



How-to Guide

Reading Lists



Reading Lists let you select and assign books for students so they can read independently. Create lists by class, student, topic, or interest. You can also subscribe to and/or copy Reading Lists from other Sponsors in your organization as well as [Bookshare's Special Collections Reading Lists](#).

Create New Reading Lists

1) Select "My Reading Lists" on the "My Bookshare" page.

My Bookshare

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

Welcome Tanya Teacher

Important update for Users with Braille Notetakers and other similar AT

New Special Collections!
Looking for a new book? Discover amazing titles with our new and improved Special Collections.

1. Manage Student Roster (Members)
2. **Assign Books to Students (Reading Lists)**
3. Manage List of Teachers, Resource Specialists, etc. (Sponsors)

Learn how to make your Members even more independent this year with Bookshare. Make sure your students are set up with new Student Logins and [empower them to read assigned books on their own.](#)

Learn more

- What account should my students use?
- Help your students access books independently
- How to Use Reading Lists
- Explore All Reading Tools
- Join the Bookshare Discussion Forum

2) Select "Create."

My Reading Lists

Table View | List View

Reading Lists ⓘ ⓘ +

New! You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, open a Reading List, go to Edit Details, and set the Share option to "Organization."

Reading List	Description	Sharing	Owned By	Titles	Members	Action
3rd Grade Book List		Org (0)	Myself	4	4	Copy Share
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	4	Copy Share
Junior English		Members	Myself	2	3	Copy Share
Summer 2017 Picks for Young Readers Copy	Copy of Summer 2017 Picks for Young Readers	Public	Myself	10	0	Copy Share
Tessa Crow's Reading List	Personal selection of books for Tessa	Org (0)	Myself	3	1	Copy Share

[Subscribe](#) **+ Create**

- 3) Assign a name and description and choose a sharing option. Select "Member" to share the list between you and your student(s) assigned to this Reading List or "Org" to allow other Sponsors to view and add books. Then select "Save."

Create Reading List ✕

List Name:

Description:

Share with:

Private (owner only)

Member (owner and assigned members only)

Org (owner, members, and sponsors in your organization)

- 4) Put a check mark next to the names of students you wish to add and select "Add Selected Members."

8th Grade Summer Reading

Status: Org List owned by Tanya Teacher

Select the members who you want to assign to this reading list. If the member list is long, use the quicklist filter or search for a member.

Assigned Members (0) | [Titles \(0\)](#) | [Activity](#)

Show by

List:

	First Name	Last Name	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan
<input checked="" type="checkbox"/>	Jane	Doe	DAISY with Images	12	Yes	04/08/99	Organization	Learning	
<input type="checkbox"/>	John	Doe	DAISY with Images	9	Yes	11/19/89	Organization	Visual	
<input checked="" type="checkbox"/>	June	Doe	DAISY with Images	5	Yes	07/17/02	Organization	Physical	IEP
<input type="checkbox"/>	Jane	Roe	DAISY with Images	9	Yes	07/12/04	Org + Individual	Visual	IEP, 504
<input type="checkbox"/>	Stan	Smith	E PUB	9	Yes	01/01/00	Organization	Physical, Learning	IEP

5) Select "Titles", then "Add Books" to add books to the Reading List.

The screenshot shows the 'My Reading Lists' interface. On the left is a navigation menu with items like 'My History', 'My Reading Lists', 'Members', 'Sponsors', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area is titled '8th Grade Summer Reading' and includes a status 'Org List owned by Tanya Teacher'. A message states: 'This reading list has no titles yet. Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.' Below this are three tabs: 'Assigned Members (2)', 'Titles (0)', and 'Activity'. The 'Titles (0)' tab is selected and circled in red. At the bottom, there are four buttons: 'Add Books' (circled in red), 'Edit Details', 'Copy', and 'Delete Reading List'.

6) Search for books by title, author, or ISBN. When you find a book you want to add, place a check mark next to the title and select "Assign Books."

The screenshot shows the 'Search Books' results page. The search term 'sherlock holmes' is entered in the search bar, and 200 books (out of 588) are returned. The results are sorted by 'By Relevance' and filtered by 'Most Relevant Authors'. A table of search results is displayed with the following columns: a checkbox, the book title, the author, a brief description, and the year. The first row, 'Sherlock Holmes' by Sir Arthur Conan Doyle, has its checkbox checked and circled in red. Below the table, it says '1 book selected' and there are two buttons: 'Assign Books' (circled in red) and 'Cancel'.

Checkbox	Title	Author	Description	Year
<input checked="" type="checkbox"/>	Sherlock Holmes	Sir Arthur Conan Doyle	A collection of the stories in which Sir Arthur Conan Doyle created the most famous amateur More...	1996
<input type="checkbox"/>	The Return of Sherlock Holmes	Sir Arthur Conan Doyle	Stories of Sherlock Holmes	
<input type="checkbox"/>	Sherlock Holmes: Silberstern	Mark Williams • Daniela Maizner	Wie alt waren Sie, als Sie Sherlock Holmes' Abenteuer entdeckten? Mark Williams, internationaler More...	2016
<input type="checkbox"/>	The Quotable Sherlock Holmes	John H. Watson • Gerard Van Der Leun	Arguably the world's greatest consulting detective, Sherlock Holmes' deductive reasoning was an More...	2000

You have assigned books to your students by creating at least one Reading List and learned how to share Reading Lists with other Sponsors in your organization. Your students are ready to read!

