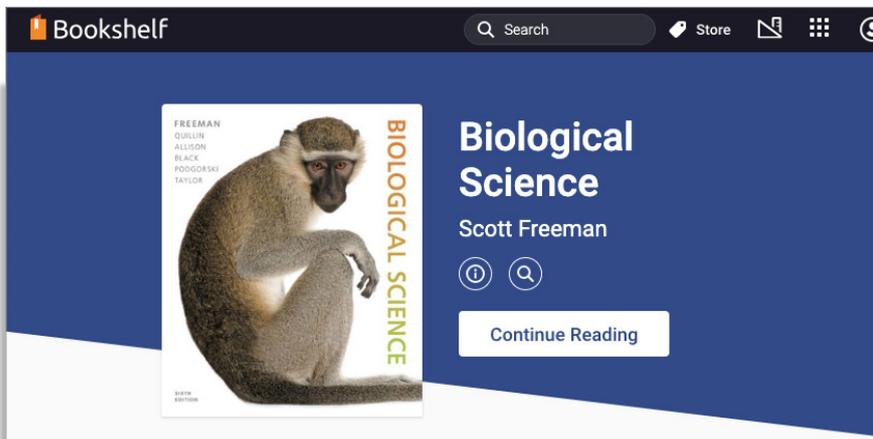


# Create Assignments in **Bookshelf**® Online

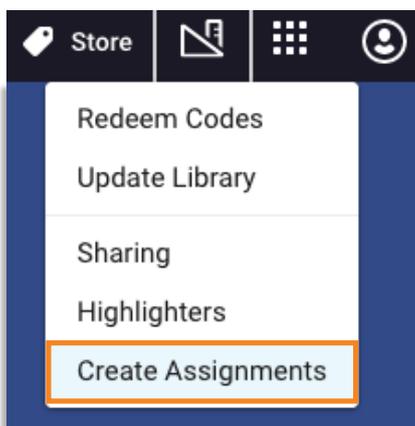
Assigned readings are designed for instructors to create and customise specific blocks of content for students. These readings provide both a start and an end point, as well as a reading goal, to add focus and gamification to the reading experience. This study tool allows students to complete their assignments in a view designed to reduce distractions and optimise the time spent on learning.

