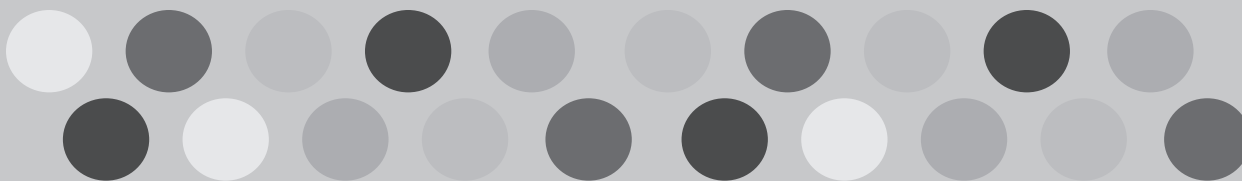


Train-In-30!



Get, Read and Manage Your eBooks!



What's Inside ● ● ● ●

Validated Professional Development

Bookstream Train-in-30 Tutorial

Skill Assessment

Classroom Implementation Tool

Professional Development Tracker

● ● ● ● Validated Professional Development

Successful training and implementation hinges on one's ability to understand "what and who" the technology is for, and then how to use it.

Building Awareness and Conceptual Understanding

- Summarize corresponding initiatives and provide the rationale behind your organization's desire for participants to learn to use the tool.
- Require that participants view the Bookstream™ Product Demo prior to any training. www.donjohnston.com/product_demo
- Preview the Bookstream Classroom Implementation Tool on page 11. This will help participants identify student needs, set goals and think about logistical matters.

Skill Acquisition

- Make sure you have Internet access prior to any training. Participants must be able to go back and practice following their new learning.
- Stick to the tutorial by teaching just what is here—providing too much information at once is ineffective and unproductive.

Skill Application

- Set clear expectations and timelines related to putting new knowledge into practice. (examples: sharing with peers, using with students)
- Provide tangible implementation tools that not only promote thought and planning, but also require "answers" or results—homework!
- Set aside time to share successes and failures. Everyone will benefit from shared knowledge and group brainstorming
- Recognize leaders and those being successful—use them to push the training out to the next level of participants.

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Tech Support: www.donjohnston.com/support



Get, Read and Manage Your eBooks

Bookstream, a web-based bookshelf with built-in text-to-speech, is an excellent tool for providing accessible materials to Learners. You can gather, store and assign share materials with your Learners.

In addition, it is an easy and convenient tool for controlling access to your digital content, helping you with Digital Rights Management (DRM). You can decide who has access to materials, when they have access to the materials and when to remove access to materials.

Take the Bookstream skill assessment on page 10.

Sign In

1. Go to www.bookstream.com
2. Type in your user name and password

Note: This Train-in-30 module is designed for the teachers within a school building or district that has licensed Bookstream. In order to use Bookstream, you need a User Name and Password. This is provided to you by the Bookstream District Administrator in your school. The Bookstream District Administrator in your school is the person responsible for entering Staff Members' information and authorizing access to the system. If you do not have a User Name and Password, see your District Administrator.

Get an eBook

This is your online bookshelf. It is where you keep the eBooks you gather for your Learners and others. Where do you find eBooks? Some may be purchased and you can add eBooks from your computer. There are many eBooks in the public domain that are freely available on the Internet. Let's begin there.

1. Click **Get eBooks** (wait for screen to be updated).
2. In the Search box, type *Pickwick* and press *Enter*. The eBook, *The Pickwick Papers*, by Charles Dickens, is displayed.
3. Click **Read**. The eBook opens to the title page.

On the left is the table of contents for this eBook.



Read the eBook

1. Click Chapter 1—The Pickwickians. Go to the first page of that chapter.
2. Click **Play** to begin reading the chapter. It speaks until you tell it to stop.
3. To stop speech at any time, simply click **Pause**.
4. To begin reading anywhere else just click on the word where you want start reading.
5. Click **Next Chapter →** and **← Previous Chapter** to move among chapters. Bookstream will remember the page where you stop reading and will return to that page the next time you open the eBook.
6. Take a minute to explore the speech and moving between chapters.

