



Bookshare

Action Plan Sample

Purpose: Identify key steps for the successful implementation of Bookshare into the classroom.

- Directions:**
1. Develop a work plan for each goal identified.
 2. Distribute copies of your action plan to appropriate members for collaboration.
 3. Maintain copies of your action plan to share during meetings for review and on-going updates (in doing so, you may decide to develop new action plans for new phases of your effort).

Student(s): _____

Goal: Get all of my qualified students proficient with Bookshare so they can successfully download/read books from Bookshare at school and home unassisted.

Results/Accomplishments:

| Action Steps <i>What Will Be Done?</i> | Responsibilities <i>Who Will Do It?</i> | Timeline <i>By When?</i> <i>(Day/Month)</i> | Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i> | Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i> | Integrated Bookshare Into your Classroom: <i>Signs of Success</i> |
|---|---|--|---|--|--|
| Step 1: Sign up OT, TVI, Librarian, and Classroom aide. | Maria (PC) | By 5/15/12 | A. OT, TVI and Aide are on board completely. B. | A. May need to spend some time with librarian explaining how easy this is and how to implement. B. | All four Sponsors are signed up and downloading books for our qualified students on demand. |
| Step 2: Get individual memberships for all students. | Samantha (Teacher) | By 5/19/12 | A. Samantha who can follow up with the parents. B. | A. May need to have a meeting with CR's mom who might have some resistance. B. Need to make sure RJ's home has Internet access. Talk with IT team to find some free services. | All Members are using Bookshare at home for classroom and pleasure reading with ease. |
| Step 3: Meet with IT team to designate a computer in my classroom, the tech lab and the library for Bookshare members. | Maria (PC) | By 5/19/12 | A. Bookshare reader software is free and easy to install B. | A. IT team will need to make some minor adjustments to server/computer settings and install free reader software and allow for downloading Bookshare books. B. | All three computers will be fully set up with reader software and Bookshare access. |

| Action Steps <i>What Will Be Done?</i> | Responsibilities <i>Who Will Do It?</i> | Timeline <i>By When?</i> <i>(Day/Month)</i> | Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i> | Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i> | Integrated Bookshare Into your Classroom: <i>Signs of Success</i> |
|---|---|--|--|--|---|
| Step 4: CR – get personal headphones that he can take with him to the library and tech lab. | Janet (Classroom aide) | By 5/22/12 | A. District has a resource for inexpensive AT equipment. B. | A. Will need to work with CR to make sure he does not lose the headphones, designate a place for storage. B. | CR will learn how to use Bookshare and get excited about reading. |
| Step 5: Contact Director of Special Ed and see if we can purchase a few iPads with Read2Go to lend to RJ, PK and TL. | Maria (PC) | By 5/29/12 | A. Consider Apple's bulk purchase program. B. | A. Lack of funding. B. | Our school will have three iPads with Read2Go that we can loan to students. |
| Step 6: Contact book purchasing department to make sure NIMAC language is in the contracts with publishers. | Maria (PC) | ASAP | A. Sarah in the book purchasing dept. is very organized and has been very helpful in the past getting CDs from publishers. B. | A. Bookshare is not an AU yet for our state, so it may take a little bit more time working through the state ed. dept. B. | All core instructional materials will be available in Bookshare before the start of the school year for our Chafee qualified students with IEPs. |