## Access the Assigned Readings Assignment Creator

**STEP 1:** Go to your Bookshelf library.

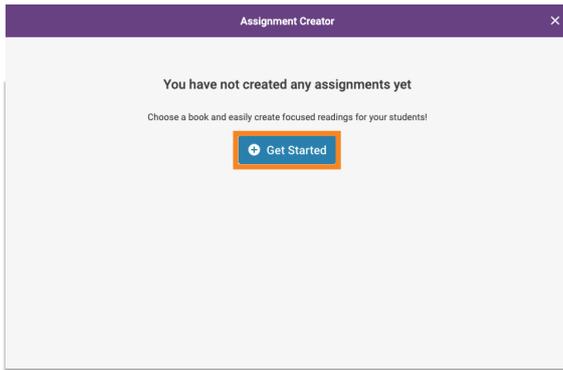


**STEP 2:** Click on the Tools menu, then click Create Assignments.

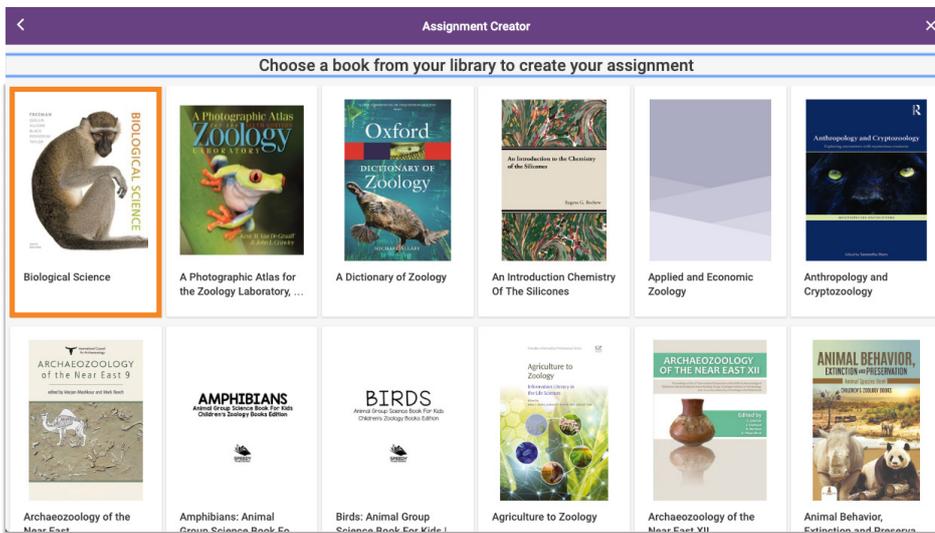


# Create Assignments in **Bookshelf Online**

**STEP 3:** Click +Get Started to create a new assignment. Note: You can go back to the library at any time by clicking the X in the top-right corner.



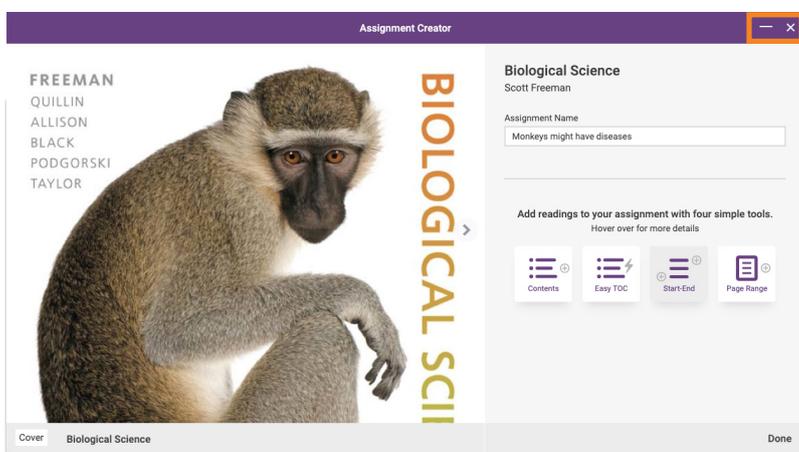
**STEP 4:** Select a book in your library for the assignment. Note: Some titles will not be available with this tool.



# Create Assignments in **Bookshelf Online**

**STEP 5:** You are now ready to build your Assigned Readings! Things to note:

- A preview of the book renders on the left.
- To escape the assignment editor, you can minimise the Assignment Creator pane by clicking the – sign in the top-right corner. This will bring you into the textbook you are currently working on in Assignments. You can return to the Assignment Creator by clicking Back to Assignments. Close the editor and delete any unsaved changes by clicking the X.



## Build Your Assigned Readings

There are four ways to create your Assigned Readings within this platform: Contents, Easy TOC, Start-End, or Page Range.

### **BUILD VIA THE TABLE OF CONTENTS**

Use the table of contents to select a section or chapter for reading.

**STEP 1:** Name your assignment.

**STEP 2:** Click Contents.

# Create Assignments in **Bookshelf Online**

Assignment Creator

**BIOLOGICAL SCIENCE**

FREEMAN  
QUILLIN  
ALLISON  
BLACK  
PODGORSKI  
TAYLOR

Biological Science  
Scott Freeman

Assignment Name  
Monkeys might have diseases

Add readings to your assignment with four simple tools.  
Hover over for more details

Contents Easy TOC Start-End Page Range

Select a chapter or section from the Table of Contents for focused reading.