CONSIDER Other Views


How text is presented can make a difference in a reader's ability to stay focused or discern the text. Here are some ways you can change the appearance of the eBooks.

1. Click **Font:** Serif / sans . This changes the look of the text.
2. Click **Size:** ± / ▢ to change the size of the text.
3. Click No distractions for a cleaner appearance. While in this view, change the margin of the text by dragging the right gray border to the right or left.
4. To return to the previous view, simply click Back to site .
5. Take a minute to explore these options.


Just like teachers, Learners need a User Name and Password in order to use Bookstream.

Instruction

- Readability may be improved for some readers with a serif or sans serif typeface, larger type or with fewer distractions. Encourage Learners
- to try different options so that they get the best results for themselves.

 **Tech Tip:** -----

Bookstream reads eBooks that are in the epub format, the most widely-used format for online reading. This way, your eBooks can be delivered to your Learners on many different platforms: computers, smart phones, text readers, tablets and other mobile devices.

 **Tech Tip:** -----

The Serif font is used for the little “tail” on letters, such as the “t” “y” or “f”. This is common in traditional print books. Sans means “without.” The type is straighter, less fancy and more straight-forward.



Add Learners to Bookstream

To obtain a user name and password, Learner information must be entered into Bookstream. Teachers, as well as Administrators, can add Learners to Bookstream. Here is a fast way to add a Learner.

1. Click **Manage Users**. You go to **Manage My Learners**. This is where you manage Learners in your classroom.

Note: If you are signed in as the District or Site Administrator, then click on **Manage My Learners** to go to **Manage My Learners**. This is because, as the District or Site Administrator, you are able to manage all-district or all-site learners as well as your own classroom learners. **Manage My Learners** is the portion that allows you to manage just your classroom learners.

2. To add a new Learner, click Add / Remove Learners.
3. From the drop down menu, select the School Site you are working in. Then click **Submit**.

You may see a list of Learners that have already been added to the District-wide or Site-wide roster. Or, if no Learners have been added yet, the list will be blank.

In either case, you may add a new Learner at this time. Let's do that now.

ADD a New Learner

1. In the lower left corner, locate and click Add New Learner.
2. A dialog box opens where you can add the Learner information.
 - Where there is a red asterisk, this is required information.
 - The username must be unique.
 - To keep it easy, for the password, you can use 123456.
 - Passwords are at least 6 characters.

Tech Tip:

Establish a naming convention for User Names so that they are unique and meaningful. For example, the User Name could be the Learner's first and middle initials followed by the last name. In this case, Jerome Washington Jackson would be jwjackson. Another idea is to use sequential numbers at the end of the last name. For example, Pat Wilson could be pwilson01, pwilson02 and so on. The maximum number of characters for a User Name is 14.

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3. Take a few moments to enter the Learner information (this information can be changed later).
4. When the information is entered, click **Add New Learner**. If there is an error, you get an opportunity to correct the information.
5. Now that you have added Learners, click **Submit**. The Learner is added to the Site or District roster.

Tech Tip:

When you add a New Learner, it is added to the District roster as well as the Your Learners list. As a Staff Member, you may remove a Learner from the Your Learner list. However, a Staff Member cannot delete a Learner for the District roster. Only District Administrators can delete Learners from the District roster.

If you wish to leave this area without actually adding a Learner to the District, click **Close**.

ADD the Learner from the Site or District List to Your Learners

As you can see, the Learner you just added is in the Site or District list. You may select this Learner, and any others, and add them to Your Learners.

1. Click to select a Learner.

Tip: You may use Shift+Click to select Learners that are next to each other.
Or, use Command/Control+Click to select multiple learners that are not next to each other.

2. When they are selected, click **Add >>**. The Learner name(s) moves to Your Learners list.
3. To finish, click **Submit**.