Subscribe to or Copy a Reading List

You can Subscribe to and/or copy Reading Lists from other Sponsors in your organization and Reading Lists curated by Bookshare. Reading Lists to which you subscribe will automatically update with new titles as the owner of the List makes changes. Copying a list takes a "snapshot" of a Reading List and you can customize it by adding or removing books or changing the name.

- 1) To subscribe, select "My Reading Lists" on the "My Bookshare" page then select the "Subscribe" button. A list of available Reading Lists will appear.

My Reading Lists

My Bookshare Table View | List View

- My History
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Reading Lists 📡 +

New! You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, open a Reading List, go to Edit Details, and set the Share option to "Organization."

Reading List	Description	Sharing	Owned By	Titles	Members	Action
3rd Grade Book List		Org (0)	Myself	4	2	🔗 🗑️
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	1	🔗 🗑️
Jane Doe's Fiction Reading List		Members	Myself	0	0	🔗 🗑️
Junior English		Members	Myself	2	1	🔗 🗑️
Summer 2017 Picks for Young Readers Copy	Copy of Summer 2017 Picks for Young Readers	Public	Myself	10	0	🔗 🗑️
Tessa Crow's Reading List	Personal selection of books for Tessa	Org (0)	Myself	3	1	🔗 🗑️

[📡 Subscribe](#) [+ Create](#)

- 2) You can view by All Reading Lists, your Organization's Reading Lists or Public Lists and can sort by "Owner" to see lists from within your organization as well as those curated by Bookshare.

Subscribe to Reading Lists

Select one or more Reading Lists to make available to your members.

Show All Reading Lists Q

<input type="checkbox"/>	Reading List	Description	Owner	Titles	Members	Updated
<input type="checkbox"/>	8th Grade Language Arts (2016-17)	This list contains the standard curriculum for the 8th Grade Language Arts course for 2016-17	Edward Educator	5	0	9/13/2016
<input type="checkbox"/>	American Literature	9th grade American Lit course materials	Edward Educator	10	0	8/25/2016
<input type="checkbox"/>	Grade 3-5 Summer 2016	Summer Reading list for grades 3, 4 and 5 for the Demo School District	Edward Educator	1	1	9/12/2016
<input type="checkbox"/>	Grade 9-10 Summer 2016	Summer Reading list for grades 9 and 10 for the Demo School District	Edward Educator	15	1	9/12/2016
<input type="checkbox"/>	HS LIT 1 Required Reading		Edward Educator	2	0	8/29/2016
<input type="checkbox"/>	Physics 101		Edward Educator	2	1	9/13/2016

[📡 Subscribe](#) [✕ Cancel](#)

3) Select a list(s) and then "Subscribe."

Subscribe to Reading Lists

Select one or more Reading Lists to make available to your members.

Show: All Reading Lists

<input type="checkbox"/>	Reading List	Description	Owner	Titles	Members	Updated
<input checked="" type="checkbox"/>	American Literature	9th grade American Lit course materials	Edward Educator	10	1	8/25/2016
<input type="checkbox"/>	HS LIT 1 Required Reading		Edward Educator	2	0	8/29/2016
<input type="checkbox"/>	8th Grade Language Arts (2016-17)	This list contains the standard curriculum for the 8th Grade Language Arts course for 2016-17	Edward Educator	5	0	9/13/2016
<input type="checkbox"/>	Physics 101		Edward Educator	2	1	9/13/2016
<input type="checkbox"/>	Grade 9-10 Summer 2016	Summer Reading list for grades 9 and 10 for the Demo School District	Edward Educator	15	1	9/12/2016
<input type="checkbox"/>	Grade 3-5 Summer 2016	Summer Reading list for grades 3, 4 and 5 for the Demo School District	Edward Educator	1	1	9/12/2016

1 Reading List selected

4) Next, select the Reading List to which you just subscribed on your "My Reading Lists" page.

My Reading Lists

My Bookshare Table View | List View

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
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- Download Reading Tools
- My Account

Reading Lists

New! You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, open a Reading List, go to Edit Details, and set the Share option to "Organization."

Reading List	Description	Sharing	Owned By	Titles	Members	Action
1981-2015 Bluebonnet Award Winners	The Texas Bluebonnet Award winning books from 1981-2015. Bluebonnet Award winners are selected by librarians, teachers, parents, students and other interested persons and are appropriate for grades 3-6.	Public	Bookshare Collections Team	25	0	
3rd Grade Book List		Org (0)	Myself	4	1	
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	0	
Jane Doe's Fiction Reading List		Members	Myself	0	0	
Junior English		Members	Myself	2	0	

- 5) Select "Assigned Members" to add students from your Member Roster and select "Add Selected Members."