Cover Biological Science Done

**STEP 3:** Click on the Table of Contents dropdown arrow to select a chapter or section to assign.

**STEP 4:** Select the chapter or section from the dropdown menu.

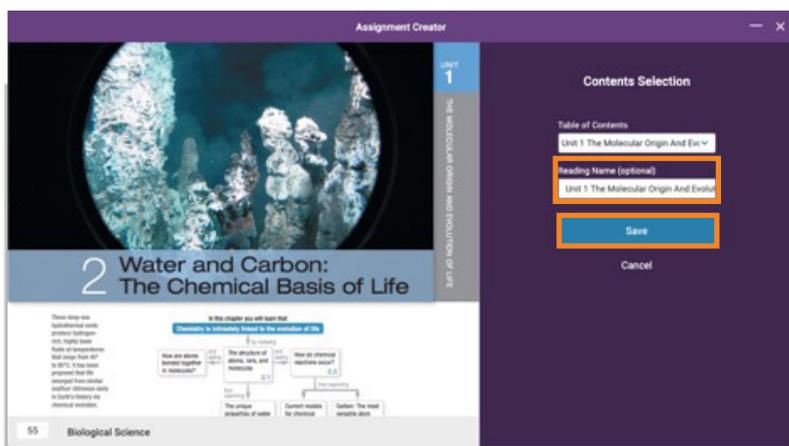
**Contents Selection**

Table of Contents

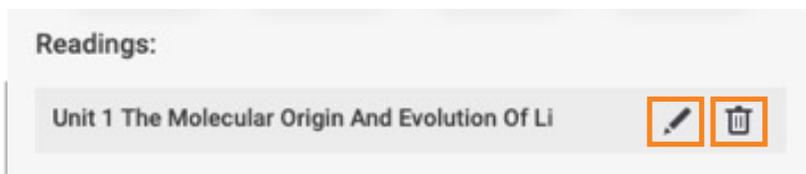
- ✓ Select a Chapter/Section
- Contents
- Chapter 1 Biology And The Tree Of Life
- Chapter Bioskills
- Unit 1 The Molecular Origin And Evolution Of Li**
- Unit 2 Cell Structure And Function
- Unit 3 Gene Structure And Expression
- Unit 4 Evolutionary Patterns And Processes
- Unit 5 The Diversification Of Life
- Unit 6 How Plants Work
- Unit 7 How Animals Work
- Unit 8 Ecology
- Appendix A Answers
- Appendix B Periodic Table Of Elements
- Glossary
- Credits
- Index

# Create Assignments in **Bookshelf Online**

**STEP 5 (OPTIONAL):** Give your reading a name, then click Save. To exit without saving changes, click Cancel.



**STEP 6:** View your assignment. Add a new reading assignment by selecting Contents, Easy TOC, Start-End, or Page Range. You can also edit or delete current readings. When finished, click Done.



**STEP 7:** Your assignment has been successfully created. From here, you can copy your assignment link to your VLE/LMS, preview your assignment as a student, edit your assignment, and go back to view all of your assignments.

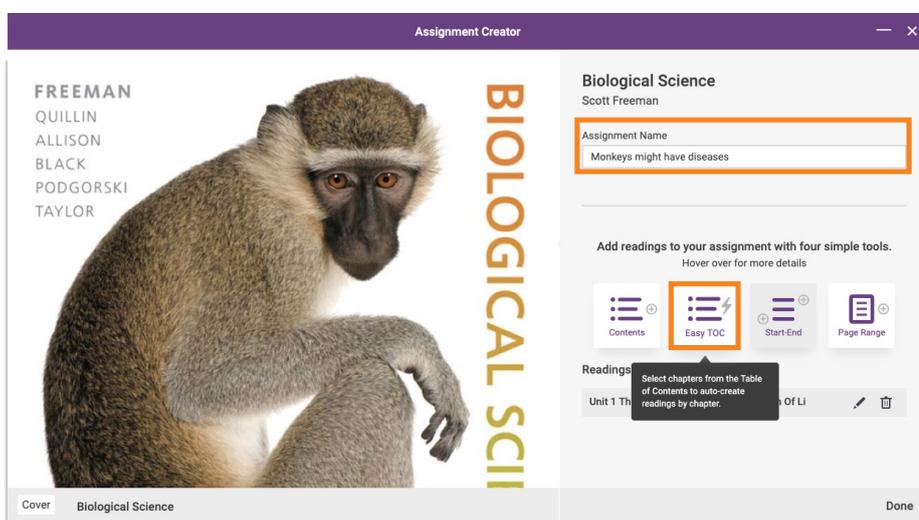
# Create Assignments in **Bookshelf Online**

## Build via Easy TOC

Create assignments with our easy button!

**STEP 1:** Name your assignment.

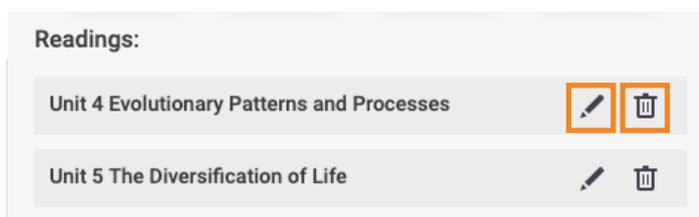
**STEP 2:** Click Easy TOC.



