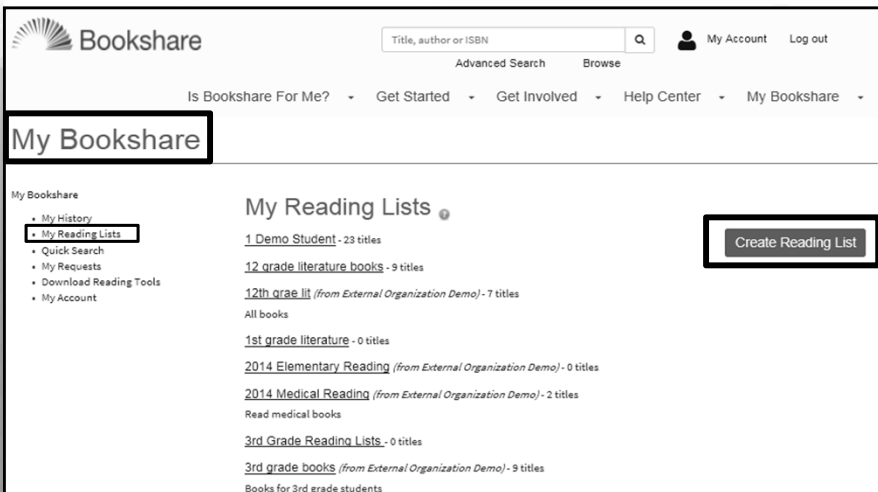
Go to https://www.bookshare.org/cms/help-center/training-and-resources/video-tutorials for training videos on Reading Lists
and the Bookshare Web Reader!

Bookshare

Creating and Sharing a Reading List

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
- Quick Search
- My Requests
- Download Reading Tools
- My Account

My Reading Lists ℹ️

1 Demo Student - 23 titles

12 grade literature books - 9 titles

12th grae lit *(from External Organization Demo)* - 7 titles
All books

1st grade literature - 0 titles

2014 Elementary Reading *(from External Organization Demo)* - 0 titles

2014 Medical Reading *(from External Organization Demo)* - 2 titles
Read medical books

3rd Grade Reading Lists - 0 titles

3rd grade books *(from External Organization Demo)* - 9 titles
Books for 3rd grade students

Create Reading List

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Creating and Sharing a Reading List

Create Reading List

Fields marked with * are required.

Name*	9th and 10th Grade Summer Reading
Description	
Status	Reading List is visible to all Reading List members

Save   Cancel

When creating a reading list:
- Make sure you select: "*Reading List is visible to all Reading List members*"
- From the Reading List, select specific members
- Keep in mind that the student must have an individual membership or a username and password that a Sponsor has assigned to him

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Creating and Sharing a Reading List

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
- Download Reading Tools
- My Account

The reading list "9th and 10th Grade Summer Reading" has been created.

9th and 10th Grade Summer Reading

Status: Shared (Visible to all Reading List members)

Titles | Members | Activity

This reading list is currently empty.

To add a book to this list, use Search or Browse for titles of interest. Click on the name of the book, and from the book detail page, you can use the "Add to Reading List" dropdown.

Edit Details   Delete Reading List

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Adding a Book to a Reading List
Table View

Click the *Add to Reading List* button.

Select the Reading List, then click *Add*.

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Adding a Book to a Reading List
List View

Reading Lists - Member

Bookshare

Title, author or ISBN

Advanced Search | Browse

My Account | Log out

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

My Bookshare

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

Welcome Individual Member External Demo

Membership Status: COMPLETE
Subscription Expires: 01/29/2015

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

Learn more

Explore All Reading Tools

Volunteer

How to Use Reading Lists

Recent Books

- The Great Gilly Hopkins - **Read Now**
- CK-12 Biology I (with image descriptions) - **Read Now**
- The Tale of Despereaux: Being the Story of a Mouse, a Princess, Some Soup and a Spool of Thread - **Read Now**

My Reading Lists

These reading lists are created by you, or were assigned to you by a teacher.

- 1 Demo Student *(22 titles)*
- 12 grade literature books *(9 titles)*
- 12th grae lit *by External Organization Demo (7 titles)*
- 1st grade literature *(0 titles)*
- 2014 Elementary Reading *by External Organization Demo (0 titles)*