Tech Tip:

Remove Learners from Your Learners the same way. Select the Learner in the Your Learners list and click **<< Remove**. The Learner is removed for the Your Learners list but remains on the District or Site list.

Note: To comply with the Family Educational Rights and Privacy Act (FERPA), do not add to a Learner to Your Learners list if you do not have a legitimate educational interest.



Manage Your eBooks

After you gather eBooks, you'll want to share them with your Learners and/or fellow Staff Members. You can also add specific notes about your eBooks. But you won't want to offer everything to everyone all at once. Here is how you manage your content.

1. Click **Manage Content**. This is where all of your eBooks are kept. Notice that *The Pickwick Papers* is listed. It was added after you read it in Feedbooks earlier.

SHARE eBooks

Sharing is how you allow your Learners or other Staff Members to read your eBook. You may share an unshared eBook at any time.

1. Click **Share**. Learners in Your Learners list are displayed. These are the Learners you added to Your Learners list as we did in the last section.
2. Place a check next to the Learner's name to share the eBook with that Learner.
3. Then click **Update**. When the Learner signs in later, this eBook will be on the Learner's bookshelf.

Tech Tip:



Look at the left column. Click **Share this with staff**. Lists of Staff Members in your system are displayed. You can click Teachers, Site Administrators and District Administrator to see their names. You can place a check by their names to share the eBooks.

When you share an eBook with a fellow Staff Member, that Staff Member can then share the eBook with their Learners.



4. Return to **Manage Content**.

EXPLORE Notes

Use Notes to give instructions to Learners or offer more information. You can also provide links to web pages. This information will be displayed with the title of the eBook on the Manage Content page. Only the Staff Member who added the eBook can change the notes.

1. Click **Edit Notes**. Type a note to Learners or fellow Staff Members. For example, "Read chapters 1 and 2."
2. You can include other information such as a web site link. First, type your note. For example, "Charles Dickens had to work in a shoe polish factory when he was a child. Read about it here."
3. Highlight the word "here". The  becomes available. Click .

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4. A link window will open. Paste or type the web address in Link URL. For example, http://en.wikipedia.org/wiki/Charles_Dickens.
5. Click .
6. When you are finished, click . The Note is displayed by the title on the Manage Content page.



Tech Tip:

If you create a web page link, you can decide if the link will open in a different window than Bookstream or in the same window as Bookstream. If it is in the same window, your readers may use the back button to return to Bookstream. If it is in a different window, your readers may click on each window to go between the web page and Bookstream.


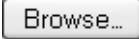



Tech Tip:

When you are creating a link, there is a place for a title. The title is an .html attribute used by some assistive technology devices such as screen readers. This title is not displayed to readers.

Adding More eBooks

You may already own eBooks that you want to provide to Learners. You can add them to your content list by uploading them from your computer.

1. Next to Upload a New eBook, click  (Mac) or  (Windows).
2. Navigate on your computer to the eBook. Click Choose/Open.
3. Then, in order to add it to Bookstream, click . The eBook is included in your list of eBooks.

Note: Digital Rights Management

Bookstream is an excellent tool to help you manage your digital content. If your school purchased an eBook with usage for all Learners, Bookstream allows you to share the eBook with all Staff Members. In turn, Staff Members may share the eBook with their Learners. If you need to remove the eBook, you can “unshare” the eBook with Staff Members and it is automatically “unshared” with Learners and/or other Staff Members.

If you are uncertain about the rights you have concerning your digital content, check with its publisher or the digital rights manager at your location.



Note: Only you can download your digital content.

When you Open eBook in Bookstream, you may notice *Download this Book* and *Book Information* after the chapter list. *Book Information* shows you a description and other information, if it is available. *Download this Book* saves the eBook to your computer. This option is available only to the Staff Member who added the eBook to the Content list. Others do not have this option.



Tech Tip:

eBooks in the epub format are becoming more widely available everyday. Check with your textbooks publishers about obtaining epub eBooks. Project Gutenberg supplies epubs for many of the titles on that site. In addition, it is easy to create your own epubs from your original materials such as class notes or your own articles. To get you started, there is a short how-to document on the Don Johnston Knowledge Base site, www.donjohnston.com/support.