**STEP 3:** Select all of the chapters you want to assign to students.

**STEP 4:** Click the Create Readings button.

**STEP 5:** View your assignment. Add a new reading assignment by selecting Contents, Easy TOC, Start-End, or Page Range. You can also edit or delete current readings. When finished, click Done.



**STEP 6:** Your assignment has been successfully created. From here, you can copy your assignment link to your VLE/LMS, preview your assignment as a student, edit your assignment, and go back to view all of your assignments.

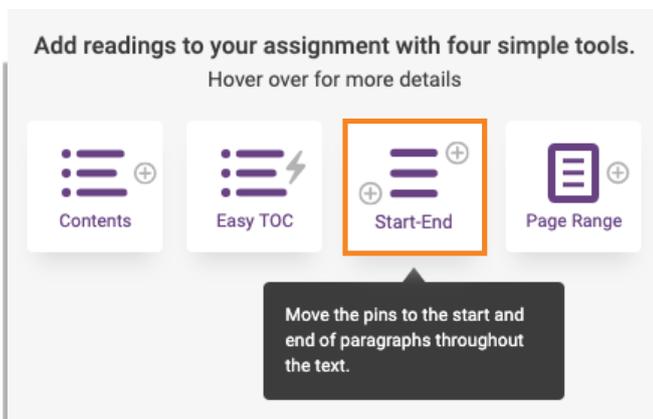
# Create Assignments in **Bookshelf Online**

## Build via Start-End Pin

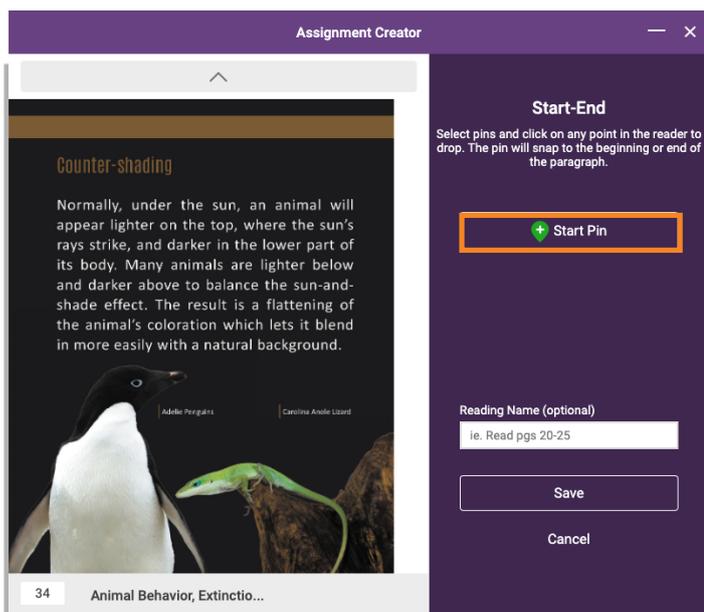
Drop start and end pins in the textbook to select a specific snippet of text for your students' assignment.

