

Build Your Roster

ADD STUDENTS

- Select **Members** from My Bookshare
- Select 

ADD OTHER EDUCATORS

- Select **Sponsors** from My Bookshare
- Select 

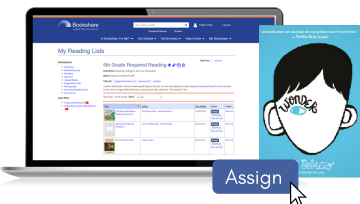
Learn more: pt.bookshare.org/add-students-sponsors

Find & Assign Books

ASSIGN ONE BOOK

- Search for a book
- Select **Assign**
- Select student(s) from roster & select **Assign**

Learn more: pt.bookshare.org/one-book



ASSIGN MULTIPLE BOOKS

- Select **Reading Lists** from My Bookshare
- Select the **plus sign (+)** at the top of the page
- Name Reading List & share with member(s) or Organization
- Select the titles link (at top of list) to add books. Select **Save and Close** when finished
- Select the checkbox next to the member(s) to whom you want to assign this list
- Select **Add Selected Members**

Learn more: pt.bookshare.org/multiple-books

Filter Your Roster

TO SEE ONLY YOUR STUDENTS

- Select **Members** from My Bookshare
- Select the drop-down box called **Members**
- Choose **My Quicklist**
- Only members on your Quicklist will appear

Learn more: pt.bookshare.org/filter-roster

ADD OR REMOVE EXISTING MEMBERS TO QUICKLISTS

- Check the box(es) next to the member(s) you want to add
- Select **More Actions**, then **Add to Quicklist**
- To remove members from your Quicklist, select **Edit** (✎), and choose **Remove from Quicklist**

Generate Usage Reports

FOR ONE MEMBER

- Select **Members** from My Bookshare
- Select the last name of a member
- Select **Downloaded Books**
- Export list as .CSV

FOR YOUR ORGANIZATION

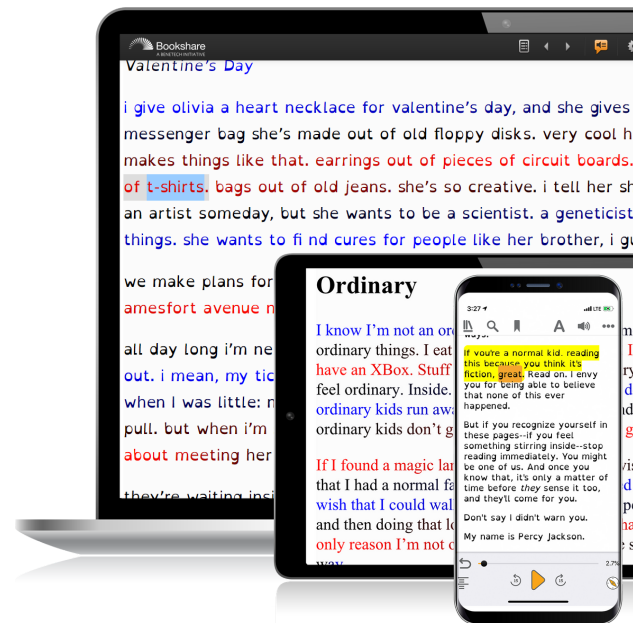
- Select **Organization Info** from My Bookshare
- Select **Organization Downloads**
- Export list as .CSV

Learn more: pt.bookshare.org/usage-reports

Find a Reading Tool

Bookshare works with computers, smartphones, tablets, & AT devices. Use the Reading Tool Wizard online to find a compatible app.

Try it: pt.bookshare.org/reading-tool-wizard



Independent Reading

ADD INDIVIDUAL MEMBERSHIPS TO STUDENT ACCOUNTS

- Select **Members** on My Bookshare
- Place check mark next to student's name
 - Note: Students who already have Individual Memberships will have Org + Individual
- Select **More Actions**, then **Individual Memberships**
- In pop-up box, enter option to send email or download form to get parent permission, choose **Submit**

Learn more: pt.bookshare.org/independent-reading



Need help?

If you need assistance, please call us at **650-352-0198** (Hours: M-F, 9-5 Pacific Time) or email us at support@bookshare.org.