

Bookshare Tips

Using Quick Lists to Manage your Student Memberships

Your school district has an account, and every time you want to find your student on the member list, you have to scroll through dozens of names.

| <input type="checkbox"/> | First Name | Last Name | District | School |
|--------------------------|-------------------|---------------|------------------------|------------------------|
| <input type="checkbox"/> | Individual Member | External Demo | Bookshare Organization | External Demo |
| <input type="checkbox"/> | Anita | Gregg | ABC District | Westwood Elem |
| <input type="checkbox"/> | Aloha | Hawaii | Piscataway Township SD | Piscataway High School |
| <input type="checkbox"/> | Demo | Member | ABC District | ABC High School |
| <input type="checkbox"/> | Demo | Member II | ABC District | ABC High School |
| <input type="checkbox"/> | Demo | Member III | ABC District | ABC High School |
| <input type="checkbox"/> | Andrew | Peterson | ABC District | ABC High School |
| <input type="checkbox"/> | Kay | Sheppard | ABC District | ABC High School |
| <input type="checkbox"/> | Demo | Student | Piscataway Township SD | Piscataway High School |
| <input type="checkbox"/> | George | Student | ABC District | ABC High School |
| <input type="checkbox"/> | Leah | Whitman | ABC Dist | Baleswood |

Bookshare gives you the capability to create a Quick List that will sort out just your students. This makes it much easier to download books for them.

Here's how to set up a Quick List:

1. Once you are logged in, select My Organization, then Members.



My Organization

Booksha

My Organization Home | Organization Information | **Members** | Sponsors | Upload Roster

2. Select the last name of a student you want to add to your Quick List.

| | | | | |
|--------------------------|------|------------|--------------|-----------------|
| <input type="checkbox"/> | Demo | Member | ABC District | ABC High School |
| <input type="checkbox"/> | Demo | Member II | ABC District | ABC High School |
| <input type="checkbox"/> | Demo | Member III | ABC District | ABC High School |

3. Select "On my Quick List", and then Save.

Last Name Member

District ABC District

School ABC High School

Grade 8

Birth Date* (MM/DD/YYYY) 10/09/2000

On my quicklist (A group of members I download for most often)

Yes No

Qualifying Information

Disability

Visual

Learning

Physical

Plans

User has an IEP

User is 504 Qualified

Save Cancel Reset

4. Repeat for all of the students you wish to add to your Quick List.

5. To see your completed quicklist, go the List button and change from All Members to My Quicklist, and the select Filter.

[My Organization Home](#) | [Organization Information](#) | [Members](#) | [Sponsors](#) | [Upload Roster](#) | [Book Block](#) | [O](#)

Manage Members

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

Show by

District All School All List My QuickList All Members My QuickList Filter

12 Organizational Members registered

| <input type="checkbox"/> | First Name | Last Name | District | School | Grade | Quicklist | B |
|--------------------------|-------------------|---------------|------------------------|---------------|-------|-----------|---|
| <input type="checkbox"/> | Individual Member | External Demo | Bookshare Organization | External Demo | 7 | - | 0 |

6. Your Quick List of your students is created! This makes it much easier to download books for your students.

Show by

District All School All List My QuickList

3 Organizational Members registered

| <input type="checkbox"/> | <u>First Name</u> | <u>Last Name</u> | <u>District</u> | <u>School</u> | <u>Grade</u> | <u>Quicklist</u> | <u>Birth Date</u> |
|--------------------------|-------------------|------------------|-----------------|-----------------|--------------|------------------|-------------------|
| <input type="checkbox"/> | Demo | Member | ABC District | ABC High School | 8 | Yes | 10/09/00 |
| <input type="checkbox"/> | Demo | Member II | ABC District | ABC High School | 5 | Yes | 03/03/00 |
| <input type="checkbox"/> | Demo | Member III | ABC District | ABC High School | 5 | Yes | 12/12/98 |