

# Managing and Updating Bookshare Accounts

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## Suggested beginning of year tasks for schools with active Bookshare Accounts

### New and noteworthy for 2011

- Some books now have pictures – consider checking again if books you used in the past now have an updated version for download
- For easy access, a shortcut for Bookshare and the Accessible Book Collection is now in the Copyrighted Text folder
- All elementary schools now have access to Accessible Book Collection, which has books appropriate for younger students with pictures included. [Learn more about the Accessible Book Collection.](#)
- To help staff at schools, we are now listing the primary contacts for both Bookshare and Accessible Book Collection in the Digital Materials List which is found in Copyrighted Text within Student Shared on your school network.

*Not all of these tasks need to be done by the same person. The Primary Contact should work collaboratively with the school team to ensure the following:*

### For the primary Contact

- Check the spreadsheet of copyrighted materials in the Copyrighted Text folder. It now contains a list of primary contacts for all schools. Check to see that your name is listed and send any corrections to Kathleen Hamm by email.

### Tasks to do by collaborating with other staff

- Work with the special education team and content teachers to identify new student members
- Provide list of eligible students to ITSS with student id numbers for access to the Copyrighted Text folder

### Tasks to do online in your Bookshare account

- Update member list – promote to new grade
- Review your sponsor list and delete any staff no longer at your school
- Add new teacher sponsors who would like to have a login and password

### Keep your staff up to date

- Inform newly hired staff about Bookshare
- Offer to show interested staff how to use Bookshare
- Reach out to grade level teams about the materials available on Bookshare (novels, text books)