**STEP 1:** Name your assignment.

**STEP 2:** Click Start-End.

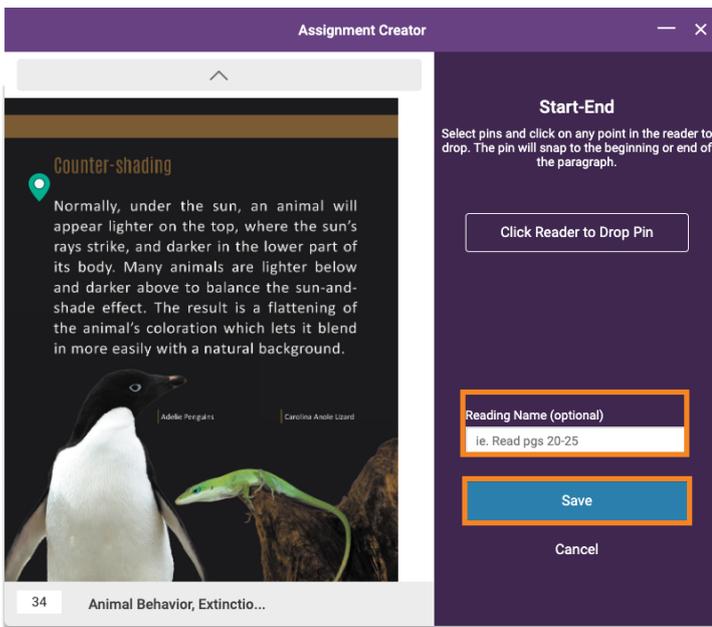


**STEP 3:** Scroll down through the text to the beginning of your desired assignment snippet (or enter page number). Click Start Pin.

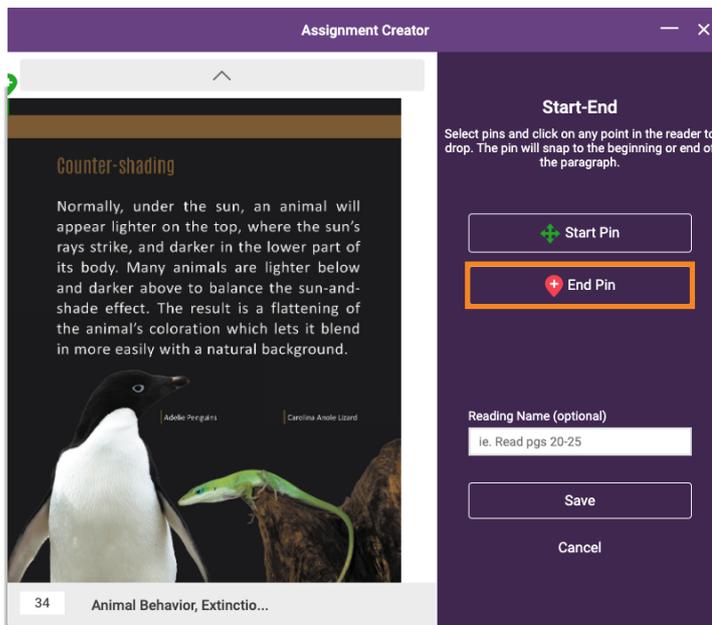


# Create Assignments in Bookshelf Online

**STEP 4:** Drop a pin at the beginning of a paragraph.

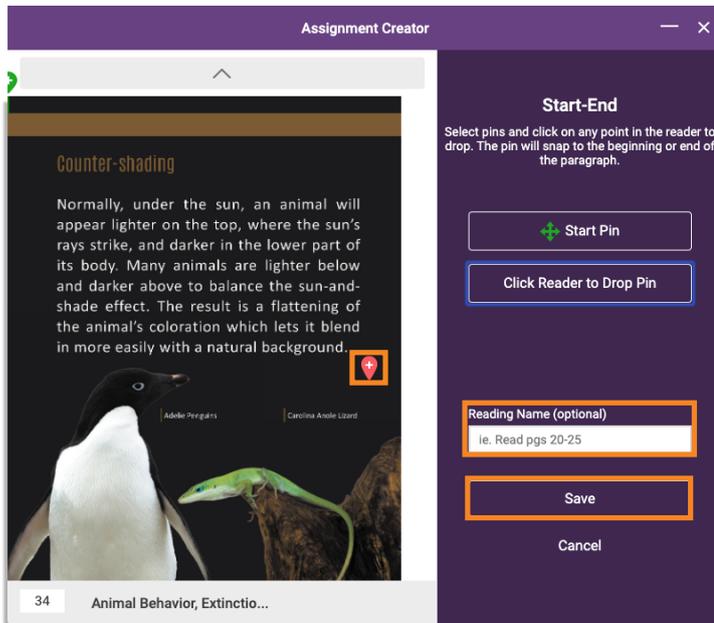


**STEP 5:** Click End Pin.

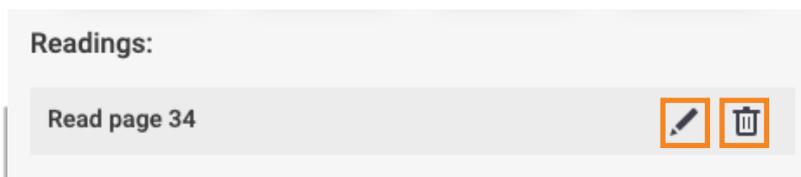


# Create Assignments in **Bookshelf Online**

**STEP 6:** Drop End Pin at the end of the desired snippet. Note: You can reset your pins at any time.



**STEP 7:** Enter a Reading Name (optional) and click Save. Note: You can cancel creating this assignment by clicking Cancel.