My Reading Lists

My Bookshare

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
- [Upload Roster](#)
- [Organization Info](#)
- [My Requests](#)
- [Download Reading Tools](#)
- [My Account](#)

Table View | [List View](#)

American Literature ↔ + 📄

Description: 9th grade American Lit course materials

Status: Org List owned by Edward Educator

Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.

Assigned Members (1) | **Titles (10)** | Activity

Showing 1 - 10 of 10 results Sort By title

Title	Author	Date Added	Action
<p style="margin: 0;">The Adventures of Tom Sawyer</p>	Mark Twain • Robert Maniquis	09/12/2013	Download... View Activity
<p style="margin: 0;">The Giving Tree</p>	Shel Silverstein	02/01/2013	Download... View Activity

List: All Members Filter Search

	First Name	Last Name	Username	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan
<input checked="" type="checkbox"/>	Bookshare	Ben	BookshareBen	EPUB	9	Yes	03/10/07	Organization	Physical	
<input checked="" type="checkbox"/>	Jane	Doe	Jane12345	DAISY with Images	10	Yes	06/30/11	Organization	Learning	
<input type="checkbox"/>	Janey	Doe		DAISY with Images	7	Yes	05/02/10	Organization	Visual	
<input type="checkbox"/>	Bill	Smith		DAISY with Images	10	Yes	04/23/11	Organization	Physical	
<input type="checkbox"/>	Jane	Smith	<i>(private)</i>	DAISY with Images	7	Yes	05/02/04	Org + Individual	Visual	
<input type="checkbox"/>	Sharon	Smith	sharonsmith123	DAISY with Images	5	Yes	05/05/15	Organization	Visual	
<input type="checkbox"/>	Susan	Smith		DAISY with Images	11	Yes	11/10/99	Organization	Learning	
<input type="checkbox"/>	Sally	Student		DAISY with Images	6	Yes	03/18/11	Organization	Visual	

Add selected members
Cancel

- 6) To copy a list, select "My Reading Lists" on your "My Bookshare" page, then select the Copy icon under the "Action" column.

My Reading Lists

My Bookshare Table View | List View

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Reading List	Description	Sharing	Owned By	Titles	Members	Action
3rd Grade Book List		Org (0)	Myself	4	1	 
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	0	 
Jane Doe's Fiction Reading List		Members	Myself	0	0	 
Jane Doe's Reading List	Personal selection of books for Jane Doe	Members	Myself	1	0	 
Junior English		Members	Myself	2	0	 
Summer 2017 Picks for Young Readers Copy	Copy of Summer 2017 Picks for Young Readers	Public	Myself	10	0	 
Tessa Crow's Reading List	Personal selection of books for Tessa	Org (0)	Myself	3	0	 

 [Subscribe](#) [+ Create](#)

- 7) The list will now appear as a copy under "My Reading Lists."

My Reading Lists

My Bookshare Table View | List View

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Reading List	Description	Sharing	Owned By	Titles	Members	Action
3rd Grade Book List		Org (0)	Myself	4	1	 
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	0	 
American Literature Copy	Copy of American Literature	Org (1)	Myself	10	0	 
Jane Doe's Fiction Reading List		Members	Myself	0	0	 
Jane Doe's Reading List	Personal selection of books for Jane Doe	Members	Myself	1	0	 
Junior English		Members	Myself	2	0	 
Summer 2017 Picks for Young Readers Copy	Copy of Summer 2017 Picks for Young Readers	Public	Myself	10	0	 

 [Subscribe](#) [+ Create](#)

8) Select the list to add books and/or edit details by selecting the icons next the Reading List name.

My Reading Lists

My Bookshare

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

American Literature Copy + [edit] [share] [trash]

Description: Copy of American Literature
Status: Org List owned by Myself

Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.

[Assigned Members \(1\)](#) | [Titles \(10\)](#) | [Activity](#)

Showing 1 - 10 of 10 results Sort: By title

Title	Author	Date Added	Action	Action
The Adventures of Tom Sawyer	Mark Twain • Robert Maniquis	08/17/2017	Download... View Activity	Remove
The Giving Tree	Shel Silverstein	08/17/2017	Download... View Activity	Remove

9) Select the "Assigned Members" link to add or edit members.

My Reading Lists

My Bookshare

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

American Literature Copy + [edit] [share] [trash]

Description: Copy of American Literature
Status: Org List owned by Myself

Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.

[Assigned Members \(0\)](#) | [Titles \(10\)](#) | [Activity](#)

Showing 1 - 10 of 10 results Sort: By title

Title	Author	Date Added	Action	Action
The Adventures of Tom Sawyer	Mark Twain • Robert Maniquis	08/17/2017	Download... View Activity	Remove
The Giving Tree ⚠️	Shel Silverstein	08/17/2017		Remove