

## Bookshare: Adding Members and Sponsors

Bookshare.org provides the full text of books to students with print disabilities. Before you can download books on behalf of students:

- Your school needs to have a free organizational membership to Bookshare.org
- Bookshare must have your Organizational Agreement on file

See the Quick Guide “Bookshare: Enrolling your school” for more information.

If the above is complete, then you are ready to:

- Designate which **students** in your building are eligible to receive copyrighted material in a digital format due to a print disability. These students are **MEMBERS**.
- Designate which **staff** in the building can download books on behalf of students. These staff are **SPONSORS**. Sponsors should include anyone who has the responsibility for locating and providing students with digital materials. This could include general and special ed teachers, paraeducators, and media specialists.

### 1. Log into your Bookshare account.

If you do not yet have a login and password

- Check that your school has an account. You can email Linda Wilson for this information.
- If your school does have an account, then ask the primary contact for your school to add you as a sponsor.

### 2. Add Members and Sponsors: Click on My Organization and choose from one of these two options:

- If you have just a few members and sponsors, then enter them individually. Click on either Members or Sponsors and then click the Add Member or Add Sponsor Button, and fill out the information. **Skip to step 5.**
- If you have a large list of members and sponsors, then use the Upload Roster option. **Go to step 3.**



**My Organization**

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

My Organization  
Dummy Account for Training - MCPS Status  
Organizational Membership Agreement signed: No  
Can download NIMAC-sourced books: Yes

Resources

- Learn about [NIMAC-sourced material](#) and how we make it available through Bookshare.
- Learn how to [find](#) and [download](#) books.
- Get [relevant forms and agreements](#).
- [Contact us](#) if you need further assistance.

**TO ENTER MEMBERS OR SPONSORS ONE AT A TIME**

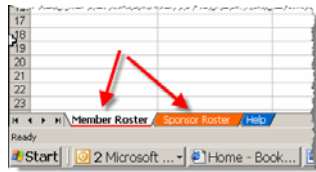
**OR**

**TO SUBMIT A LIST OF MEMBERS AND SPONSORS ALL AT ONCE**

Tip: Before adding new sponsors, you should talk to them and explain what Bookshare is. They will receive a welcome email asking them to set up a password. If they ignore this email, they will not be able to log in at a later date.

### 3. To upload a roster of members and sponsors:

- a) Click Upload Roster. Then click the link to download the New Member/Sponsor Template and open it. You should now have an Excel Spreadsheet.
- b) You will enter all your staff and students into this one spreadsheet. Notice the tabs at the bottom left of the spreadsheet. Click on the appropriate tab and enter the information required.



- c) Save the spreadsheet and remember where you saved it.
- d) Close Excel so that you can see Bookshare.org again.
- e) Click the Browse button and navigate to where you saved your spreadsheet.



- f) Click Upload

4. **Once Bookshare processes your roster, each of the staff downloaders (Sponsors) will receive a welcome email with instructions for logging into Bookshare.org.** You can see your list of approved **Sponsors** (staff downloaders) and **Members** (students) by clicking on those headings in your “My Organization” tool bar.

## My Organization

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

5. **Provide the list of eligible students to your school ITSS so that they will have access to the *Copyrighted Text* folder on your school network.** Your eligible students will not be able to access the books you have downloaded for them until your ITSS gives them access to the Copyrighted Text folder. Therefore, this step should be done immediately to ensure timely access to instructional accommodations.

- Your list must include student names, grade, and computer login IDs.
- You may wish to use the **List for ITSS.xls** file.
- To save time, you can copy the information from the **OrganizationalNewMemberRoster.xls** that you completed in step 6 and paste it into the **List for ITSS.xls** file. Be sure to add the student computer login IDs.
- The **List for ITSS.xls** file is available for download on the HIAT website:  
[http://montgomeryschoolsmd.org/departments/hiat/resources/bookshare\\_help.shtm](http://montgomeryschoolsmd.org/departments/hiat/resources/bookshare_help.shtm)