Explore Reports

Reading Data is tracked for Learners. You can see the number of eBooks shared with and read by Learners and the amount of time they spent reading.

1. To see the data, click **Manage Reports**.

Take a moment to explore the available Reports.

LOG OUT

When you finished for the day with Bookstream, be sure to Log Out.

1. Click **Log Out**.



Get, Read and Manage Your eBooks

Pre Assessment

What student outcomes do you expect through the use of Bookstream?

Do you know how to:

Get an eBook

- Sign in
- Get an eBook from an online resource

Read an eBook

- Move from chapter to chapter
- Start and stop the speech in an eBook
- Change the size and style of the font

Manage Your eBooks

- Add a new Learner
- Add a new Learner to the Your Learners list
- Share an eBook with a Learner
- Share an eBook with Staff Members
- Edit a Note for an eBook
- Explore Reports
- Sign out

Post Assessment

Which teachers and/or students can benefit from this and what can you teach them?

Do you know how to:

Get an eBook

- Sign in
- Get an eBook from an online resource

Read an eBook

- Move from chapter to chapter
- Start and stop the speech in an eBook
- Change the size and style of the font

Manage Your eBooks

- Add a new Learner
- Add a new Learner to the Your Learners list
- Share an eBook with a Learner
- Share an eBook with Staff Members
- Edit a Note for an eBook
- Explore Reports
- Sign out





Goal Setting Tips:

- Set clear, concise, measurable reading and/or IEP goals for each student.
- Plan when and where students will have access to, and use Bookstream (do students need this at home?).
- Integrate your reading instruction with Bookstream—show students the technology in a reading context.
- Measure changes in attitude—yours and the students!

Sample:

Learners Who Need Access to Bookstream	IEP Goals, 504 Plans or Reading Standards	Frequency and Duration the student needs to use Bookstream to achieve goals	Classroom / Subject / Period	Bookstream Access: Classroom / Lab / Media Center / Resource Room	Testing accommodation Get approval to used for standardized testing
<p><i>Example: Justin Martin</i></p>	<p><i>During the Fall quarter, the student will independently read 5 short stories using Bookstream and create a poster for each that demonstrates comprehension</i></p>	<p><i>50 minutes each day</i></p>	<p><i>Language Arts</i></p>	<p><i>Media Center and Mobile Reader</i></p>	<p><i>For comprehension assessments, student will use Bookstream as a reading accommodation as the teacher has determined that this method will accurately assess student's skill level and progress.</i></p>
<p><i>Example: Madison Cruz</i></p>	<p><i>Student will read science and social studies texts using Bookstream.</i></p>	<p><i>50 minutes each 3 times a week</i></p>	<p><i>Science/Social Studies Classes</i></p>	<p><i>Media Center</i></p>	<p><i>Student should have science and social studies tests read to him with Bookstream as it is part of student's everyday accommodations.</i></p>

Name: _____ Initial Goals: _____

Outcomes of this Professional Learning: _____

Professional Development Activity	Amount of Time Spent	Date	Outcome of Learning/ Notes from Learning
Awareness			
<i>Example: Participated in training</i>	30 minutes	3/15/11	<i>I summarized information with my team. We developed an action plan.</i>
Conceptual Understanding			
<i>Example: Discussed with Sally Givings the supports this tool provides</i>	30 minutes	3/30/11	<i>Sally responded with excitement and was motivated to learn more.</i>
Skill Acquisition			
<i>Example: Checked the Help files and learned how to use an outline template.</i>	60 minutes	4/09/11	<i>Discovered that this comprehension tool will support my different leveled students.</i>
Skill Application			
<i>Example: Repeated training to 5 peers</i>	60 minutes	4/19/11	<i>We worked through equipment challenges to get to the supports this tool will provide students. Plans were created for next steps.</i>

Total Professional Development Time: _____



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