> Click on ***My Reading Lists*** *or a specific* ***Reading List*** name

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Books on a Reading List

12 grade literature books

Table View | List View

Title	Author	Date Added	Action	Activity	Remove
All About Owls	Arnosky, Jim	05/15/2014	DAISY Text Only ▾ Download **Read Now**	Web Reader on 12/16/2014 Available as MP3 Files on 09/23/2014 Downloaded as DAISY Text Only on 09/23/2014	Remove
The Book of Wonder	Dunsany, Lord	05/21/2014	DAISY Text Only ▾ Download **Read Now**	Web Reader on 12/08/2014 Downloaded as DAISY Text Only on 10/15/2014 Web Reader on 08/09/2014 Downloaded as BRF on 07/03/2014	Remove
Call of the Wild	London, Jack	05/14/2014	DAISY with Images ▾ Download **Read Now**	Web Reader on 12/15/2014 Downloaded as DAISY Text Only on 10/01/2014 Available as DAISY with Images 05/22/2014	Remove
Cry, the Beloved Country	Paton, Alan	05/15/2014	DAISY with Images ▾ Download **Read Now**	Downloaded as DAISY with Images on 05/15/2014 Web Reader on 05/15/2014	Remove
Freckle Juice	Blume, Judy	05/15/2014	DAISY Text Only ▾ Download **Read Now**	Web Reader on 09/23/2014 Web Reader on 08/27/2014	Remove

> See what books are on your **Reading List**

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Sharing a Reading List with a Member

1. Select the **My Reading Lists** link in

   My Bookshare.

2. Select the Reading List you wish to share.

3. Click the *Members* link under the Reading List title.

4. Click *Add Members* button.

5. Select *Members* and click *Add Selected Members*.

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Sharing a Reading List with a Member

9th and 10th Grade Summer Reading

Status: Shared (Visible to all Reading List members)

Titles | Members | Activity

Table View | List View

Title	Author	Date Added	Action	Remove
The Book Thief	Zusak, Markus	02/08/2016	Download... View Activity	Remove

Edit Details | Delete Reading List

Book to be shared

9th and 10th Grade Summer Reading

Status: Shared (Visible to all Reading List members)

Titles | Members | Activity

Show by

List: All Members | Filter | Search

First Name	Last Name	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Pla
Demo	Student A	DAISY with Images	12	Yes	03/24/98	Organization	Physical, Visual	IEP
Demo	Student B	DAISY with Images	6	Yes	06/20/03	Organization	Learning	IEP
Demo	Student C	DAISY with Images	8	-	03/04/01	Organization	Learning, Physical	IEP
Demo	StudentD	DAISY with Images	10	-	02/03/00	Organization	Learning	IEP

Add selected members | Cancel

Add Members to Reading List

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DEMONSTRATION: CREATING AND SHARING A READING LIST

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Read Book Directly in Bookshare

📖 Only for Individual Bookshare Memberships
(or for students without Individual Memberships with usernames and passwords set up by Sponsors)

📖 Read Bookshare book directly on the Web without downloading book or using other software – instant access

Search for book or select title from Reading List, then click Read Now once you find the book.

Bookshare
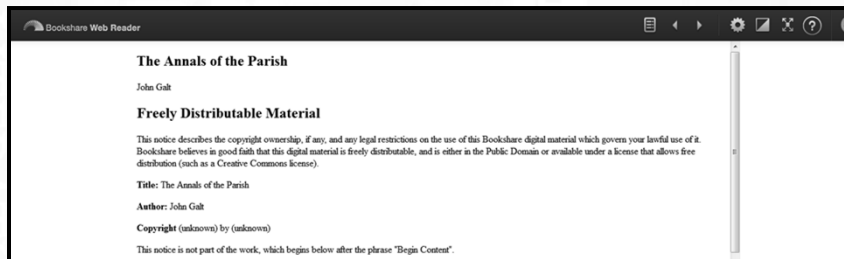
44

Opening the Book Directly in Bookshare

Your book is on its way! Please wait while we package your book, it may be a minute or two.

This book needs to be converted for use with the Web Reader, so it may take a couple minutes to a few hours to be ready, depending on the size of the book. Opening this book in the future will take only a minute or two.

The Annals of the Parish by John Galt

⬛⬛⬛⬛⬛⬛⬛⬛⬜⬜⬜

It may take a couple minutes but the book will automatically open in your browser

Bookshare Web Reader

The Annals of the Parish

John Galt

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Title: The Annals of the Parish

Author: John Galt

Copyright (unknown) by (unknown)

This notice is not part of the work, which begins below after the phrase "Begin Content".

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DEMO Account for Web Reader

User Name:

individualdemo@bookshare.org

Password:

memberdemo

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DEMONSTRATION: OPENING A BOOK IN WEB READER

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Action Plan for Session 3

- For Members without Individual Memberships, assign them usernames and passwords
- Create a Reading List
- Add a least one book to the Reading List
- Share the Reading List with one or more Members

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Questions?

Join us for Bookshare Webinar 4
March 2, 2016

Bookshare Reading Options

- 📖 **Computer assistive reading tools**
- 📖 **Mobile devices/e-readers**
- 📖 **AT devices**
- 📖 **Internet browsers**

References

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📖 The National Center on Accessible Educational Materials. (n.d.). Who Needs AEM? Retrieved February 8, 2016, from http://aem.cast.org/about/who-needs-aem.html#.VrlDH_HwRJ8.

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