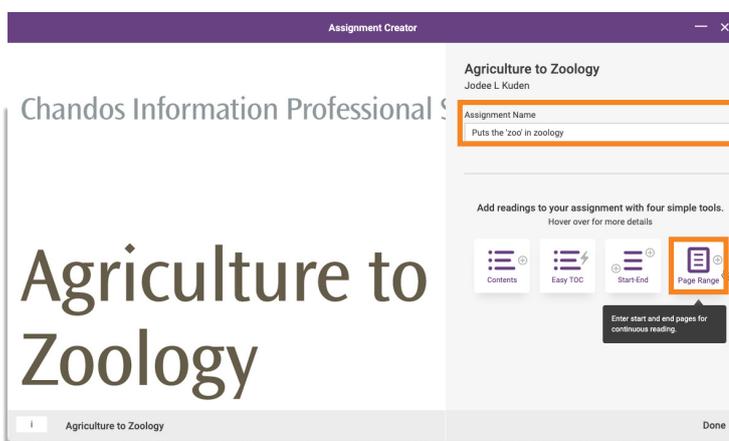
**STEP 8:** Your assignment has been successfully created. From here, you can copy your assignment link to your VLE/LMS, preview your assignment as a student, edit your assignment, and go back to view all of your assignments.

# Create Assignments in **Bookshelf Online**

## Build via Page Range

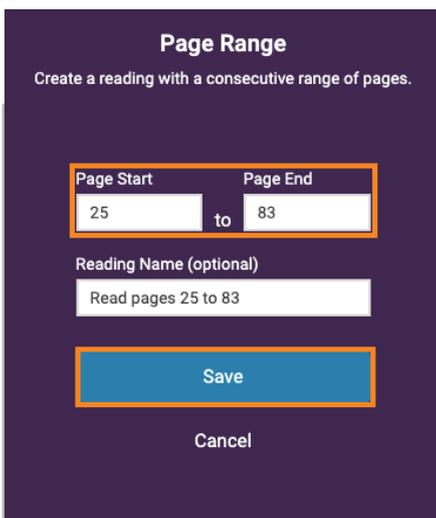
**STEP 1:** Name your assignment.

**STEP 2:** Click Page Range.



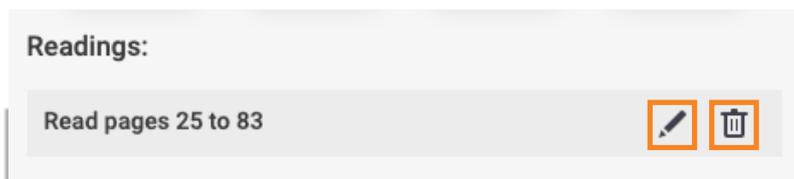
**STEP 3:** Enter page numbers for Page Start and Page End.

**STEP 4:** Enter a Reading Name (optional) and click Save. Note: You can cancel creating this assignment by clicking cancel.

A screenshot of the 'Page Range' dialog box. The title is 'Page Range'. Below the title is the instruction 'Create a reading with a consecutive range of pages.' There are two input fields: 'Page Start' with the value '25' and 'Page End' with the value '83', separated by a 'to' label. Below these is a 'Reading Name (optional)' field containing the text 'Read pages 25 to 83'. At the bottom, there is a blue 'Save' button and a 'Cancel' link.

# Create Assignments in **Bookshelf Online**

**STEP 5:** View your assignment. Add a new reading assignment by selecting Contents, Easy TOC, Start-End, or Page Range. You can also edit or delete current readings. When finished, click Done.



**STEP 6:** Your assignment has been successfully created. From here, you can copy your assignment link to your VLE/LMS, preview your assignment as a student, edit your assignment, and go back to view all of your assignments.